

# The Illinois Small Business Environmental Assistance Program (SBEAP)



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

JB Pritzker, Governor



**ILLINOIS**  
**SMALL BUSINESS**  
**ENVIRONMENTAL**  
**ASSISTANCE**  
**PROGRAM**

*Serving Small Businesses and the Environment*

# Small Business Environmental Assistance Program

Environmental regulations can be complex and confusing to many business owners, particularly small business owners.

Small businesses frequently do not have the same resources to devote to environmental compliance as larger businesses do.

Air regulations can be particularly difficult.

To better meet the needs of small businesses, the 1990 Clean Air Act Amendments required states to develop programs to help small businesses comply with air quality regulations.



# Small Business Environmental Assistance Program

- Located at the Illinois Department of Commerce & Economic Opportunity (DCEO).
- Mission: SBEAP provides no-cost confidential information and services to help small businesses understand and comply with their environmental obligations.
- **Not** a regulatory program.
- Largely single-media (air).



# Who does Illinois SBEAP serve?

415 ILCS 39.5(20)(a): "Small Business Stationary Source" is a stationary source that:

1. Employs 100 or fewer individuals.
2. Is a small business concern per the federal "Small Business Act."
3. Not a "major source" per 415 ILCS 39.5(2)(c).
4. Emits less than 50 tons/year of a regulated air pollutant, except greenhouse gases.
5. Emits less than 75 tons/year of all regulated air pollutants, except greenhouse gases.



# What does Illinois SBEAP do?

SBEAP helps small businesses to understand environmental regulations and provides:

- Fact sheets / guidance tools
- Emission calculator and recordkeeping tools
- General permit and compliance assistance
- One-on-one permit and compliance assistance
- Emission calculation assistance
- Help with Registration of Smaller Sources (ROSS)
- Workshops



# Permit and Compliance Assistance

- Permit or registration application review and comment
- Permit exemption assistance
- Rule applicability assistance
- Facility review/audit
- Starting business X, what permit do I need?
- Referrals from IEPA:
  - Direct permit assistance
  - Direct compliance assistance
- General air, land, water, other questions:
  - Administrative
  - Technical



# Illinois SBEAP Program Goals



- Enhance IEPA compliance
- Remain customer-focused
- Continue to provide high quality direct service
- Create a more “self-serve” online presence
- Enhance offerings



# Illinois 2025 SBEAP Program Impact

## Helpline Questions

### Overall Macro Total

Air	1015
Water	19
Land	108
Other	182
<b>Total</b>	<b>1324</b>

### Air Micro

ROSS	500
Asbestos	237
Other	309
<b>Total</b>	<b>1046</b>

## Web Analytics

### Total

Visitors	6711
Visits	8257
Pageviews	13152
One-on-one (hrs)	157
ROSS FAQ (9 months)	967



# Illinois SBEAP Program Impact



	'22	'23	'24	'25	Average
Website Pageviews	10550	9826	13427	13152	11739
Direct Assistance	1412	1030	1267	1324	1258
Air	1102	891	1032	1015	1010
All Other	399	164	243	309	279



# SBEAP Common Questions

- Air emissions math
  - Varied administrative questions
  - Help with my Violation Notice (VN)
  - IEPA referrals (both permit and compliance)
  - Varied asbestos questions (both homeowner and professional)
  - Waste questions / No Further Remediation (NFR) letters
  - Grant or other financial incentive asks
- Very few regulatory or interpretive questions



# SBEAP Updates

- Revised ROSS registration form has improved application quality
  - Lower rates and intensity of follow-ups (faster, smoother reviews)
- Recent ROSS FAQ (07/25) has been successful
  - 967 views (cannot tell specifically what viewed)
  - 9 months of data prorated to a year → 1287 views
  - If 75% had one question answered which saved just 5 minutes of Agency/SBEAP time... > 80 hours time freed for other tasks.
- ROSS template registration application (emphasis on nuisance dust)
  - Recent success “arming” some who are not air permitting experts
- Will be working toward hiring a new staff person



# Self-Serve Tool Projects

## Recent Projects

- [ROSS FAQs](#)
- ROSS registration cookbook
- Basic calculator/recordkeepers
- Emission calculator platform
- Fugitive dust guidebook
- Asbestos FAQs
- Drycleaner ROSS cookbook

## Future Projects

- Updated SBEAP webpage
- Industry specific guidance
- Permitting “book” continuation
- Downloadable calculators
- Asbestos landfill disposal map
- Update/Rework the [Environmental Consultants Directory](#)
- More FAQs



# ROSS Registration Cookbook Sample

## Registration of Small Source (ROSS) Application

[Date]

[Name – Owner/Operator/Title]

[Source Name]

[Source Address]

[Contact Phone #]

[Contact Email Address]

To whom it may concern with the BOA ROSS Program:

[Source Name] is a [operation/industry type] operation located at [Source Address] where we [brief description of industry] for our clients. To do this, we use a [Make and Model of equipment] using [Make and Model of fuel/chemical input] manufactured by [manufacturer]. We have reviewed the state permit exemption list, and we have determined that we have non-exempt process(s) or emission unit(s) which must be registered in ROSS based on our actual emission rates and 35 IAC 201.175.

[Optional – IF in response to a VN] On [Date], [Source Name] was contact by certified mail by [IEPA Compliance and Enforcement Contact Listed on the Violation Notice] with the [Illinois EPA's Department of Legal Council (DLC) OR Bureau of Air Compliance Section]. The included Violation Notice (VN # [#]) informed us that we are [State Reason: deficient in the requirement to hold the proper authorization to operate a process which generates air pollution in the state of Illinois, other]. [Optional – IF true] We were directed to the Small Business Environmental Assistance Program (SBEAP) at the IL Department of Commerce and Opportunity (DCEO) who assisted us with the preparation of this application to rectify the deficiency.

# ROSS Registration Cookbook Sample

- A Completed ROSS Form
- B Source Site Map
- C Process Flow Diagram of Your Operation
- D Emission Units List
- E Individual Air Emissions Estimates, Including Justificati
- F Source Emissions Summary
- G Environmental Justice (EJ) Area
- H Fugitive Particulate Matter Operating Program (FPOP)
- I Fugitive Particulate Matter History
- J. Fugitive Dust Prone Industry in a Populated Area
- K Fugitive Dust Control Status
- L Proof of Fee Payment



# ROSS Registration Cookbook Sample

## G Environmental Justice (EJ) Area

[Use IEPA [EJ Start](#) GIS Application to determine if you're in an EJ area. Enter your address in the GIS Application, and it will zoom to your location. If your location is in a colorful area, your location is in an EJ area. If your address is not in any colorful area, it is not in an EJ area. Select the correct option, delete the other, then take a screenshot of the IEPA EJ Start GIS Application result and paste it below to document your source's EJ status.]

### [Option 1]

This source is not currently located in an area of Environmental Justice concern.

### [Option 2]

This source is currently located in an area of Environmental Justice concern.

[Paste screenshot of EJ Start for your location]

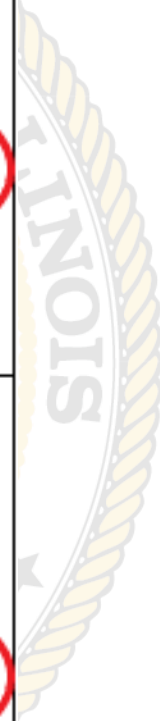


# ROSS Registration Cookbook Sample

H Fugitive Particulate Matter Operating Program (FPOP) Applicability (35 IAC 212.302)

Instructions: Evaluate #1 and #2 and follow the relevant instruction at #3~#5.  
Delete this instruction table afterwards.

Row	Question	Test	Yes/No																								
1	Is your operation's SIC Code at the right?	<ul style="list-style-type: none"> <li>mining operations <u>SIC major groups 10 through 14.</u></li> <li>electric generating operations <u>SIC group 491.</u></li> <li>manufacturing operations <u>SIC major groups 20 through 39.</u> <ul style="list-style-type: none"> <li><u>Except</u> Grain-Handling and Grain-Drying Operations subject to <u>35 IAC 212 Subpart 5</u> outside select areas in McCook and Lake Calumet in Cook County, or Granite City in Madison County. Refer to <u>35 IAC 212.302</u> and/or reach out for assistance if you are not certain.</li> </ul> </li> </ul> <p>Note: If you don't know your SIC Code, there is a guide to help you at <u>ROSS FAQ</u>. On the page, scroll to the Other Category, and review Number 3.</p>	[Yes or No]																								
2	Is your operation's location in any of the townships on the right?	<table border="1"> <thead> <tr> <th>County</th> <th>Township</th> </tr> </thead> <tbody> <tr> <td>Cook:</td> <td>All townships</td> </tr> <tr> <td>Lake:</td> <td>Shields, Waukegan, Warren</td> </tr> <tr> <td>DuPage:</td> <td>Addison, Winfield, York</td> </tr> <tr> <td>Will:</td> <td>DuPage, Plainfield, Lockport, Channahon, Peotone, Florence, Joliet</td> </tr> <tr> <td>Peoria:</td> <td>Richwoods, Limestone, Hollis, Peoria, City of Peoria</td> </tr> <tr> <td>Tazewell:</td> <td>Fondulac, Pekin, Cincinnati, Groveland, Washington</td> </tr> <tr> <td>Macon:</td> <td>Decatur, Hickory Point</td> </tr> <tr> <td>Rock Island:</td> <td>Blackhawk, Coal Valley, Hampton, Moline, South Moline, Rock Island, South Rock Island</td> </tr> <tr> <td>LaSalle:</td> <td>LaSalle, Utica</td> </tr> <tr> <td>Madison:</td> <td>Alton, Chouteau, Collinsville, Edwardsville, Fort Russell, Godfrey, Granite City, <u>Nameoki</u>, Venice, Wood River</td> </tr> <tr> <td>St. Clair:</td> <td>Canteen, Caseyville, Centerville, St. Clair, Stites, Stookey, Sugar Loaf, Millstadt.</td> </tr> </tbody> </table>	County	Township	Cook:	All townships	Lake:	Shields, Waukegan, Warren	DuPage:	Addison, Winfield, York	Will:	DuPage, Plainfield, Lockport, Channahon, Peotone, Florence, Joliet	Peoria:	Richwoods, Limestone, Hollis, Peoria, City of Peoria	Tazewell:	Fondulac, Pekin, Cincinnati, Groveland, Washington	Macon:	Decatur, Hickory Point	Rock Island:	Blackhawk, Coal Valley, Hampton, Moline, South Moline, Rock Island, South Rock Island	LaSalle:	LaSalle, Utica	Madison:	Alton, Chouteau, Collinsville, Edwardsville, Fort Russell, Godfrey, Granite City, <u>Nameoki</u> , Venice, Wood River	St. Clair:	Canteen, Caseyville, Centerville, St. Clair, Stites, Stookey, Sugar Loaf, Millstadt.	[Yes or No]
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3	Is only #1 a <b>No</b> ; choose Option 1 below and delete the other options.																										
4	Is only #2 a <b>No</b> ; choose Option 2 below and delete the other options.																										
5	Are both #1 and #2 <b>Yes</b> ; choose Option 3 below and delete the other options.																										



# Drycleaner ROSS Cookbook Sample

Select Yes or No to the following questions.		Yes	No
2	Is the source <b>required to obtain a permit</b> pursuant to the Clean Air Act Permit Program (CAAPP), or Federally Enforceable State Operating Permit (FESOP), or regulations under Section 111 (NSPS) or 112 (NESHAP) of the Clean Air Act?	<input type="radio"/>	<input checked="" type="radio"/>
3	Has USEPA determined that a permit is required for this source?	<input type="radio"/>	<input checked="" type="radio"/>
4	Are the non-exempt actual source-wide air pollutant emissions <b>less than all</b> of the following: a) 5 tons per year of combined particulate matter, carbon monoxide, nitrogen oxides, sulfur dioxide, and volatile organic material. b) 0.5 tons per year of combined hazardous air pollutant emissions. c) 0.05 tons per year of lead air emissions. d) 0.05 tons per year of mercury air emissions.	<input checked="" type="radio"/>	<input type="radio"/>
5	Is the source subject to a standard pursuant to <a href="#">40 CFR 61</a> or <a href="#">40 CFR 63</a> , <b>other</b> than those regulations that USEPA has categorized as "area source" standards?	<input type="radio"/>	<input checked="" type="radio"/>
6	Are emission units at the source used as thermal desorption systems pursuant to <a href="#">35 IAC 728 Table F</a> or as incinerator systems?	<input type="radio"/>	<input checked="" type="radio"/>
7	Is the source subject to local siting under <a href="#">Section 39.2 of the Act</a> ?	<input type="radio"/>	<input checked="" type="radio"/>
8	Has the ROSS fee been paid for the first year? Existing permitted sources may not be required to pay if current on their annual site fee; new sources are required to pay upon submittal.	<input checked="" type="radio"/>	<input type="radio"/>
9	Does this registration include a site map or other diagram of the source and its emission units in relation to the surrounding area? Note: A labeled web-based satellite screen shot is generally acceptable.	<input checked="" type="radio"/>	<input type="radio"/>
10	Does this registration include process flow diagram for your operation(s)?	<input checked="" type="radio"/>	<input type="radio"/>
11	Is your source co-located with an existing permitted source? If yes, submit a <a href="#">286-CAAPP Single Source Determination</a> form with this registration.	<input type="radio"/>	<input checked="" type="radio"/>
12	Is your operation subject to the requirements for a Fugitive Particulate Matter Operating Program (FPOP) pursuant to <a href="#">35 Illinois Administrative Code 212.302</a> ? Note: Fugitive dust sources could include outdoor material processing, material conveyance, screening, or storage piles, unpaved roadways or parking lots, etc.	<input type="radio"/>	<input checked="" type="radio"/>
13	If 12 is marked Yes or the source is located in an Environmental Justice (EJ) area, have you provided a Fugitive Particulate Matter Operating Program (FPOP) with this registration that meets the Minimum Operating Program requirements of <a href="#">35 Illinois Administrative Code 212.310</a> ? The Illinois EPA recommends that you document your Fugitive Particulate Matter Operating Program (FPOP) on form <a href="#">APC-391 Operating Program for Fugitive Particulate Control</a> .	<input type="radio"/>	<input checked="" type="radio"/>

## Example using DF-2000

- A petroleum dry cleaner used 75 gallons of DF-2000 last year and had no solvent recovery device. The data sheet declares that VOM content is 100% and the HAP content is 0% and density is 6.34 lb/gal.

→ For your IEPA ROSS registration, how much VOM and HAP did you emit last year?

A = 75 gal/yr	B = 6.34 lb VOM/gal	C <sub>VOM</sub> = 100% VOM	C <sub>HAP</sub> = 0% HAP
D = 0 %	E = 0.24 tpy VOM, 0.0 tpy HAP		

$$75 \left( \frac{\text{gal}}{\text{yr}} \right) \times 6.34 \left( \frac{\text{lb VOM}}{\text{gal}} \right) \times 100 \% (\text{VOM}) \times (1 - 0(\%)) \times \left( \frac{1 \text{ t}}{2000 \text{ lb}} \right) = E \text{ Emissions } \frac{\text{t VOM}}{\text{yr}}$$

$$75 \frac{\text{gal}}{\text{yr}} \times 6.34 \frac{\text{lb VOM}}{\text{gal}} \times 100\% \text{ VOM} \times (1 - 0\%) \times \left( \frac{1 \text{ t}}{2000 \text{ lb}} \right) = 0.24 \frac{\text{t VOM}}{\text{yr}}$$



# Drycleaner ROSS Cookbook Sample

- Section Seven is a demonstration for a single unit, or group of very similar sources
- **Most** petroleum dry cleaners *should* be able to use one row.
- If you had different solvents, or one unit with a control device and another without, in that situation you would use multiple rows.

**Section Seven: List of ROSS Qualifying Activities Pursuant to 35 Illinois Administrative Code 201.175(A)(1)**

Complete the following table for individual or identical groups of emission units. Explanatory footnotes are found in Section Eight. Add rows as needed for additional emission units.

Emission unit designation and description, include pollution control if any	Number of identical units	Process Rate <sup>1</sup>	Operating Hours	Emissions Per Emission Unit				Actual or Projected Emissions <sup>2</sup>
		Unit/yr	Hrs/Year	Pollutant	Control Device Efficiency %	Emissions Tons/Year	Emission Estimation Method <sup>1</sup>	
	1	100 gal/yr	N/A	PM	0	0		Actual
				SO <sub>2</sub>	0	0		Projected
				VOC	00	00	2	
				CO	0	0		
				NOx	0	0		
				Mercury	0	0		
				Lead	0	0		
				Other (M/C)	00	00	2	

The screenshot shows the Adobe Acrobat interface for a registration form. On the left, a file explorer window displays a list of files: 'Drycleaner Application', 'Industry ROSS Form Template\_Page\_1.jpg', 'Industry ROSS Form Template\_Page\_2.jpg', 'Industry ROSS Form Template\_Page\_3.jpg', 'Industry ROSS Form Template\_Page\_4.jpg', and 'Industry ROSS Form Template\_Page\_5.jpg'. The first file is highlighted in yellow. A red arrow points from this file to a 'Page Break' in the main document. A blue arrow points from a green highlighted text box 'Page #1 of Completed ROSS application' to the registration form. The registration form is titled 'Registration of Smaller Sources (ROSS)' and includes sections for 'Source Information' and 'Instructions in Brief'. The 'Source Information' section includes fields for '1) Source Name', '2) Identify source type' (with radio buttons for 'Previously Permitted Source', 'New Source', and 'Re-entry into ROSS'), and '3) ID No. required for previously permitted sources re-entry into ROSS'. The 'Instructions in Brief' section includes numbered instructions: '1) When applying for a Registration of Smaller Sources (ROSS), complete the following form and supply the needed supporting and supplemental material as part of a registration.' and '2) Registrations may be submitted electronically by email to [ross.iss.ross@dnr.state.il.us](mailto:ross.iss.ross@dnr.state.il.us) or may be physically mailed to the address of the Department of Commerce.

# Emission Calculator Platform

[Instructions](#)

[Emission Factors](#)

[HAP Tables](#)

[Operational Data](#)

[Criteria Emission Data](#)

[HAP Emission Data](#)

[Rule Compliance Check](#)

[Permit Type Check](#)

[References](#)

Actual Emissions							PM									
							A	B	C	D	E	F	G	H	I	J
							# of Identical Units	Operating Rate	Operating Rate Units	Hours of Operation	Emission Factor <sup>1</sup>		Control	Actual Emissions		
											#	Units	%	Per unit		Total
Emission Unit Name	Process			hr/yr				(lb/hr)	(t/yr)	(t/yr)						
Boiler #1 & #2	Natural Gas Fired Boiler	2	25.00	mmBtu/hr	1,000	7.60	lb/10 <sup>6</sup> scf	0.0%	0.19	0.09	0.19					
Metal Shop Grinders	Grinding Operation	3	250.00	t/hr	1,225	52.00	lb/t	98.0%	260.00	159.25	477.75					
Prime Coat Operation	Coating Operation	1	5.00	gal/hr	1,504	52.00	lb/t	0.0%	260.00	195.52	195.52					
1	0	0	0.00	-	0	0.00	-	0.0%	0.00	0.00	0.00					
2	0	0	0.00	-	0	0.00	-	0.0%	0.00	0.00	0.00					
15	0	0	0.00	-	0	0.00	-	0.0%	0.00	0.00	0.00					
<b>Total Actual Emissions</b>											<b>0.00</b>					

<sup>1</sup>Emission factor source: see 'Emission Factors' tab

Potential Emissions							PM									
							a	b	c	d	e	f	g	h	i	j
							# of Identical Units	Operating Rate	Operating Rate Units	Hours of Operation	Emission Factor <sup>1</sup>		Control	Potential Emissions		
											#	Units	%	Per unit		Total
Emission Unit Name	Process			hr/yr				(lb/hr)	(t/yr)	(t/yr)						
Boiler #1 & #2	Natural Gas Fired Boiler	2	35.00	mmBtu/hr	8,760	7.60	lb/10 <sup>6</sup> scf	0%	0.26	1.14	2.28					
Metal Shop Grinders	Grinding Operation	3	275.00	t/hr	8,760	52.00	lb/t	90%	1,430.00	6,263.40	18790.20					
Prime Coat Operation	Coating Operation	1	7.50	gal/hr	8,760	52.00	lb/t	0%	390.00	1,708.20	1708.20					
1	0	0	0.00	-	0	0.00	-	0%	0.00	0.00	0.00					
2	0	0	0.00	-	0	0.00	-	0%	0.00	0.00	0.00					

# Emission Calculator Platform

Rule Check for X

**Work In Progress**

Scale	
> 20 = Wide Margin	> 1 = Low Margin
> 10 = Narrow Margin	< 0 = Non Compliance

PM		Emissions		Rule Check					
Emission Unit Name	Process	(lb/hr)	(t/yr)	Rule	Standard	[unit]	In Compliance?	Compliance Margin	Notes
							Yes/No	%	
Boiler #1 & #2	Natural Gas Fired Boiler	0.2	0.1	40 CFR 63.xxx	100.00	ppm	Yes	99.8	Wide Margin
0	0	10.0	0.0		9.00		No	(11.1)	Non Compliance
0	0	100.0	0.0		110.00		Yes	9.1	Low Margin
0	0	100.0	0.0		115.00		Yes	13.0	Narrow Margin
0							No	#DIV/0!	#DIV/0!
0							No	#DIV/0!	#DIV/0!

Scale	
> 20 = Wide Margin	> 1 = Low Margin
> 10 = Narrow Margin	< 0 = Non Compliance

## Rule Check

In Compliance?	Compliance Margin	Notes
Yes/No	%	
Yes	99.8	Wide Margin
No	(11.1)	Non Compliance
Yes	9.1	Low Margin
Yes	13.0	Narrow Margin



# Emission Calculator Platform

## Permit Information

Is the facility located in any of the Nonattainment Areas below?	Yes
Chicago, IL-IN-WI: Cook County DuPage County Oswego Township-Kendall County	

IL Major Source Threshold as of January 2025		
	Attainment Area	Nonattainment Area
Pollutant	PTE (tons per year)	PTE (tons per year)
PM	100	100
NOx	100	50

## Emissions Totals

Air Pollutant Emitted	Actual Emissions t/yr	Potential Emissions t/yr	Permit Checker		
			Major Source Threshold (MST)? <sup>1</sup>	Permit Needed	Notes
PM	85.00	105.00	Yes	FESOP Eligible	If applicant accepts federally enforceable limitations on operations.
Volatile Organic Material (VOM)	0.00	0.00	No	LOP	ROSS?
Largest HAP	5.00	11.00	Yes	CAAPP	
Total HAPs	12.00	15.00	No	LOP	ROSS?

Work In Progress

Source Total for ROSS Applicability				
Air Pollutant	Source	201.175(a)(1)(A)	ROSS Compliance	Notes
	Total (t/yr)	Limits	Status?	
Particulate Matter (PM)	85.00			
Volatile Organic Material (VOM)	0.00			
Grand Total	85.00	< 5 tons	No	
Combined Hazardous Air Pollutants	12.00	< 0.5	No	
Lead	0.00	< 0.05	Yes	
Mercury	0.00	< 0.05	Yes	
ROSS Eligible?			No	

# Basic Calculator/Recordkeeper Sample

1	Petroleum Solvent Drycleaner Calculator and Annual Recordkeeper											
10	<b>Spreadsheet Purpose</b>											
11	This spreadsheet may be (1) used to estimate projected emissions for the submission of an Illinois EPA ROSS registration application, and (2) this spreadsheet may also be used to maintain the required annual documentation for the ROSS registration program, such as: annual emissions, material throughputs, emission estimation methods, and the annual ROSS payments.											
13												
14	<b>General Instructions</b>											
15	1)	Fill in the blue colored boxes on this and the next tab. All equations are already programmed into this spreadsheet.										
21												
22	<b>Specific Instructions</b>											
23	1)	This spreadsheet allows for a dry cleaner using up to 2 different solvents to calculate the annual VOM and HAP emissions. To perform the calculation, you will need to consult your solvent's manufacturer data sheet for the following physical properties: material density, and VOM and HAP content as a percentage. If you are not comfortable doing this, please reach out for help.										
27												
28	<b>Color key</b>											
29	Blue	Enter information for your facility in the blue boxes.										
30	White	Do not change the values/formulas in white boxes. White boxes contain intermediate calculations for determining emissions.										
31	Green	Your emission totals are in green boxes. These are automatically calculated based on information entered in blue boxes.										
41												
42	<b>General Equation to Estimate Emissions from a Petroleum Solvent Dry Cleaner by Mass Balance</b>											
43												
44	$A \text{ Solvent Usage } \left( \frac{\text{gal}}{\text{yr}} \right) \times B \text{ Density } \left( \frac{\text{lb VOM}}{\text{gal}} \right) \times C \text{ (VOM or HAP) Content } \% \times D \text{ Recovery } (\%) \times \text{Unit Conversion } \left( \frac{1 \text{ t}}{2000 \text{ lb}} \right)$											
45												
46	$= E \text{ Emissions } \left( \frac{\text{t}}{\text{yr}} \right)$											
47												
48												
49	<i>A = Petroleum solvent usage in gallons per year</i>											
50	<i>B = Petroleum solvent density in lbs per gallon</i>											
51	<i>C = Petroleum solvent VOM or HAP content in %</i>											

# Basic Calculator/Recordkeeper Sample

Year	Process	Annual Throughput?	Known Annual Process Rate	Short Term Process Rate	Annual Hours of Operation	Calculated Annual Process Rate	PM Emission Factor AP42 Table 11.19.2-2	Annual PM Per Process	Annual PM Total	ROSS Eligible?	Payment Info Check # or Online Payment Transaction # and Date
	Type	Select?	T/yr	T/hr	hr/yr	T/yr	lb PM/T	T/yr	T/yr	Yes/No?	##
Example	Controlled Crushing	Known Annual	100,000				0.00120	0.0600	0.24	Yes	Chk#12345, June 01, 2024
	Controlled Screening	Calculated Annual		75	2,080	156,000	0.00220	0.1716			
	Controlled Conveying	Known Annual	150,000				0.00014	0.0105			
2026	Controlled Crushing	Known Annual	2,400,000				0.00120	1.4400	5.06	No	123456
	Controlled Screening	Calculated Annual		600	5,000	3,000,000	0.00220	3.3000			
	Controlled Conveying	Calculated Annual		1,000	4,500	4,500,000	0.00014	0.3150			
2027	Controlled Crushing	Known Annual	100,000				0.00120	0.0600	0.18	Yes	ABCDEF
	Controlled Screening	Known Annual	100,000				0.00220	0.1100			
	Controlled Conveying	Known Annual	100,000				0.00014	0.0070			



# Basic Calculator/Recordkeeper Guidance Sample

Process	Annual Throughput?	Known Annual Process Rate	Short Term Process Rate	Annual Hours of Operation	Calculated Annual Process Rate	PM Emission Factor AP42 Table 11.19.2-2	Annual PM Per Process	Annual PM Total	ROSS Eligible?
Type	Select?	<p><b>INSTRUCTIONS</b></p> <p>If you know your annual throughput because you are able to weigh it (perhaps for a quarry operation), use the dropdown to select "Known Annual." Then, enter your known throughput in the next column. You will <b>not</b> need to enter data in the 'Short Term Process Rate' or 'Annual Hours of Operation' columns.</p> <p>If you do not know your exact annual throughput (perhaps for a demolition operation), select "Calculated Annual." Then, enter your equipment nameplate processing rate in Ton/hour in the 'Short Term Process Rate' column, and enter the number of hours of operation for the year in the 'Annual Hours of Operation' column. This will calculate the amount of material you processed in the 'Calculated Annual Process Rate' column. You will <b>not</b> need to enter data in the 'Known Annual Process Rate' column.</p>							Yes/No?
Controlled Crushing	Known Annual								Yes
Controlled Screening	Calculated Annual								
Controlled Conveying	Known Annual								No
Controlled Crushing	Known Annual								
Controlled Screening	Calculated Annual								
Controlled Conveying	Calculated Annual								
Controlled Crushing	Known Annual	100,000				0.00120	0.0600		



# Field Report: One

- Mulch Production Operations
  - Mulching operations recently came under enhanced scrutiny
  - Violations issued for multiple sources: lack of permit or registration
  - IEPA referred cases to SBEAP
  - Assisted sources in satisfying the VN leading to ROSS registrations
  - After a couple developed a process to stamp out successors
- Lessons Learned
  - Not having ready emission factors can be **hard** (even for the pros)
  - Source confusion and frustration is real
  - Working with permitting counterparts to develop a better approach is good
  - Doing a good job is not fast or cheap



# Field Report: Two

- Aggregate Processing Source(s)
  - Source reached out for help... had no registration **but** they needed one
    - Not only did they have a main quarry operation, but they also had clients at numerous other locations as part of their plant is portable... they needed **many** registrations.
  - SBEAP does not have the capacity to process their numerous locations
  - The only viable approach was to “teach them to fish”
  - Using the tools we have developed, we worked with their office person over a series of meetings to instruct on the process and paperwork
- Lessons Learned
  - With ready resources and some hands-on help sources **can** help themselves
  - Sources are willing but don't know what they don't know
  - Zero chance they had the resources to hire the task out



# Field Report: Three

- Dry Cleaner Operation
  - Received a VN referral... while assisting them... they had more problems
    - Confused by the rule → many satellite locations → all out of compliance
  - Impossible for SBEAP to assist and process their many locations
  - We worked with them to create a workshop at their corporate office
  - We coached them through the process and stamped out ROSS simultaneously
    - We believe this approach was an Illinois first for air permitting
  - At the meeting we resolved 2 active VNs, we processed 6 ROSS at once, and we trained their corporate staff person to process another 10.
- Lessons Learned
  - Sources doing their best can still fall short
  - Sources want to be in compliance
  - Workshop approach was highly effective
  - Who knew how difficult PDFs could be...



# Field Report: Four

- DCEO referred a case to SBEAP... this was a first.
- Current owner was selling the small manufacturing business off
- Prospective new owner needed/applied for a grant (CDBG) from DCEO
  - Part of the approval in that process is an environmental review
    - IEPA indicated a permit was likely required
- Needing a permit was **unexpected**... timing threatened the overall transaction
  - The current owner set a deadline; else the facility was to be shut and sold for parts
    - Local jobs, taxbase, unemployment, community impacts ... all on the line
  - We pulled out all of the stops to get them an application to satisfy the grant
- Lessons Learned
  - The intersection of business and compliance is real
  - When everything is a priority, nothing is a priority
  - A little source does not always mean a mean little work
  - Little sources need a hand up, not a handout
  - Helping out the little guys can be very rewarding



# U of I's Illinois Sustainable Technology Center Center for Economic Impacts & Societal Benefits (CEISB)

## Technical Assistance

### Program Flyer

#### OUR SERVICES

##### ■ COMPREHENSIVE ASSESSMENTS

A customized assessment of production processes to reduce energy & water consumption, minimize carbon footprint, reduce waste, increase productivity, and drive innovation.

##### ■ COMPLIANCE ASSISTANCE

Advise clients on permitting and reporting requirements related to a variety of environmental regulations at all levels of government. We can also facilitate contact and communication with relevant regulatory agencies.

##### ■ ENERGY EFFICIENCY

Establish facility baseline consumption. Identify conservation and efficiency opportunities available through behavior change, equipment or process modification, heating and cooling system adjustments, alternative technologies, and more. Provide information on incentives, rebates, and utility assistance programs to increase investment return where applicable.

#### Our Process

- 1 Initiate contact
- 2 Discuss needs & concerns
- 3 Conduct an initial meeting & on-site assessment
- 4 Provide an initial recommendation report
- 5 Establish baseline & act on next steps
- 6 Document savings and benefits

## Technical Assistance Program (TAP)

### **I** ILLINOIS

Illinois Sustainable Technology Center

PRAIRIE RESEARCH INSTITUTE

One Hazelwood Drive, MC-676

Champaign, IL 61820

p: 217-333-8940

[Email us](#)



Illinois  
Department of Commerce  
& Economic Opportunity  
JB Pritzker, Governor

# Center for Economic Impacts & Societal Benefits (CEISB)

## Center for Economic Impacts and Societal Benefits (CEISB)

“... technical assistance and research to support sustainable behavior and practices (from the individual to the organizational/industrial scale), pollution prevention, and a circular economy in Illinois and beyond.”

### Examples of CEISB Projects

- University of Illinois Urbana-Champaign Nitrile Glove Recycling
- Forest Preserve District of Cook County Recycling and Waste Reduction Opportunity Assessment
- Illinois Farm to Food Bank Feasibility Study & Pilot Projects



# EnergySense Resilience Center (at U of I)

## EnergySense Resilience Center

**Contact**

EnergySense Resilience Center  
University of Illinois System  
800.214.7954  
energysense-info@uillinois.edu

### OUR PROGRAMS



Energy code training



Energy efficiency services



Building energy education



Public water infrastructure energy assessments



Green business services



Climate action planning



Workforce development



Solar services

### WHO WE SERVE

Illinois Green Business Program

Climate Action Planning

Energy Efficiency Programs

Solar Resiliency



Businesses



Communities



Colleges and universities



Clean energy professionals



Water and wastewater systems



State agencies and utilities



**Illinois**  
Department of Commerce  
& Economic Opportunity  
JB Pritzker, Governor

# IL DCEO Business Information Center (BIC)



Your Gateway  
to Business  
Assistance



Illinois  
Department of Commerce  
& Economic Opportunity  
OFFICE OF ENTREPRENEURSHIP,  
INNOVATION & TECHNOLOGY

The Illinois Business Information Center is a statewide resource that provides Small Business Environmental Assistance, Regulatory Alerts, License and Permit Assistance, and Resource Referrals.



Illinois  
Department of Commerce  
& Economic Opportunity  
JB Pritzker, Governor

# IL DCEO Business Information Center (BIC)

## Environmental Assistance (SB)

Confidential, no cost help with your small business environmental needs. Explore self-serve topics or email your questions:

[SBEAP@illinois.gov](mailto:SBEAP@illinois.gov)

EXPLORE SELF-SERVE TOPICS



Small Business (SB)

## Regulatory Alerts (SB)

Navigate Illinois' regulations through the Regulatory Flexibility Program. Email your questions:

[CEO.RegFlex@illinois.gov](mailto:CEO.RegFlex@illinois.gov)

VISIT THE DCEO WEBSITE



## License & Permit Assistance

Explore self-serve answers to frequently asked questions focused on license and permitting assistance. Email your questions:

[BIC@Illinois.gov](mailto:BIC@Illinois.gov)

EXPLORE SELF-SERVE FAQs



## Resource Referrals

Not sure where to start, start here! Our business specialists will answer your questions or refer you to someone who can. Email your questions:

[BIC@Illinois.gov](mailto:BIC@Illinois.gov)

VISIT THE DCEO WEBSITE



Scan the corresponding QR code for details

# How to Connect with Illinois SBEAP

- **Program Contacts**

e-mail: [dceo.sbeap@illinois.gov](mailto:dceo.sbeap@illinois.gov)

Phone: (800) 252-3998

Program Website:

<https://www.dceo.illinois.gov/smallbizassistance/environmentalassistanceprogram.html>

- **SBEAP Program Manager Ross Cooper:**

[ross.cooper@illinois.gov](mailto:ross.cooper@illinois.gov)



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