

# Top Ten Compliance Tips

1. Read your permits. Understand your requirements.
2. Call your inspector with questions (introduce yourself).
3. Conduct a thorough review of your facility to identify:
  - *Wastewater streams, and the destination of the wastewater*
  - *Waste streams (solid waste, liquid industrial waste, hazardous waste)*
  - *Processes that emit air contaminants*
4. Practice good recordkeeping.
  - *Develop a record retention schedule per requirement*
  - *Keep your records organized so they are easy for you and others to locate*
5. Set up a yearly tracking schedule identifying required updates of planning requirements and reporting deadlines.
6. Keep information up-to-date (MSDS, Emergency Plans, Pollution Prevention Plans, etc.)
7. Take immediate action to correct violations. Don't wait until you get caught!
8. Do not ignore correspondence from DEQ.
9. Do not recreate records or falsify data.
10. At the inspection, mention environmental achievements and programs that you have in place to maintain compliance (be proud of the resources that you have expended).

**MICHIGAN  
RETAP**  
RETIRED ENGINEER  
TECHNICAL ASSISTANCE PROGRAM

**Benefits:**

- Free, confidential, and non-regulatory on-site waste reduction assessments
- Facilities reviewed for source reduction, reuse, recycling, and energy efficiency opportunities
- Written, confidential reports contain specific recommendations to save money, increase efficiency, reduce need for costly waste disposal and treatment, and reduce liability
- Pollution prevention promotes a positive public image
- No obligation to implement the recommendations
- Companies implementing RETAP recommendations have saved thousands of dollars

**Eligibility:**

- All types of businesses with up to 500 full-time employees or equivalent in Michigan
- Michigan institutions of any size (hospitals, schools, and municipalities)

**For more information about RETAP:**

[www.michigan.gov/deq/retap](http://www.michigan.gov/deq/retap)

Retired Engineer Technical Assistance Foundation  
888-749-7886

Environmental Science and Services Division  
800-662-9278  
PO Box 30457  
Lansing, MI 48909-7957

**Pollution Prevention saves money**



STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
ENVIRONMENTAL SCIENCE AND SERVICES DIVISION

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RETIRED ENGINEER TECHNICAL ASSISTANCE PROGRAM  
POLLUTION PREVENTION AND COMPLIANCE ASSISTANCE SECTION

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**Small Business  
Pollution Prevention  
Loans**



**Benefits:**

- Loans up to \$300,000 at 5% interest or less
- Short, simple application process with minimal paperwork
- Loans are funded through a loan participation arrangement with a bank of the borrower's choice
- Significant cost savings for businesses who implement pollution prevention
- Payback on pollution prevention projects is generally 1 to 3 years

**Eligibility:**

- Independently owned and operated businesses
- Businesses with 500 full-time employees or less
- Available to all private business sectors, including manufacturing, farming, retail, and service

For more information about the Small Business Pollution Prevention Loan Program:

[www.michigan.gov/deq](http://www.michigan.gov/deq)

Environmental Science and Services Division  
800-662-9278  
PO Box 30457  
Lansing, MI 48909-7957

**Pollution Prevention is source reduction and environmentally sound off-site or on-site reuse or recycling.**



Jennifer M. Granholm, Governor, Steven E. Chester, Director  
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MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY



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SMALL BUSINESS P2 LOAN PROGRAM  
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