

# **January 2019 SBO/SBEAP NSC Call**

**January 8, 2018 3pm – 4pm  
(Eastern)**

**Zoom Meeting:**  
<https://ksu.zoom.us/j/3166600104>  
(646) 876-9923 or (669) 900-6833  
Meeting ID: 316 660 0104

## **NSC MISSION**

***To serve, support, and strengthen the Small Business Environmental Assistance Programs through representation and collaboration***

### **Minutes to be taken by Lisa**

❖ **Roll Call**

Chair: Lisa (WI)

Vice Chair: Jennifer C. (IN)

Region 1:

Region 2: Harry (NY)

Region 3: Jeremy (PA)

Region 4: Derek (KY), Tony (NC)

Region 5: Mark (IN)

Region 6: Dianne (OK), Lloyd (OK)

Region 7: Lynelle (KS)

Region 8:

Region 9: Eric (NV)

Region 10:

❖ **Approve minutes** - Approved

❖ **Agenda repair**

❖ **ASBO update**

- **No ASBO / NSC call last month**
- **EPA Administrator's Small Business Awards** – Send suggested nominations to Paula by Jan 12.

❖ **OECA National Compliance Initiatives**

- Will be a federal register notice for comment period.
- Lisa has compiled thoughts from other comment letters that may be relevant.

❖ **Annual Training**

- Save the date coming soon.
- Training web page up. Registration, draft agenda, scholarships, hotel block info coming soon.
- Each subcommittee should be brainstorming session ideas.
- Let planning committee know if you need to speak to get travel approval.
- Tony hopes to speak with OAQPS soon. Will discuss training.
- Possible training on how to do a compliance and P2 assessment with possible site visit.
- Who else should we invite (ECOS, others?).

❖ **Environmental Law Institute Environmental Entrepreneurship Award**

- Shared concept note for their Environmental Entrepreneurship Award. No feedback.
- Interested in attending Annual Training.

❖ **Meeting times**

- Request from Lloyd to change meeting time.
- Maybe move back an hour?
- Lisa will send Doodle Poll.

❖ **Subcommittee Updates**

○ **Technical**

- Donovan leading next week's call – brainstorming for Annual Training and future calls, increasing participation, homework to review web page info.
- February – environmentally friendly cleaning initiatives.
- March – evaluating compliance tools on National SBEAP site.
- June – EPA speaker on effluent limitation guidelines for NPDES.
- Possible session on Ozone NAAQS, revising SIPs.

○ **Education / Annual Report**

- Next meeting Jan 22 - session brainstorming, newcomer training discussion, possible mentoring.
- Reviewing web page – Do we like how it's arranged? Other info that would be helpful to newcomers?
- Annual Report – Subgroup has draft data collection tool. Will have training on how to use it. Survey is being reviewed.

○ **Website**

- Working on Annual Training page.
- Technical Subcommittee reviewing and updating environmental compliance page.
- Doodle Poll will determine date for meeting in late Jan.

○ **Promotional**

- Awards info now available.
  - Promoting through Tweets, Bulletin article.
  - New page for past awards.
- Nancy doing "Ask SBEAP" column in Bulletin.
- Will send calendar reminders for developing Tweets.
- Rotating agenda and note taking duties.
- Need to reach out more to other orgs. Sara provided list of contacts. Share SBO articles more broadly to others to put in newsletters.
- Tony discussing SBEAP info in Permitting Green Report with ECOS.
- Developing form letter and press release template. Include logo and names of NSC reps.
- New general email inbox on website.

❖ **ECOS Green Report (Tony)**

- Tony spoke with Beth at ECOS. They want to know more about SBEAPs.
- They publish many different Green Reports, permitting one is most relevant. Lists state-specific resources.
- Want to include SBEAP info at beginning of report. Tony will write something up. Can link to our map for state contacts and web links.

- Hold off on changes to info for individual states. ECOS is currently thinking of making changes to those sections.
- Could do a whole Green Report on compliance assistance providers?
- Target audience of Green Reports is ECOS members.
- SBEAP press releases could be shared on ECOS Wire.
- ECOS can discuss SBEAPs when they work with OECA and Office of Policy.
- Eecip.net – casual ECOS community that anyone with .gov email can join. Good place to ask questions, share ideas, etc.

❖ **Allied Updates**

- **NAACA (Nancy H.)**
- **ECOS (Donovan)** – New executive director. Invite to training?
- **CAAAC (Dan)**
- **AAPCA (Tony)**

❖ **Next NSC call – February 5, 2019 at 2:00 ET (may change depending on results of Doodle Poll)**

❖ **Action Items –**

- Lisa will send Doodle Poll on meeting times.
- Tony will draft intro to SBEAP for Green Report.

## February 2019 SBO/SBEAP NSC Call

**February 5, 2018 2pm – 3pm  
(Eastern)**

**Zoom Meeting:**

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(646) 876-9923 or (669) 900-6833

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### **NSC MISSION**

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### **Minutes taken by Region 1**

❖ **Roll Call**

Chair: Lisa (WI)

Vice Chair:

Region 1: Sara (NH)

Region 2:

Region 3:

Region 4: Tony (NC), Donovan (TN)

Region 5: Mark (IN)

Region 6: Dianne (OK), Lloyd (OK)

Region 7: Nancy (KS)

Region 8:

Region 9: Eric (NV)

Region 10: Belinda (ID)

❖ **Approve minutes** – Approved no changes

❖ **Agenda repair** –

- **Sharing Annual Report Data** – Nancy received a request for raw data to compare program to program collected thru the annual report. Person wanted to use it for an award nomination. Lisa and others agree that the data should not be used to compare program to program, but if the person has questions, they can contact the states directly or NSC chair. Information on program activities can also be found on their websites. Nancy will respond to requestor with this decision.
- **SBEAP Logo** – Tony discovered someone is using the SBEAP logo on a certification program that we did not sponsor. Tony is going to try to figure out the source. The logo can be used by state programs and those who they partner with. However, the state program should be specified with logo use. Website Subcommittee will draft guidance on use.

❖ **ASBO update** – No update. No call Dec or Jan. Gov't Shutdown

❖ **Annual Training** –

- Jennifer working on draft agenda, spots for subcommittees.
- Annette blocked rooms at hotel. Info on web site soon. Signage for EPA offices, logos, other graphics. Working on site for registration payments, \$150 to help pay for food, transportation if needed, etc. Also looking into possible site visit.
- **NSC Strategy Session** – Last year broke into groups, each group took one issue (want to work on or explore), share out at end. Do we want to do something similar? Activity and group sharing event? Nancy – what did we accomplish from last year? What 3 issues should we address this year? Lisa and Jennifer will discuss possible activities.
- Tony to reach out to QAQPS – no progress during shutdown
- Nancy drafted registration for web site.
- Let Planning Subcommittee know if you need to speak.

❖ **Meeting times** – Doodle poll to change NSC meeting time. Continue to make this time or move it back 30 minutes. Other options did not have a good response. Right now, keeping it as is. 2<sup>nd</sup> Tuesday of the month, 2:00pm ET.

❖ **ECOS Green Report** – Tony drafting write up on small business programs at the beginning of report, not state by state.

❖ **Subcommittee Updates**

- **Technical – Donovan** – last meeting in January, discussed different topics for training, environmental excellence programs, surface coating 6H 6X 6W, PFAS/POFA (could include trade association participation). Feb 19 environmental cleaning products. How to increase participation in subcommittees? Maybe have panel discussion at annual conference. Might talk about this at the NSC Strategy.

- **Education / Annual Report** – Survey went out for education agenda topics. Next meeting in March. Annual Report webinar last week. Recording on the web page. Due March 1.
- **Website** – No meeting for a while. Last meeting was training in November. Update meeting March 1. Move to more secure server over Thanksgiving. Some states had some problems with List Serve after the move. Let Nancy know if you are having issues. Expanding compliance calendar page.
- **Promotional** – Jennifer is working on action items. Lead the next call. Hoping they can divide up leading the calls and developing agendas.
- **Awards** – Open until February 28.
- ❖ **Allied Updates**
  - **NAACA (Nancy H.)**
  - **ECOS (Donovan)** – Trying to have someone to attend or present at annual training. What do we want to present on?
  - **CAAAC (Dan)**
  - **AAPCA (Tony)**
  - **AWMA (Tony)** – submitted a proposal to present on SBEAPs which was accepted.
- ❖ **Next NSC call – March 5, 2019 at 2:00 ET**
- ❖ **Action Items –**
  - Nancy will respond to requestor of raw data with decision.
  - Tony will inquire about why AMI is using SBEAP logo.
  - Website Subcommittee will work on guidance on logo use.
  - Lisa and Jennifer will discuss ideas for NSC strategy session.
  - Donovan will reach out to ECOS contacts about presenting and/or attending training.

## March 2019 Minutes taken by Region 2

- ❖ **Roll Call**  
Chair:  
Vice Chair: Jennifer (ID)  
Region 1: Sara (NH)  
Region 2: Harry (NY)  
Region 3: Jeremy (PA), Nancy (PA)  
Region 4: Tony (NC), Donovan (TN), Derek (KY)  
Region 5: Mark (IN), Annette (IL)  
Region 6: Dianne (OK), Lloyd (OK)  
Region 7: Nancy (KS), Lynelle (KS)  
Region 8:  
Region 9: Eric (NV)  
Region 10: Belinda (ID)  
EPA: Ronda
- ❖ **Approve minutes** - approved
- ❖ **Agenda repair**
- ❖ **ASBO update**

- **Small Business Week prep** – keeping Paula busy
- **Joan working on WOTUS listening sessions** – now in open comment
- **RSBLs and regional realignment** – Region 7 losing RSBL. Region 3 and 5 will also lose theirs due to changing duties because of realignment. This is a voluntary role.
- **SBEAP feedback on OECA e-enterprise tools** – feedback was useful
- **Meeting with Puerto Rico SBEAP** – Not clear what direction they are headed. Mostly just referring people to National SBEAP website. Gathering tools in Spanish from other states to help them.

#### ❖ **Annual Training**

- **NSC Strategy Session** - World Café type session but go deeper into key topics. Have groups switch up. Narrow down topics.

- ❖ **NCI comment letter** – add request for support from RSBLs. Need to finalize and send to EPA by 11<sup>th</sup>. Note that some states don't even have one person.

- ❖ **Introduction to Rhonda Wright – OAQPS liaison** – 10 years with EPA writing rules and doing outreach. EPA newly supporting this role. Would like to get feedback to better support this group. Invited to Technical Subcommittee calls.

- ❖ **Publishing NSBEAP videos on YouTube (Nancy L.)** – Populated videos to YouTube and then linked them to nation site. Nancy may survey to determine which states have access to YouTube. Drycleaner video NY and NC features sniffer?

#### ❖ **Subcommittee Updates**

- **Technical** – January assigned volunteers to review environmental compliance section of national website. Will send comments to Nancy. Next month's call on Materials Marketplace. Looking for EPA speaker for releases to the environment. Greg Wilson may speak.
- **Education / Annual Report** – Meeting on 26<sup>th</sup> to decide on topic for annual training. Another slot for annual report. Annual report closed last Friday with 36 reports. Will be extended to the 15<sup>th</sup>. Will get a reminder.
- **Website** – Met last week. Discussed annual training. Doing complete review of website for updating.
- **Promotional** – Will have a call this week.

#### ❖ **Allied Updates**

- **NAACA (Nancy H.)**
- **ECOS (Donovan)**
- **CAAAC (Dan)**
- **AAPCA (Tony)**
- **Others**

#### ❖ **Other updates**

- Once In, Always In went to committee for review.
- Changes to NSPS for petro drycleaners being reviewed by OAQPS.

- ❖ Next NSC call – April 2, 2019 at 2:00 ET
- ❖ Action Items – Everyone review NCI letter.

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## April 2019 SBO/SBEAP NSC Call

April 2, 2019 2pm – 3pm (Eastern)

**Zoom Meeting:**

<https://ksu.zoom.us/j/3166600104>

(646) 876-9923 or (669) 900-6833

Meeting ID: 316 660 0104

### NSC MISSION

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### Minutes to be taken by Region 3

❖ **Roll Call:**

Chair: Lisa (WI)  
 Vice Chair: Jennifer (IN)  
 Region 1: Sara (NH)  
 Region 2: Harry (NY), Ed (NJ)  
 Region 3: Jeremy (PA)  
 Region 4: Derek (KY), Melissa (MS), Donovan (TN), Tony (NC)  
 Region 5: Annette (IL), Mark (IN)  
 Region 6: Dianne & Lloyd (OK)  
 Region 7: Lynelle & Nancy (KS)  
 Region 8:  
 Region 9:  
 Region 10: Belinda (ID)  
 EPA: Rhonda Wright (EPA-OAQPS)

❖ **Approve minutes** - approved

❖ **Agenda repair** – having Rhonda on NSC calls & annual report data

- Rhonda expressed interest in attending NSC calls regularly. Everyone was okay with this, many expressed that this would be an excellent opportunity to connect with EPA once again. Historically, EPA used to be on NSC calls all the time in the past. Joan changed this so that only the NSC Chair & Vice Chair would have a call with EPA ASBO.
- Additional discussion with Rhonda:
  - Rhonda has been having conversations about having EPA on future agendas to discuss proposed rulemaking and get the NSC thoughts on them.

- Rhonda would also like to be on the Technical listserv to go into more detail on rules and bring in rulewriters if needed.
  - Mark said he had a conversation and that EPA plans to review 14 RTRs and that OIAI will now start being incorporated into rulemakings.
  - Request was made to have someone from OAQPS give an overview & history of Section 507 of CAA.
  - Rhonda will let Lisa know when she wants to be on the agenda.
- Annual Report Data – previously a request was made from outside the SBEAP world to see some of the raw data to compare programs. Right now only the workgroup has access to the raw data. Who should have access to the data? One comment to keep data confidential. Another comment for SBEAPs to have access to data. Third comment for SBEAPs to have access to data but not for outside groups. (Additional suggestions in saved chat discussion below)
    - (action item) – discussion will be put on agenda for annual training next month.
    - Window to submit report data is now closed. 40 states reported this year. Data will now be summarized and put into flyer format.
    - Nancy looking for case studies to include in report.

❖ **ASBO update**

- **Discussion with Rhonda** – Rhonda plans to attend the annual training for 1-2 days.
- **RSBL discussions** – likely no RSBLs will attend the annual training except for R7 RSBL. Joan and Denise are working to get RSBLs appointed to serve in some capacity. Right now everything is in flux with regional realignment.
- **OSDBU update at training** – any specific topics needed for annual training update? Budget always a helpful topic. Also grant for website, how OSDBU plans to collaborate with OAQPS. Other suggested topics should be emailed to Lisa & Jennifer.

❖ **Annual Training –**

- Officially NSC meeting will happen Monday night. Strategy session will be on Tuesday afternoon. Reminders to register and pay registration fees.
- Sending invitation to Region 5 Administrator Cathy Stepp.
- Jennifer C. trying to get someone from Region 5 OAR.
- Technical Subcommittee still working on speakers.
- Training web page now includes travel tips.
- Unable to get sponsor for awards, so ceremony will take chunk of budget.
- Eight travel scholarships being awarded. Five of those new to Annual Training. Discussed extending deadline to apply for award win

❖ **OAQPS participation on NSC calls – see above**

❖ **Subcommittee Updates – no updates given, ran out of time.**

- **Technical -**
- **Education / Annual Report -**
- **Website -**
- **Promotional -**



- ❖ **Allied Updates** – no updates given.
  - **NAACA (Nancy H.)**
  - **ECOS (Donovan)**
  - **CAAAC (Dan)**
  - **AAPCA (Tony)**
  - **Others**
  
- ❖ **Next NSC call – In-person meeting at Annual Training – Monday, May 13, 6:00-9:00 pm, Chicago**
  
- ❖ **Action Items** –
  - Further discussion regarding sharing of annual report data at Annual Training
  - Lisa will send Rhonda contact info for all subcommittees.
  - Send Nancy any case studies for Annual Report.
  - Let Lisa/Jennifer know if any additional topics for Paula's update.

Additional thoughts/suggestions on sharing annual report data:

- Do we have any funding from EPA that would support the creation of a database by which each state could enter data in to Master Database (either monthly or annually)?
- Potentially once the disclaimer is set up, we could arrange for a vote across the programs on sharing data.
- As far as the sharing of data, we could require a written request with a justification for the data and how it will be used maybe developing a process for how to review such requests. Perhaps we could ask them to share data in return?

## **June 2019 SBO/SBEAP NSC Call**

**June 4, 2019 2pm – 3pm (Eastern)**

**Zoom Meeting:**

<https://ksu.zoom.us/j/3166600104>

(646) 876-9923 or (669) 900-6833

Meeting ID: 316 660 0104

### **NSC MISSION**

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### **Minutes taken by Region 4**

❖ **Roll Call**

Chair: Lisa (WI)

Vice Chair: Jennifer (IN)

Region 1:

Region 2: Harry (NY)

Region 3: Jeremy, Nancy (PA)

Region 4: Derek (KY), Donovan (TN), Tony (NC)

Region 5: Dan (OH)

Region 6: Dianne (OK)  
Region 7: Lynelle & Nancy (KS)  
Region 8:  
Region 9:  
Region 10: Patrick (WA)  
EPA:

❖ **Approve April minutes** - No complaints

❖ **Agenda repair**

- Lisa sent out Public Comment Draft for Enhancing Planning and Communication Between the EPA and the States in Civil Enforcement and Compliance Assurance Work.
  - Mostly focuses on enforcement, but does touch on compliance assurance, specifically in Section B – Strategic Planning.
  - Do we want to make a comment about including something regarding SBEAPs, EPA working with SBEAPs through RSBLs, etc.?
  - Nancy commented on ensuring that state program contact information is available in enforcement documentation sent to small business facilities.
  - Question on how much EPA actually deals with small businesses directly in terms of enforcement actions or inspections.
  - Patrick – There are instances where state agencies can contact the EPA to deal with actions as a partner in inspections, clean-ups, etc., if state lacks expertise.
  - Lisa - Document does not seem to address compliance assistance much in strategic plan. May want to submit a brief comment letter stating this and that SBEAPs are not mentioned.
  - Send thoughts to Lisa.

❖ **Regional Reps / Alts**

- Time for new reps and alts to be decided for regions that do that.
- Send updated reps and alts to Lisa.
- Nancy will send reminder.

❖ **Recap of Annual Training**

- Take aways
  - Next year's training will be in DC.
  - Recorded webinars and presentations are available on National SBEAP website, Annual Training page. Photos as well. Awards will be posted next week.
  - Emphasis on need to tell our stories, make business case for compliance assistance.
  - Good EPA involvement.
    - OAQPS seems willing/committed to work with us.
    - Rhonda main OAQPS contact but Laura and others will be involved.
    - OAQPS may be getting involved in self-disclosure policy/audits.
    - Possible permit training for states. OAQPS wants to know what our needs are. SBEAPs could host via Zoom.
    - Will work with us to develop more compliance guidance.
  - SBA panel
    - Economist discussed identifying value of services.
    - Economist open to research suggestions.
    - David wants to know our recommendations for regulatory review.
    - David wants to know if EPA isn't publishing small business compliance guides for rules with significant small business impacts.
- Evaluations
  - At least 40 evaluations back.

- Will sent to Planning Subcommittee.
  - Attendance close to 60 once speakers are counted.
  - 62% of evals from SBEAPs.
  - Training ranked as “Excellent” and “Important to job”.
  - Marketing presentation was very well received.
  - Need someone to take over Annual Training Planning Subcommittee for 2020.
- ASBO update
    - Paula confirmed EPA will be hosting training next year.
    - Discussed website grant. Will be opening up new grant cycle later in the year.
    - Reiterate RSBL request? Do we want to continue pushing?
      - ECOS may assist in promoting or making a case for RSBLs.
      - Now is good time to push for RSBLs because of regional realignment.
      - We need to develop more detailed guidance of what we want for the request.
      - Will be going through data from strategy session.
  - NSC Strategy Session info – Lisa sent summary.
    - OAQPS - How can we best work together?
      - NSC will address
    - RSBLs – How to get more, show value, what is their role, etc.?
      - NSC will address.
      - Lisa will share existing role doc from small workgroup. Keep simple, mark as draft.
    - Promotion and Marketing – How do we market our programs? Who should we be building relationships with, etc.?
      - Promotional Subcommittee will address.
    - Funding Sources – How could programs be funded beyond Title V fees?
      - Need to get further information on logistics and feasibility of many of the options.
      - Potentially develop resource or webinar about funding sources.
      - Education Subcommittee will address.
    - Topics we need more info on – trainings, emerging hot topics?
      - Technical and Educational Subcommittees can address.
  - Action items
    - NSC – Find info to help define RSBL roles, maybe an action plan to fill roles.
    - NSC – Subsequent call to discuss OAQPS liaison roles.
    - Promotional Subcommittee – go through marketing/promotional ideas from Strategy Session.
    - Education – Develop document/webinar on funding sources, some hot topics.
    - Technical – Address hot topics, get Laura on call to discuss guidance docs they’re producing.
    - New Annual Report flyer to regional administrators. Followup email to make sure they understand. Promotional Subcommittee working on.
    - Connect regions to regional OECA directors. Mike Harris can facilitate.

❖ **SBEAP logo SOP – Nancy**

- If a vendor is working with a state program in a partnership, it should be ok for them to use logo. Don’t need to list which state. For certifications, etc., however, it should not be used.
- Nancy will write up a formal SOP and put it on the website, on the Resources page.
- The logo is not copyrighted, so it may be difficult to force someone to take it down.

❖ **Annual Report data**

- Annual Report data flyer has one more edit and then it will be posted on National SBEAP website and Nancy will email it out.

- Will be sent to EPA Regional Administrators. Promotional committee will ID recipients.

❖ **Becoming an MJO / piggybacking on other trainings- Tony**

- Not covered – Tony had to leave call.

❖ **Subcommittee updates**

- Technical
  - Next call is the 18<sup>th</sup>. Effluent pretreatment and guidelines.
  - Education / Annual Report
  - Website
  - Promotional - Annette and Belinda F. will be co-chairs.
- Education / Annual Report
- Website
- Promotional
- Annual Training Planning - Need new chair

❖ **Allied Updates**

- **NAACA (Nancy H.)**
- **ECOS (Donovan)** – calls with sections of EPA in April/May. Donovan not on calls. Discussed OECA National Program Guidance (NPG).
- **CAAAC (Dan)** – no spring meeting.
- **AAPCA (Tony)**
- **Others**

❖ **Next NSC call – July 2, 2:00-3:00 pm**

❖ **Action Items**

- Send any comments on OECA memo to Lisa. Lisa will send draft comment letter for NSC review.
- Send Lisa/Nancy names of new regional reps/alts if changing.
- Lisa will send workgroup doc on RSBL roles.
- Lisa will share strategy session info with appropriate subcommittees.
- Promotional Subcommittee will send new Annual Report flyer to regional administrators.

## **July 2019 SBO/SBEAP NSC Call**

**July 2, 2019 2pm – 3pm (Eastern)**

**Zoom Meeting:**

<https://ksu.zoom.us/j/3166600104>

(646) 876-9923 or (669) 900-6833

Meeting ID: 316 660 0104

### **NSC MISSION**

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**Minutes taken by Region 5**

❖ **Roll Call**

Chair: Lisa (WI)

Vice Chair:

Region 1: Sara (NH)

Region 2: Harry (NY)

Region 3: Jeremy (PA)

Region 4: Donovan (TN), Tony (NC)

Region 5: Dan (OH), Mark (IN), Jenifer (MI)

Region 6: Lloyd (OK)

Region 7: Lynelle & Nancy (KS)

Region 8:

Region 9:

Region 10: Patrick (WA), Belinda (ID)

EPA: Rhonda, Andy Sheppar (OAQPS)

Other: Dave Rostker (SBA)

❖ **Approve June minutes** – No comments on June minutes, approved.

❖ **Agenda repair** – No comments

❖ **Regional Reps / Alts** – Reminder to provide Lisa or Nancy with updates if changing.

❖ **ASBO / OAQPS updates**

- **2020 Annual Training** – To be held in DC; EPA sponsorship; working with contractor similar to 2018 training.
- **Website grant** – In last year of five year grant cycling. Paula working on new request for proposals to come out this fall with award announced early 2020. Doesn't have to be limited to website. Let Paula know of other ideas. More information will be forthcoming.
- **Free web platform? (Jennifer C.)** – Possible free web platform IN may be using called EnCamp. Jennifer Collins wanted to know if it could be used for the national website. EnCamp will be showcased on the next Technical and Region V calls.
- **OAQPS** – Rhonda on the call along with rule writer Andy Sheppar. Municipal Solid Waste Landfill Rule signed last week, comment period for 45 days once published. No major changes other than housekeeping to better align with NSPS. Also made some adjustments to NSPS, where folks can follow the NESHAP where applicable. Made more rule specific language to reduce need to reference other rules. Offered to join the Technical Subcommittee to provide more clarification and address questions. Small business landfill operators and small municipalities will be challenged with dropped thresholds – may affect landfill owners that weren't impacted prior with more stringent rules...but they also offer more flexibility. More of a clean up exercise and correction of some oversight on the last process.
- **Surface coating** – Lots of questions from Annual Training. Rhonda indicated there will be new surface coating training (likely a webinar) coming that'll be available for us and small businesses to learn and ask questions – they're aware of some rules that will impact small businesses. Rules are based on residual risks. Need to know what sectors will be impacted so SBEAPs can determine what outreach is needed. Webinar will give overview of all surface coating rules coming out. Can do technical training on specific rules later if needed.
- **New rules for oil and gas** – Technical rule to be finalized by end of year. Policy and guidance to be proposed. OAQPS planning small business listening session.

- **OAQPS strategic planning on how to work with SBEAPs** - Expressed our interest in collaborating on projects, supporting with training or grants, sharing resources that can help small businesses, and developing guidelines on SBEAP implementation. Always open to our suggestions – contact Rhonda. Discussed comments on OAQPS collaboration from NSC strategy session. Possibility to review guidelines on working with SBEAPs? Tony presented at OAQPS open house to discuss how rules impact small businesses, shared our intro letter sent to Bill Wehrum last year.
  
- ❖ **SBEAP logo SOP update (Nancy L.)** – Updated SBEAP’s logo policy due to additional info available on logo use. In short, the logo can be used by any state SBEAP/SBO, by any entity partnering with one of the described programs on a special event, or by EPA when promoting the use of our programs. Otherwise a request needs to be made to the NSC. SOP will be posted on NSBEAP website.
  
- ❖ **EPA updates**
  - **Once-in-always-in:** <https://www.epa.gov/stationary-sources-air-pollution/reclassification-major-sources-area-sources-under-section-112-clean> - proposal to codify elimination of the policy posted in the Federal Register last week. Currently open for public comment period. SBEAP has provided historical comments, and Lisa suggested that NSC provide support for proposal of allowing sources to get out of the major source category.
  - **Bill Wehrum departure** – Left at the end of June – not sure who will replace him...but we'll want to reach out to the new contact and request collaboration with our program.
  
- ❖ **OAQPS** – see above
  - **Tony’s conversation with Rhonda**
  - **Review strategy session suggestion summary**
  - **Next steps**
  
- ❖ **Becoming an MJO / piggybacking on other trainings (Tony)** – Tony feels we’re an MJO by definition and would like us to get on list to get updates from EPA relatively quickly. Possibility to coordinate our training with other orgs training similar to AWMA during 2015 Annual Training in Raleigh. He also discussed possibility of creating our own MJO with board of directors. No one disagreed, but stated that if we went that route it would require future discussions. Don’t want to exclude any states that wouldn’t be able to pay a membership fee. Sara will look for info from when this was considered before. Regardless, suggestion was made to ask EPA to treat SBEAP as an MJO.
  
- ❖ **Connecting with regional OECA Directors** – Mike Harris, Region 5 OECA Director, joined us at the national training. Would like to take him up on his offer to help SBEAP make the connection with regional directors in other regions. Lisa will follow up with him on how best to connect – suggestion to invite him to one of our upcoming meetings. Regional groups should invite their regional OECA director to any regional meetings.
  
- ❖ **Subcommittee Updates**
  - **Technical** – Energy Extraction Portal later this year; Encamp doing presentation this month.
  - **Education / Annual Report** – Meeting on 23<sup>rd</sup> where Belinda will be taking over from Lynelle. Discussions on where the committee goes from here.
  - **Website** – Nancy sent out Doodle Poll to determine availability for next committee meeting.

- **Promotional** – Annette and Belinda F. co-chairing. No updates.

❖ **Allied Updates**

- **NAACA (Nancy H.)** – no updates
- **ECOS (Donovan)** – no updates
- **CAAAC (Dan)** – no updates
- **AAPCA (Tony)** – no updates
- **Others** - no updates

❖ **Next NSC call – August 6, 2:00-3:00 pm eastern**

❖ **Action Items –**

- **Lisa will send out invitations to calls for coming year.**
- **Lisa will continue to talk with Rhonda on how we work together.**
- **Lisa/Tony will work on OIAI comment letter of support based on previous comment letters.**
- **Lisa/Rhonda will look into how to get NSC on EPA list of MJOs for early notification.**
- **Lisa will follow up with Mike Harris on how to connect regional SBEAPs with regional OECA directors.**
- **All – let Lisa/Nancy know if any changes to regional reps/alts for coming year.**
- **All - let Paula know of any ideas for grant beyond website and annual training support.**
- **Nancy will post logo SOP on website.**

## **OAQPS – How can we best work together? (What we want from liaison)**

### **1. Regular communication and SBEAP education**

- Regular participation on Technical Subcommittee (liaison).
- Bring rule writers to Technical Subcommittee.
- Attend Annual Training.
- OAQPS staff connect to regional offices for SBEAP meetings – engage speakers.
- Notify SBEAPs of changes same time as MJOs (ECOS, NACAA, etc.).

### **2. Solicit SBEAP assistance: input early in decision-making processes, help connecting with small businesses, partner on projects)**

- Bring rule writers to Technical Subcommittee for input/feedback early in process.
- Work together on assistance tools before rule is final.
- Use SBEAP as resource for industry connection – will the rule make sense in reality?
- More reg nav tool access, SBEAPs can help write underlying language (decision tree).
- Tie SBEAPs into SBREFA panels.

**3. Provide support (funding, training, etc.)**

- Host annual training for SBO/SBEAPs or fund grant for programs to host.
- Redo training for rules that have been around and save recordings – help new SBEAPs and industries learn.

**4. Develop resources for small businesses to use**

- Work together on assistance tools before rule is final so tools are available when rule is final.
- More reg nav tool access, SBEAPs can help write underlying language (decision tree).
- Redo training for rules that have been around and save recordings – help industries learn.
- More FAQs on rules.
- Emission calculation tools.

**5. Work with SBEAPs to rewrite guidelines on SBEAP implementation**

- Revise original guidelines for SBEAP implementation.

**August 2019 SBO/SBEAP NSC Call**

**August 6, 2019 2pm – 3pm  
(Eastern)**

**Zoom Meeting:**  
<https://ksu.zoom.us/j/3166600104>  
(646) 876-9923 or (669) 900-6833  
Meeting ID: 316 660 0104

**NSC MISSION**

***To serve, support, and strengthen the Small Business Environmental Assistance Programs through representation and collaboration***

**Minutes to be taken by Region 7 for 6**

**Roll Call:** Chair: Lisa (WI) and Vice Chair: Jennifer (IN)  
Region 1: Sara (NH)  
Region 2: Ed (NJ)  
Region 3: Jeremy (PA)  
Region 4: Donovan (TN), Tony (NC)  
Region 5: Dan (OH), Mark (IN), Jenifer (MI), Annette (IL)  
Region 6:  
Region 7: Lynelle & Nancy (KS)  
Region 8:  
Region 9:  
Region 10: Patrick (WA), Belinda (ID)



EPA: Rhonda(OAQPS)

❖ **Agenda repair - none**

❖ **Approve July minutes - approved**

❖ **ASBO / OAQPS updates**

- **“Website” grant** - not just the website, but program support as well. Do we want to tie in the training to this grant, allowing the grantee to subgrant the host state for the conference? Paula will verify how this might work. RFP should come out in the fall. Kansas will ensure a smooth transition if the platform is transferred to another program. URL was purchased for ten years, so it won't be lost.
- **2020 Annual Training** – EPA is planning this for the DC area. Paula has secured a contractor. Using this year's survey results for planning.
- **Joan departure** – Just Paula and Elnora right now, but plan to fill Joan's role. High level needs can go to Denise, Office Director, in meantime.
- **OAQPS update** – Rhonda reported she has briefed her division director and director says she is still very engaged and committed to working with SBEAPs. They provided recommendations, so stay tuned. At the end of August, Rhonda is putting together a Webinar on surface coating. Tentative date is Friday August 30<sup>th</sup> 12:30pm eastern – Zoom offered. MSW landfills training also coming up. Rhonda will send invite. Rhonda and Nancy will make arrangements and this information will be added to the calendar. Lisa also reported OAQPS is seeking a new AA, Ann Ildal is the interim director.

❖ **Once-in-always-in comment letter:** <https://www.epa.gov/stationary-sources-air-pollution/reclassification-major-sources-area-sources-under-section-112-clean> - Lisa drafted comment letter and sent for comment to NSC. Comment period opened 7/24/19 for 60 days. Lisa made a few edits based on comments, any additional comments due by end of Aug and comment letter will be sent in Sept.

❖ **Regional Small Business Liasons (RSBL)** – Securing RSBLs is top priority and hope to secure when Joan's position is filled. Shared document on core functions put together by Lisa using a portion of what EPA had documented, a 2016 RSBL webinar, and Lisa will also compare to our 2019 strategy session ideas. Suggestion to add an intro on why doc was created and when. Lisa thinks Paula is still hosting RSBL quarterly calls but will confirm. This document can be shared with RSBLs and then eventually put on SBEAP/SBO Resources page.

- If a small business contacts EPA, who does EPA refer them to? It used to be the RSBLs, but who is it now? PA gave an example of how it works in R3 via a call center. Regions 3 and 7 have business assistance hotlines. Potential task for RSBLs to look into.
- Discussion about asking regional offices to list the state SBEAPs in enforcement letters. Promotional Subcommittee had created a letter in past asking for this. Maybe time for another push post-regional reorg. Attach with Annual Report flyer.

❖ **Connecting with regional OECA directors** – Lisa will e-mail OECA contact and ask how he can connect us with his counter parts, (could use letter to assist with this). Should she connect them with regional reps?? Region 3 has tried to connect with their regional OECA director but didn't have success.

❖ **Subcommittee Updates**

- **Technical** – EnCamp is a “software as a service” and presented in July on electronic record keeping via calendar. Encamp is offering a “Free” basic compliance calendar and states could

tailor to their needs. Could purchase more advanced functions. Questions – is this supporting one company over another? Are we looking at other similar services? Indiana is looking at similar businesses. What does it mean to add their url to our website - does Encamp then market to that small business? Indiana is looking into various legal aspects to ensure they are not endorsing any one contractor or services. Indiana is looking long term to assist with compliance assistance and make this a “one-stop for reporting.”

- **Education / Annual Report** – Plan for three presentations over the 2019/2020 year. First presentation Sept 12 at 11am eastern. Invitation already sent. Other presentations for Nov and January.
- **Website** - Aggregated Annual Training survey results shared with main. Worked with education to draft “Program matrix.” Added new contact for OR.
- **Promotional** – Had first meeting with new chair last week and are reorganizing the subcommittee priorities. Are asking that each region help with tweets and ASBO articles.

❖ **Allied Updates - none**

- **NAACA (Nancy H.)**
- **ECOS (Donovan)**
- **CAAAC (Dan)**
- **AAPCA (Tony)**
- **Others**

❖ **Next NSC call – September 3, 2:00-3:00 pm**

❖ **Action Items –**

- **Rhonda share out MSW and surface coating webinar information. She will work with Nancy if she would like to use Zoom platform Aug 30<sup>th</sup>.**
- **Once in always in comment letter: Comments due to Lisa by end of Aug. Lisa will finalize and submit. Nancy will post to NSC page after submitted.**
- **Nancy will find R7 administrator letter that Sarah offered as template a few years ago and share out. Lisa will ask Rhonda to comment or recraft.**
- **Lisa will finalize RSBL roles doc, identify sources and share with Paula. Discuss RSBL quarterly calls.**
- **Lisa will work with R5 OECA to get regional SBEAPs connected to their OECA contact.**
- **Regional reps hosting fall meetings should request meeting with regional admin and possibly call centers. Find out if your regional office has a business assistance hotline and/or who are they referred to when a small business calls EPA.**

## September 2019 SBO/SBEAP NSC Call

September 3, 2019 2pm – 3pm  
(Eastern)

**Zoom Meeting:**

<https://ksu.zoom.us/j/3166600104>

(646) 876-9923 or (669) 900-6833

Meeting ID: 316 660 0104

### **NSC MISSION**

*To serve, support, and strengthen the Small Business Environmental Assistance Programs through representation and collaboration*

## Minutes taken by Region 6

**Roll Call:** Chair: Lisa (WI), Vice Chair: Jennifer (IN)

Region 1: Sara (NH)

Region 2: Harry (NY)

Region 3: Jeremy (PA)

Region 4: Tony (NC)

Region 5: Dan (OH), Mark (IN), Jenifer (MI), Annette (IL)

Region 6: Lloyd (OK)

Region 7: Nancy (KS), Jennifer (IA)

Region 8: Alex (CO)

Region 9:

Region 10: Patrick (WA), Belinda (ID)

EPA: Rhonda (OAQPS); Paula & Denise (OSDBU)

### ❖ **Agenda repair – Tony AAPCA meeting summary**

- Clint Woods unable to attend as planned.
- Spoke to Anne Idsal (acting AA for OAR) – recognized hearing Tony's name from Clint. Said they care about small businesses. Handed her 2018 report.
- Anna Marie Wood presentation - OAQPS Community and Tribal Programs group. Prioritizing National Air Training Center (training for states), info transfer and tech modernization, outreach to tribes and communities. Emphasis on re-engaging small businesses. Switching to new learning management system. Building capacity to engage small businesses but didn't specifically mention SBEAPs.
- National library of subject matter experts – could provide them list of SBEAP subject matter experts.
- Any discussion on SBEAPs not getting Clean Air Act funding? Not discussed, but Clint Woods concerned that not all states have strong program.
- Paula – ASBO can point out problems, but no teeth in rule to force change.
- Clint passing along Tony's request for guidance on calculating potential to emit for ultra low sulfur diesel using 15 ppm as demonstrated in small business guidance doc.

### ❖ **Approve July minutes** - approved

### ❖ **ASBO / OAQPS updates**

- **ASBO position (Denise)** – Paula is acting ASBO. She will make sure Annual Training planning and other work continues. Contact her with any ideas for the ASBO position. Working on temporary detail to backfill Paula's position.
- **Annual Training** – First step choose dates. Doesn't need to be during Small Business Week. Each regional rep should get a volunteer from their region to be on planning committee. Also need someone to chair. Once planning team assembled, will send Doodle Poll to determine meeting times. Planning will be easier than previous years since EPA is hosting and will have a contractor to assist. Getting started earlier than last time EPA hosted. Contractor will organize registration and create docs, planning team just needs to provide content. Discussed having NSC alts serve on planning team if no one else in region volunteers.
- **Grants** – Considering combining website/program support and annual training grants, but need to make sure will get at least one strong application. Paula looking into possibility of grantee subcontracting to host state for training. Grant applicant would outline how subgrant would be awarded in application, would be responsible for how subgrantee managed funds. KS wouldn't

have issue with subgrant but needs to know states would apply. EPA could decide to only fund part of grant. Reps discuss with your region and report on how many states interested.

- **Surface coating webinar** – Tomorrow. Overview of what's been published. Can request followup if needed.
  - **Ethylene oxide rule** – Advanced notice of proposed rulemaking. May need panel review. Planning small business outreach including call. Want small businesses to comment. Request to get list of businesses using in each state.
  - **Rhonda's supervisor change** – Group leader, Laura, stepping down in December. Will have acting roles for 3-4 months at a time while recruiting for permanent position. No impact on how they work with SBEAPs.
  - **RSBLs** – Document of core roles sent to Puala for feedback. Will post on NSBEAP site when finalized. Long list might be hard sell. Paula working on getting more RSBLs and has had contact with some regions. Region 7 would like doc finalized before their meeting in November.
- ❖ **Once-in-always-in comment letter:** <https://www.epa.gov/stationary-sources-air-pollution/reclassification-major-sources-area-sources-under-section-112-clean> - Any additional comments?
- ❖ **Connecting with OECA directors** – no time to discuss.
- ❖ **Subcommittee Updates**
- **Technical** –
  - **Education / Annual Report** –
  - **Website** – Website tour with Ed Subcommittee Sept 12.
  - **Promotional** –
  - **Annual Training Planning** – Need chair and rep from each region and subcommittee.
- ❖ **Allied Updates -**
- **NAACA (Nancy H.)**
  - **ECOS (Donovan)**
  - **CAAAC (Dan)**
  - **AAPCA (Tony)** – See above.
  - **Others**
- ❖ **Next NSC call – October 1, 2:00-3:00 pm**
- ❖ **Action Items –**
- **Reps – determine who from your region / subcommittee will serve on Annual Training Planning Subcommittee.**
  - **Lisa / Paula – discuss questions on grant interest for reps to take to regions.**
  - **Lisa / Paula – discuss RSBL core function document and finalize.**
  - **Lisa / Jennifer – submit Once-In, Always-In comment letter.**
  - **All – send Paula any ideas you have for ASBO role.**

# November 2019 SBO/SBEAP NSC Call

November 5, 2019 2pm – 3pm  
(Eastern)

**Zoom Meeting:**  
<https://ksu.zoom.us/j/3166600104>  
(646) 876-9923 or (669) 900-6833  
Meeting ID: 316 660 0104

## NSC MISSION

*To serve, support, and strengthen the Small Business Environmental Assistance Programs through representation and collaboration*

### Minutes taken by Region 8

#### ❖ Roll Call

Chair: Lisa (WI)  
Region 1: Sara (NH)  
Region 2: Harry (NY)  
Region 3: Jeremy (PA)  
Region 4: Donovan (TN), Melissa (MS)  
Region 5: Jenifer (MI)  
Region 6:  
Region 7: Nancy (KS), Lynelle (KS)  
Region 8: Alex (CO)  
Region 9: Eric (NV)  
Region 10: Belinda (ID)  
EPA:  
9194442667 (Tony?)

❖ **Agenda repair** - No items to repair.

❖ **Approve October minutes** - Minutes approved, no comments

#### ❖ **ASBO / OAQPS updates**

##### ○ **Backfilling Paula's position**

- Paula has filled in this position temporarily with Rachel Stanton. Rachel will help plan the Annual Training and provide support for NSBEAP. Rachel has worked on superfund and mission support previously.

##### ○ **Bulletin**

- The question came up - who really is the audience? Who else is the bulletin going to beyond SBEAPs and EPA? Paula wasn't entirely sure; there's not a good way of tracking who all is on the list. She mentioned it's probably primarily NSBEAP and EPA staff, not many small businesses. She is interested in reaching out to more trade associations and small businesses, with a more tailored message to those audiences. She can use Constant Contact to get a better idea of who the message is sent to in the future. Paula is also working to revamp the bulletin. Be on the lookout for more information in upcoming bulletins.
- Donovan commented that the recent bulletins had better content. He noted that in the past, each month had a region highlighted through an article. A synopsis of Technical Subcommittee presentations could also be written up and included in the bulletin. Lisa

noted the whole process looks like it's going to be changed, including a more formal process for submissions to the bulletin. It would be great to include things like this in the future.

- Nancy noted there's been some of that work in the "Ask SBEAP" section of the bulletin as well. The December bulletin will highlight the recent Cannabis webinar.
- Lisa mentioned that recent webinars, events, deadlines, etc. could also be included at the end of the bulletin. Paula is open to our suggestions on the bulletin as well.

○ **RSBLs**

- Lisa discussed a new document outlining the basics of RSBL positions, which came out of the longer version/laundry list of a RSBL's ideal duties. Paula thought a more simple version would be valuable, so Lisa created that from the longer document. Both documents are being posted on the NSBEAP website, under the SBEAP/SBO Resources page. Lisa encouraged people to use these for talking points if talking to your region's EPA. Feel free to share the documents with anyone. These documents can be updated in the future as needed.
- The Region 7 RSBL provided some comments on the document as well. Only Region 7 and 5 have active RSBLs. Region 5 has had an acting RSBL who was recently made official. NSBEAP continues to work with Paula to fill the RSBL positions. Paula encourages State SBEAPs to ask their regions directly as well and feels it means more coming from a state.
- Donovan asked about Region 3. Status of Region 3's RSBL is unclear. Paula seemed to think there were only the 2 currently.

○ **OAQPS**

- Lisa mentioned Rhonda didn't have much for updates. She continues to work with her program to develop a plan for working with the SBEAPs.

○ **Region 4 meeting**

- Lisa discussed that Paula and Rhonda attended a recent Region 4 meeting and they expressed that it was beneficial. People can reach out to them to request they attend their regional meetings as well.

○ **Program Support Grant**

- Lisa mentioned there would be one grant for program support for website management, etc. There will be an option to take on EPA's every other year training planning as well – this is optional. This option is up to the grant applicants after they identify their capacity. It wouldn't disqualify an applicant if they didn't take on the training portion. Grant information should be coming out before Christmas and there will be approximately 30-45 days to put proposals together and submit them. There are training resources out there in regard to grant work to support those that are interested.

○ **Annual Training Planning contractor**

- Paula has been focused on getting this contractor in place. Paula describes the contractor as a party planner – finding a hotel, reserving the block, finding meeting rooms, etc. The planning team will be focused on the agenda and content. The contractor has been selected, but its not technically finalized yet. More details will come around after this is final.
- The training will need to be during small business week, contrary to what we originally thought. Lisa will send out save the dates so the meeting can get on people's calendars. This is the first week of May. The rough idea is a Tuesday-Thursday event, with people arriving Monday and potentially leaving Friday, so there are built in travel days. The location will probably be a hotel with conference space. It would be nice to visit EPA headquarters as well. More specifics and confirmations to come – but save the date for the Week of May 4<sup>th</sup>.
- The first training planning meeting was yesterday. Right now the subcommittees are thinking about what sessions they may like to hold. Lisa invited anyone to provide thoughts on EPA personel that should be invited.
- Sara asked if the time for the next Annual Training call had been picked. Lisa said it seems like Monday mid-day works for a lot of people. Once a month on the first

Monday, Monday December 2<sup>nd</sup> at 2:00PM EST. There was some concern this date doesn't work for a few people. Lisa will set schedule upcoming calls.

- Nancy suggested a cannabis panel at the training.
- It would also be good to get the P2 people to the training, so coordination with those folks would be good.
- Donovan noted discussing having some SBA reps. He also echoed that having a cannabis training would be good.
- Belinda mentioned she can't work with any business that has anything to do with the Cannabis industry. Her state is still operating with the idea that cannabis is illegal, even hemp. Donovan mentioned 33 states now allow hemp cultivation and 13 states allow recreational marijuana use. Several allow only medical use. It's still a patchwork out there. This will continue to be a hot topic of conversation and would be great to hear how different states handle this.
- Lisa mentioned there is interest in a CAP session as well.

#### ❖ Subcommittee Updates

- **Annual Training Planning**
  - See notes for Annual Training Planning contractor above.
- **Technical**
  - Donovan mentioned the last call was on cannabis. Next call on the 19<sup>th</sup> is on surface coating. Next week the agenda will come out.
  - Sara mentioned the Cannabis webinar was fantastic. She mentioned Kaitlin was great and provided "mind-blowing" information. It had been useful for her state already. The presentation went 30 minutes long due to the questions.
  - Nancy mentioned it got the attention of a news station in Kansas as well.
  - Donovan has been developing guidance on CBD oil extraction. He started with Kaitlin as a resource to start on that guidance.
- **Education / Annual Report**
  - The next meeting is at the end of this month. There is a joint webinar with website/education around metrics coming up on the 14<sup>th</sup>.
  - Belinda noted the November presentation on reading the CFR/ADI will be on November 26<sup>th</sup>. Renee Bachel will be presenting. It will be recorded as this is just before Thanksgiving.
- **Website**
  - Nancy noted usual updates. They're doing a "Friday Feature" to target internal SBEAP providers and inform them about new and old resources.
- **Promotional**
  - Annette was co-chairing but now can't make the calls. Belinda Fowler will be the chair now.
  - Nancy said the subcommittee is changing their name to the Partnerships, Outreach, and Promotion Subcommittee (POPs).

#### ❖ Allied Updates

- **NAACA (Nancy H.)** - none
- **ECOS (Donovan)** - none
- **CAAAC (Dan)** – Meeting in November. Dan is going to the meeting and will report back.
- **AAPCA (Tony)** – none
- **Others** - none

#### ❖ Next NSC call – December 3, 2:00-3:00 pm

#### ❖ Action Items –

- Lisa will be sending out information on the annual training soon to everyone.
- Lisa asked that subcommittees and those not on the subcommittees start thinking about topics for the next training or who at EPA we would like to hear from. Now is the time to start providing these ideas.
- Lisa will schedule the next Planning Subcommittee meeting.

## December 2019 SBO/SBEAP NSC Call

**December 3, 2019 2pm – 3pm  
(Eastern)**

**Zoom Meeting:**

<https://ksu.zoom.us/j/3166600104>

(646) 876-9923 or (669) 900-6833

Meeting ID: 316 660 0104

### **NSC MISSION**

*To serve, support, and strengthen the Small Business Environmental Assistance Programs through representation and collaboration*

### **Minutes to be taken by Region 9 (Region 1 took minutes)**

❖ **Roll Call –**

*Chair: Lisa (WI)*

*Vice Chair:*

*Region 1: Sara (NH)*

*Region 2: Harry (NY)*

*Region 3: Jeremy (PA)*

*Region 4: Donovan (TN), Tony (NC)*

*Region 5: Jenifer (MI)*

*Region 6: Lloyd (OK)*

*Region 7: Nancy (KS), Dan (IA), Jennifer (IA)*

*Region 8: Alex (CO)*

*Region 9:*

*Region 10:*

*EPA:*

❖ **Agenda repair - None**

❖ **Approve Nov minutes – Approved. Who took October minutes?**

❖ **ASBO / OAQPS updates**

○ **OAQPS –**

- Lean project to improve how they work with stakeholders. Laura got feedback from Lisa.
- Laura is stepping down. Three people will rotate in the acting position. Permanent hire in 2021. Rhonda will update us on who's acting.



- Ethylene oxide call for industrial processes. Will have SBREFA panel. Doesn't include hospitals. Big priority for administration. Probably more facilities affected than they think.
- Rhonda created a draft strategic plan on working with SBEAPs, waiting for feedback from management before we review.
- **OSDBU –**
  - Small Biz Bulletin updated format. New process for submitting articles. New person, Shelia Shepherd, primary contact to take article suggestions and edit. Paula working on a better listserv to allow you to subscribe/unsubscribe, see who is on the list. Will try to get more small businesses to subscribe. Work in progress.
  - EPA pushing Lean in the agency. Emphasis on efficiency and metrics. Lots of front end work but will lead to improvements down the road.
  - Want to get more involved in the SBREFA process within EPA.
  - Will be redoing Asbestos Small Business Ombudsman page on EPA site. Open to suggestions. Recommendation to add Bulletin info.
- **Program Support Grant –**
  - Website / program support with optional annual training funding.
  - RFP out soon.

❖ **Enforcement and Compliance Assurance Division (ECAD) connections –**

- New division resulting from regional alignment. Same in each region.
- Includes inspectors / enforcement for air, chemicals, water, etc. but doesn't include attorneys.
- Cross training inspectors for multimedia. Not sure what it will look like yet.
- Is this a training opportunity to talk to these "new" inspectors? Where are the SBEAP liaisons? Who do we promote our program to? Can we get clarification on who is providing assistance at EPA that we should be working with?

❖ **Subcommittee Updates**

- **Annual Training Planning –** Call on Dec 2. Paula working on contractor who will focus on location. Meet and greet, award ceremony, site visit, gift exchange, etc. will depend on hotel location. Scholarships available again. Subcommittees should submit topic ideas by Dec 31 for a survey.
- **Technical –** Next call to discuss potential training topics (Dec 17).
- **Education / Annual Report –** Next call end of Jan. Send out email to request topics. Nov webinar by Tony, Renee, Linda on how to read CFR; 29 people attended. Recording available. Drafting the next annual report form in January to be submitted by March to have results for May.
- **Website –** Webinar in Nov on metrics. Recording is online. May set up another page for metrics, pre and post assessment forms. Meeting on Friday, Dec 6, pick a topic for Annual Training.
- **Promotional –** Now utilizing drop box. Determining potential topic for training.

❖ **Allied Updates**

- **NAACA (Nancy H.)**
- **ECOS (Donovan)**
- **CAAAC (Dan) –** Attended meeting in November. Dan is the only one representing small business concerns; the rest of the committee is large corporations, non-profits, tribes. In past more robust and proactive. Things have changed with current administration. They host an award program, 6 categories, on air quality. Dan will send out notes from meeting to everyone. EtO - If there are only 100 sites, only 1/3 are small business, we can do one-on-one outreach.
- **AAPCA (Tony) –** Requested they add SBEAP to their MJO list at bottom of emails as part of their weekly update. They will add us.
- **Others**

❖ Next NSC call – January 7, 2:00-3:00 pm

❖ Action Items –

- Look for Oct minutes - Lisa
- Review EPA's Asbestos Small Business Ombudsman page:  
<https://www.epa.gov/resources-small-businesses/asbestos-small-business-ombudsman>  
and bring suggestions for changes to next meeting – all.
- Subcommittees get Annual Training ideas to Lisa by Dec 31.
- Dan will share CAAAC notes.

November 7, 2019

**Clean Air Act Advisory Committee Meeting Notes**

**Agenda:** [https://www.epa.gov/sites/production/files/2019-11/documents/agenda\\_caaac\\_meeting\\_nov\\_2019\\_.pdf](https://www.epa.gov/sites/production/files/2019-11/documents/agenda_caaac_meeting_nov_2019_.pdf)

Clean Air Excellence Awards - <https://www.epa.gov/caaac/clean-air-excellence-awards>

- Six categories
- NSC should encourage states and businesses to apply

CAAAC Meeting Opening Remarks: Assistant Administrator Anne Idsal

- Clean Air Energy Rule: State plans due July 8, 2022
- Mercury Air Toxic Standard: Final rule by end of the year, no emission limits to be changed
- NSPS changes to oil and gas standard (discussed below)
- Cleaner truck NOx reduction initiatives
- Reduction of non-attainment areas by streamlining redesignation process
- NSPS Review: Streamline the process, reduce the burden and time
- More guidance to once in always in coming in the future

Changes to Ethylene Oxide Rule

- Latest NATA modeling data identified ethylene oxide as chemical of concern
- Identified 20 areas across the county as higher cancer risks, approximately 100 sources with 1/3 small businesses
  - Chemical plants
  - Commercial sanitizers
- Future activities
  - Proposed rule making
  - EPA data gathering initiative
  - SBREFA Panel will be started

Wood Stoves

- Proposed change to the NSPS
- EPA will have a meeting on January 15, 2020 at Triangle Park to discuss changes to testing protocol for calculating the emissions from wood stoves
- Final test protocol announced spring 2020
- EPA stated that PM from wood stove equal PM from transportation sources
- I commented that EPA should work with EPA's SBO and the states SBEAP to get input on these changes and implementing the rule
- Overview: EPA would like to develop more accurate test methods to better model emissions from wood stoves

Oil and Gas NSPS

- Working on amendments to current 2012 and 2016 standards
- Taking out the emissions from transportation and storage of fuel
- New standard will reduce the requirements to control methane emissions from oil gas industry

The remaining topics were transportation sources