**NSC Technical Subcommittee Call Minutes – August 16, 2016**

**Zoom meeting:** <https://ksu.zoom.us/j/7854529456>

Tech-Subcommittee: View the recorded webinar at: <https://nationalsbeap.org/sbeap/resources/subcommittees/technical>

**Participation [by regions]:**

1: Sara Johnson – NH

3: Jeremy Hancher, Carrie Wintersteen, Lee Ann Briggs & Nancy Herb – PA

4: Lynn Scearce – FL, Tony Pendola – NC; Melissa Collier & Taaka Scott-Bailey – MS; Teresa Shiflett, Mary Talukder – GA and Donavan Grimwood - TN

5: Hien Le & Aneka Swanson – MN; Jenifer Dixon – MI; Lisa Ashenbrenner, Renee Bashel & Jennifer Hamill - WI; Todd Nein – OH and Tammy Haug & Mark Stoddard - IN

6: Sandy Spon – NM

7: Barb Goode, Nancy Larson & Larey Sadiq – KS

8: John Podolinsky - MT

9: Mark Hubbard – AZ, Jenna Latt – CA and Genevieve Salmonson – HI

10: Margee Chambers - WA

**July minutes:** approved as is

**Tips & Tricks for Wading through the Code of Federal Rules and Federal Registers**

Renee Bashel, Barb Good & Tony Pendola

**Renee**

* Copy and paste rule into a Word file; record date of download, since may be multiple updates
	+ Color coding or highlighting
	+ Identify segments of a regulation such as notifications, work practice standards, compliance standards and emission limits
	+ Easier to find key segments again
	+ Easier to compile into a fact sheet or compliance guide for mailing and/or posting
* Identify what has changed
* Extract key text and sort into table with summaries
	+ Separate to segregate segment
	+ Sort into tables
	+ Compliance requirements
	+ Compliance dates
	+ Standards/limitations
* Process can take a couple days to a week to go through a rule
	+ spend less time on a proposed rule since it will change, unless you will be submitting comments
	+ Determine how many small businesses will be affected in your state, may choose to go more or less in-depth depending on the number
* Sign up to receive information on rule changes:
	+ Office of the Federal Register fedreg@listserv1.access.gpo.gov
	+ The FEDREGTOC-L list is hosted by the U.S. Government Publishing Office. To view an online archive of previous Federal Register issues, please visit the Federal Register <https://www.gpo.gov/fdsys/browse/collection.action?collectionCode=FR>
	+ To subscribe to the Federal Register Table of Contents electronic mailing list, go to the Federal Register Table of Contents Subscription Page and enter your contact information. <https://public.govdelivery.com/accounts/USGPOOFR/subscriber/new?preferences=true>
* Example spreadsheets will be included in the e-mail distributing the draft minutes and posted with the minutes

**Barb**

* Saving a Federal Register as a PDF using Adobe Pro
	+ Right click / print / save as PDF
	+ Advantages: can highlight and scratch out section and add comments, will display date document was downloaded, hyperlinks stay active (unlike in Word)
	+ Disadvantages: not as easy to cut and paste as in Word

**Tony**

* Doesn’t take much time to become familiar with a rule, set a couple of hours aside to summarize, worth the time if a lot of small businesses will be affected
* Text trumps all – what is in the regulation counts not factsheets or FAQ, may find undiscovered loopholes
* Getting started
	+ Read the fact sheet first
	+ Read the summary in the Federal Register
	+ Read the preamble – does it apply to me?
	+ Read the applicability section
	+ The Federal Register often includes questions & answers
	+ Discover what is excluded directly or indirectly (review definitions)
	+ What other tools or resources are already available?
	+ What kind of tools would help?
* **Create a summary**
	+ Eliminate extraneous words
	+ Use abbreviations
	+ Exclude parts not relevant to a small business
* **Excerpting from ECFR to a Word or Adobe Acrobat document – incorporate cross references (internal and external hyperlinks)**

**Other resources or suggestions:**

* **EPAFR forum -** [**http://lists.epa.gov/read/all\_forums/**](http://lists.epa.gov/read/all_forums/)**;** subscription option with an e-mail to assist with confirming membership
* **EPA’s EDI very helpful –** shows response to letters, etc.
* **Cornell Law website –** can copy the rule with cross-references linked

**Next Call:**

September 20, 2016

2-3pm EST (3rd Tuesday of month)

Minutes prepared by Lisa Ashenbrenner Hunt – WI (lisa.ashenbrennerhunt@wisconsin.gov) and Mark Stoddard – IN (MSTODDAR@idem.IN.gov), Technical Subcommittee Co-Chairs.