



**NATIONAL COMPLIANCE ADVISORY PANEL**

# NCAP NEWS

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One of the purposes of the SBO/SBAP National Compliance Advisory Panel (NCAP) is to facilitate communications among all stakeholders of the nationwide Small Business Assistance Program, including members of all three program components. In order to help fulfill that part of our mission, the NCAP has decided to publish a quarterly newsletter outlining current activities/initiatives, issues of interest and/or concern, etc. This newsletter will be sent to all state CAP members, as well as to SBOs/SBAPs.

In this, our first edition, we are including some background information so you know how and why we were formed, what we have done to date, and what we plan to do in the near future. We would like to include information about significant activities/initiatives undertaken by state CAPs, so they can be shared with all. Since we obviously cannot include all fifty-three states and territories in each issue, we ask that you tell us only about significant and current news.

Please read the newsletter and give us your feedback on its content, format, and topics/issues you would like to read in the future. We hope you will enjoy this issue.

Best regards,  
*Glenn Heilman,*  
NCAP Chair

## **THE NATIONAL CAP**

The NCAP was formed in 2001 to:

- Represent the interests of state CAPs; provide a networking and communications tool between the programs and the EPA SBO; and advise the EPA SBO on small business issues and workings of the state programs.
- Function as a support mechanism to review new and existing regulations that affect small businesses; assure these regulations are written in clear, understandable laymen's terms; assist states where CAPs do not exist or are weak; act as a unified voice to the federal legislature; assist each state or territory's CAP, SBO and/or SBAP; and advise EPA on the small business perspective.

(continued on p. 2)

## **OUR MISSION STATEMENT**

**The purpose of the National Compliance Advisory Panel (NCAP) is to foster small business success through improved environmental performance by:**

- **Assisting in the development, implementation, and continued improvement of the state CAPs, pursuant to Section 507 of the Clean Air Act as amended in 1990;**
- **Facilitating communication among businesses, state programs, the Small Business Ombudsman (SBO)/Small Business Assistance Program (SBAP) Steering Committee, and the U.S. Environmental Protection Agency (EPA);**
- **Promoting and marketing existing state program components:**
  - SBO
  - SBAP
  - CAP

**THE NATIONAL CAP**

(continued from page 1)

During the SBO/SBAP national conference in Missoula, MT, a session was held to discuss the concept of creating a National CAP to serve as mentor to the state CAPs. Attendees recognized it as a desirable resource and voted to create one.

States were asked to select one representative from each region to serve on the NCAP. Any member of a state CAP is eligible to serve on the NCAP. Eight regions submitted representatives; two regions did not. In order to still provide those regions representation, a member of the state SBO/SBAP was given the opportunity to serve on the NCAP. One region

opted to do so. One region still remains unrepresented.

The NCAP first met in June, 2001 in Washington, DC to organize, develop a mission statement, develop guidelines, and identify actions needed. The NCAP is comprised of representatives from each of the ten EPA Regions, the Vice Chair of the SBO/SBAP National Steering Committee, the EPA SBO and the EPA CAP Liaison. The Chair and the Vice Chair are chosen from the regional representatives.

NCAP members serve as conduits of information to other CAPs in their respective regions and act as focal points of contact to disseminate information to and from the EPA SBO.

The group conducts quarterly conference calls and meets face-to-face twice annually during the annual NCAP meeting in Washington, DC and during the annual SBO/SBAP national conference. Ad Hoc committees are formed when needed to address specific issues.

CAPs are pursuing many diverse avenues in becoming effective partners in the technical assistance programs. The unique roles and specialized skills of the members make them valuable resources in the operation of the SBAPs. Effective communication among the three components of the program and among all state CAPs will effectively and efficiently define the role of the CAP.

**WHAT HAVE WE DONE TO DATE?**

The NCAP was actively involved in planning the annual CAP training session held in Chicago in April of 2002 in conjunction with the annual SBO/SBAP national conference. The traditional format was changed to include NCAP and state CAP members as presenters and to promote more trainee participation during the session. Both verbal feedback and evaluations collected after the session praised the new format and recommended it be continued.

Several NCAP members have attended meetings of CAPs in states within their respective regions to provide feedback, support and guidance.

The CAP page on the EPA small business website, <http://www.smallbiz-enviroweb.org/> has been enhanced to more prominently display a direct link to the CAP page. This page, which includes sections on both the NCAP and state caps, now includes NCAP's

mission, guidelines, members, meeting minutes and other helpful information.

The group identified a long list of potential actions/initiatives to help achieve its mission, and is now proceeding to progress through that list. This newsletter and the items described under "Our Future Plans" are reflections of that progress.

**OUR FUTURE PLANS**

The NCAP will hold its annual meeting in Washington, DC on February 25-27, 2003 to review the previous year and to plan for the coming year. One of the major activities planned during that time will be meetings with various key high-ranking members of the US Congress and their staffs to increase their awareness of the SBO/SBAP; to introduce to them representatives of the US small business community who strongly support and can attest to the benefits provided by the state SBOs/SBAPs; and to provide specific examples of direct assistance to their constituents.

NCAP members will participate in the first "National Summit on Small Business and the Environment" to be hosted by Administrator Christine Todd Whitman in March of 2003. See details below.

A large number of states do not currently have CAPs or have incomplete CAPs. In an attempt to help those states, a "CAP Appointment Tool Kit" is under development which will provide a suggested step-by-step process to effect timely appointments and will include helpful tools to be used during the process. This kit should be available in January.

**EXPERIENCE AND QUALIFICATIONS OF A GOOD CAP MEMBER**

- ...would include such things as:
- Expertise in the environmental and legislative areas
  - Time, willingness, and interest in volunteering for CAP work
  - Enthusiasm, assertiveness, and belief that his/her participation matters to the betterment of small businesses
  - Commitment to attending the meetings/conference calls and willingness to do the follow-up work or "homework" between meetings. This is a very important aspect of CAP work.

**EPA IS "OPENING DOORS FOR AMERICA'S SMALL BUSINESSES"**

- Adm. Whitman to Host First "National Summit for Small Business & the Environment" -

In support of President Bush's plan to promote an economic and regulatory environment where small businesses can flourish, EPA Administrator Christine Todd Whitman will convene the first "National Summit for Small Business and the Environment" in the spring of 2003 in Washington, DC. The Summit will bring together key small business leaders from across the nation, state governors and top state environmental management, small-business-assistance-providing entities from federal and state government, industry associations, and other public interest groups. The Summit will be the signature event in an aggressive campaign to help achieve the President's goal. Look for more information in future issues.

**DID YOU KNOW...**

There are 22.4 million small businesses in the United States