

EPA Office of Business and Community Innovation (OBCI) Small Business Division (SBD)

Mission: The Small Business Division (SBD)/Small Business Ombudsman (SBO) assures that EPA responsively addresses small business environmental issues, and seeks innovative and cost-effective ways to facilitate improved small business environmental performance.

Key Programs/Activities:

- Serve as a “gateway” for small businesses
- Advocate for the needs of small business with EPA management, in the regulatory development process, and other forums
- Provide compliance assistance and tools
- Provide information/education outreach
- Seek innovative management approaches
- Oversee 53 state and territory Small Business Assistance Programs (SBAPs)
- Report to Congress periodically on the effectiveness of the nationwide SBAP

Major Products in the Past Three Years:

1. Two annual Reports to Congress on the Status of State SBAPs
2. “Practical Guide for Environmental Management” (Train the Trainer Manual)
3. “Opening Doors for America’s Small Businesses” Booklet
4. “A Resource Directory of Small Business Assistance Providers”
5. Final Report for Ten State Innovation Demonstration Projects
6. Six semi-annual “Small Business Ombudsman Updates” (Newsletter)
7. Small Business Assistance Program Summary Fact Sheet
8. Two Expert Systems: 1) Class V Injection Wells, 2) Auto Salvage
9. Developed series of Best Management Practices fact sheets for 10 small business sectors
10. Developed “Multi-media Regulatory Fact sheets”

Major Events in the Past Three Years:

1. National Summit on Small Business and the Environment
2. Small Business Strategy completed; signed by the EPA Administrator on June 27, 2003
3. Small Business Strategy Implementation Plan completed in November, 2004
4. Annual SBO/SBAP National Conferences
5. Annual Small Business Regional Liaison Conferences
6. Annual National Compliance Advisory Panel (NCAP) meetings
7. Annual Compliance Advisory Panel (CAP) Training sessions
8. Meetings with the Deputy Administrator and Small Business Trade Associations
9. Signed Memorandum of Understanding with the National Park Service

Key Issues/Accomplishments for 2005:

1. Monitor efforts to ensure internal adherence to the Small Business Strategy Implementation Plan
2. Host National Forum for Small Business in September 2005
3. Hold NCAP annual meeting in June 2005
4. Conduct first program-wide comprehensive training for SBOs/SBAPs/CAPs in June, 2005
5. Provide support for the 2005 SBO/SBAP National Conference in Mississippi, and work with the state designated to host the 2006 SBO/SBAP National Conference
6. Organize meetings with the Deputy Administrator and Small Business Trade Associations
7. Operate and maintain a Small Business Ombudsman hotline that averages 1,100 calls per month
8. Provide practical tools and resources to encourage small business to embrace EMS
9. Maintain and enhance “Smallbiz” website
10. Develop “Small Business Security Guidelines” and “Vulnerability Assessment Tools”
11. Develop “How to use the world-wide net” quick reference guide for small businesses
12. Complete 2004 Report to Congress
13. Continue to coordinate small business input for the Area Source MACT Standard
14. Conduct study on the costs and benefits of state-level Multimedia Small Business Assistance programs

