**Notes- National Small Business Environmental Assistance Program - Strategy 2022-2024**

1. National SBEAP supports the State Small Business Environmental Assistance Programs through:  
   1. Action items
2. Providing technical training on Air, Water, Waste, and other regulatory areas and tools (Technical Subcommittee)
   1. Technical subcommittee will review the NSC session Jamboard from the 2022 Annual training
   2. Provide trainings based on EPA recommendations and state requests
3. Collecting and providing tools and resources to assist state programs on a national website (Website Subcommittee)
   1. Develop a historical record repository- Subcommittee will develop a new webpage to house historical files
   2. Create a Log in to a separate file storage area on website for members for active working documents- Nancy Larson to check with KSU to see if this is available or feasible
   3. Gather new tools from state programs – Subcommittee to review NSC session Jamboard from the 2022 Annual training -slide on “Tools we have to share”
4. Training new and existing staff in state programs on operational best practices (Educational Subcommittee)
   1. Provide educational webinars throughout the year based
   2. Develop one page document to provide to newcomers to identify partnerships or resources that are available
   3. Regional NSC Reps and Alt Rep training – NSC Chair and Vice Chair to be involved – Training by August 2022
   4. CAP training – two sessions – one to gather information about existing CAPs and one to identify alternatives for CAPs
   5. Revisit former CAP training - second for training CAP members
5. National SBEAP is an advocate for the state programs and small businesses through:

2002-2024 Action Items

1. Collaborating with the U.S. EPA, Small Business Administration, and national environmental and trade associations
2. Advocate for additional funding sources for state SBEAPs (NSC Chair and Vice Chair)
   * 1. Identify state funding needs through a survey to states
3. Propose ECOS resolution – Reestablish the 2003 Small Business Strategy with EPA and fund these programs through Performance Partnership Grant – (Lloyd Kirk, Jeremy Hancher and Chris Lynch)
4. Lloyd to set up meeting to review potential resolution language by June 15, 2022
5. Evaluate the need, function and structure of a National Advisory Panel – NSC
6. Identify who the advocates are for our programs
7. Involve U.S. EPA Asbestos Small Business Ombudsman
8. Evaluate interaction and support from U.S. EPA Office of Air and Radiation and Office of Air Quality Planning and Standards (OAQPS)
9. Evaluate the need for additional dedicated high level new staff person in OAQPS to advocate for small business environmental assistance programs (National Steering Committee)
10. Review small business handbook from Rhonda (National Steering Committee)
11. Collecting and providing comments on promulgated rules
    1. Identify internal process of commenting on rules and develop a Standard Operating Procedure document (Technical Subcommittee)
    2. Ensure that states know how to get information on the rules and what rules we have commented on (Website Committee/Education Subcommittee)
12. Restablish a measurement subcommittee
    1. Establish a chair and members of this committee – by August 2022
    2. Survey of each state to determine what metrics are being used and tools to gather metrics
    3. Establish a national standard for all programs to ensure that we are all reporting
    4. Engage SBA Advocacy economist to better represent our value of state services and our economic impact – obtain an official economic impact study of our programs
    5. Obtain SBDC guidance on how they report metrics
13. National SBEAP supports states in aligning with Section 507 of the Clean Air Act by:
    1. Action Items
14. Connecting with states that do not have SBEAP programs (NSC Chair and Vice Chair)
    1. Donovan/ASBO to reach out to State environmental agency heads of states that do not have state programs
15. Develop spreadsheet with state information for those who do not have programs – by July 2022
16. Contact states by December 2022
    1. Connect with SBA, SBDC, and other entities in each state to ensure they know about the SBEAP program.
17. Research which states have a SIP for SBEAP – (NSC Chair/Vice Chair)
    1. Find previous list of states identified
    2. Send out survey to Main listserv to obtain additional information
18. Identify where Small Business Ombudmans are housed in each state - (NSC Chair/Vice Chair)
19. Draft guidance for what parts of Section 507 are relevant currently – (NSC)
20. Establish a workgroup to draft a new guidance document for state programs including U.S. EPA relevant staff

How to get western states more involved in Technical?

Is Technical meeting all states specific needs?

No SBEAP role in Washington (DOE)

Month by month small bits for developing a how to do my job (but not necessarily call it that)

Try to better define Rep/Alt Rep and chair/co-chairs. SBEAP resources, training prior to NSC

National Advocacy Committee: Get printers involved.

David Rostker’s new role is counsel for US Senate and may be able to do more small business

Revise and renew 507, get better support for SBEAPs, help prevent slow decay of programs. New funding mechanism?

National Advocacy to focus on Advocacy – talk to Kerry about governmental affairs strategy for National Advocacy, also ask about new coating tech for Mark and Technical.

How to get more cooperation with EPA such as in Strategic Goals Program?

Goal of government affairs strategy is to get ideas and help to develop strategy

Option to become an NGO? Similar to SBDC? Concern of dues issues (consider issues with NPPR)?

Stay in touch with David Cossak? Bend RASBL ears to get us more involved.

**SBO/SBEAP NSC Call**

**February 6, 2024** - Minutes taken by Lucy Cross, Arkansas – Region 6

**Meeting Attendees:**

**R1:** Sara Johnson, NH

**R2:** Edward Bakos, NJ

**R3:** Jeremy Hancher, PA, Lee Ann Briggs, PA

**R4:** Crystal Warren, TN, Tony Pendola, NC, Donovan Grimwood, TN

**R5:** Lisa Ashenbrenner Hunt, WI, Renee Bashel, WI, Mark Stoddard, IN

**R6:** Lloyd Kirk, OK, Lucy Cross, AR

**R7:** Nancy Larson, KS, Bob Randolph, MO, Leena Divakar, KS

**R8:** Eleanor Divver, UT, Gabe Catenacci, CO

**R9:** Zachary Rice, NV, Chris Lynch, NV

**R10:** Jim Plosay, AK

**EPA:**

**Agenda Repair**

Donovan commenced meeting and asked if any corrections were needed for today’s meeting agenda – there were none.

**Approve January Minutes**

Grimwood asked if any corrections were needed for the January 2024 meeting minutes – there were none. January meeting minutes were approved.

**ASBO/OAQPS Updates**

* Donovan and Chris met with Paul Hoag and Rhonda Wright. They are working on holding stakeholder engagement for rule writers. Likely won’t be shared with NSC – more directed at the EPA permit writers and how they can engage with small businesses and other stakeholders as they go through the process.
* Also working on a Sustainability guide and Paula may ask us for information. Volunteer programs in P2.
* Rhonda will be missing the first day of the Annual Training. Her supervisor, Hillary Ward will plan to join us.
* Deputy Director McCabe will potentially join the Annual Training to offer introductory remarks. Not sure if McCabe will be attending in person or virtually. Donovan will follow up with Crystal and Paula about this later today. Good to have high-level person interested in the SBEAP programs.
* Talks of some OECA representatives joining virtually. Would prefer to have them in person for more interaction.
* Region 6 training in two weeks in Dallas. Lloyd Kirk and other R6 states working on currently.
* Large municipal incinerator rule change. This is not usually on our radar, but EPA is proposing that large municipal waste incinerators that only burn clean lumber and yard waste should not be subject to title V requirements. Various air curtain incinerator requirements are related to this, but are separate rules and NSC has commented multiple times to remove Title V requirements from these rules. (4E, 4A, 4C NSPS rules). Rhoda said this will likely not impact the other rules directly, but may allow a precedent for when changes are made to the small incinerator NSPS rules that Title V requirements for burning only clean lumber, yard waste, and wood waste. Jim in Alaska has been lead on this topic. States like TN looking at other options like general permits or specific reduced fees (NC).
* Jeremy H. asked if there was an update on SBEAP handbook that was supposed to come out within last year or two. May still be in the works – converting to website.
* Jeremy H asked what we anticipated Hilary Ward to discuss at the Annual training. Donovan asked Rhonda to give OAQPS update on upcoming rules, interactions, potentially the RSBL. Hillary may speak on these topics.
* Crystal mentioned asking Paul and Rhonda to explain what all they work on in addition to things SBEAP-related, to give us more of a perspective. This may also provide an opportunity to ask Paula and Rhonda about status of the handbook.
* Chris mentioned that it wouldn’t be off the table to ask about the handbook if it wasn’t brought up during the Annual Training.

**NSC Updates – General**

* No Updates

**Subcommittee Updates**

* Annual Training Planning – Crystal Warren
  + Donovan mentioned that pins would be made for the Annual Training. Took a vote from the NSC members on if the pin should say “NSBEAP” or “NSBEAPs”. Group decided to keep as “NSBEAP” because it is one national program. The website will also stay as is.
  + Agenda coming along well. Most internal speakers have been confirmed. Still working on confirming external speakers. New plan for EJ session.
  + Approximately 30 people registered at this point. Registration will close March 1st in order to give food count. Room block closes Feb 12th or 13th, but can be extended and increased if necessary (contact Crystal if needed to expand).
  + Travel tips for Chattanooga in the works.
  + Hotel to provide sustainable options – buffet food, bulk beverages, try to see if they will compost food waste. If conference center wont compost, we’re looking at pricing options.
  + Nancy asked about cost of parking at the hotel – may want to include in the “Travel Tips” document. Can we get our parking tickets validated? Crystal did not think the hotel would validate.
    - Crystal will confirm with the hotel and provide cost of parking.
    - Donovan mentioned that the hotel has a full parking garage. Best option for staying at the hotel.
  + Crystal emailed hotel to see how accommodating the space would be for virtual option. She would prefer to have everything in person for easier interaction.
* Technical – Mark Stoddard/Lee Ann Briggs
  + Mark Leber presentation on batteries.
  + Bio from Regina PM NAAQS final rule making
  + Tory vent recycling nucleation in April
  + CO will present on multiple topics
  + New PM2.5 NAAQs standard presentation
  + June – Tony echo notify and updates to 6H
  + Future technical zoom meeting presentation topics needed from NSC members
* Website – Nancy Larson
  + Outreach to states to attend the annual training
  + Annual reporting season opening soon – OH will host data collection tool
  + Sustainability focused webinar in a few weeks. Will be recorded and put on the YouTube site – March 5 at 2:15 pm
  + Social media webinar training – April 24th.
  + Donavan to assist on reaching out to states about annual training.
* Education/Annual Report – Belinda Breidenbach
  + No updates
* Promotional – Crystal Warren/Dan Sowry
  + No updates
  + **Awards subgroup:** Award winners have been determined. One state for state program award and three winners from small business environmental stewardship award and one winner for the business assistance provider. All have been contacted. Award payments come through Nancy.
    - **Drafting press releases**
* EJ workgroup – Lisa Ashenbrenner-Hunt
  + Call next week to finalize annual training discussion.
  + Last month opened call on SBEAP Main to brainstorm on outreach to auto body shops on requirements and tips to be a good neighbor.
  + Brownfields group for Annual Training – contact not able to speak.
* Metrics workgroup
  + Getting ideas and general data collection on conference calls.
  + Will send minutes out to everyone on call.
* National Advocacy workgroup
  + No call last month – will schedule next week.
  + General ideas and where to move forward.
* NAACA (Nancy Herb) – No updates
* ECOS (Donovan) – No updates
* AAPCA (Tony P) – No updates

Next NSC meeting March 5th – will be canceled due to Annual Training the following week.

* Others

Nancy Larson asked the group if anyone has worked with Microchip NESHAP – 5B.

Tony asked if this applied to small businesses? Nancy said no, but the concern is small job shops will be created as a result.

Modern chip manufacturing tends to be out of range of small businesses, per Donovan. Could also be suppliers for manufactures but may not be subject to NEESHAP requirements.

Per Leena Divakar:

Kansas SBEAP learned that EPA staff and industry experts projected the 2003 regulation would impact only one semiconductor manufacturing unit in the nation solely because it was collocated at a facility that was a major source of HAPS. Kansas SBEAP’s interpretation of the EPA’s comments is that the agency would not have promulgated the 5B NESHAP if this semiconductor manufacturing unit was a standalone facility.

* **Update:**
  + Research indicated that there are 1,624 small businesses in the US under the NAICS used in the 5B rule. This is out of 1,985 total businesses.
  + 3 small businesses with this NAICS were located in KS and it had been determined that they don’t actually manufacture semiconductor devices. Instead, they are more peripherally connected.
  + Per a supporting document for 5B, many of the businesses reporting under NAICS 334413 were actually electronics manufacturers, not semiconductor, and the semiconductor manufacturers produce discreet semiconductor components used by electronic manufacturers to assemble into products.
  + A large majority are in CA (597), Texas (168), Massachusetts (100), Arizona (79), New York (78), with maybe 40 being the next highest number.

Jeremy H– States with Oil and Gas Training/Q&A by EPA – Methane Rule; email was sent out by Rhonda on Feb 1st. Big topic for Region 6.

Donovan concluded the meeting at 1:55 pm.

**SBO/SBEAP NSC Call**

**April 2, 2024** - Minutes recorded by Region 7

**Meeting Attendees:**

**R1:** Sara Johnson, NH

**R2:** Gina Gambacorto, NJ

**R3:** Jeremy Hancher, PA, Lee Ann Briggs, PA, Nancy Herb, PA

**R4:** Tony Pendola, NC, Donovan Grimwood, TN

**R5:** Lisa Ashenbrenner Hunt, WI, Renee Bashel, WI, Mark Stoddard, IN

**R6:** Lloyd Kirk, OK

**R7:** Nancy Larson, KS, Leena Divakar, KS, Bob Randolph, MO

**R8:** Eleanor Divver, UT, Gabe Catenacci, CO

**R9:** Zachary Rice, NV, Chris Lynch, NV

**R10:** Belinda Breidenbach, ID

**EPA:**

**April 2024 NSC Agenda Review**

Donovan commenced meeting and requested any corrections/suggestions for today’s meeting agenda – there were none.

**Approve February 2024 NSC Minutes**

Donovan requested any corrections/suggestions for the February 2024 meeting minutes – there were none. February meeting minutes approved.

**NSC Updates – General**

* Nominations for NSC Vice Chair requested recently. Nomination criteria recently emailed, posted on website. Basic requirement includes individuals named Regional or Alternative Regional Representative. Typical term from 3 to 5 years for Vice Chair. No nominations submitted to date, Donovan & Chris may plan direct calls to solicit nominations.
* New Regional Representatives and Alternates officially change in June 2024. Some regions have named/submitted Regional &/or Alternate Representatives. Please send any updates to Donovan.
* Review of Strategy Notes discussed including attached notes (shared screen) plus the following –
  + How to get western states involved with Technical Subcommittee
  + Is Technical Subcommittee meeting all states specific needs
  + No SBEAP role in Washington (DOE)
  + Technical training for Alternate Regional Reps
  + Month by month small bits 4 developing a how to do my job (but not necessarily call it that)
  + Option to become a NGO? Started as something else, became an NGO. Similar to SBDC? Concern of dues issues (consider issues with NPPR)
  + Annual Awards – Quest to develop detailed guidelines for awards, If more nominations are received – scoring may be refined. Total nominations for 2024 awards included 4 businesses, 2 state programs and 2 providers, resulting in 3 business awards and 1 each for state program award & provider award.
  + Belinda – Question added to 2024 Annual Report surveying SBEAP staff with 15+ years in SB service (used to determine candidate pool eligible for Karen V Brown Award). Results might require criteria adjustment depending on data collected.
* Introduction of two new co-Chairs for Education Subcommittee – Gina Gambacorto NJ & Sara Johnson NH
  + Education Subcommittee meeting held today (1 to 2 pm ET) to discuss 2024 goals. Nancy Larson confirmed Gina added to Education Subcommittee list April 1, Contact Nancy with additional invites. Donovan suggested additional subcommittees might also promote mentorship -> name one chair with longer term experience with NSC &/or national SBEAP, name one chair with a bit less SB experience.

**Subcommittee Updates**

* Annual Training Summary – Donovan
  + Thank you to all contributing to 2024 Event and those able to participate – overall a great success. Received 44 Event evaluations, questions including what can we do better & what worked well.
  + Jeremy & others congratulated Crystal, Donovan and TN team on an outstanding job with excellent training
  + Donovan recognized Chris and NV team for excellent Event planning assistance
  + Next annual training in 2025 or 2026. Currently at end of budget cycle, funding for 2025 Event subaward likely is limited. Host state (if 2025) may need to fund much of planning and event costs. Send Donovan details for any state volunteering to host next Annual Training event.
  + Donovan suggested host state pursue potential to combine next Annual Training with other conference/training.

* Technical – Mark Stoddard/Lee Ann Briggs
  + Mark excited to share 2024 Technical Meeting topics schedule including
  + April - Vacuum Cycling Nucleation cleaning technology TURI – UMASS Lowell
  + May - Gasoline Distribution 40 CFR 63 Subpart 6C / new natural medicines
  + June – ECHO Notify and updates to 40 CFR 63 Subpart 6H
  + August – new DOE tool
  + Waste tire management – 3 state panel
  + Food waste awareness - Donovan mentioned this week is Food waste awareness week in TN
* Website – Nancy Larson
  + Nancy reported several items
  + Social Media panel discussion scheduled April 24
  + Next Subcommittee meeting May 2024 (date pending)
  + Website tour Summer 2024 (date pending)
* Education/Annual Report – Gina/Sara/Belinda
  + Annual report survey data due April 19
  + Next Education subcommittee meeting May 28 (2 pm ET)
  + New Education subcommittee co-Chairs are Gina Gambacorto NJ & Sara Johnson NH
  + Contact Nancy L if you want to join this/other subcommittee(s)
* Promotional – Donovan reporting for Crystal Warren/Dan Sowry
  + **Awards subgroup:** 2024 Award winners selected. One winner for state program award; three winners for small business environmental stewardship award; and one winner for the business assistance provider category. Draft press releases sent to award each winner & nominating program for review/edit. River Horse statement/quote will be added to draft press release. Lori and Cheryl reaching out to Calypso Cove.
* EJ workgroup – Lisa Ashenbrenner-Hunt
  + Lisa working on updates re: EJ annual training discussion.
* Metrics workgroup – Donovan Grimwood
  + Donovan working on updates regarding Metrics workgroup
* National Advocacy workgroup
  + Next meeting later in April
* NAACA (Nancy Herb) – No updates
* ECOS (Donovan) – Missed meeting due to Annual Training. ECOS topics included ICIS modernization, OECA Climate Change, State Review Framework, Compliance Learning Agenda
* AAPCA (Tony P) – AAPCA definitely not meeting in Salt Lake City in spring. Please plan to meet in Raleigh NC in fall 2024
* Others

Renee Bashel announced today’s meeting will be her last national call of any kind. Last day in office May 2, 2024. Best wishes & Congratulations on your upcoming retirement, Renee! New contact for Region V will soon be Greg Johnson.

Chris Lynch reported on February 2024 Region VI SBEAP meeting held in Texas for 1.5 days. Lloyd Kirk & team worked hard to organize meeting. All R6 states represented at meeting including three from Texas, Paula Hoag & Mary from DC, Rhonda Wright from NC, etc. Chris reported on NSC updates. USEPA speakers from Regional Office – topics including EJ, Air Program, SB office. RASBL representative appointed for R6.

At Annual Training, Nancy Larson asked participants if grant funding would be better spent on smaller regional meetings vs Annual Training? Approximately 38 responses – 3 yes, 19 maybe and 16 no. Belinda commented Annual training remains a top choice for grant funding dollars.

Some regions continue to hold smaller regional meetings at varying intervals. Examples - Annually, R7 typically holds one in-person meeting and at least one virtual meeting. R4 is planning to restart one annual in-person meeting.

Nancy shared EJ flyer details. Small Business week scheduled first week of May. Virtual discussion on EJ flyer & compliance initiative – KS group hosting and promoting details to membership. KS SDBC asked for a webinar on EJ Flyer and initiative

Looking forward to seeing all NSC members participate in one/more Subcommittees.

Donovan concluded the April 2 NSC Zoom meeting at approximately 14:53 ET.

Next NSC Zoom mtg – May 7, 2024 at 2:00 to 3:00 pm ET.