

Resource Guide  
for  
Recycling-Based  
Businesses

Revised October 2001



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# Introduction

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The Integrated Waste Management Board's Recycling Market Development Zone program was created to provide incentives to businesses that use secondary materials from the waste stream as feedstock for manufacturing. The Board developed this *Resource Guide for Recycling-Based Businesses* to help you find the financial, business, technical, and regulatory resources you need to succeed and prosper in California. Using the guide, your business will be better able to assess and access the diverse services and resources available.

This guide will direct you to sources of services and assistance from government and private agencies about loans, licenses, taxes, and regulations pertaining to your business. The guide covers financial, business, permitting, and technical assistance from local, State, and federal sources.

Most of the information in this guide is applicable to any type of business venture; however, particular attention has been given to recycling-based businesses. While recycling market development presents tremendous opportunities, manufacturing products from recyclable material often poses unique challenges. Predictability or availability, quality, and consistency of recyclable materials; recycled products acceptance in the marketplace; and access to financing can create barriers much different from those faced by manufacturers using virgin materials.

While this guide aims to help your recycling-based business overcome these barriers, it is not the only source of information. There is no substitute for direct contact with various regulatory agencies and assistance sources before proceeding with any venture or project.

We encourage you to contact the Recycling Business Development Section at the California Integrated Waste Management Board with comments, updates, or suggestions about future revisions to this guide. The information in the guide has been checked for accuracy but some organizations or regulations may have changed since publication. We apologize for any inconvenience and ask that you take an active role in keeping this information useful by notifying us of any outdated information you come across.

You can access information about this resource guide and services available to the public through the R-Team hotline at (916) 341-6600 or on the Internet at [www.ciwmb.ca.gov](http://www.ciwmb.ca.gov)

# Business Development

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The first step to starting any business is to develop a business plan. There are several organizations throughout the state that provide one-on-one counseling services to businesses for free! These organizations can also help you with other business planning needs, such as developing a marketing plan. This section describes business planning resources in California.

## Small Business Development Centers

### *What is the purpose of the centers?*

The California Small Business Development Center (SBDC) Program was formally established in 1983 under the California Trade and Commerce Agency to spur the expansion and development of California small businesses. The SBDC offers small business owners and entrepreneurs in California one-stop business counseling, training, and links to other economic development resources in all California counties. The SBDC program is partially funded by the U.S. Small Business Administration and community colleges.

### *What kind of assistance can I expect?*

SBDCs advise small businesses on marketing, growth strategies, planning, and a variety of other business issues. The centers can also help identify financial resources and develop a financial presentation package to increase borrowing opportunities. Specific types of assistance include the following:

- In-depth, one-on-one consulting.
- Business planning and management assistance.
- Marketing and technical assistance.
- Business education and training workshops.
- Assistance expanding into the international marketplace.
- Technology transfer information and assistance.
- Economic and business data.
- Access to federal, State, or local programs.
- Permit and licensing assistance.
- Environmental compliance assistance.

### *Who is eligible for assistance?*

Any California entrepreneur is eligible for services from the SBDC.

### *Who provides the service?*

The SBDCs are administered by the California Technology, Trade and Commerce Agency's Office of Small Business in cooperation with the Chancellor's Office of the California Community Colleges and the U.S. Small Business Administration.

***How do I contact SBDC?***

There are over 30 SBDC offices in California. Information is available to the public through the Small Business Help Line at 1-800-303-6600. The help line is available 24 hours a day and provides information on financial, management, and technical assistance and referrals to State agencies for small businesses.

Call the Office of Small Business at (916) 324-5068 or visit their Web site at [www.commerce.ca.gov/small-business/sbdc-locations.html](http://www.commerce.ca.gov/small-business/sbdc-locations.html) to locate the SBDC office nearest you.

## **Small Business Help Line**

***What is the purpose of the help line?***

The purpose of the help line is to efficiently provide resource information to small businesses.

***What kind of assistance can I expect?***

The system is designed to assist small, minority, and women-owned businesses with information on a variety of subjects. Prerecorded messages feature topics including:

- Starting a business.
- Financial resources.
- Management and technical assistance.
- State and federal programs.
- Regulatory and tax considerations.
- Information on toxics.
- Settling disputes with State and federal agencies.
- Small business conferences and seminars.

***Who provides the service?***

The California Technology, Trade and Commerce Agency's Office of Small Business manages the help line. You can access the help line by dialing (916) 327-4357 or 1-800-303-6600.

## **Service Corps of Retired Executives (SCORE)**

***What is the purpose of SCORE?***

Helping American small businesses prosper has been SCORE's goal since the program began in 1964. SCORE is a 13,000-member volunteer program sponsored by the U.S. Small Business Administration (SBA). The program matches volunteers with small businesses that need expert advice. These business executives, whose collective experience spans the full range of American enterprise, share their management and technical expertise with present and prospective owners/managers of small businesses.

***What kind of assistance can I expect?***

SCORE counseling is provided without charge. However, there is a nominal fee for training programs. Management counseling takes place at a client's business, an SBA field office, or a SCORE chapter location. SCORE counseling can:

- Analyze each business and its operations and suggest ways to successfully correct problems or institute changes to the business.
- Help small business owners and managers identify basic management problems, determine the causes, and become better managers.
- Help successful firms review their distribution channels, evaluate expansion, modify products, and meet other business challenges.
- Offer prebusiness workshops and a variety of other workshops nationwide to current and prospective small business entrepreneurs. These workshops take place in local communities and provide an overview of what it takes to start a business.

***Who is eligible for assistance?***

Almost any small, independent business not dominant in its field can get help from SCORE. The approach is confidential and person-to-person. Consultation and counseling before a business start-up is an important part of the service.

***How do I contact SCORE?***

To locate the SCORE office nearest you, call SCORE at 1-800-634-0245 or contact the nearest SBA office. Information on SCORE (including locations) is also available at [www.score.org](http://www.score.org).

## **Employment Development Department (EDD)**

***What is the purpose of EDD?***

EDD maintains employment records for millions of California workers and collects all employment taxes, including Unemployment Insurance (UI), Disability Insurance (DI), Employment Training Tax, and personal income tax withholding. The department administers the UI and DI benefit programs for those who are out of work or are unable to work due to a nonwork-related illness or injury or a pregnancy.

EDD established a policy to focus on the needs of small business employers. Programs available through the EDD can benefit small businesses.

***What kind of assistance can I expect?***

- EDD collects, analyzes, and publishes information about the local, regional, and state labor markets. The information includes employment and unemployment numbers, occupational supply and demand trends, wage and benefits data, population characteristics, and a variety of other statistics available in historical, current, and projected figures. For labor market information, call EDD at (916) 262-2162 or visit the Web site at [www.calmis.cahwnet.gov](http://www.calmis.cahwnet.gov).
- As the administrator of the federal Job Training Partnership Act in California, EDD plays a key role in a number of major job training programs. Worker training and related services are offered statewide through a network of service delivery areas, under the guidance of local Private Industry Councils.
- EDD provides an instant link to California's largest electronic database of job-ready applicants. Using the EDD automated job match system, a business can match specific duties and requirements to the skills and experience of qualified job seekers. In addition, through the linkage EDD has with America's Job Bank, a business may choose to share its listings nationwide.

- EDD informs and advises businesses on California's employment tax laws. The EDD compliance consulting program offers new businesses a personalized consultation as part of EDD's regular registration process.
- EDD regularly sponsors or cosponsors informative seminars on current labor conditions, labor law, personnel issues, and employment tax and payroll reporting requirements.
- The Work Sharing program allows payment of a prorated percentage of unemployment insurance benefits to workers whose hours and wages are reduced as a temporary alternative to layoffs. When business conditions improve, you can quickly gear up production without the expense of recruiting, hiring, and training new employees.
- The Employment Training Panel (ETP) provides funds to employers, subject to the Employment Training Tax, to train California workers who are currently employed or who are drawing or have exhausted UI benefits. For more information, contact the ETP at (916) 327-5262 or on the Internet at [www.etp.cahwnet.gov](http://www.etp.cahwnet.gov).

***Who provides the service?***

For more information, check the State government section of the telephone directory under Employment Development Department for the number of your local Job Service, Employment Tax, and Disability Insurance offices, or visit the EDD Web site at [www.edd.cahwnet.gov](http://www.edd.cahwnet.gov).

For general information, contact the EDD at (916) 653-0707 or write to:

Employment Development Department  
800 Capitol Mall  
Sacramento, CA 95814

**California Employment Training Panel (ETP)**

The ETP was created by the California Legislature in 1982 as a cooperative business-labor program. The seven panel members are appointed by the Governor and leadership of the legislature, and have backgrounds in business or labor. The panel programs are administered by an executive director, who is also appointed by the Governor.

The ETP programs are funded by the Employment Training Tax. This tax is assessed on every California employer who pays unemployment insurance tax.

***What is the purpose of the ETP program?***

The ETP program can provide funds to train the skilled workforce required for a productive start-up in California by a new or expanding business. The ETP can contract directly with a business to provide its own training or subcontract the training to a public or private school. Training can be in a classroom, laboratory, on the job, or any combination. All contracts are performance-based, which means that contractors earn ETP training funds only after a worker is trained and retained on the job for which they were trained for at least 90 days after training.

***What kind of assistance can I expect?***

- Train new employees for employers who cannot find the skilled workers they need.
- Retrain current employees to prevent unemployment as business and workers cope with changes in technology, job requirements, competition, and productivity.

***Who is eligible for assistance?***

- **Contractors.** (1) For-profit employers, (2) nonprofit employers that pay employment training tax, (3) training agencies with successful track records, and (4) PICs.
- **Trainees.** (1) Employees who are unemployed and receiving unemployment insurance benefits, (2) employees covered by the unemployment insurance system and in danger of layoff, and (3) employees in a firm that is becoming a high performance or diversified workforce.

***How do I contact the ETP Office?***

For further information or assistance, call the ETP field office nearest you or visit the ETP Web site at [www.etp.cahwnet.gov](http://www.etp.cahwnet.gov).

- San Mateo ETP (650) 655-6930
- Sacramento ETP (916) 327-5262
- Los Angeles ETP (818) 755-1313
- San Diego ETP 619) 686-1920

## **Recycling Market Development Zones**

***What is the purpose of the program?***

The California Integrated Waste Management Board oversees this innovative program to provide incentives to manufacturers who produce recycled-content products. A primary incentive of the program is the low-interest loan. The Recycling Market Development Zones (RMDZ) are designated by the Board to stimulate statewide market development for recycled materials and are modeled, in part, on the California Department of Commerce's Enterprise Zones. The 40 RMDZs are distributed throughout California, from Humboldt County in the north to San Diego in the south.

***What kind of assistance can I expect?***

Each RMDZ has a local zone administrator who can help you determine if your business is eligible for an RMDZ loan or other local incentives. Zone administrators are also familiar with siting and permitting issues that may affect recycling-based businesses in your area. RMDZ incentives include the Board's low-interest loan program, as well as local government incentives, which may include low-interest loans, community development block grant funds, industrial development bonds, and business tax exemptions.

***Who is eligible?***

Private businesses and nonprofit organizations that use secondary waste materials and are located in an RMDZ may benefit from a variety of Board and local incentives.

***Who provides the service?***

The Recycling Business Development Section of the California Integrated Waste Management Board administers the RMDZ program. For additional information, contact the Waste Board at (916) 341-6530 or visit our Web site at [www.ciwmb.ca.gov/RMDZ/](http://www.ciwmb.ca.gov/RMDZ/).

## **Local Economic Development Departments**

Your local economic development department or corporation can frequently help you find a building or building site and assist you with other local siting issues. Medium- to large-sized businesses are most likely to receive assistance from economic development departments, since their mission is to bring jobs and dollars into the community.

# Permitting and Regulatory Compliance

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Local, State, and federal permits and regulations may affect your business. This section identifies some types of permits you may need to obtain, and public agencies and nonprofit organizations that may help you obtain and comply with permitting and regulatory requirements.

## Local Level

Your permit requirements will depend upon the type of business you plan to operate. The following are examples of the types of licenses and permits that you may need to run your business. However, each city and county will vary in its specific requirements. For more information, you can call your city and county planning offices.

### *What licenses and permits do I need?*

Most major projects impact land, air, or water. Here is a list of the most common permits a typical project, such as a manufacturing facility, might need.

- |                                  |   |
|----------------------------------|---|
| <b>Land Use (local)</b>          | <ul style="list-style-type: none"><li>• Use Permit (city and county government)</li><li>• Negative Declaration or Environmental Impact Report (EIR)</li></ul>   |
| <b>Air Quality</b>               | <ul style="list-style-type: none"><li>• Authority to Construct</li><li>• Permit to Operate</li></ul>  |
| <b>Water Quality (local)</b>     | <ul style="list-style-type: none"><li>• Sewer Connection Permit</li><li>• Wastewater Discharge Permit</li><li>• Stormwater Discharge Permit</li><li>• Waste Discharge Requirements or National Pollution Discharge Elimination System (if point-source discharge)</li></ul> |
| <b>Hazardous Materials</b>       | <ul style="list-style-type: none"><li>• Hazardous Materials Management Plan</li><li>• Hazardous Waste Facilities Permit</li><li>• Below-Grade Tank Permit</li></ul>   |
| <b>Site (local)</b>              | <ul style="list-style-type: none"><li>• Landscape and Architectural Review</li><li>• Site Grading and Excavating Permit</li></ul>   |
| <b>Construction (local)</b>      | <ul style="list-style-type: none"><li>• Building Permits/Occupancy Permit</li><li>• Encroachment Permit for Roadways</li></ul>  |
| <b>Health Department (local)</b> | <ul style="list-style-type: none"><li>• Environmental Health Permits</li></ul>  |

The following pages discuss the most common licenses and permits in more detail.

# Licenses and Permits

## Business License

A business license is required in most cities and counties to conduct any business. Business licenses are issued by the city or county to ensure compliance with appropriate local business regulations and, in some cases, to collect business taxes. Failure to obtain a business license may result in a penalty. Contact your local city hall or county administration for details.

## Zoning (Land Use) Permits

Zoning divides communities into areas that define building and land uses (residential, commercial, industrial, etc.).

Before applying for any business permit, you should make sure that the proposed use of the property is consistent with the zoning. To check the zoning, you must know the assessor's parcel number of the property. Some zones have restricted uses. A local planner will help you determine whether the proposed use is consistent with the zoning for your parcel.

The following list describes the various types of land-use permits you may need to obtain:

- **Variance.** A variance is a permit issued to a landowner or lessee by an administrative agency to construct or relax a standard not otherwise permitted under zoning regulations.
- **Conditional Use Permit (CUP).** A CUP is a discretionary permit that provides an opportunity for the review of unique or special land uses that are not normally allowed as a matter of right under the strict terms of a comprehensive zoning ordinance.
- **Planned Development (PD) Permit.** A PD permit is based on a discretionary decision required prior to initiation of uses.
- **Rezoning/Zoning Code Amendments.** Zoning ordinances may be amended through the same process as the adoption of new zoning codes. A zoning ordinance amendment is a legislative act on the part of the council or governing body of a jurisdiction. Rezoning is mandated by the State of California to be consistent with a jurisdiction's general plan.

Contact your local planning department for more information.

## Building Permits

Building and safety permits regulate building design and construction by enforcing uniform, up-to-date building codes and standards. The codes and regulations assure that buildings will resist earthquakes, high winds, and other forces; and be safe from fire hazards and faulty electrical, plumbing, and mechanical equipment installation. Building and safety programs usually consist of permit processing, plan review, inspection, and enforcement.

## Fire Permits

Before starting any operation, a business must meet the requirements of the California Uniform Fire Code. To initiate a review of fire protection requirements, applicants may be required to submit a specific application form and pay an associated fee. Contact your local fire department regarding specific requirements.

## **Public Works Permits**

Public works permits may be required for proposed projects that impact watercourses. Other examples are floodplain development permits and public roadway encroachment permits. Contact your local public works agency for specific information.

## **Air Quality Permits**

Most industries and stationary emission sources require air quality permits to ensure that they comply with all regulations limiting air pollution emissions. In special cases, you may request temporary variances from certain requirements so you can continue to operate while correcting a problem. Air quality permits are required for any equipment or process at a facility that may emit air pollutants. Examples of equipment or processes requiring permits are boilers, engines, dry-cleaning machines, vapor degreasers, gasoline storage tanks, and surface-coating operations. For more information, contact your regional air quality district. A list of the districts, with contact information, is available on the Internet at [www.arb.ca.gov/capcoa/roster.htm](http://www.arb.ca.gov/capcoa/roster.htm).

## **Environmental Health Permits**

Environmental health permits may be required for anything from food facilities to underground storage of hazardous waste. Check with your local environmental health agency for local permit requirements.

## **Hazardous Waste Permits**

Any business activity that generates, stores, or transports a hazardous waste is required to obtain a valid permit to operate. For more information, contact your regional office of the Department of Toxic Substances Control; contact information is available on their Web site at [www.dtsc.ca.gov/contact/index.html](http://www.dtsc.ca.gov/contact/index.html).

## **Solid Waste Facilities Permits**

All solid waste facilities are required to have a solid waste facilities permit issued by the Local Enforcement Agency (LEA) for the California Integrated Waste Management Board. This includes landfill disposal sites, transfer stations, processing stations, and some compost sites. The application for a solid waste facilities permit may need to include, if applicable, a land-use authorization, California Environmental Quality Act (CEQA) compliance, and authorizations from the California Regional Water Quality Control Board and local Air Pollution Control District/Air Quality Management District. For more information, contact the LEA for the jurisdiction or access permitting information through the CIWMB's Web site at [www.ciwmb.ca.gov/PermitToolbox](http://www.ciwmb.ca.gov/PermitToolbox).

## **Weights and Measures Certification**

You are required to notify your county's Office of Weights and Measures if you are using commercial weighing or measuring equipment in your business. Upon notification, the scales or weights in your business will be inspected and certified. For more information, contact your county's Office of Weights and Measures. A list of addresses and phone numbers is available on the Internet at [www.dca.ca.gov/r\\_r/weights1.htm](http://www.dca.ca.gov/r_r/weights1.htm).

## **Special Permit to Operate a Business**

Special permits are issued by local jurisdictions to businesses requiring additional investigation and, sometimes, approval by other agencies, such as fire and police.

## **Fees and Taxes**

### **Business License Fees**

A business license fee is charged when obtaining a business license to operate in the jurisdiction. Fees are usually assessed annually depending on your gross sales. For more information, contact your city or county clerk.

### **Business Tax Certificate**

The business operation tax certificate provides tax revenue for local jurisdictions. The type of tax certificate you need depends on the type of business you operate. To apply for a business tax certificate you need to have your federal and/or state employer's identification number, your social security number, and your sales tax and use permit number, as well as any other regulatory permits which are required for your type of business. In some jurisdictions, the business tax certificate is synonymous with a business license. For more information, contact your city or county clerk.

## **Legal Issues**

### **Filing of a Fictitious Business Name Statement**

If you will conduct your business under a name other than your legal name, you need to file a fictitious business name statement. Check the local business name index to make sure no one else is doing business under the name you have chosen. After a fictitious business name statement has been filed, you will receive a certified copy of the application. The bank you choose for your business financial transactions will request a copy of this certified form to open your account. You may also wish to conduct a trademark search to ensure your chosen name isn't already registered.

### **Legal Structure**

You should consult a business attorney, certified public accountant, or counselor to discuss the advantages and disadvantages of forming a corporation, partnership, or sole proprietorship. For information on incorporating, contact:

Secretary of State  
Corporate Division, Business Filing Section  
1500—11th Street, 3rd Floor #390  
Sacramento, CA 95814  
(916) 657-5448  
[www.ss.ca.gov](http://www.ss.ca.gov)

For limited partnerships, contact:

Secretary of State  
Limited Partnerships Division  
1500—11th Street, Room 345  
Sacramento, CA 95814  
(916) 653-3365  
[www.ss.ca.gov](http://www.ss.ca.gov)

Fictitious business names are to be filed with the county clerk's office where the business will be located.

# State Level

In addition to permits you obtain at the local level, you may be subject to permits issued by State agencies. If you hire employees, you will be subject to further registration and reporting requirements. This section lists State agencies you may need to contact regarding permits or registration requirements. Then it lists organizations that may be able to help you through the State process.

## Contacts for Permits and Registration Requirements

### State Board of Equalization

If your business involves retail sales or manufacturing, you will need to contact the nearest district office of the State Board of Equalization listed in the State Government section of the telephone directory. This agency collects state sales tax.

For information, contact the:

State Board of Equalization  
450 N Street  
Sacramento, CA 95814  
(916) 445-6464

Information on the State Board of Equalization is also available at [www.boe.ca.gov](http://www.boe.ca.gov).

### Employment Development Department

If you plan on hiring any employees, you will need to register with the State Employment Development Department (EDD). This agency oversees unemployment and disability insurance.

For general information, contact the EDD at (916) 653-0707 or write to:

Employment Development Department  
800 Capitol Mall  
Sacramento, CA 95814

The EDD Web site can be accessed at [www.edd.cahwnet.gov](http://www.edd.cahwnet.gov).

## Contacts for Help in the Permit Process

The agencies and organizations in the next section can help you identify which specific permits you will need. In addition, the California Technology, Trade and Commerce Agency publishes the *California Permit Handbook* which lists each State agency, the types of permits issued, who is required to obtain the permit, and fees and timelines. The handbook is free, and may be obtained by calling Trade and Commerce at 1-800-353-2672. You can also view the handbook (and print what you need) on the Internet at [www.commerce.ca.gov/permitassistance/handbook/](http://www.commerce.ca.gov/permitassistance/handbook/).

### Secretary of State—Trademark/Service Mark Registration

Your trademarks and service marks may be registered with the State of California for a fee of \$70 for each mark. For information, contact the Secretary of State at (916) 653-4984 or write to:

Secretary of State  
1500—11th Street  
Sacramento, CA 95814

## **California Environmental Protection Agency—Permit Assistance Centers**

### ***What is the purpose of the permit assistance centers?***

Permit Assistance Centers (PACs) were established in the state through the California Environmental Protection Agency (Cal/EPA) to help businesses overcome regulatory barriers that inhibit economic growth. The mission of the PAC is to help new and expanding businesses thrive and prosper within the community, while still protecting the environment and public health.

### ***What kind of assistance can I expect?***

Permit assistance centers are located throughout California. Each center has staff from State, regional, and local agencies in a single location to allow members of the business community to consult with experts who can help answer their questions and guide them through the regulatory process.

As a business person, you can expect the PAC staff to help you identify the local and State permits your specific business will need and guide you on how to obtain those permits.

### ***Who is eligible for assistance?***

Any existing or planned business is eligible for assistance.

### ***Who provides the service?***

For assistance, you can contact Cal/EPA at 1-800-GOV 1-STOP or contact the center nearest to you:

- Central Coast Permit Assistance Center (805) 677-2793
- Contra Costa Regional Permit Assistance Center (925) 229-5950
- Fresno Area Permit Assistance Center (559) 498-1343
- Greater Oakland (510) 286-6993
- Kern County Permit Assistance Center (661) 862-5175
- Los Angeles Permit Assistance Center (213) 977-7900
- North Bay Permit Assistance Center (707) 565-2481
- Ontario Permit Assistance Center (909) 391-0723
- Orange County Permit Assistance Center (714) 834-2840
- Riverside Permit Assistance Center (909) 955-1883
- Sacramento Permit Assistance Center (916) 322-7394
- San Diego Regional Permit Assistance Center (619) 236-5938
- San Fernando Valley Permit Assistance Center (818) 756-7572
- Santa Clara Valley Permit Assistance Center (408) 277-1477
- South Orange Permit Assistance Center (949) 709-8208

Information on the PACs is available on Cal/EPA's Web site at [www.calepa.ca.gov/PACs/](http://www.calepa.ca.gov/PACs/)

## **CalGOLD Program**

Business permits made simple! In an effort to expand the program coverage of the Permit Assistance Centers, CalGOLD was created to provide permit assistance on the Internet in a cost-effective, consumer-driven manner. CalEPA is continuing to partner with local and regional agencies in the state for greater coordination of multi-agency permitting processes on the Internet. The centers are now collecting state, local, and regional permitting, licensing, and other requirements for specific businesses to maximize the ease of use and convenience of CalGOLD.

- Special software has been developed to provide customized responses to businesses' initial permit service requests—all with a click of a finger.
- Current available forms and applications required by a wide range of permitting authorities are available to businesses on the Internet. Some can be completed and submitted over the Internet.
- The CalGOLD site offers direct Internet links to State, local, regional, and federal permitting authorities for more information.

Local agencies and business groups are able to extend the reach of this exciting new service—identifying business-by-business requirements for all State, local, regional, and federal permits—simply by creating a link to CalGOLD from their own Internet sites.

CalGOLD is available on the Internet at [www.calgold.ca.gov](http://www.calgold.ca.gov) or at any of CalEPA's Permit Assistance Centers located throughout the state. For information on the closest office, please call the center information line at 1-800-GOV-1-STOP.

## **Trade and Commerce Agency's Office of Permit Assistance**

### ***What is the purpose of the Office of Permit Assistance?***

The Office of Permit Assistance (OPA) was created as a result of California's Permit Streamlining Act. OPA's overriding mission is to ensure that the State permit process for development projects runs smoothly and without delays. The office is available to both permit applicants and regulatory agencies to answer questions, mediate disputes, and monitor the review process. In addition, the OPA ensures that State agencies are complying with the time limits imposed by the Permit Streamlining Act.

### ***What kind of assistance can I expect?***

The OPA focuses on helping businesses with permits issued primarily by State, rather than local, agencies. It can help you identify the various permit-granting agencies that will be involved in your project. OPA also closely monitors the progress of permit applications and will assist in planning reasonable schedules for environmental and permit review. In some instances, OPA can arrange a meeting with representatives of the permit-granting agencies to discuss the project, agency permit requirements, and a timetable for further actions. OPA can also answer questions regarding CEQA compliance. OPA helps you comply with CEQA and the permit process with the fewest possible time delays.

In addition, OPA offers the following publications to businesses:

- *California Permit Handbook*—Available in hard copy or on line
- *California License Handbook*
- *State Clearinghouse Handbook*
- *California Environmental Quality Act—Statutes and Guidelines*

***Who is eligible for assistance?***

Any business requiring permits issued by any California State agency is eligible for assistance.

***Who provides the service?***

The California Technology, Trade and Commerce Agency  
Office of Permit Assistance  
1017 J Street  
Sacramento, CA 95814  
1-800-353-2672  
[www.commerce.ca.gov](http://www.commerce.ca.gov)

## **Federal Level**

In addition to permits you obtain at the local and State levels, you may also be subject to permits issued by federal agencies. This section lists federal agencies you may need to contact regarding permits or registration requirements.

### **Internal Revenue Service**

If you will be hiring employees, you need to contact the U.S. Internal Revenue Service and apply for an Employer's Identification Number. You will then be required to file periodic reports of workers' wages and deposit taxes deducted from workers' wages.

### **U.S. Department of Commerce**

If you will be exporting your product, you should contact the U.S. Department of Commerce for specific requirements. First, contact the Federal Trade Information Center in Washington, DC at 1-800-872-8723. After you are familiar with the basic laws, you may wish to contact the San Francisco Regional Office of the International Trade Administration at (415) 705-2300 for more personal service and counseling.

Information on the U.S. Department of Commerce is also available on the Internet at [www.doc.gov](http://www.doc.gov)

### **Federal Information Center**

The Federal Information Center is a hotline that can direct you to a variety of federal programs. Call the hotline at 1-800-688-9889 if you're feeling lost in the federal regulatory process.

# Financial Assistance

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This section describes many of the existing State, federal, and private financing opportunities that are available to businesses. Governmental financing assistance to waste management, recycling, and composting businesses comes in two forms. First, many of these businesses qualify for the same financial assistance offered to other types of firms such as the U.S. Small Business Administration guaranteed loans. The second form of governmental aid is offered through grants, loans, and other incentives specifically to recycling and composting businesses.

## State Funding Sources

### California Department of Conservation—Division of Recycling

Description:	<p>The Division of Recycling is responsible for administering the Grant Program with the goal of increasing and maintaining beverage container recycling in California. The division works to increase participation in the program by promoting and supporting grant projects which will increase recycling rates and reduce litter.</p> <p>The California Beverage Container Recycling and Litter Reduction Act allows the California Department of Conservation (DOC) to annually expand \$500,000, subject to available funds, in the form of grants.</p>
Use of Funds:	Funds are awarded only for projects relating to beverage container recycling and litter abatement.
Eligibility:	Grants awarded are no longer limited to non-profit organizations and governmental agencies. Each year, the division of Recycling issues a grant solicitation, which lists specific project priorities, grant application forms, submission deadline, and other information.
Contact:	<p>Department of Conservation Division of Recycling 801 K Street MS-1858 Sacramento, CA 95814-3533 1-800-RECYCLE or (916) 322-0613</p> <p>Grant Solicitation available on the Department's Web site at: <a href="http://www.consrv.ca.gov/dor/index.htm">www.consrv.ca.gov/dor/index.htm</a></p>

### California Department of Housing and Community Development

#### Community Development Block Grant (CDBG) Program

Description:	The program is authorized by the Housing and Community Development Act of 1974. Grants are awarded to local governments for eligible activities including planning, public services, rehabilitation of housing and public facilities, and sewer and water improvements. Grant funds can also be used
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for economic development activities (e.g., loans + businesses + public infrastructure). Grants are awarded competitively and on the basis of meeting the program requirements.

- Use of Funds: Federal funds are made available, via the State, in most cities with populations under 50,000, and in counties with populations under 200,000. Cities and counties may, in turn, convert grant funds into business loans. Other uses include infrastructure, working capital, purchase of equipment, land acquisition and improvements, and purchase of buildings.
- Eligibility: Businesses, individuals, or nonprofits via loans from units of local government that do not participate in the Urban County CDBG Program.
- Contact: California Department of Housing and Community Development  
Block Grant Division  
1800 Third Street  
Sacramento, CA 95814  
(916) 445-6000  
[www.hcd.ca.gov/ca/cdbg/](http://www.hcd.ca.gov/ca/cdbg/)

## **California Economic Development Lending Initiative (CEDLI)**

- Description: Sponsored by the California Community Economic Development Association, The Development Fund, and the Federal Reserve Bank of San Francisco, this is a statewide loan program for small businesses.
- Eligibility: Small businesses that do not fall within typical commercial lending criteria but have sufficient cash flow to meet debt service.
- Contact: The Development Fund  
231 Sansome Street, Sixth Floor  
San Francisco, CA 94104  
(415) 981-1070  
email: [info@tdfsf.org](mailto:info@tdfsf.org)

## **California Energy Commission**

### **Small Business Energy Loan Program**

- Description: Projects that demonstrate energy savings using alternative energy technologies are eligible for low-interest loans through the Small Business Energy Loan Program.
- Amount of Loan: \$5,000 to \$150,000
- Maturity: 5 years
- Eligibility: Small businesses that manufacture alternative, energy-saving equipment or wish to employ alternative technologies in reducing their energy costs.
- Contact: California Energy Commission  
1516 Ninth Street  
Sacramento, CA 95814  
(916) 653-6222  
[www.energy.ca.gov/](http://www.energy.ca.gov/)

# California Environmental Protection Agency

## Air Resources Board

### Innovative Clean Air Technologies Program

Description:	The Innovative Clean Air Technologies (ICAT) program, established by the California Air Resources Board (ARB), will co-fund the development and demonstration of technologies that reduce air pollution. The ARB issues an ICAT pre-proposal solicitation once each fiscal year.
Funding:	Approximately \$1 million is available for this program annually.
Eligibility:	To be eligible for ICAT funding, the project must be technically feasible, reduce air pollution, have good market potential, have potential for job creation in California, and meet administrative requirements such as matching funds.
Contact:	California Air Resources Board, Research Division Innovative Clean Air Technologies 1001 I Street Sacramento, CA 95812 1-800-363-7664 <a href="http://www.arbis.arb.ca.gov/research/icat/icat.htm">www.arbis.arb.ca.gov/research/icat/icat.htm</a>

## California Integrated Waste Management Board (CIWMB)

### Recycling Market Development Zone Low-Interest Loan Program

Description:	California's 40 Recycling Market Development Zones (geographic areas) offer a variety of incentives to recycling businesses located within the zones' boundary areas. Incentives are offered by local governments, as well as by the Board, and each zone offers its own unique package of incentives. The Board's loan program is offered only to recycling-based businesses. Conventional lenders sometimes hesitate to fund recycling-based manufacturing because, in their view, it involves unproven technologies.
Amount of Loan:	Up to 75 percent of the project cost; maximum loan amount is \$2,000,000.
Use of Funds:	Acquisition of equipment; leasehold improvements; working capital; acquisition of owner-occupied real property (limited to \$500,000).
Maturity:	10 years maximum term, or 15 years when secured by commercial real estate.
Eligibility:	Businesses that use post-consumer or secondary waste materials, and are located within the boundaries of Recycling Market Development Zones, may be eligible to apply for loans.
Contact:	Phone: (916) 341-6530 E-mail: <a href="mailto:loans@ciwmb.ca.gov">loans@ciwmb.ca.gov</a> <a href="http://www.ciwmb.ca.gov/rmdz/loans/">www.ciwmb.ca.gov/rmdz/loans/</a>

## **California Tire Recycling Management Fund**

- Description:** The Tire Recycling Grant Program is intended to divert tires from disposal in California landfills by promoting innovative research, fostering new business enterprises, and supporting local government programs. Program priorities and funding amounts are announced each fall. Past grant cycles have focused on innovative research, business development activities, and local government programs that provide alternatives to landfill disposal of tires and increase public awareness of the waste tire problem in California. Grants have been available to businesses, universities, and local governments.
- Funding:** The California Tire Recycling Management Fund (Tire Fund) is funded by a \$1 fee collected on the retail sale of a tire at a dealer. The Board allocates funds annually based on availability and changing program needs.
- Availability:** Financial assistance opportunities are announced in the Notice of Funds Available (NOFA) distributed annually to local governments, businesses, and individuals on the Board's tire mailing list. Call (916) 341-6436 to be added to the mailing list.
- Eligibility:** Local governments, individuals, businesses, and organizations whose objectives support waste tire diversion and recycling in California are eligible depending on program emphasis determined by the Board annually. Eligible applicants must propose projects that meet category requirements and criteria published in the NOFA and application package.
- Contact:** Tire Grants Hotline: (916) 341-6441 or visit our Web site at [www.ciwmb.ca.gov/Tires](http://www.ciwmb.ca.gov/Tires)

## **Used Oil Research and Demonstration Program Grants**

- Description:** The California Oil Recycling Act authorizes the Board to issue various types of grants to local governments, nonprofit organizations and other entities to enhance the collection and recycling of used lubricating oil.
- The Used Oil Research and Demonstration Grant Program provides funding for research, testing, or demonstration projects that develop collection technologies and/or uses for recycled or used lubricating oil.
- Funding:** Program funding is based on the fee collected from oil manufacturers on sales of lubricating oil. Funds remaining after recycling incentive payments and other used oil grant awards are made will be used to fund the grants.
- Eligibility:** Individuals, companies, local governments, and nonprofit organizations are eligible. Applicants must demonstrate their ability to successfully conduct research, testing, or demonstration projects. Applications involving public/private or multi-jurisdictional partnerships are encouraged. Other grants are offered by the Board's Used Oil Program for local government and nonprofit organizations.
- Contact:** For copies of the application package or additional information regarding the grants, please contact the Board's Used Oil Program at (916) 341-6457 or go to our Web site at [www.ciwmb.ca.gov/UsedOil/](http://www.ciwmb.ca.gov/UsedOil/)

## **Department of Toxic Substances Control**

- Description:** In 2000, Governor Gray Davis signed into law the Cleanup Loans and Environmental Assistance to Neighborhoods (CLEAN) Program, establishing new financial incentives to encourage local government, developers, and private property owners to redevelop abandoned and underutilized urban properties in California. The \$85 million CLEAN Program will provide loans to investigate and clean sites.
- Contact:** For questions about the CLEAN Program, contact program staff at (916) 324-0706, or email [loans@dtsc.ca.gov](mailto:loans@dtsc.ca.gov). Internet address is [www.dtsc.ca.gov/docs/admin/uclp/index.html](http://www.dtsc.ca.gov/docs/admin/uclp/index.html).

## **State Water Resources Control Board**

### **State Revolving Fund Loan Program—Nonpoint Source Loan**

- Description:** The State Revolving Fund provides low-interest loans to address water quality problems associated with discharges from non-point source dischargers and for estuary enhancement.
- Amount of Loan:** The maximum loan amount varies each fiscal year. These loans typically have a 20-year payback period.
- Eligibility:** Wastewater treatment, nonpoint source pollution control, and estuary enhancement.
- Contact:** For publicly-owned treatment works dischargers:  
State Water Resources Control Board  
Division of Clean Water Programs  
P.O. Box 944212  
Sacramento, CA 94244-2120
- All other dischargers:  
State Water Resources Control Board  
Division of Water Quality  
P.O. Box 944213  
Sacramento, CA 94244-2130  
[www.swrcb.ca.gov/funding/docs/fldplsrf.doc](http://www.swrcb.ca.gov/funding/docs/fldplsrf.doc)

## **California Export Finance Office (CEFO) Loan Program**

- Description:** CEFO provides working capital loan guarantees to financial institutions on behalf of small and medium-size California companies to assist in financing export sales. CEFO offers:
- Access to foreign credit insurance through government and private insurance agencies.
  - Letter of credit financing.
  - Open account financing.
  - Purchase order financing.

- Pre- and post-shipment working capital.
- Standby letter of credit financing for performance bonds.

Amount of Loan Guarantee: Up to 90% of the export loan; maximum guarantee is \$750,000.

Eligibility: Small- or medium-sized California businesses.

Contact: California Export Finance Office  
One World Trade Center, Suite 900  
Long Beach, CA 90831  
(562) 499-6014

## California Technology, Trade and Commerce Agency

The California Technology, Trade and Commerce Agency is the State's lead agency for promoting economic development, job creation, and business retention in California. To improve California's economic climate, the agency works closely with various permit-issuing State and municipal government agencies, domestic and international businesses, economic development corporations, chambers of commerce, and regional visitor convention bureaus.

The agency's programs assist in-state expansion of existing companies while nurturing the growth of emerging industries and small businesses. Through enterprise zone incentives, the agency encourages business investment in depressed areas. The community development program addresses economic and growth concerns of rural California, as well as those of the state's metropolitan areas.

Trade and Commerce has an extensive Internet site with information and resources at [www.commerce.ca.gov](http://www.commerce.ca.gov).

### Enterprise Zone Program

Description: California's enterprise zone program, an innovative partnership between the State, local government, and the private sector, spurs business development in designated areas through special zone incentives. Incentives may include:

- Up to 100 percent net operating loss (NOL) carry-forward. NOL may be carried forward 15 years.
- Firms can earn \$29,234 or more in State tax credits for each qualified employee hired.
- Corporations can earn sales tax credits on purchases of \$20 million per year for qualified machinery and machinery parts.
- Up-front expensing of certain depreciable property.
- Lenders to zone businesses may receive a net interest deduction.
- Unused tax credits can be applied to future tax years, stretching out the benefit of the initial investment.
- Enterprise zone companies can earn preference points on State contracts.
- Local enterprise zone communities may also offer local incentives such as reduced local permit fees, expedited

processing of plans and permits, reduced utility rates, and low-interest revolving loans.

Eligibility: Companies located in enterprise zones.

Contact: California Technology, Trade and Commerce Agency at (916) 327-3524 or [www.commerce.ca.gov](http://www.commerce.ca.gov)

### **Hazardous Waste Reduction Direct Loans**

Description: Assists small businesses in reducing waste generated, or lessening the hazardous properties of waste generated. Proceeds can only be used to finance the purchase or installation of hazardous waste equipment and processes.

Amount of Loan: Loan amounts range from \$20,000 to \$150,000.

Maturity: 7 years.

Eligibility: Small businesses that have a California Environmental Protection Agency hazardous waste generator number.

Contact: Phone: (916) 322-5790  
[www.commerce.ca.gov](http://www.commerce.ca.gov)

### **Industrial Development Bond Financing (IDB)**

Description: IDBs are a means of providing manufacturers with the ability to purchase land, buildings, and capital equipment through below-market financing, at tax-exempt interest rates. These bonds are the lowest-cost and most flexible financing alternative available to manufacturers seeking to expand, renovate, or relocate their facilities.

Amount of Loan: Projects costing at least \$500,000, and not exceeding \$10 million.

Maturity: 15 to 30 years.

Eligibility: Manufacturers or processors.

Contact: The California Infrastructure and Economic Development Bank at the California Technology, Trade & Commerce Agency, (916) 324-1299 or [www.commerce.ca.gov](http://www.commerce.ca.gov). You can also contact financing authorities formed by local governments.

### **Loan Guarantees**

Description: Provides guarantee financing on revolving lines of credit, small loans, and agricultural loans. A private lender, usually a regulated bank, provides the loan. This loan is supported by a conditional guarantee issued by a regional development corporation. These corporations are nonprofit associations created for administering the California's small business development programs. The Office of Small Business, within the California Technology, Trade and Commerce Agency, exercises regulatory authority over these corporations.

Contact: (916) 322-1394  
[www.commerce.ca.gov](http://www.commerce.ca.gov)

## **Local Agency Military Base Recovery Act (LAMBRA) Zones**

Description:	<p>The Local Agency Military Base Recovery Act of 1993 (LAMBRA) authorizes the state to designate five LAMBRA zones, one in each State-defined region. This legislation is intended to stimulate job creation in areas experiencing military base downsizing and closure. When designating a LAMBRA zone, the agency selects the applicant that proposes the most effective, innovative, and comprehensive regulatory tax program and other incentives to attract private sector investment. Incentives may include:</p> <ul style="list-style-type: none"><li>• Tax credits for sales and use taxes paid on (up to) the first \$20 million of qualified equipment and machinery purchases.</li><li>• Hiring credits for wages paid to qualifying employees during the first five years of employment.</li><li>• 15-year, 100 percent net operating loss carryover.</li><li>• Election to treat a portion of certain property as an expense chargeable to the capital account and eligible for treatment as a deduction against income.</li></ul>
Eligibility:	<p>The base must be scheduled for downsizing or closure by a base closure act. The local governing body (lead agency) must have an approved reuse plan for the base. The company must be located in a LAMBRA zone.</p>
Contact:	<p>California Technology, Trade and Commerce Agency at (916) 327-2236 or <a href="http://www.commerce.ca.gov">www.commerce.ca.gov</a></p>

## **Old Growth Diversification Revolving Loan Fund**

Description:	<p>To provide capital lending for the creation and retention of jobs in areas of California affected by timber harvest reductions and sawmill and related plant closures.</p>
Amount of Loan:	<p>Loan amounts of \$25,000 to \$100,000.</p>
Use of Funds:	<p>Purchase of land and buildings, machinery and equipment, working capital, and lines of credit.</p>
Maturity:	<p>Equipment land and buildings or real estate—up to 10 years. Working capital—up to 5 years. Line of credit—up to 1 year.</p>
Eligibility:	<p>Emphasis will be placed on value-added wood products and other resource-related manufacturing, and on business ventures that diversify the local economy. Where possible, preference will be given to those projects that employ displaced timber workers.</p>
Contact:	<p>California Technology, Trade and Commerce Agency at (916) 323-0494 or <a href="http://www.commerce.ca.gov">www.commerce.ca.gov</a></p>

## **Repair Underground Storage Tank Direct Loan**

Description:	<p>Assists businesses in repairing, removing, replacing, or upgrading petroleum tanks to meet U.S.EPA and State requirements.</p>
Amount of Loan:	<p>The maximum loan per applicant is \$750,000; minimum loan is \$10,000.</p>

Use of Funds: The loan proceeds must be used to either repair, replace (includes acquisition and installation), or upgrade underground petroleum tank(s).

Maturity: Loans secured by real property—up to 20 years. Loans secured by other (non-real estate) assets have a maturity of up to 10 years.

Eligibility: Small businesses.

Contact: California Technology, Trade and Commerce Agency at (916) 322-5790 or [www.commerce.ca.gov](http://www.commerce.ca.gov)

### **Rural Economic Development Infrastructure Program (REDIP)**

Description: The purpose of REDIP is to provide financing for the construction, improvement, or expansion of public infrastructure, with the intent of creating jobs in rural cities and counties with an unemployment rate either equal to or above the state's average unemployment rate.

Amount of Loan: Up to \$1 million.

Use of Funds: Publicly-owned infrastructure required for the construction or operation of a private development.

Maturity: Up to 20 years.

Eligibility: Contact the REDIP manager for counties and cities that may be eligible for funding.

Contact: California Technology, Trade and Commerce Agency at (916) 324-8942 or [www.commerce.ca.gov](http://www.commerce.ca.gov)

### **Sudden and Severe Economic Dislocation Loan Program (SSED)**

Description: Provides business loans leading to the creation or retention of jobs in areas of the state affected by plant and military base closures, defense downsizing, industry layoffs, and Presidential-declared disasters. These loans are for land, buildings, machinery, equipment, and working capital that would not normally qualify for conventional financing.

Amount of Loan: \$25,000 to \$500,000.

Use of Funds: Land and buildings (excluding construction), machinery and equipment, and working capital.

Maturity: 7–20 years.

Eligibility: Must be located in SSED-eligible areas.

Contact: California Technology, Trade and Commerce Agency at (916) 322-8311 or [www.commerce.ca.gov](http://www.commerce.ca.gov)

## **Department of Pesticide Regulation**

### **Pest Management Alliance Program**

Description: The Alliance program supports projects designed to implement reduced-risk pest management across a broad geographic region. The Alliance program helps public and private groups address urgent pest management issues

resulting from pesticide use. Stakeholders within each group form a collaborative, interdisciplinary team that uses a systems approach toward pollution-preventing pest management.

Contact: (916) 324-4100  
[www.cdpr.ca.gov](http://www.cdpr.ca.gov)

## **California State Board of Equalization**

The California State Board of Equalization is one of California's major revenue agencies. The Board, however, is responsible for other functions that affect small business besides collecting taxes. For example, the Board determines the values of companies assessed by the State for local property taxation, as well as administering the Sales and Use Tax Law and the Motor Vehicle Fuel License Tax and numerous other tax and fee programs.

### **Sales and Use Tax Exemption**

Description: Section (3T)—the partial sales and use tax exemption generally applies to persons that commence a new trade or business on or after 1-1-94, as described in the 1987 Standard Industrial Classification (SIC) manual codes 2011 to 3999.

Eligibility: The partial sales and use tax exemption generally applies to purchases of tangible personal property used by a qualified person primarily for manufacturing, processing, refining, fabricating, recycling, research and development, and the repair of qualified property.

As an alternative to the partial sales and use tax exemption, Franchise Tax Board statutes provide manufacturers investment tax credit for purchases of qualified property by persons engaged in a business described in SIC codes 2011 to 3999.

Contact: State Board of Equalization  
Audit Evaluation and Planning  
450 N Street, MIC 40  
Sacramento, CA 95814  
(916) 324-2883  
[www.boe.ca.gov](http://www.boe.ca.gov)

## **Franchise Tax Board**

### **Investment Tax Credit**

Description: Manufacturers may earn a six percent tax credit against State income tax for purchases of qualified machinery and equipment (over and above the Enterprise Zone tax credit where applicable). This credit can reduce regular tax below tentative minimum tax and, to the extent the credit exceeds regular tax, the excess can be carried forward for a minimum of seven years. Generally, equipment that will qualify includes tangible personal property used primarily in manufacturing, R&D, and property used to repair, maintain, measure, or test any of that property.

Eligibility: Investment tax credit is allowed for purchases of qualified property by persons engaged in a business described in SIC codes 2000 to 3999.

Contact: Franchise Tax Board  
1-800-852-5711  
[www.ftb.ca.gov](http://www.ftb.ca.gov)

### **SAFE-BIDCO (State Assistance Fund for Enterprise, Business, and Industrial Development Corporation) Low Interest Energy Efficiency Loans**

Description: Low-interest energy efficiency loans are available through SAFE-BIDCO, a State-owned small business assistance agency, in cooperation with the California Energy Extension Service.

Amount of Loan: Up to \$250,000.

Maturity: Up to five years at a 5 percent interest rate.

Eligibility: California small businesses, some landlords, and non-profit organizations can apply. In general, an applicant must not have a net worth in excess of \$6 million nor have average net income in excess of \$2 million.

Eligible projects are those that conserve, produce, or control energy use, in new or existing facilities. Examples include lighting changes; weatherization; cogeneration; management systems; HVAC system upgrades; alternate energy systems, and pump, process or refrigeration system improvements.

To apply, contact your utility, equipment supplier, or professional consultant for an analysis of your energy needs. Then call SAFE-BIDCO for an application package. There is a \$100 application fee with each application; there are no “points” or other loan fees. Service providers may charge for appraisals, inspections, and documentation.

Contact: SAFE-BIDCO  
1626 Fourth Street  
Santa Rosa, CA 95404  
1-800-273-8637 or (707) 577-8621  
[www.safe-bidco.com](http://www.safe-bidco.com)  
email: [safe-bidco@pacbell.net](mailto:safe-bidco@pacbell.net)

## **State Treasurer's Office**

### **California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA)**

Description: The California Alternative Energy and Advanced Transportation Financing Authority finances facilities that use new energy sources and technologies, and finances development of advanced transportation technologies. CAEATFA’s board is comprised of the State Treasurer, the Director of the Department of Finance, the State Controller, the Chairperson of the Energy Commission, and the President of the Public Utilities Commission.

Contact: California Alternative Energy and Advanced  
Transportation Financing Authority  
304 S. Broadway, Suite 550  
Los Angeles, CA 90013  
(213) 620-4467  
[www.treasurer.ca.gov/caeatfa/introduction.htm](http://www.treasurer.ca.gov/caeatfa/introduction.htm)

### **California Industrial Development Financing Advisory Commission (CIDFAC) Industrial Development Bonds (IDBs)**

Description: The CIDFAC provides manufacturers in California with an alternative, low-cost source of funds to finance capital expenditures that will, in turn, increase employment or contribute to economic development. The program allows a business to borrow funds at competitive rates through the issuance of tax-exempt bonds enhanced by a letter of credit.

Before CIDFAC will consider approval of a local bond issue, a business must receive approval by the local authority, the city, and the county where the project will be located. These agencies determine public benefit or verify that one new job will be created for every \$50,000 borrowed from bond funds.

Amount of Bond: The maximum face amount of an IDB issue is \$10 million per applicant per public jurisdiction.

Use of Funds: The funds can be used to acquire land, buildings and equipment, machinery and furnishings, or for landscaping, cost of architects, engineers, attorneys and permits, and the cost of bond issuance.

Eligibility: Industrial projects for assembling, fabrication, manufacturing, or processing that create a product for resale.

Projects for energy development, production, collection, or conversion.

Projects that manufacture or process recycled or reused products and materials.

Contact: California State Treasurer's Office  
915 Capitol Mall, Room, 457  
Sacramento, CA 95814  
(916) 653-3843  
[www.treasurer.ca.gov/CIDFAC/cidfac.htm](http://www.treasurer.ca.gov/CIDFAC/cidfac.htm)

### **California Pollution Control Financing Authority (CPCFA)**

#### **California Capital Access Program (CalCAP)**

Description: Provides loan portfolio insurance for banks to encourage banks to make loans to "near-bankable" small businesses that carry higher-than-conventional lending risk. CalCAP is available through banks statewide. Lenders set all the terms and conditions of the loans and decide which loans to enroll into CalCAP. Lender and borrower each pay a premium (2 to 3.5 percent of loan amount) into loan loss reserve account; CalCAP matches.

Amount of Loan:	The maximum loan amount is \$2.5 million. The maximum premium CPCFA will pay is \$100,000 (per loan).
Use of Funds:	Acquisition of land, construction or renovation of buildings, purchase of equipment, or working capital.
Eligibility:	The business must be classified as a small business under U.S. Small Business Administration guidelines or have fewer than 500 employees. Eligible lenders: Any federal or state-chartered bank, savings association, or credit union is eligible to participate in CalCAP.
Contact:	California Pollution Control Financing Authority 915 Capitol Mall, Room 466 Sacramento, CA 95814 (916) 654 -5610 <a href="http://www.treasurer.ca.gov/CPCFA/calcap.htm">www.treasurer.ca.gov/CPCFA/calcap.htm</a>

### **Equipment Only Purchase Program**

Description:	Administered by the California Pollution Control Financing Authority of the State Treasurer’s Office and managed by California Communities, the Equipment Only Purchase Program (EOPP) provides eligible businesses (borrowers) located within California with tax-exempt financing, enabling borrowers to finance equipment for manufacturing, processing solid waste, or recycling solid waste at a lower interest rate than generally available through commercial financing.
Amount of Loan:	The amount of available funding varies from year to year based upon an allocation from the California Debt Limit Allocation Committee. Equipment purchases of up to \$1.5 million can be financed through this program.
Eligibility and Use of Funds	Eligible equipment—must be a new purchase, or purchased within 45 days of filing an application; no refinancing of existing equipment is allowed under federal law. However, EOPP can assist with taxable financing of equipment.
Contact:	California Communities 1470 Maria Lane, Suite 400 Walnut Creek, CA 94596 (925) 933-9229 <a href="http://www.cacommunities.com">www.cacommunities.com</a>

### **Small Business Pollution Control Tax-Exempt Bond Program**

Description:	Provides bond financing to small businesses for the acquisition, construction, or installation of qualified pollution control, waste disposal, and resource recovery facilities. The bond proceeds may be used to pay for virtually all qualified capital costs incurred by the small business for the project, including: land (as allowed by tax law); buildings; equipment; architectural, engineering, surveying, permitting, and other incidental costs.  Provides loans to creditworthy small businesses for the acquisition, construction, or installation of qualified pollution control, waste disposal, and resource recovery facilities in California. Loans are funded from the sale of tax-exempt bonds issued by CPCFA on behalf of the eligible small
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business. Tax-exempt bond financing provides qualified small businesses with lower costs than are available through conventional financing mechanisms.

CPCFA uses its Small Business Assistance Fund to help the business pay for the costs of issuance of tax-exempt bonds. These costs can include letter of credit fees, transaction fees, and other costs associated with the issuance of bonds.

Contact: California Pollution Control Financing Authority  
915 Capitol Mall, Room 466  
Sacramento, CA 95814  
(916) 654-5610  
[www.treasurer.ca.gov/smallbus.htm](http://www.treasurer.ca.gov/smallbus.htm)

### **Large Business Pollution Control Tax-Exempt Bond Program**

Description: Similar to the Small Business Pollution Control Tax-Exempt Bond Program listed above, with the exception that bond financing is provided to California businesses—regardless of company size—for the acquisition, construction, or installation of qualified pollution control, waste disposal, and resource recovery facilities. Additionally, the Small Business Assistance Fund is not available to large companies to offset costs of issuance.

Contact: California Pollution Control Financing Authority  
915 Capitol Mall, Room 466  
Sacramento, CA 95814  
(916) 654 -5610  
[www.treasurer.ca.gov/cpcfa.htm](http://www.treasurer.ca.gov/cpcfa.htm)

## **State Grant Information**

### **California Integrated Waste Management Board**

The California Integrated Waste Management Board has a variety of grant programs, which you can learn more about by going to [www.ciwmb.ca.gov/Grants/](http://www.ciwmb.ca.gov/Grants/). Grant programs include:

- CalMAX Partnership Mini-Grants
- Deconstruction Grants
- Diversion and Recycling Grants
- Farm and Ranch Cleanup Grants
- Household Hazardous Waste Grants
- Local Enforcement Agency Grants
- Playground Safety, Accessibility, and Recycling Grants
- Reuse Assistance Grants
- Solid Waste Disposal and Site Cleanup Grants
- Sustainable Building Grants
- Tire Grants
- Used Oil Grants

## California Technology, Trade and Commerce Grants

### Defense Adjustment Matching Grant

Description:	The California Defense Adjustment Matching Grant Program is designed to provide a portion of the matching funds required by communities seeking federal funding for defense-related economic adjustment planning and implementation grants.
Amount of Grant:	From \$10,000 to \$100,000.
Eligibility:	Cities, counties, and joint powers authorities (JPA) between cities and counties are eligible under this program. The applicant must have jurisdiction over a closing military base or an area adversely impacted by reductions in federal defense spending. A city, county, or JPA may apply on behalf of a special district or nonprofit corporation within its jurisdiction applying for federal funds.
Contact:	California Technology, Trade and Commerce Agency at (916) 322-3507.

### Defense Conversion Matching Grant

Description:	The objective of this matching grant program is to make California proposals more competitive in federal solicitations by supporting projects that are in pursuit of creating new, globally competitive, commercial products and services that will lead to sustained economic growth and job creation. The program is supported by five separate State agencies: California Employment Development Department, California Employment Training Panel, California Energy Commission, California Environmental Protection Agency, and California Technology, Trade and Commerce Agency.
Amount of Grant:	From \$75,000 to \$250,000.
Eligibility:	California nonprofit organizations, public agencies, consortia, and businesses
Contact:	California Technology, Trade and Commerce Agency at (916) 322-3507.

## Federal Funding Sources

### U.S. Small Business Administration Loan Programs

Small Business Administration (SBA) programs promote small business formation and growth through loans to qualified applicants. Loans can fund the varied needs of small businesses when necessary financing is unavailable, on reasonable terms, through normal lending channels. Private lenders, usually banks, make loans that are guaranteed up to 80 percent by the SBA. The borrower makes loan payments to the lender. There are several types of SBA loans designed to fill different businesses' special needs.

**Contact Information.** The SBA has offices located around the country. For the one nearest you, consult the U.S. Government section of your telephone directory, call the Small Business Answer Desk at 1-800-U-ASK-SBA (827-5722), or go online at [www.sbaonline.sba.gov](http://www.sbaonline.sba.gov).

## **SBA 7(a) Loan Guaranty Program**

Description:	SBA 7(a) financing is the most frequently used SBA loan program. Guaranteed loans are made and disbursed by private lenders and guaranteed by SBA. Loans may be made for many business purposes. Examples include working capital, purchase of equipment and other assets, or purchase of land and buildings.
Amount of Loan:	Up to \$2 million, effective December 2000. However, the SBA will generally guarantee up to \$1 million. The maximum guaranty on small loans (less than \$150,000) is 85%; on loans that exceed \$150,000, the maximum guaranty is 75%.
Use of Funds:	Purchase of a business Purchase of land and improvements Purchase of existing buildings and improvements Building construction Building remodeling Purchase of machinery/equipment Working capital Inventory purchase Business buyouts
Maturity:	Land and building: 25 years. Working capital: generally 5 to 7 years.
Collateral:	Deeds of trust, mortgages on land and buildings acquired, liens on machinery, equipment and fixtures acquired, lease assignment, personal guarantees.
Eligibility:	The business generally must be operated for profit and fall within size standards set by the SBA
Contact:	<a href="http://www.sba.gov/financing/fr7aloan.html">www.sba.gov/financing/fr7aloan.html</a>

## **SBA 504 Certified Development Company Loan Program**

Description:	This loan is for commercial real estate construction and/or commercial real estate loan refinancing programs with the SBA, borrower, SBA participating bank and/or a Certified Development Corporation.
Amount of Loan:	Maximum amount is \$1,000,000.
Use of Funds:	Funds can be used for land acquisition, purchase of existing buildings, construction, renovation and restoration, and purchase of machinery/equipment.
Maturity:	10 to 20 years.
Eligibility:	The business generally must be operated for profit and fall within size standards set by the SBA.

Contact: [www.sbaonline.sba.gov/financing/frcdc504.html](http://www.sbaonline.sba.gov/financing/frcdc504.html)

### **SBA Low Documentation (LowDoc) Loan Program**

Description: The SBA LowDoc program focuses on the character, credit, and reliability of applicants. No predetermined percentage of equity will be required, nor is lack of collateral a determining factor. LowDoc reduces the paperwork involved in loan applications. The SBA uses a one-page application and relies on the strength of the individual applicant's character and credit history.

Amount of Loan: SBA guarantee is 85% for loans of \$150,000 or less.

Use of Funds: Expand or modernize facilities  
Purchase of machinery and equipment  
Finance permanent working capital  
Purchase of an existing building  
Purchase of land and construction of building  
Acquire an existing business  
Start-up a new business venture

Maturity: Working capital loans: 5 to 7 years.  
Fixed assets: 5 to 10 years is typical, but can be for up to 25 years.  
Real estate acquisitions: 25 years.

Eligibility: Small businesses.

Contact: [www.sbaonline.sba.gov/financing/frlowdoc.html](http://www.sbaonline.sba.gov/financing/frlowdoc.html)

### **CapLine Program-Revolving Line of Credit**

Description: CapLine (formerly known as Greenline), is intended to help eligible small businesses to obtain a dependable commitment for credit that can meet their short-term financing needs over an established period of time. It is available to small businesses that are unable to obtain revolving lines of credit without guaranty supports and that show the ability to comply with the servicing requirements of this program. It is intended to finance the cash cycle of qualified small businesses by advancing funds against the value of their existing inventory and accounts receivable.

Five CapLine options are available for small businesses:

*Builders Line*: Can finance direct labor and material costs for small general contractors/builders renovating or constructing commercial or residential buildings. Collateral on such projects is the building.

*Contract Line*: To finance direct labor and material costs associated with performing assignable contracts.

*Seasonal Line*: For advances needed when a business experiences sales fluctuations, and anticipated inventory and accounts receivable help during peak seasons.

*Small Asset-Based Line:* An asset-based revolving line of credit for up to \$200,000. Similar to a standard asset-based line of credit, except that some of the more restrictive requirements are waived if the business can consistently show repayment ability from cash flow for the full amount.

*Standard Asset-Based Line:* For businesses that are unable to meet long-term credit standards. This is an asset-based revolving line of credit.

Amount of Loan: There is no maximum loan amount. However, SBA's maximum guaranty cannot exceed \$750,000 or 75 percent of the loan amount, whichever is less.

Use of Funds: Operating capital, inventory, and consolidation of short-term debt.

Maturity: Up to 5 years.

Eligibility: A business must operate for profit and meet SBA size standards.

Contact: [www.sbaonline.sba.gov/financing/frcaplines.html](http://www.sbaonline.sba.gov/financing/frcaplines.html)

## Other SBA Loans

### Defense Loan and Technical Assistance (DELTA) Program

Description: Administered by the SBA, DELTA is a joint SBA/Department of Defense loan program helping small businesses that have been affected by defense spending reductions, or are dependent on defense contracts.

Contact: [www.sba.gov/financing/frdelta.html](http://www.sba.gov/financing/frdelta.html)

### Micro Loan Program

Description: Start-ups, newly established, and growing businesses can apply for small loans of up to \$25,000. The SBA provides available funding to non-profit community based lenders that then lend to eligible small businesses.

Contact: [www.sba.gov/financing/frmicro.html](http://www.sba.gov/financing/frmicro.html)

### Pre-Qualification Loan Program

Description: A program that uses intermediaries in assisting prospective borrowers in putting together viable loan packages to secure loans. The program's maximum loan amount is \$250,000. The SBA will guarantee up to 80% for loans up to \$100,000, and 75% for loans over \$100,000.

Contact: [www.sba.gov/financing/frprequal.html](http://www.sba.gov/financing/frprequal.html)

### Qualified Employee Trusts Loan Program

Description: This program's intent is to provide financial assistance to Employee Stock Ownership Plans. Under this program, the employee trust must be part of a plan sponsored by the employer company and qualified

under regulations set by either the IRS Code (as an Employee Stock Option Plan) or the Department of Labor (the Employee Retirement Income Security Act).

Contact: [www.sba.gov/financing/frqet.html](http://www.sba.gov/financing/frqet.html)

### **Pollution Control Loan Program**

Description: Provides loan guarantees to eligible small businesses for financing the design or installation of a pollution control facility that prevents, reduces, abates, or controls any form of pollution, including recycling.

Eligibility: Most businesses are eligible under this program. General requirements are that a business must operate for profit; do business in the U.S.; use alternative financial sources including personal assets and have reasonable owner equity to invest.

Amount of Guarantee: Up to \$1 million for Pollution Control Loans.

Maturity: Real estate and equipment—25 years.  
Working capital—7 years.

Collateral: A guaranty on the loan is generally required for holders of at least 20% ownership in the business.

Contact: [www.sba.gov/financing/frpollute.html](http://www.sba.gov/financing/frpollute.html)

### **U.S. Community Adjustment and Investment Program (CAIP)**

Description: The CAIP was created to assist communities that lost jobs as a result of the changing trade patterns with Canada and Mexico after the establishment of the North American Free Trade Agreement (NAFTA). This program makes credit available to businesses in eligible communities for the creation/preservation of jobs. To reduce borrower costs, the CAIP works with the SBA's 7(a) Loan Guarantee and 504 Programs.

Eligibility: Must be located in, or relocating to, a geographic area that has been designated by the U.S. Treasury and the NAD bank. A written estimate is required from the applicant, estimating the number of jobs that will be created/preserved within two years of the loan's disbursement; the jobs cannot exceed \$70,000 of federally guaranteed funds per job created/preserved. The projected jobs must be "at risk" as a result of changing trade patterns.

Maturity: Real estate and equipment: 25 years (maximum)  
Working capital: 7 years, generally

## U.S. Department of Agriculture

### Rural Development (RD) Loan Program-Business and Industry Guaranteed Loans

Description:	Encourages commercial financing of rural businesses by creating and saving rural jobs and improving the economic and environmental climate of rural communities.
Amount of Loan:	No minimum, but typically beginning at the SBA maximum of \$500,000, up to \$10 million.  Federal guarantees: 90 percent (maximum) guarantee on loans up to \$2 million; 80 percent (maximum) guarantee on loans of \$2–5 million; 70 percent (maximum) guarantee on \$5–10 million dollar loans.
Use of Funds:	Real estate, buildings, construction, repair, modernization, equipment, inventory, supplies, business acquisitions, and working capital.
Maturity:	Working capital: 7 years maximum. Equipment: 15 years maximum. Real estate: 30 years maximum.
Eligibility:	Most types of businesses are eligible except golf courses and gaming casinos. Project must be in a rural area.
Contact:	Administered in California by the Rural Development (formerly known as Farmers Home Administration). For more information, visit <a href="http://www.rurdev.usda.gov/ca/index.html">www.rurdev.usda.gov/ca/index.html</a>

## Federal Grants

### U.S. SBA--Small Business Innovation Research Grants

Description:	<p>The SBA's Small Business Innovation Research (SBIR) program was established under the Small Business Innovation Development Act of 1982. This program allows small businesses to compete for federal research and development grant awards, which are used to stimulate commercialization of successful technology. The SBIR program is available nationwide.</p> <p>The SBA publishes the SBIR Pre-Solicitation Announcement (PSA) on a quarterly basis. For the convenience of small business concerns, the SBA makes SBIR program information available to small business concerns on the first day of each quarter.</p> <p>The program involves three phases:</p> <p>Phase I: Evaluate the scientific technical merit and feasibility of an idea. Awards are for periods of up to six months, in amounts up to \$70,000.</p> <p>Phase II: Expand on the results of and further pursue the development of Phase I. Awards are for periods of up to two years, in amounts up to \$250,000.</p> <p>Phase III: Commercialization of the results of Phase II. Requires the use of private</p>
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or non-SBIR federal funding.

**Eligibility:** For-profit businesses with a place of business located in the United States, and with 500 or fewer employees.

**Contact:** To reach the SBIR program, call 1-800-490-9194, ext. 3, or via the Internet. [www.sba.gov/sbir/indexsbir-sttr.html](http://www.sba.gov/sbir/indexsbir-sttr.html)

You can also contact federal agencies that participate in the SBIR program. Each agency administers its own program, and establishes its own themes or priorities for project funding. Check the listing below for participating federal agencies.

- Department of Agriculture (202) 401-4002  
[www.ree.usda.gov/sbir](http://www.ree.usda.gov/sbir)
- Department of Commerce (301) 975-3085  
[www.nist.gov/SBIR](http://www.nist.gov/SBIR)
- Department of Defense (806) 216-4095  
[www.soal.socom.mil/smallbus04.htm](http://www.soal.socom.mil/smallbus04.htm)
- Department of Education (202) 219-2004  
[www.ed.gov/offices/OERI/SBIR](http://www.ed.gov/offices/OERI/SBIR)
- Department of Energy (301) 903-3054  
[www.sbir.er.doe.gov/sbir](http://www.sbir.er.doe.gov/sbir)
- Department of Health and Human Services (202) 690-1414  
[www.grants.nih.gov/grants/funding/sbir.htm](http://www.grants.nih.gov/grants/funding/sbir.htm)
- Department of Transportation (617) 494-2000  
[www.volpe.dot.gov/sbir/](http://www.volpe.dot.gov/sbir/)
- Environmental Protection Agency (415) 744-1628  
[www.es.epa.gov/ncercqa/sbir](http://www.es.epa.gov/ncercqa/sbir)
- National Aeronautics and Space Administration (301) 937-0888  
[www.sbir.nasa.gov](http://www.sbir.nasa.gov)
- National Science Foundation email:  
[www.eng.nsf.gov/sbir](http://www.eng.nsf.gov/sbir) [sbir@nsf.gov](mailto:sbir@nsf.gov)

## U.S. Department of Commerce

### National Institute of Standards and Technology—Advanced Technology Program

National Institute of Standards and Technology (NIST) is interested in funding research and development projects that have strong commercial potential, but that have attracted little private investment. This effort may provide funding opportunities to some recycling businesses, particularly makers of recycled products. With military base closures, NIST is directing funding to civilian applications, funding formerly spent on military.

**Description:** The Advanced Technology Program (ATP) partners with industry to provide partial funding supporting development of technologies that have potential for stimulating U.S. economic growth. The ATP concentrates on promising, but high-risk, enabling technologies that

can form the basis for new and improved products, manufacturing processes, and services. Specific research and development (R&D) projects are selected from proposals developed and submitted by industry. All awards are made through announced competitions. The ATP provides multiyear funding to single companies and to industry-led joint ventures to pursue R&D projects with high payoff potential for the nation.

- Amount of Award: Single companies can receive up to \$2 million of ATP funds for up to three years. Joint ventures can be funded for up to five years, with no funding limit other than the announced availability of funds. Joint ventures must cost share in matching funds.
- Funding: Funding is awarded competitively in response to solicitations published in the *Commerce Business Daily* and on the NIST Web site.
- Eligibility: Small, medium, and large for-profit companies and joint ventures led by two or more companies are eligible for direct funding. Successful ATP project sponsors range in size from start-up companies with a handful of employees to major industrial firms with international scope. Universities, federal laboratories, and nonprofit independent research organizations participate in many ATP projects, but as subcontractors or as members of joint ventures (nonprofit independent research organizations may administer joint ventures).
- Contact: Phone: 1-800-ATP-FUND or 1-800-287-3863  
[www.atp.nist.gov/](http://www.atp.nist.gov/)

## U.S. Department of Energy

### National Industrial Competitiveness Through Energy, Environment, and Economics (NICE<sup>3</sup>)

- Description: NICE<sup>3</sup> is an innovative, cost-sharing grant program that encourages industries to use waste productively or reduce industrial waste at its source. The goal of NICE<sup>3</sup> is to help industry increase its bottom line, enhance industrial competitiveness, save energy, and prevent pollution.
- Funding: Funding is awarded via program and general competitions through various state energy departments.
- Eligibility: All states and territories.
- Contact: For more information, call (816) 873-3299.  
[www.oit.doe.gov/nice3/](http://www.oit.doe.gov/nice3/)

## **U.S. Department of Housing and Urban Development (HUD)**

### **Community Development Block Grants (CDBG) and CDBG Revolving Loan Funds (RLF) Entitlements**

Description:	Community Development Block Grants are given by HUD to local communities to create local jobs and housing, primarily for low-and middle-income residents. While smaller cities may use CDBG funds to directly finance specific projects, larger cities typically use them to capitalize revolving loan funds to provide low-interest subordinated mortgage loans to businesses. Revolving loan funds give communities the flexibility of making smaller loans to a larger number of projects.
Amount of Grant:	Variable.
Funding:	Funds are available through local communities. Terms of the loans vary from one jurisdiction to another.
Eligibility:	Units of local governments in counties and cities are eligible. Special districts, nonprofit organizations, and businesses may apply for funds through those jurisdictions.
Contact:	Phone: (202) 708-1577 <a href="http://www.hud.gov">www.hud.gov</a>

### **State Energy Program (SEP)**

Description:	Under the State Energy Program, the Department of Energy allocates funds to state agencies for projects that promote the conservation of energy.
Contact:	Call (206) 553-2155 or (202) 586-4074

## **U.S. ENVIRONMENTAL PROTECTION AGENCY**

### **Small Business Innovation Research Program**

Description:	Research and development contracts are available to small businesses to promote innovative pollution control and prevention projects under U.S. EPA's Small Business Innovation Research program.
Amount of Award:	Three phases make up this competitive federal award program: Phase I: For periods of six months, up to \$65,000 Phase II: For periods of up to two years, up to \$220,000. Phase III: Requires the use of private or non-SBIR federal funding.
Eligibility:	Small businesses.
Contact:	Small Business Hotline @ 1-800-490-9194

## **National Association of PET Container Resources (NAPCOR)**

**Description:**

NAPCOR awards grants for of up to \$30,000 for projects that specifically address the need to increase the collection and recycling of PET plastic, the plastic most commonly used to package soft drinks and bottled water. Founded in 1987, NAPCOR is the trade association for the manufacturers of PET plastic resins and containers, and suppliers to the PET industry in the United States and Canada.

**Contact:**

NAPCOR  
2105 Water Ridge Parkway, Suite 570  
Charlotte, NC 28217  
(704) 423-9400  
[www.napcor.com](http://www.napcor.com)

# Technical Assistance

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## State Programs

### **California Integrated Waste Management Board**

The Board offers a number of programs designed to assist businesses. For additional information on Board programs, visit its Web site at [www.ciwmb.ca.gov](http://www.ciwmb.ca.gov).

### **California Recycling Business Assistance Team (R-Team)**

#### *What is the purpose of the program?*

The R-Team was established to help businesses profit through recycled-content manufacturing.

#### *What kind of assistance can I expect?*

The R-Team can help you with a variety of technical issues, including:

- Directories of California manufacturers and processors of secondary materials, such as construction and demolition, paper, organic materials (compost), plastics, and tires.
- Reports and fact sheets on materials, such as construction and demolition, paper, organic materials (compost), plastics, tires, and wood.
- References and referrals to other sources of technical information.
- Solid waste reduction information.

#### *Who is eligible for assistance?*

New and existing California businesses that use, or can use, recycled feedstock in their manufacturing processes, or entrepreneurs who want to investigate manufacturing business options are eligible.

#### *Who provides the service?*

The R-Team is a cooperative effort of the Integrated Waste Management Board and the U.S. Environmental Protection Agency. Services are free.

For more information, call the R-Team at (916) 341-6600 or e-mail at [rteam@ciwmb.ca.gov](mailto:rteam@ciwmb.ca.gov) or visit our Web site at [www.ciwmb.ca.gov/Rteam/](http://www.ciwmb.ca.gov/Rteam/).

### **Business Resource Efficiency and Waste Reduction—Business Kits**

#### *What is the purpose of the kit?*

The purpose of the business kit is to assist businesses in starting or expanding their waste reduction programs to save money and resources. California businesses can help change the habits and practices of their customers and employees.

#### *What kind of assistance can I expect?*

The business kit contains guidebooks, brochures, and fact sheets on waste prevention, reuse, and recycling in offices, hotels, retail stores, print shops, food service industry, landscape industry,

property management, and hospitals. There is also information on materials exchanges, reduced packaging, motivating employers and employees, awards programs, strategies for getting businesses involved in waste reduction, and more. Materials are also available to help businesses set up office paper reduction programs.

***Who is eligible for assistance?***

All California businesses and institutions are eligible to receive waste reduction publications to assist in establishing successful waste reduction programs.

***Who provides the service?***

The Board's Business Resource Efficiency Section provides business waste reduction publications to businesses at no charge. For more information, please call (916) 341-6615 or visit the Board's Web site at [www.ciwmb.ca.gov/bizwaste/](http://www.ciwmb.ca.gov/bizwaste/).

## **Buy Recycled Program**

***What is the purpose of the program?***

The Buy Recycled Program promotes the State's policy to "buy green," assisting procurement officers of businesses, all State agencies, and local governments in establishing practices for purchasing recycled-content products (RCP). These RCPs include recycled-content paper; re-refined petroleum products; retreaded tires; lead-acid batteries; paint and solvents; paving materials; and plastic, landscaping, glass, construction, compost, and office products.

***What kind of assistance can I expect?***

- Free advertising of your recycled-content product in the Board's RCP database.
- Information on which RCPs are available.
- Case studies of businesses and local governments that have overcome barriers to successfully purchase RCPs.
- Model procurement policies.

***Who is eligible for assistance?***

Any business or government agency in California is eligible to receive assistance.

***Who provides the services?***

The Buy Recycled Program is administered by the CIWMB. For more information, call (916) 341-6606. The on-line Recycled Content Product Database can be searched at [www.ciwmb.ca.gov/buyrecycled/](http://www.ciwmb.ca.gov/buyrecycled/)

## **California Materials Exchange (CalMAX)**

***What is the purpose of the program?***

The California Materials Exchange (CalMAX) is a free service provided by the Board to help conserve energy, resources, and landfill space by helping businesses and organizations find alternatives to the disposal of valuable materials or wastes. This is done through an online service that helps businesses find markets for materials they have traditionally discarded (see e-mail address below). Businesses, schools, and nonprofit organizations may also list needed materials in the catalog and on-line database.

***What kind of assistance can I expect?***

Most matches are made directly between participants; however CalMAX staff is available to give limited help in finding matches or specific materials. Technical assistance is also available for those using the online program and for persons or local governments interested in starting a local materials exchange program.

***Who is eligible for assistance?***

Private businesses, government agencies, schools, and nonprofit organizations may place listings for materials available and/or wanted. Anyone, whether a business or individual, may contact any CalMAX listing, whether it is for available material or wanted material.

***Who provides the services?***

The CalMAX program is administered by the Board's Business Resource Efficiency Section. For more information, call CalMAX toll-free at (877) 520-9703 or e-mail at [calmax@ciwmb.ca.gov](mailto:calmax@ciwmb.ca.gov) or visit CalMAX online at [www.ciwmb.ca.gov/calmax/](http://www.ciwmb.ca.gov/calmax/).

**Waste Reduction Awards Program (WRAP)**

***What is the purpose of the service?***

The Waste Reduction Awards Program (WRAP) provides an opportunity for California businesses to gain public recognition for their outstanding achievements in reducing waste.

***What kind of assistance can I expect?***

The WRAP program annually recognizes California businesses that have made outstanding efforts to reduce non-hazardous waste and send less garbage to the landfills. Successful applicants receive a certificate from the Board along with a camera-ready WRAP winner logo. Winners can use the emblem as they wish on products, advertising, and promotional materials.

***Who is eligible for assistance?***

All California businesses are eligible.

***Who provides the service?***

The Board's Business Resource Efficiency Section administers WRAP. For more information, please call (916) 341-6604 or visit the WRAP Web page at [www.ciwmb.ca.gov/wrap/](http://www.ciwmb.ca.gov/wrap/).

**Other Integrated Waste Management Board Programs**

***Construction and Demolition Debris Recycling***

Disposal of construction and demolition (C&D) debris wastes resources and shortens the life of landfills. Visit [www.ciwmb.ca.gov/condemo/](http://www.ciwmb.ca.gov/condemo/), or call (916) 341-6499 for information on C&D recycling, including a database of C&D recyclers, recycled building products, and sustainable building.

***Food Scrap Management***

This site provides information and resources to help reduce food waste and save money on disposal costs. Resources include food scrap prevention tips, lists of local food banks and food rescue programs, animal feed manufacturers, and on-site and off-site composting options. Regional compost workshops and special event information are also available. Go to [www.ciwmb.ca.gov/FoodWaste/](http://www.ciwmb.ca.gov/FoodWaste/), or call (916) 341-6587.

### ***Electronic Product Management***

Many components of electronic equipment—including metals, plastic, and glass—can be reused or recycled, while others may present environmental hazards if not disposed of correctly. Go to [www.ciwmb.ca.gov/Electronics/](http://www.ciwmb.ca.gov/Electronics/), or call (916) 341-6618 for information and resources on how to properly manage your electronic products.

### ***Household Hazardous Waste and Used Oil Program***

This program develops and promotes alternatives to the illegal disposal of household hazardous waste and used oil for the protection of California's environment and the health of its inhabitants. Go to [www.ciwmb.ca.gov/HHW/](http://www.ciwmb.ca.gov/HHW/), or call (916) 341-6445.

### ***Organics Outlook***

Information on compost, mulch, grasscycling, and other topics relating to the management and use of organic resources. Special categories include farming, commercial landscaping, and home gardening. Go to [www.ciwmb.ca.gov/Organics/](http://www.ciwmb.ca.gov/Organics/), or call (916) 341-6594.

### ***Paper Information and Resources***

This Web site provides information about paper-related topics such as paper waste prevention, paper recovery, recovered paper markets, recycled paper, and tree-free paper. Go to [www.ciwmb.ca.gov/Paper/](http://www.ciwmb.ca.gov/Paper/), or call (916) 341-6597.

### ***Plastics Information and Resources***

Plastics information can be found here concerning waste prevention, markets (prices), recycled products, Rigid Plastic Packaging Containers (RPPCs), as well as events and publications relating to plastics. Go to [www.ciwmb.ca.gov/Plastic/](http://www.ciwmb.ca.gov/Plastic/), or call (916) 341-6518.

### ***Shipping & Distribution Partnership***

The Shipping and Distribution Partnership is a voluntary effort created to encourage businesses to adopt more efficient transport packaging and distribution systems that save money while preventing waste and improving operations. There are numerous case studies that demonstrate how companies can save money and keep packaging out of landfills. This Web site is arranged by audience, packaging type, and topic. Go to [www.ciwmb.ca.gov/Packaging/](http://www.ciwmb.ca.gov/Packaging/), or call (916) 341-6363.

### ***Tire Management***

California is faced with the challenge of diverting or safely managing over 31 million reusable and waste tires annually generated in the state. In addition, an estimated 3 million used tires remain stockpiled at various locations throughout California. Visit [www.ciwmb.ca.gov/Tires/](http://www.ciwmb.ca.gov/Tires/), or call (916) 341-6436 for information regarding tire recycling/markets, products and uses, disposal, grants and loans, events, and publications.

### ***CalGOLD—Business Permits Made Simple***

Administered by CalEPA, CalGOLD provides businesses with information on permits and other requirements of California agencies at all levels of government. Go to [www.calgold.ca.gov](http://www.calgold.ca.gov), or call (916) 322-2947. For more on information permitting, see the Permitting and Regulatory Compliance section earlier in this publication.

## **Department of Conservation**

### **Market Connections**

Market Connections is an informational database that contains sources of recycling equipment, materials brokers, processors, groups interested in selling or purchasing materials, manufacturers of recycled products, and more. It is maintained by the California Department of Conservation's Division of Recycling. To contact them, call (916) 327-2774.

### **The Department of Conservation Recycling Multimedia Library**

The Department of Conservation also has a multimedia library dedicated to recycling. The Library consists of books, videos, and other helpful resources. For more information, contact the coordinator at (916) 327-1851.

## **FEDERAL PROGRAMS**

### **Best Manufacturing Practices (BMP) Program**

#### *What is the purpose of the program?*

The objective of the BMP Program is to identify the best practices used in the areas of design, testing, production, facilities, logistics, and management, and to encourage industry and government to share information about these practices.

#### *What kind of assistance can I expect?*

The program provides access to the best nonproprietary manufacturing practices of many leading U.S. companies. BMP also produces publications, seminars, and workshops.

#### *Who is eligible for assistance?*

U.S. manufacturing businesses of all sizes are eligible.

#### *Who provides the service?*

The BMP Center for Excellence was established under a cooperative agreement between the Department of the Navy, the Department of Commerce, and the University of Maryland. Internet address is [www.bmpcoe.org](http://www.bmpcoe.org).

### **National Technology Transfer Center (NTTC)**

#### *What is the purpose of the center?*

The purpose of NTTC is to provide industries with access to federal agencies and laboratory research as well as state and local programs that furnish extensive technical services.

#### *What kind of assistance can I expect?*

A national gateway provides callers from business and industry access to technology, expertise, and facilities in more than 700 federal laboratories and 100 universities. BMP also offers seminars, workshops, and training programs in federal technology transfer, partnering with the public and private sectors, patents, licensing, and industry outreach.

***Who is eligible for assistance?***

U.S. companies and individuals.

***Who provides the service?***

This network is maintained by the National Technology Transfer Center, an independent organization created by Congress to assist the entire spectrum of U.S. business and industry in gaining access to federal research and development information. For more information, contact:

National Technology Transfer Center  
316 Washington Avenue  
Wheeling, WV 26003  
1-800-678-6882  
[www.nttc.edu](http://www.nttc.edu)

## **Federal Laboratory Consortium for Technology Transfer**

***What is the purpose of the consortium?***

For industry and other public and private sector technology seekers, the Federal Laboratory Consortium for Technology Transfer (FLC) serves as a point of entry to federal laboratory expertise and technology. Through its FLC representatives, the consortium has the resources to put a potential partner in contact with a federal laboratory with the expertise and capability in a specific area of interest.

***What kind of assistance can I expect?***

FLC offers a personalized locator service that can match your company with the specific lab resources and personnel most appropriate to your interests and needs. For the public and private sector, the FLC brings laboratories together with potential users of government-developed technologies. This is accomplished in part by the FLC Laboratory Locator Network and regional and national meetings.

***Who is eligible for assistance?***

U.S. businesses of all sizes are eligible.

***Who provides the service?***

More than 600 major federal laboratories and centers and their parent departments and agencies are members of the FLC. For more information, call the FLC Far West Regional Coordinator at (360) 681-6144 or visit the FLC Internet site at [www.zyn.com/FLCFW](http://www.zyn.com/FLCFW).

## **Other Organizations**

### **California Manufacturing Technology Center (CMTC)**

***What is the purpose of the center?***

CMTC's principal role is to help California's small- and medium-sized manufacturers improve their profitability and competitiveness by making better use of the world-class technologies generally used only by larger manufacturing companies.

***What kind of assistance can I expect?***

CMTC can help companies solve specific business and manufacturing problems associated with their operations. CMTC performs complete, confidential assessments of a business by identifying its strengths, weaknesses, and opportunities for improvement. Assistance includes:

- Access to new technology-based manufacturing techniques.
- Resolution of specific manufacturing problems.
- Defense conversion opportunities.

***Who is eligible for assistance?***

California's small and medium-size manufacturers.

***Who provides the services?***

CMTC staff offers services that are supported by grants from the National Institute of Standards and Technology (NIST) and the State of California. There are no up-front fees for services. Initial on-site visits are made without obligation.

For more information, contact:

California Manufacturing Technology Center  
1149 West 190<sup>th</sup> St., Suite 2014  
Gardena, CA 90248  
1-800-300-2682  
[www.cmtc.com](http://www.cmtc.com)

## **Manufacturing Extension Partnership**

***What is the purpose of the program?***

The Manufacturing Extension Partnership (MEP) is a partnership of the U.S. Department of Commerce's National Institute of Standards and Technology (NIST) and a network of affiliated service providers throughout the country. MEP is dedicated to bringing technology and business assistance services to all of America's small- and medium-sized manufacturing establishments. NIST/MEP conducts a variety of regional, national, and program development activities. Regionally, MEP works with states or local organizations to establish manufacturing extension centers or expand existing services that assist smaller manufacturing businesses.

***What kind of assistance can I expect?***

MEP extension centers are designed to help link sources of improved manufacturing technology with the small- and medium-sized companies that need them. Center staff works with individual companies or with groups of companies organized around common needs, industries, or technologies. While each center tailors its services to meet the needs dictated by its location and manufacturing client base, some common services are offered by most extension centers. These include helping manufacturers assess their current technology and business needs, defining avenues for change, and implementing improvements.

***Who is eligible for assistance?***

Small- and medium-sized manufacturers.

***Who provides the service?***

At the heart of the system is a network of affiliated, locally based manufacturing extension centers. Each center is a partnership, typically involving federal, State, and local governments;

industry; educational institutions; and other sources of expertise, information, and funding. Centers are private, nonprofit organizations and are not part of the federal or State government.

For more information, contact:

National Manufacturing Extension Partnership  
Institute of Standards and Technology  
100 Bureau Drive (Stop 3460)  
Gaithersburg, MD 20899-3460  
1-800-MEP-4MFG  
[www.mep.nist.gov](http://www.mep.nist.gov)

## **Colleges and Universities**

Many colleges and universities have direct technical assistance available to businesses and offer courses through extension programs. They have researched some of the major problems directly related to recyclable materials and processes. Contact your local college or university.

# Recyclable Materials Supplies Assistance

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## Directories/Databases

### **California Directory of Plastic Recyclers and Brokers**

The *California Directory of Plastic Recyclers and Brokers* (CIWMB Publication #431-95-040) was created to help increase markets for postconsumer plastics and recycled-plastic products. It also improves communication between buyers and sellers of recycled plastics by identifying the specifications required by both parties. For a copy of the directory, call the California Integrated Waste Management Board's Publications Clearinghouse at 1-800-CA-WASTE (California only) or (916) 341-6306. Or you can order a copy through our online publications catalog at [www.ciwmb.ca.gov/Publications/](http://www.ciwmb.ca.gov/Publications/). You may also contact the Board at (916) 341-6518.

### **Construction and Demolition Recycling Businesses**

The California Integrated Waste Management Board maintains a database of collection sites and processors of construction and demolition (C&D) material. The database can be searched on line from the Board's C&D Web site at [www.ciwmb.ca.gov/condemo/](http://www.ciwmb.ca.gov/condemo/). For a hard copy of the directory, call the Board's Publications Clearinghouse at 1-800-CA-WASTE (California only) or (916) 341-6306 and ask for *Construction and Demolition Recyclers—Processors and Receivers* (CIWMB Publication #431-96-017). Or you can order a copy through our online publications catalog at [www.ciwmb.ca.gov/Publications/](http://www.ciwmb.ca.gov/Publications/).

### **Market Connections**

This database is maintained by the Department of Conservation's Division of Recycling. Market Connections is an informational database that contains sources of recycling equipment, materials brokers, manufacturers of recycled products, processors, groups interested in selling or purchasing secondary materials, and more. Contact Market Connections at (916) 327-2774.

### **The DOC Recycling Multi-Media Library**

The Department of Conservation also has a multimedia library dedicated to recycling. The Library consists of books, videos, and other helpful resources. For more information or to contact the coordinator, call Rosemary Guerin-Place at (916) 327-1851.

## Materials Exchanges

### **California Materials Exchange (CalMAX)**

CalMAX helps California businesses, industries, and institutions find sources for reusable and recyclable materials. These "waste-not want ads" can be accessed electronically at [www.ciwmb.ca.gov/CalMAX/](http://www.ciwmb.ca.gov/CalMAX/) or by calling toll-free at (877) 520-9703.

## **SonoMax**

SonoMax is Sonoma County's materials reuse and recycling exchange. This free electronic program helps businesses increase their ability to locate or offload waste by-products, overstock, obsolete, and damaged materials. Contact SonoMax at (707) 565-3375 or access their Internet site at [www.recyclenow.org/sonomax](http://www.recyclenow.org/sonomax).

## **VCMax**

VCMax is located in Ventura. For more information, call (805) 654-2477 or visit their Internet site at [www.rain.org/~swmd/vcmax.html](http://www.rain.org/~swmd/vcmax.html).

## **Other Materials Exchanges**

More local materials exchanges are under development throughout California. Call your local public works agency or recycling coordinator or CalMAX (see previous page) for a materials exchange servicing your area; or visit the CalMAX Internet site for links to additional exchanges at [www.ciwmb.ca.gov/reuse/links/](http://www.ciwmb.ca.gov/reuse/links/).

# **Associations and Trade Groups**

Some of the following references are not recycling-based organizations, but all can be useful sources of industry information.

## **General Recycling**

California Environmental Hotline (Earth's 911): 1-800-CLEAN-UP  
California Resource Recovery Association: (916) 441-2772  
Californian's Against Waste: (916) 443-5422  
Global Recycling Network: fax (631) 286-8471  
Institute for Local Self-Reliance: (202) 232-4108  
Local Government Commission: (916) 448-1198  
National Recycling Coalition: (703) 683-9025  
National Waste Prevention Coalition: (206) 296-4481  
Recycler's World: (519) 767-2913

## **Paper**

American Forest and Paper Association: 1-800-878-8878  
Bay Area Paperless Outreach Campaign: 1-800-533-8414  
Fibre Box Association: (847) 364-9600  
Newspaper Association of America: (703) 907-7900  
Technical Association of the Pulp and Paper Industry: (770) 446-1400

## **Plastic**

American Plastics Council: 1-800-2-HELP-90  
Institute of Scrap Recycling Industries, Inc.: (202) 737-1770  
Society of the Plastics Industry: (202) 974-5251  
Vinyl Environmental Resource Center: 1-800-969-8469

## **Glass**

CA Department of Conservation's Beverage Container Recycling Info: 1-800-RECYCLE  
Container Recycling Alliance: (773) 867-4930  
Envirocycle, Inc.: 1-800-711-6010  
EnviroGlass, Inc.: 1-888-395-6736  
NexCycle: (972) 506-7200

## **Metal**

Can Manufacturers Institute: (202) 232-4677  
Institute of Scrap Recycling Industries, Inc.: (202) 737-1770  
Steel Recycling Institute: 1-800-876-7274

## **Construction and Demolition Materials**

Aluminum Association: (202) 862-5104  
American Concrete Institute: (248) 848-3700  
American Hardware Manufacturers' Association: (847) 605-1025  
American Institute of Steel Construction, Inc.: (312) 670-2400  
Asphalt Institute: (859) 288-4960  
Asphalt Recycling and Reclaiming Association: (410) 267-0023  
Carpet and Rug Institute: (706) 278-3176  
Construction Specifications Institute: (703) 684-0300  
Gypsum Association: (202) 289-5440  
Masonry Society: (303) 939-9700  
National Paint and Coatings Association: (202) 462-6272  
Rubber Manufacturers' Association: (202) 682-4800  
Wood and Synthetic Flooring Institute: (708) 449-2933

## **Organic Materials (Compost)**

National Resource, Agriculture, and Engineering Service: (607) 255-7654  
U.S. Composting Council: (703) 739-2401

## **General Manufacturing**

California Manufacturers and Technology Association: (916) 441-5420  
National Association of Manufacturers: (202) 637-3000