

HOW TO USE THIS GUIDEBOOK

This guidebook is designed to answer questions regarding various regulations and furnish relevant, supplemental information. Although it may appear intimidating due to its size and the number of topics covered, you will find it quite easy to use.

The guidebook is subdivided into three main sections: environmental regulations; Michigan Occupational Safety and Health Act (MIOSHA) regulations; and construction and fire codes. Each chapter within each section targets a specific regulatory program. For example, in Section One (Environmental Regulations), Chapter 2 contains an explanation of the regulations that manage the disposal of solid, liquid, and hazardous wastes. In Section Two (MIOSHA Regulations), Chapter 32 contains an explanation of the lockout/tagout requirements. Because of the diversity found in business operations, not all chapters of this guide will be applicable to any one business. By completing the "Facility-Assessment Survey" beginning on page vi, you can create a personal checklist of the pages of the guide that are relevant to your particular business.

LAYOUT OF CHAPTERS

Many chapters of the guidebook, i.e., 1-11, 37, and 38, are subdivided into four distinct parts: Purpose and Applicability of Regulations, Agencies and Their Laws and Rules, the regulation abstracts, and Where to Go For Help.

The "Purpose and Applicability of Regulations" contains an overview of the type of activity that is regulated and the ultimate goal of compliance.

The "Agencies and Their Laws and Rules" cites all of the state and federal statutes and rules related to the particular regulatory program. Some guide owners will find it necessary to obtain actual copies of the regulations cited in this part of the chapter to further their understanding of the requirements. Appendix D gives a more detailed discussion of state and federal statutes and rules, how they are cited, and where you can find them on the Internet.

Following the "Agencies and Their Laws and Rules" part of the chapter are the regulatory abstracts. The abstracts highlight major components of the regulation and give readers an indication of whether or not the regulation is applicable to their manufacturing facility. When applicable, most regulations require a manufacturer to perform one or more of the following activities: modify or install equipment, maintain records, train employees, file reports, perform routine maintenance and monitoring, or develop a written plan.

The "Where To Go For Help" section identifies which state and federal agencies and other sources you can contact for additional information about the stated subject. Do not call these entities to obtain copies of the actual regulations. Instead, refer to Appendix D of the guidebook for step-by-step instructions on how to locate laws and rules on the Internet. It's a good idea to access and print the regulations you are questioning prior to calling for help, and have a reference copy nearby when you call.

Whenever possible, the phone number, web site, and list of useful publications associated with the agency or resource are listed. Traditionally, resource information such as this gets placed in an appendix at the back of the book. Because of its importance and value, we placed it at the end of each chapter. The publications listed in "Where To Go For Help" appear throughout the regulatory abstracts in italics and in quotation marks, e.g., "*Air Pollution Control 101*."

Although there are numerous safety and health standards applicable to Michigan businesses, most of these standards were promulgated under one statute (the Michigan Occupational Safety and Health Act) and are administered by one agency the (Michigan Occupational Safety and Health Administration [MIOSHA]). Accordingly, MIOSHA contact information can be found in Appendix C, which provides an overview of the DEQ and MIOSHA. Specific contact information for MIOSHA programs can also be found throughout the chapters were applicable.

POLLUTION PREVENTION OPPORTUNITIES

There are many ways to lessen the impact of manufacturing on the environment while saving money in materials and operating costs through pollution prevention. Chapter 12 of the guidebook is devoted exclusively to pollution prevention opportunities for manufacturers of all sizes. Manufacturers can reduce the number of regulations they are subject to by implementing certain techniques and technologies that don't produce waste in the first place.

PHONE/WEB BOX

These symbols indicate important telephone numbers and Web sites you can access for more information about a particular regulation.



APPENDICES

Government is noted for its use of acronyms, and this guidebook is full of them. Appendix A contains a complete listing of all these acronyms used in the guidebook.

Appendix B contains definitions of the various regulated groups of materials referenced throughout the book. These defined terms appear in bold lettering (e.g., **hazardous material-Act 207**).

For enhanced understanding of the regulatory departments, we have included organizational charts of the DEQ and MIOSHA in Appendix C. In the environmental chapters of the guide, the DEQ district office is often referenced as the place to go for additional information and guidance. A map and phone numbers of the DEQ district offices are included in Appendix C.

Do you wonder what the numbers in front of the decimal point in a state rule citation refer to? Do you need the full text of a regulation your business may be subject to and need it fast? Appendix D unravels the mysteries associated with citing state and federal rules and tells how to locate electronic and hard copies of them. Thankfully, the Internet makes locating regulations an easy task. Key Web sites are listed in Appendix D.

Proper management of hazardous materials at a manufacturing site requires you to know the various properties of the material. Material Safety Data Sheets (MSDS) contain important information, such as identification of the hazardous ingredients and precautions for safe handling and use. Appendix E explains how to properly read an MSDS.