

# AGENDA

## SBO/SBAP National Conference and Training Event

Missoula, MT

June 19-22, 2000

*Helping Small Businesses and the Environment through Education and Assistance*

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### MONDAY, June 19, 2000 (Pre-conference Training Day)

#### 8:00-12:00 CAP Training (Stan Lynde Ballroom, Room A)

*Angel Martin-Dias and Audrey Zelanko, CTC.* This training helps CAP members to understand their roles and responsibilities as part of an effective small business technical assistance program. This is the perfect opportunity to network with other CAP members from around the country to share ideas, develop strategies, and map out a proactive approach to working with their SBO and SBAP. For more information on the CAP training go to <http://www.smallbiz-enviroweb.org/captrain.html>

#### 11:30-1:00 LUNCH

#### 1:00-4:00 CAP Training (continued) (Stan Lynde Ballroom, Room A)

#### 1:00-3:00 Audit Training (Stan Lynde Ballroom, Room B)

*Frank J. Priznar, CPEA, President, PRIZIM Inc.* Environmental auditing is an acknowledged method for catalyzing the development and improvement of an internal environmental management system. Today, hundreds of articles, books, and presentations are available on the subject. However, very little seems appropriate for small businesses leaving auditors and small businesses with the difficult task of trying to adapt big business references. This session will present the fundamentals of environmental auditing, sources of useful information on auditing, and appropriate audit tools....all with a small business focus. Frank has conducted over 100 audits and helped government and commercial clients nationwide develop and improve environmental auditing programs.

#### 3:30-5:00 CCAR-Greenlink Training (Atrium Meeting Room, Hook and Audio Rooms)

Sherman Titens, Executive Director, CCAR-GreenLink. The US Small Business Administration selected CCAR-GreenLink(R) as a "Model of Excellence" in providing compliance assistance to the regulated automotive service and collision repair community. Sherman will show you how to use the dynamic innovations that have been recently added to dramatically expand the capabilities of this Compliance Assistance Center. He will also review the P2 collaborations in which CCAR-GreenLink(R) is now engaged. You don't want to miss this hands on learning session where you will learn how you can increase your assistance knowledge and skills.

#### 4:00-5:30 Newcomers Orientation (Stan Lynde Ballroom, Room B)

*Pam Christenson, Rudy Cartier, and Bob Rose.* If you are a new SBAP/SBO representative, please join us for this brief introduction to the world of the 507 programs. Learn about SBAP/SBO program operations and structure on the state, regional and national level; common acronyms used; and where to get helpful information for your own program. This orientation may be especially beneficial for individuals working with an SBAP/SBO program for less than a year or for those who have not attended a national conference in the past.

#### 2:00-5:30 Early Registration (Lobby Area)

Get your materials now and avoid the morning rush!

#### 5:30-6:30 RECEPTION (Atrium)

No host bar with appetizers. A great chance to mingle with your peers and renew old friendships.

## TUESDAY, June 20, 2000

7:30-12:00 Registration (Lobby Area)

8:00-8:30 Welcome, Introductions, and Conference Updates

Karen Ekstrom, MT SBO (Conference Host)

Alex Christofaro, Director, EPA Office of Business and Community Innovation

Mike Vogel, P2 Program Director, Montana State University

8:30-9:30 Keynote Speech - Small Business: What's On Their Minds and How Do We Reach Them?

Hattie Bryant, host of Small Business 2000 on PBS

9:30-9:45 BREAK (Atrium)

9:45-11:30 General Session 1 - Regulatory Updates and Guidance

Moderator: Karen Brown, EPA SBO

An update on regulations important to small businesses:

- **MACT Update.** Amanda Aldridge, OAQPS, EPA. Upcoming MACT standards for coatings, combustion, and reinforced plastics manufacturing will be addressed, including types and sizes of businesses expected to be impacted by these rules.
- **112(r) Update.** David Speights, Associate Director, CEPPPO, EPA. An update on the existing 112(r) regulations, including a discussion of the public notice requirements and the definition of small business.

*(10 minute stretch @ 10:30)*

11:30-1:00 LUNCH *(on your own)*

1:00-2:00 Breakout Sessions (Stan Lynde Ballroom, rooms A, B, C, or D)

### *Track 1 - Update on the Million-Dollar Grant (Room A)*

Charlie Kennedy, MN SBO and Larry Kolczak, SCAQMD

Moderator: Ken Smith, The Boardman River Group

In late 1999, EPA awarded grants totaling \$1M to ten state SBO/SBAP programs for projects that would benefit their individual programs and the 507 programs as a whole. This session will provide you with information on the history and goals of the grant, the scope and status of the ten projects, and EPA's expectations for the results. The work being done on these projects is likely to be very useful to you in the near future, and this is your chance to find out what's going on.

### *Track 2 - Using Trade Organizations to Spread the Word and Build Your Client Base (Room B)*

Gary Dawson, Belle Aire Cleaners and Tracy Mattson, Institute of Scrap Recycling Industries

Moderator: Karen Brown, EPA SBO

Hear trade organization representatives discuss how you can tap into the resources of the national and state affiliates to spread your message of small business assistance. These are important relationships that are often ignored. Potential small business clients who don't know you personally are more likely to trust you if their trade organization is behind you. Learn how to make the most of every opportunity to leverage your message.

***Track 2 - Increasing Your Program's Performance - Is Advertising the Answer?  
(Room C)***

Erin Hart, Managing Director, The Nixon Group

Moderator: Elsa Bishop, FL SBO

The biggest challenge faced by SBO/SBAP Programs is that of visibility or awareness. While we have made strides in getting name recognition, evidence shows that we have a long way to go and that the majority of small businesses do not know we exist. Most states have undertaken various initiatives or measures to increase program visibility with varying degrees of success. In this current age of limited personal time, "visual and audio education" is often the easiest and most effective way to reach a target audience. In this session, attendees will hear the pros and cons of mounting an advertising campaign and how to do so if that course of action is selected.

***Track 3 - Using Energy Efficiency Programs to Benefit Small Businesses (Room D)***

John King, Aspen Systems Corporation

Moderator : Jim Olsen,

Learn about ENERGY STAR Small Business - a free, voluntary service now working with nearly 2,700 small firms. No reports or inspections and all information and services are free of charge. Energy Star helps small businesses cut their energy costs with information and tech support, calculations, success stories, a finance directory, a free guide, access to free software and publications, and an online business-to-business directory for buying competitively priced energy efficiency products and services. The program also operates a national annual award program for small business energy efficiency upgrades. Small businesses can call toll-free at 1-888 STAR YES for info and support, or visit [www.epa.gov/smallbiz](http://www.epa.gov/smallbiz), to download free materials and e-mail their questions.

**2:10-3:10 Breakout Sessions (Stan Lynde Ballroom, rooms A, B, C, or D)**

***Track 1 - Targeting Outreach for new Environmental Standards (Room A)***

Dan Clark, SBO, WY SBO

Moderator: Bob Rose, EPA Office of the SBO

This session will provide information on ways to focus compliance assistance outreach efforts on businesses likely to be affected by new environmental standards. The session will include assessing new environmental standards to determine potential impacts on the small business sectors likely to be affected, locating specific businesses within those sectors, communicating with them to explain how they may be affected, soliciting inputs from them related to the rule making process, and helping them identify ways to comply with the new standards while maintaining a profitable operation.

***Track 2 - Building and Improving Your SBO/SBAP Program's Webpage (Room B)***

Mike Miller, Web Coordinator, University of Montana, College of Arts and Science

Gwen Landquist, Wendy Foltz, and Dacia Klosson, University of Montana

Mike and his student design team will discuss website development and design discussion, including team design concepts, web jargon such as HTML, JAVA (what are they?) and design software available. Find out where to look for graphics, backgrounds, fonts and other "cool" stuff. Be ready for lots of interactive discussion and tips on improving an existing site. Gain a web user's perspective and how your design can impact their experience so that they will want to come back. Find out what makes a good site good and a bad site bad?

***Track 3 - Economic Development and SBO/SBAPs - Maintaining Environmental Integrity (Room C)***

Pam Annarummo, RI DEM and Linda King, IA SBO

Too often economic development and environmental protection are pitted against each other; we know this is not the case. Pam Annarummo (environmental agency) and Linda King (economic development) will give you examples of collaborative efforts that benefit everyone. Pam will highlight the working relationship with Economic Development on projects of Critical Economic Concern, a collaboration between the Korean economic officials and RI P2 Center to form the URI KII Tech Center for Cleaner Production, and demo a web based referral and coordination tool, *BusinessFirst*, created by Economic Development. Linda will discuss the concept of "virtual teams", integrating all regulatory agency's permitting with Iowa's new businesses and resolving conflicts with regulatory agencies through mediation. Here is an opportunity for you to learn how others have created or strengthened beneficial working relationships.

### *Track 5 - Carbon Dioxide (CO2) Technology in Dry Cleaning (Room D)*

Jeff Dunn, Global Technologies and Gary Dawson, Belle Aire Cleaners

Moderator: Elsa Bishop, FL SBO

Chances are you've heard about CO2 technology in dry cleaning, but needed more information. Now's your chance to learn more about this fundamental change in technology with potential benefits to industry, government, and consumers. Federal EPA funding in CO2 research at Raytheon and Los Alamos National Laboratory has been commercialized and has resulted in a commercially viable process developed by Alliance Laundry Systems (LLC), the largest commercial laundry company in North America. The DryWash Cleaning Process has no environmental or health impact, performs equally to conventional systems, and its operational cost is equivalent to existing systems. Alliance will describe the system and how it is being targeted to a variety of small-business dry cleaners nationwide

**CAP Meeting - Additional opportunity for CAP members to meet**

**3:10-3:30 BREAK (Atrium)**

**3:30-4:30 Breakout Sessions (Stan Lynde Ballroom, rooms A, B, C, or D)**

### *Track 1 - OECA's Compliance Assistance Plan (Room A)*

Gina Bushong, OECA, EPA

Moderator: Pam Christenson, WI SBAAAP

Shaping EPA's Future Compliance Assistance Activities. The EPA Office of Enforcement and Compliance Assurance (OECA) is looking for guidance and input as they create an agency-wide compliance assistance plan. This is your chance to offer suggestions and voice your opinions on the direction the agency should consider when planning compliance assistance activities and creating compliance assistance tools.

### *Track 2 - Outreach Materials for SBO/SBAPs (Room B)*

You can't visit each potential client individually, so you need to develop and distribute appropriate outreach materials. This session will help by providing information on various types of outreach materials and how they might fit into your program goals. The session has two speakers:

- Richard Polito, Maricopa County SBEAP. Maricopa has explored several methods of outreach, including a website, tri-fold brochures, and newsletters. The web site is very comprehensive and includes daily air quality and weather info, all rules & regulations, public workshops, SBEAP workshops, as well as links to other agencies, pollution prevention and dust control information. Online applications satisfy a customer need while saving time and money. Businesses like the ability to download rules and applications while speaking to the SBEAP on the phone. Hear about successes and failures and learn how you can apply these results to your program.
- Alwin Ning, Oklahoma SBAP. Development of successful brochures, newsletters, fact sheets, etc. What works and what doesn't, identifying your target audience, methods of distribution, etc.

### *Track 5 - How Much will it Cost? - Typical Costs and How Tos for P2 (Room C)*

Isao Kobashi, WRPPN and David Hartley, California P2 Clearinghouse

Moderator: Bissi DiCenso, IL SBAP

This session will provide attendees with real examples of how small business environmental assistance providers work with other programs to better serve their business client's environmental needs. Hear about peer-to-peer mentoring, technical assistance programs from national laboratories, and other collaborative efforts. Case studies that illustrate partnerships and P2 accomplishments/costs savings will be presented. You'll leave this session with new ideas and contacts to better serve your business clients' environmental needs.

### *Track 6 - Multimedia Issues (Room D)*

Would you like to expand your program to include multimedia issues, or find out how other programs are providing this type of service? Check out this session for tips and experience. It includes two speakers:

- Kathy Ramirez, TX SBAP. Kathy will speak about the effective use of a site consultation program as a compliance measurement tool. This will include discussion on various tools such as background surveys, checklists, and follow-up consultations to establish an accurate record of compliance improvements due to small business assistance and outreach for multimedia issues.
- Anthony Ching, HI Deputy Director of Health. Tony will share his experiences in establishing a multi-media program under the hospice of a Small Business Stationary Source Technical and Environmental Compliance Assistance Program (SBTCP). Techniques to be discussed include: 1) focus group meetings with community business input; 2) establishing an accountable system for reimbursements to the SBTCP; and 3) necessary community and industry follow-up.

**After Hours Event - Hellgate Canyon Float** (Meet outside front door at 6:00) Pre-registration required. See list at registration desk.

## WEDNESDAY, June 21, 2000

8:00-8:15 *Conference Updates and General Questions and Answers*  
Karen Ekstrom, MT DEQ, Host

8:15-10:15 *General Session 2 - Multimedia Topics: Expansion to Multimedia and Environmental Auditing*  
Moderator: Marian J. Mudar, PhD., NY SBAP

- ***Expanding to Multimedia and Improving Overall Program Performance.*** Sherry Davis, Kansas SBAP. Sherry will discuss why multimedia expansion is important and how it can be done. She will share related experience with the Kansas program
- ***Multimedia Environmental Audits for Small Businesses.*** Jim Olson, Iowa SBAP. Jim will discuss how expansion to multimedia can improve the overall effectiveness of the technical assistance program and help gain trust of the small business community. He will share 10+ years of multimedia experience with the Iowa program.
- ***Multimedia and Audit Policies- State and Federal.*** Richard Daly, EPA Region III. Richard will discuss recent changes to the federal disclosure policies and how they can impact small businesses. He will also give an overview of state audit policies.

*(10 minute stretch at 9:30)*

10:15-10:30 BREAK (Atrium)

10:30-11:30 Breakout Sessions (Stan Lynde Ballroom, rooms A, B, C, or D)

### *Track 3 - SBAP/SBDC Partnerships--Success Stories and How Tos (Room A)*

Janet Neff, KS SBO and Phyllis Copeland, SC SBO

Partnership can be the key to making the most of resources that are restricted by budget, time, or personnel constraints. However, partnership is not always easy. Here's an opportunity to discuss the issue with representatives who understand the challenges associated with partnering in the universe of compliance assistance. The representatives will discuss why, when and how to achieve successful partnerships.

### ***Track 4 - Planning a Successful Workshop (Room B)***

Erin Hart, the Nixon Group and Alwin Ning, OK DEQ

**Moderator:** Pam Christenson, WI SBCAAP

Learn what it takes to put on a workshop that works! This training session will provide tips, tools and techniques to help you improve various aspects of your workshops, seminars and conferences.

### ***Track 5 - EPA's Small Business Strategy (Room C)***

Andrew Teplitzky, EPA Office of the Small Business Ombudsman

**Moderator:** Frank Priznar, PRIZIM, Inc.

EPA needs to hear from you! The Agency is revising its 1984 Small Business Strategy to raise Agency-wide awareness of current small business issues and to highlight policies and innovative approaches that can address these issues. This session will begin with a brief presentation regarding the Strategy revision, while the remainder of the session will be reserved for your thoughts on current small business issues and your ideas for resolution. Your input is imperative to the development of a revised Strategy that ultimately will make a difference for small businesses.

### ***Track 6 - Technical Session: HVLP Sprayers - What's Available for Auto Body Shops and Surface Coaters? (Room D)***

Paul Rossi, ITW Industrial Finishing-Binks-DeVillbiss

High Volume Low Pressure (HVLP) spray systems reduce emissions and waste and can save your clients money! Learn the technical aspects of HVLP technology from an expert, so you'll feel comfortable providing advice and assistance to body shops and spray coaters. Paul is a Marketing /Product Support Specialist with ITW Industrial Finishing-Binks-DeVillbiss. He is an entertaining speaker with YEARS of experience in this area. He'll explain equipment types, application methods, and questions frequently asked by shop owner's considering a switch to HVLP.

**11:30-1:15 LUNCH (try Out to Lunch, in Caras Park next door) (It gets crowded at noon, so we suggest that you make your phone calls, etc AFTER you eat!)**

**1:15-2:15 Breakout Sessions (Stan Lynde Ballroom, rooms A, B, C, or D)**

### ***Track 1 - Title III/Title V Interface (Room A)***

Jimmy Johnston, Georgia EPD and SBAP CAP

**Moderator:** Lee Tate

This session will discuss the relationships between the Federal Title III Air Toxics Program and the Title V Permitting Program and how they affect small business. This is a follow up of last year's Title III/Title V Interface session. Topics will include: area source deferrals, synthetic minor permitting, the once-in-always-in policy, retroactive application of 112(g), level of detail of permit conditions, multiple compliance options, the identification of emission units. Discussion of U.S. EPA's latest positions on these topics will be covered.

### ***Track 2 - Financial Help for Small Business Programs (Room B)***

Charlie Kennedy, MNSBO and Patrick Hoermann, King County, WA

**Moderator:** Anita Dorsey-Word, GA SBAP

Charlie and Patrick are back by request. These gentlemen will provide an update on the National Small Business Financial Assistance Work Group and provide insight on funding and administering a financial program. Learn what works and what doesn't from people who have survived the battle.

### ***Track 3 - Working with your State's Enforcement Agency (Room C)***

Annette Fulgenzi, Illinois SBAP and Randy Wolfe, Mississippi SBAP

This session will provide attendees with insight as to how Programs of various structures coordinate with the enforcement agency to operate most efficiently. Fulgenzi will discuss how coordinating outreach efforts before or directly with enforcement efforts has increased compliance rates and utilized compliance assistance efforts. Wolfe will give examples of successful cooperative efforts.

*Track 6 - Technical Session - Asphalt, Sand and Gravel, and Concrete (Room D)*

Tom Franklin, Montana DEQ

Moderator: Karen Ekstrom, MT SBO

Confused about how to boost compliance and help these clients? This session will provide guidelines and tips for doing outreach to these small businesses, including a summary of the state and federal regulations that apply to them. Learn how to head off problems before they start and how to be a real asset to these businesses. Tom will use his years of practical experience to give you the information you need to feel comfortable and useful at these sites.

**2:25-3:25 Breakout Sessions (Stan Lynde Ballroom, rooms A, B, C, or D)**

*Track 1 - Integrated Urban Air Toxics Strategy (Room A)*

Amanda Aldridge, OAQPS, EPA

Moderator: Nick Melliadis, CO SBAP

This session will discuss EPA's Integrated Urban Air Toxics Strategy. This strategy complements the existing national air toxics program activities by focusing on achieving further reductions in air toxics emissions in urban areas. Included in the strategy is a list of 33 air toxics that pose the greatest potential health threat in urban areas and also a list of area sources responsible for a substantial portion of the emissions of these air toxics. This session will discuss which categories of small businesses are expected to be regulated so far and examples of businesses in these categories, as well as which States are likely to be most affected.

*Track 2 - Using the Web and Standards to Get the News Out (Room B)*

Scott Butner, ChemAlliance

Moderator: Laura Estes, MSU

As the business assistance community moves into the information age, the need to work together and collaboratively create tools and information products for widespread use suggests that a formalized process to set standards could enhance and simplify these efforts. This presentation will present a brief introduction to a standard setting process created within the P2 community. It will trace the evolution of the process and examine how it was applied in the real-life development of a document mark-up standard which encourages the exchange of news and calendar event information between partnering web sites. The presentation will discuss how the standards process might be applied to information needs of the business assistance community, and how harmonization with broader standards setting efforts such as the Resource Description Framework (RDF) proposals may greatly enhance the accessibility and usefulness of online P2 and business assistance information.

*Track 6 - Technical Session - Estimating Emissions (Room C)*

Dan Nickey, Iowa Waste Reduction Center

This session will provide hands-on training for estimating emissions from paint booths and combustion sources. Methods that will be used will be mass balance and emission factors, including a discussion on resources for locating emission factors.

**3:25-3:45 BREAK (Atrium)**

**3:45-4:45 Breakout Sessions (Stan Lynde Ballroom, rooms A, B, C, or D)**

*Track 2 - Influencing National and State Legislation/Rulemaking (Room A)*

Mark Shanahan, OH SBO

Moderator: Richard Rasmussen, VA SBAP

All small businesses and programs that help them live with the results of the work of elected officials and rulemakers. Yet both groups can seem distant and unapproachable. For elected officials, our programs may seem "small potatoes" in terms of total state or national budgets. Most of our program staff do not have the ability to "lobby" state or federal legislators. Rulemakers are frequently stationed on the "other side" of the agency and may identify with the compliance/enforcement view. This session will explore how different programs have tackled this problem. Discussion will center on how our programs can use both elected officials and rulemakers to help our constituents.

#### ***Track 4 - Small Business Owners Panel (Room B)***

Carl Komassa, Beck Carton, WI CAP Chair

Suzanne Somers, Owner of Somers-Jaramillo & Company, UT CAP

Bruce Morrison, Green, Hennings, & Henry, MO CAP

Ken Legler, Houston Wire, TX CAP

Moderator: Karen Brown, EPA SBO

They are our clients. What were some of their experiences with the 507 programs? What do they really think about our programs, and what would they like to see from our services? Are we serving their needs? Hear a panel of small business owners discuss how 507 programs can make a positive impact in their business lives.

#### ***Track 5 - Environmental Mentoring (Room C)***

Walt Tunnessen, National Environmental Education & Training Foundation

Environmental mentoring is an effective vehicle for engaging businesses and leveraging additional resources to transfer best practices in environmental management. Peer-to-peer mentoring programs are currently being developed and used by a wide variety of business organizations, government agencies, and non-profits as a cost-effective tool for promoting better environmental performance. This session will examine how mentoring has been used in compliance assistance programs, examples of successful program design, opportunities for using mentoring, and important considerations for developing mentoring programs. Handbooks and case study materials on environmental mentoring will be provided.

#### ***Track 6 - Technical Session - Fiberglass and Reinforced Plastics (Room D)***

Charlie Kennedy, SBO and Lowell Miles, Miles Fiberglass and Composts

Moderator: Amelia Gooding, IL SBAP

This session will provide the basics of what you need to know when doing outreach to a fiberglass or reinforced plastics facility. Additionally, Minnesota will provide an update on the status of their current fiberglass project and share what they are learning about performance measures as a result of their outreach activities. An association representative will update us on the business aspects as well as current events in the industry.

**After Hours Event - Fort Missoula Cowboy Cookout & Entertainment (Meet outside the hotel's front doors at 6:00. The bus leaves at 6:10 - NO EXCEPTIONS) Pre-registration required, see list at registration desk.**

## **THURSDAY, June 22, 2000**

**8:00-8:55 Breakout Sessions (Stan Lynde Ballroom, rooms A, B, C, or D)**

#### ***Track 3 - OSHA Issues and Regulations Facing Small Businesses (Room A)***

Moderator: Olivia Achuko, DC SBO

This area of technical assistance is often overlooked. Hear representatives from Michigan and the District of Columbia discuss how their jurisdictions deal with important OSHA issues facing small business clients.

- ***Michigan Manufacturers' Guide to Environmental and Safety and Health Regulations*** - Jim Ostrowski, Michigan DEQ. The Michigan DEQ and Consumer and Industry Services teamed up to develop this first-of-its-kind publication. The guidebook contains 34 chapters, 5 appendices, and over 400 pages. It is packed with easy-to-read discussions about state and federal environmental regulations, as well as Michigan OSHA programs that affect manufactures of all sizes. This presentation will highlight the unique features of the guidebook and how cooperation between state agencies opened up new doors in compliance assistance.
- ***DC's Office of Occupational Safety and Health Occupational Health Checklist*** - Sandra Handon, DC Department of Health. Industrial Hygienists in the DC OSHA office designed an instructional IH checklist for use during an IH field inspection. It is used as a quick reference guide to inspect public and private facilities for occupational health hazards. This has served as a valuable screening tool to accomplish numerous inspections primarily found in the local facilities. Only major OSHA and District regulations are highlighted.

### *Track 4 - Liability and Technical Assistance - Can We Be Held Liable by Our Clients? (Room B)*

Jack Chisolm, FL Deputy General Counsel

Moderator: Maria Rivera, PR SBTAP

We provide assistance nation-wide to over one million small businesses per year, based on the 1998 SBO/SBAP National Report to Congress. The potential exists for a certain percentage of those receiving assistance to experience compliance-related actions. A certain percentage of that group might be tempted to believe that such enforcement actions resulted from inappropriate or inaccurate "advice" or assistance provided by our programs and initiate lawsuits for alleged damages. This session will address the legal issues associated with this potential liability and how such actions would likely be handled at the state level.

### *Track 5 - Certification for Auto Body Shops-P2 Training for New Employees (Room C)*

Joe Antonio and Pam Annarummo, RI DEM

Your car gets in a fender bender, you get it fixed, you pay the bill, end of story. But did you know that fixing your car involves people who work in one of small business's most hazardous professions--refinishing cars? Here's your chance to find out what's being done to minimize worker exposure to VOCs and toxic metals in the autobody shop. Get a sneak preview of Rhode Island's PowerPoint course on "Pollution Prevention in the Autobody Shop." Find out how this course will be incorporated into RI's Autobody Certification Program for shops and vocational schools, and learn how Rhode Island has become a pioneer by discovering startling information which has "driven" their P2 program to take necessary preventative action in this highly volatile occupation.

### *Track 6 - Technical Session: General Permits (Room D)*

Elsa Bishop, SBO, FL DEP

Moderator: Lee Tate

Small sources may sometimes trigger permitting requirements, because of the nature of emissions. To alleviate the regulatory burden on those sources, some state environmental regulatory agencies have created "air general permits" for certain specific industry types. These general permits are part of actual rules and include all air pollution requirements applicable to each respective industry type. This approach avoids the traditional permitting process, significantly reducing the paperwork and processing burden on small sources. Transitioning to this approach includes major outreach to inform the affected industries of the new simpler process, so awareness of requirements is highlighted and encouraged, thus resulting in increased compliance. Florida has implemented air general permits for both Title V and non-Title V sources. During this session, you will hear how these general permits were developed, how they are managed and compliance results achieved to date.

## 9:05-10:00 Breakout Sessions (Stan Lynde Ballroom, rooms A, B, C, or D)

### *Track 3 - Integrating P2 into Small Business Outreach (Room A)*

Moderator: Andrew Gosden, MD SBAP

- ***Mining for Intellectual Gold: Knowledge Nuggets of the Information Age*** - Andy Bray and Rick Yoder. This subsession will help you help businesses find and improve the information needed to build profits, maintain competitiveness, and sustain a quality work environment.
- ***The P2 Multi-Media Approach***. Edythe McKinney, NC SBO. Integrating P2 into our assistance program has helped us move more quickly to provide multi-media assistance. We have found that this message is particularly well received by small business operators who may be able to reduce the regulatory burden by switching to a less toxic or low VOC paint or chemical. This session will focus on opportunities for integration and expanded technical assistance.
- ***Small Business Pollution Prevention - It's the Little Things***. Greg Copely, KY BEAP. We often look for the big bang P2 effort. However, instituting one or more modest P2 efforts at a small business can be easier and just as successful. Unfortunately, with our focus on emission reductions and "tangible" documentation that we

can use for our bean count, we often ignore the small gems of P2. This session focuses on keeping P2 accessible to our clients.

#### ***Track 4 - EPA Grant Writing Tutorial Software Demonstration (Room B)***

Glynis M. Zywicki, EPA Region V

**Moderator:** Maria Rivera, PR SBTAP

Need help preparing a successful grant application? EPA has a tool that may work for you. Their *Grant Writing Tutorial* software program is an interactive software tool that walks the user through the grant-writing process and helps them learn to write more competitive grants. The program includes: detailed information and tips on writing a grant proposal; how to complete a grant application package; program-specific sections on EPA's Environmental Justice, Environmental Justice Through Pollution Prevention, and Environmental Education grant programs; examples of good, complete grant packages; a mock grant-writing activity where the user is able to compare their results to a successful grant application; and much more. The program is available on CD-ROM, and is also being distributed via the Internet, where it has become EPA's most utilized and downloaded program since it was released in July 1998.

#### ***Track 5 - EPA's National Air Toxics Assessment (Room C)***

Amanda Aldridge, Emission Standards Division, USEPA and Somnath Dasgupta, SBAP, IWRC

**Moderator:** Sally Tarowsky, ID SBO

This session will discuss EPA's National Air Toxics Assessment activities with a focus on the outreach and communications activities planned for the release and use of the data. A State perspective will also be provided, including concerns resulting from experiences with the release of data from previous air toxics inventory projects.

#### ***Track 6 - Technical Assistance: Convincing Auto Repair Shops to Switch to Water-Based Cleaning Systems (Room D)***

Larry Kolczak, SC AQMD

More than 14,000 automotive repair shops in Southern California have made the switch from petroleum-based to water-based systems for cleaning auto parts. They have reduced emissions and saved money in the process. Although the change was mandatory in Southern California, it has created a pollution prevention opportunity that could be used throughout the country. Larry Kolczak, who headed the outreach effort for this program, will describe the types of water-based equipment that are available, costs, advantages and disadvantages of each.

10:00-10:15 BREAK (Atrium)

#### ***10:15-12:30 General Session 3 - The Future of 507 Programs***

**Moderator:** Karen Brown, EPA SBO

We saved the best (or at least the most boisterous) for last. Those of you who are interested in the latest issues facing our programs will not want to miss this final session. Why are we here and where are we going? This session is so current that it is still being revised! Now's your chance to give input, voice concerns, and express your hopes and needs.

- ***EPA's Small Business Strategy*** – Karen Brown, EPA, SBO, Director, Small Business Division; and Andy Teplitzky, EPA Small Business Division. EPA will discuss upcoming revisions to its 1984 Small Business Strategy. The intent of the revised Strategy is to raise Agency-wide awareness of small business issues and to highlight policies and approaches that can help us achieve our goals in ways that are relevant to the small business community. EPA needs feedback from SBAPs on this issue - definitely something that will affect the future of the 507 programs. See a related session on Wednesday, 10:45-11.
- ***Improving the Visibility and Understanding of our Programs***. Pam Christenson, WI-SBA and Linda King, IASBO SBAP/SBO Promotional Subcommittee has been looking at ways to better market our programs nationwide. The session will provide a forum for new ideas to be discussed and explored. We are looking for feedback and comments on current work in the areas of: National Marketing Tools (brochures, ads, public service ads); Trade Association Outreach; Legislative Outreach/Education; Marketing to Other Environmental Assistance Providers; and Working with Non-Typical Partners. Now is your chance to provide input!

- **Hot Topics.** Rudy Cartier, Incoming Steering Committee Chair; Pam Christenson, Steering Committee Chair; Karen Brown, EPA SBO; and Bob Rose, EPA Deputy SBO. A review of the most pressing issues facing 507 programs (including "Partnership Issues") and what you can do about them. Here's an opportunity for lively debate about recently occurring events that may impact our programs. Feel free to get involved in the action, or just sit back and learn.

*(10 minute stretch at 11:15)*

## The End!

We hope you had fun and learned something, too.

Thanks for coming!

Remember to visit EPA's web site (<http://www.epa.gov/ttn/sbap>) to download any of the sessions listed in this agenda (please wait until mid-July).

For questions on this year's conference, call:

Karen Ekstrom

Small Business Ombudsman

Montana DEQ, Pollution Prevention Bureau

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Thanks to all the speakers and moderators who volunteered their time and talents and thanks to the Planning Committee for finding them!

Your willingness to volunteer makes these conferences possible.

See you next year in Austin, Texas.