

# **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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Meeting ID: 316 660 0104

### **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.