

SBO/SBAP
National Steering Committee
Monthly Teleconference
November 12, 2002

Attendance: Region 1: Ron Dyer; Region 2: Maria Rivera, Marian Mudar, Steve Mohr;
Region 3: Richard Rasmussen, Terry Polen; Region 4: Linda Sadler, Tony Pendola;
Region 5: Amelia Gooding, Phyllis Strong; Region 6: Darren Morrissey; Region 7:
(absent); Region 8: Nick Melliadis, Bonnie Rouse; Region 9: Marcia Manley, _??_;
Region 10: Pat Hoermann; USEPA: Karen Brown, Lalit Banker; chair: Mark Shanahan.
Regrets: Judy Mirro, Sally Tarowski

(Note from Mark: I know I'm missing somebody from Region 9—from Sacramento perhaps? Help.)

The participants approved the October 8, 2002 minutes.

Reports on Subcommittees

NOTE: Mark will send all minutes from the subcommittees to all NSC members. Karen will place all of this information on the SBO website, also, including an updated list of subcommittee members.

Multi-Media:

This group had its first conference call. They have received clearance from Karen Brown to place a 3 or 4 question form on the SBO website.

Guidelines:

Have had one teleconference. Sally Tarowsky sent minutes to the subcommittee members.

When you receive a copy of the Guidelines Subcommittee minutes, please let Sally know if you have any questions, issues, suggestions, ideas, etc. The next teleconference will be on November 21st.

Technology:

Has not met thus far. New member: Amy from Alabama. Will hold first meeting soon.

Awards:

Held first conference call on November 5th. The call generated a number of questions. The group is in an information-gathering stage. Members will submit ideas to Marsha Manley by 11/18. The next call will be on 11/20. The group is looking forward to involving a National CAP member on future phone calls.

Technical:

First conference call will be next week. Please send any ideas and suggestions to Richard Rasmussen.

Promotional:

First meeting will be held in early December.

Update on Forum & Compliance Assistance Advisory Committee**San Antonio National Compliance Assistance Providers' Forum:**

About 300 attendees from around the nation are expected to attend. Not many NSC members can go due to travel budget constraints.

Update on the CAAC workgroup:

Three subcommittees from the CAAC Workgroup (Networking, Performance Measurement and Integration) are targeting the conference as a means of helping develop their work.

Networking:

The subcommittee has drafted a mission statement. They're hoping to present an interactive break-out session at San Antonio, which may involve a skit aimed at getting people involved (and entertained). The group is attempting to create a "systems-approach" model to networking.

Performance Measurement:

This group has finalized its mission statement. They have discussed whether USEPA should take a look back to assess the impacts of the rules that have been promulgated. EPA is required to do this anyway, but not until ten years after the promulgation of the rules. The subcommittee is trying to figure out ways to measure the success of the rules and the SBAPs' role in helping businesses attain compliance. They will bring the question to San Antonio.

Integration:

This group is asking how compliance assistance is being worked into the mindset at USEPA so it becomes part of all processes and not just a single program....and then, how compliance assistance is implemented both nationally and regionally....and, also, how EPA's approach to compliance assistance relate to networks and programs outside of the agency. This subcommittee was formed during the first year of the NSC but the issues have not yet been resolved.

Products From New York State

New York has produced three products, among others, under the Cooperative Agreement Grant.

1. The first is a 17 minute video about gasoline vapor recovery systems. The video is aimed at gas station operators, associations and people who lease gas station properties. All states are welcome to modify the video for their own use. New York is willing to give other states the raw footage, about two hours, which can then be edited into a presentation that will fit whichever state is using it. The raw footage was shot in 1998 and consists of interviews and scenes of people working on vapor recovery systems, stages I and II. The cost to New York's Environmental Facilities Corporation was dramatically reduced through partnering with another State agency for production. The video cost the state about \$8,000.00. The video is geared towards simple operations and maintenance. Many states' vapor recovery systems are now getting old and are in need of repair and maintenance.
2. N.Y. created a poster about vapor recovery system checks and maintenance. The poster is meant to be displayed at gas stations to help remind the operators about what is required.
3. N.Y. created an educational module for grades 5 through 8 to teach kids about vapor recovery. The lesson plan revolves around "the family car" and includes a field trip and worksheets that cover everything from introductory to advanced levels. The program will soon be available on N.Y.'s web and also on Karen's website.

It is possible, according to Karen, that EPA can help the states to produce products such as the ones mentioned above. Send any good ideas that might help nationally to Karen's office.

Update on 2003 Annual SBO/SBAP Conference

The planning committee will meet in Baltimore on November 13 and 14. They will review the surveys about the conference that recently went out.

Mark asked if we thought the conference should include a working session, such as the one we attended in Chicago last year. Everyone agreed that it would be a good idea. One possibility is to break up into groups that represent each of the subcommittees that were proposed in Chicago. This would give us a chance to get ideas from people who are not an active part of the subcommittees and to show everyone what we've done so far. A session such as this would also show that the NSC is acting on the ideas that were suggested last year.

New Business

The Small Business Summit has been moved to mid-March 2003. It was originally scheduled in December 2002.

The National CAP will meet with legislators in Washington D.C. on February 26 & 27, 2003.

The 2004 Conference will be held in Sacramento California. Plans are beginning to move forward.

Karen Brown visited Region IV in Mobile Alabama. They discussed EPA's Small Business Policy. Questions were raised concerning confidentiality and whether or not enforcement actions can take place at a small business in a state that is using the policy.

Of the **10 projects performed under the Cooperative Agreement**, eight are completed. The other two have a no-cost extension for one more year. Karen told us that her office will be working on ways to use the projects to promote the SBAPs.

A new center is being formed to collectively promote three programs. The center will include the Center for Economics, the Center for Regulatory Review and Analysis and the National Center for Environmental Innovation, which includes the SBO.

For The Next Agenda

Two items suggested by Marian Mudar:

1. What is EPA doing to define PTE?
2. Can we do something to ensure that new NESHAP rules include provisions for small emitters, such as those included in the wood furniture NESHAP that exclude small emitters from most of the requirements of the rule? She will contact Lalit Banker at EPA.

Lalit.Banker@EPA.Gov

Karen mentioned that EPA has a new set of goals. There are five specific goals. The fifth one is "Compliance and Stewardship". This goal includes the work of the SBO. Karen will forward a copy to everyone on the Steering Committee.

These minutes respectfully submitted by Nick Melliadis, Colorado (Region VIII.)