

**2003 SBO/SBAP National Conference Agenda**  
**Sheraton Inner Harbor**  
**Baltimore, Maryland**  
**April 13 – April 16, 2003**

**Saturday April 12**

**3:00 p.m. – 5:00 p.m.**                      Registration Desk Open – Check Hotel Board

**5:00 p.m. – 7:00 p.m.**                      **CAP Reception – Presidential Suite (1502)**

Come meet CAP members from around the country, as well as members of the National Compliance Advisory Panel. This will be a casual and informal opportunity to meet new CAP members, as well as renew old acquaintances *prior* to Sunday's CAP training.

**Sunday April 13**

**7:30 a.m. – 6:30 p.m.**                      Registration Desk Open - Chesapeake I Gallery (3<sup>rd</sup> Floor)

**7:30 a.m. – 9:00 a.m.**                      Continental Breakfast - Loch Raven Gallery (2<sup>nd</sup> Floor)

**9:00 a.m. – 2:30 p.m.**                      **Compliance Advisory Panel Training – Loch Raven I (2<sup>nd</sup> floor)**

CAP Training will again be offered during the National Conference. This training is being offered for state CAP members. SBO/SBAP staff are also welcome. This session is designed to assist CAP members in defining their roles and carrying out their missions, as well as to share information on the workings of successful, established CAPs. Based on the favorable response to last year's format, this training session will follow a similar format. Participants will hear directly from actual CAP members about what it means to be a CAP member and their respective experiences as such. This session reflects a collaborative effort between the EPA Small Business Division and the National CAP.

*Speakers: Elsa Bishop, Karen Brown, Mark Shanahan, Glenn Heilman, Reimar vonKalben, Bruce Morrison, Gary Dawson, Richard Rasmussen*

**9:00 a.m. – 2:30 p.m.**                      **Building Capacity for Multi-Media Assistance – Loch Raven II (2<sup>nd</sup> Floor)**

This session will provide an overview of environmental regulations and issues facing small businesses that go beyond compliance with air regulations, and will help prepare SBOs/SBAPs to provide multi-media assistance. This multi-media training will address solid, hazardous and universal waste; water and storm water; petroleum and chemical storage tanks; and emergency preparedness regulations such as community right-to-know and Spill Prevention Control and Counter Measures Plan. This session will also touch on more specific regulations that may pertain to small businesses such as those for PCBs, asbestos, lead and pesticides.

*Speakers: Kimberly Finch, Leigh Leonard, Nick Melliadis, Richard Rasmussen, Loretta Sanford*

**1:30 p.m. – 2:30 p.m.            2003 SBO/SBAP Conference Planning Committee Meeting**

Members of the 2003 conference planning committee will get together for any last minute conference issues.

**3:00 p.m. – 5:00 p.m.            Newcomer Training – Presidential Suite then Chesapeake II**

Newcomers and program veterans are invited to come enjoy some good old-fashioned hospitality. During this session, people new to the programs will be matched with veteran program staff to allow the newcomers to ask questions and get insight into the workings of the state small business assistance programs. After some informal time getting to know each other, presentations will get down to the nuts and bolts of the program, a brief history of the evolution since the Clean Air Act Amendments of 1990 and share ways for those new to the programs to get involved nationally. New or old won't want to miss this session!

*Speakers: Pam Christenson, Mark Shanahan*

**6:00 p.m. – 8:00 p.m.            Welcome Reception – Baltimore Museum of Industry**

There will be a brief presentation from the Governor's Office of Business Advocacy in the Department of Business and Economic Development on the challenges of acting as an advocate for business issues within State government. Transportation provided.

*Speaker: Effie Reynolds*

**Monday April 14**

**7:30 a.m. – 5:00 p.m.**            Registration Desk Open – Chesapeake Gallery

**7:30 a.m. – 10:00 a.m.**        Continental Breakfast – Chesapeake Gallery

**8:30 a.m. – 9:00 a.m.**        **Welcome – Chesapeake I & II**  
Karen Brown, EPA Small Business Ombudsman,  
Ken Philbrick, Deputy Secretary, Maryland Department of the  
Environment

**9:00 a.m. – 10:00 a.m.**        **Keynote – Chesapeake I & II**  
Jay Benforado, Director  
EPA National Center for Environmental Innovation

Find out about EPA's Strategic Plan, the National Summit on Small Business and the Environment, EPA's Small Business Strategy, and EPA's new National Center for Environmental Innovation.

**10:00 a.m. - 10:15 a.m.**        **BREAK**

**10:15 a.m. – 11:45 p.m.      General Session: SBO/SBAP Issues and Updates –  
Chesapeake I & II**

Setting the tone for the conference, participants will hear the latest from the Small Business Division, the National SBO/SBAP Steering Committee, and the National Compliance Advisory Panel. Learn what these folks have been accomplishing for us and the roles and responsibilities of each. In addition, SBO/SBAP National Steering Committee Chair Mark Shanahan will discuss hot issues facing the SBOs/SBAPs and lay the groundwork for a productive working session on Tuesday.

*Speakers: Mark Shanahan, Subcommittee representatives*

**11:45 a.m. – 12:00 p.m.      BREAK**

**12:00 p.m. - 1:45 p.m.      Luncheon – Harborview Room (2<sup>nd</sup> Floor)  
Signing of the MOU with ASBDC, NPPR, and the Steering  
Committee – The years of work finally pay off when this  
memorandum of understanding is signed.**

**Speaker – Catherine Pugh**

President of CE Pugh & Company and Member of the  
Baltimore City Council

**1:45 p.m. – 2:00 p.m.      BREAK**

**2:00 p.m. – 3:15 p.m.      Breakout Sessions**

**Beyond Air – Potomac Room**

Even if your program is air only, you may want to let your clients know that they may have waste or water issues. This session will highlight new water and waste regulations that affect small businesses. Topics such as NPDES Phase II Stormwater Permits, Tier 2 Reporting, Hazardous Waste manifesting and Hazardous Waste management issues will be discussed.

*Speakers: Gary Kelman*

**Involving Small Businesses in the Rulemaking Process – Chesapeake II**

In order for small businesses to help shape regulations impacting them, it is essential that they become more involved in the regulatory development process. In recognition of that need, one of the four key elements of EPA's new Small Business Strategy is to expand small business involvement in the regulatory process. This session will address how EPA intends to implement this element of the Strategy, including presentations on EPA's internal process, and the small business perspective from both the trade association and small business owner's point of view.

*Speakers: Elsa Bishop, Paul Lapsley, Gary Dawson, Jeff Gunnulfsen*

**How to Communicate Effectively with Small Businesses – Chesapeake III**

Learn about new and exciting strategies to help you connect with small businesses. Hear about time-tested techniques for developing workshops and community meetings. Develop your skills in facilitation and mediation.

*Speakers: Angela Jones, Andrew Langer*

**3:15 p.m. – 3:30 p.m.            BREAK**

**3:30 p.m. – 4:45 p.m.            Breakout Sessions**

**Small Business Owners Panel – Chesapeake II**

Hear directly from small business owners about what works and what doesn't in dealing with SBAPs and regulatory agencies. The small business owners will also be able to provide input on what they would like to see from the SBAPs in the future.

*Speakers: Tammy Essmeier, Bruce Morrison, Donnie Snow*

**Partnering for Success: What our Partners Want From Us – Chesapeake III**

Are partnerships with trade associations, industry groups and other government agencies how you get your work done? Discover how your SBO/SBAP/CAP program can improve its partnering success and be responsive to the needs of the small business community. Enhance your knowledge of successful partnership principles that will produce benefits for all collaborating participants.

*Speakers: Kevin Malachi, William Fisher*

**Performance Measurement – Potomac**

With the current state of the economy, state budgets are being reduced nationwide. Non-regulatory compliance assistance programs, such as SBAPs, are at high risk of losing some or all funding. It is imperative that they be able to demonstrate measurable environmental improvement from their activities. Don't miss this opportunity to learn about methods and tools you can use to measure your program's environmental performance.

*Speakers: Terri Goldberg, Dan Nickey*

**Tuesday April 15**

**7:30 a.m.– 6:00 p.m.            Registration Desk Open – Chesapeake Gallery**

**8:00 a.m. – 8:30 a.m.            Regional Meetings - Chesapeake I & II**

**7:30 a.m. – 10:00 a.m.            Continental Breakfast - Chesapeake Gallery**

**8:30 a.m. – 10:00 a.m.            General Session: Working Together for Small Business – Chesapeake I & II**

Learn how EPA, SBAPs, and other federal agencies are working together on a number of activities aimed at addressing the unique environmental needs of the Nation's small business community. This session will cover a number of activities including the recent EPA National Summit on Small Business and the Environment; EPA's revised Small Business Strategy; the newly convened EPA Small Business Workgroup; EPA Small Business Division (SBD) initiatives; EPA's Memorandum of Understanding with the National Park Service; EPA Office of Air Quality and Standards (OAQPS) small business initiatives; and an update on the Ten State Demonstration projects.

*Speakers: Karen Brown, Dan Eddinger, Elsa Bishop, LaRonda Bowen, Lalit Banker*

**10:00 a.m. – 10:15 a.m.      BREAK**

**10:15 a.m. – 12:00 p.m.      Working Session – Chesapeake I & II**

Last year's session provided the impetus to form subcommittees of the National SBO/SBAP Steering Committee. This year we will work on helping the subcommittees with problems and barriers they have encountered.

**12:00 p.m. – 1:30 p.m.      Lunch – On your own**

**12:00 p.m. – 1:30 p.m.      National Compliance Advisory Panel Luncheon Meeting – Board Room**

The National CAP will hold its regular quarterly meeting during this face-to-face session. NCAP members only please!

**1:30 p.m. – 3:00 p.m.      Breakout Sessions**

**OECA Update - Potomac**

The Office of Enforcement and Compliance Assurance (OECA) will provide an update on the Compliance Assistance Advisory Committee, including their recommendations on how to strengthen the USEPA's compliance assistance projects. OECA will also demonstrate the web-based interactive Business Compliance One Stop system and two new Compliance Assistance Centers.

*Speakers: Karin Leff James Edward,, Seth Heminway*

**MACT Updates – Chesapeake III**

This session will provide a more detailed look at current MACT issues. Hear from the rule writers and rule developers at the USEPA Research Triangle Park about MACT developments. This will particularly focus on MACTs that are likely to impact small businesses.

*Speakers: Keith Barnett*

**Homeland Defense and 507 Programs – Chesapeake I & II**

While much of what we hear about Homeland Security is in regard to emergency response, there are also prevention efforts quietly being made to reduce hazards at manufacturing facilities and thus their vulnerability to external threats. Come and learn about these efforts, and what our role in these efforts can be to better serve both small businesses and our country in furthering the goals of Homeland Security.

*Speakers: Jim Belke, Carolyn Merritt*

**3:00 p.m.– 3:15 p.m.      BREAK**

**3:15 p.m.– 5:00 p.m.      Breakouts Session and Site Visits**

**Funding Sources for Compliance Assistance Projects: Two Agencies are Better than One – Chesapeake I & II**

This session focuses on the importance of working with other agencies to achieve mutual goals. It provides valuable information on how to enhance your program through partnerships and other funding sources. It also discusses alternative funding such as foundations and grants.

*Speakers: Robert White, Greg Copley, Patrick Hoermann, Norm Covell*

**Site Visit – Waste to Energy Plant – Meet in the lobby**

See the workings of a large trash-to-energy plant in Baltimore. The site is also home to “The World’s Largest Trash Can.” See [www.baltimoreresco.com/index.htm](http://www.baltimoreresco.com/index.htm) for details about the plant.

**Site Visit – Bakery – Meet in the lobby**

Visit a recently constructed bread bakery. Follow the ingredients from start to finish and find out about the environmental controls in place at each stage. If your program’s current assistance targets include bakeries, you may pick up some valuable tips.

**Wednesday April 16**

**7:30 a.m. – 10:00 a.m.**

**Breakfast Buffet – Chesapeake Gallery**

**8:00 a.m. – 9:00 a.m.**

**Steering Committee Meeting – Board Room**

**9:00 a.m. – 10:00 a.m.**

**General Session – Chesapeake I & II**

**Thomas M. Sullivan**, Chief Counsel for Advocacy,  
Small Business Administration

**10:00 a.m. – 11:00 a.m.**

**Working Session – Chesapeake I & II**

**Report from the working session** - You worked hard to address questions facing our 507 Programs during Tuesday’s working session. Results will be presented in this session to help us determine where we want to go, as well as provide a roadmap for the Subcommittees to follow in the coming years.

*Speakers: Mark Shanahan, Subcommittee Representatives*

**11:00 a.m. – 11:30 a.m.**

**Closing Session– Chesapeake I & II**  
**Karen V. Brown**

**11:45 a.m. – 12:15 p.m.**

**Planning Committee Meeting – Board Room**  
Conference Closeout

**1:15 p.m. – 5:30 p.m.**

**International Fabricare Institute (IFI) Site Visit**

Visit the headquarters of the IFI, the leading trade association for dry cleaners. Observe demonstrations of various dry cleaning technologies at the international home of the dry cleaning industry. Meet in the lobby for transportation.