

Meeting Notes  
Small Business Assistance Program  
Compliance Advisory Panel Quarterly Meeting  
June 29, 2005

The Small Business Assistance Program Compliance Advisory Panel meeting was held at DEQ's Fredericksburg Satellite Office, Fredericksburg, Virginia.

**Members present:** John Dwyer, Patricia Carroll, Kelly Harris-Braxton and John Daniel.

**Members not present:** Dyanne Pergerson, Jimmy Mercer and Howard Rogers, Mike Thompson.

**DEQ Staff:** Richard Rasmussen and Chuck McCarty.

**Introductions**

Mr. Dwyer opened the meeting by welcoming and thanking everyone for attending.

**Program-**

- Panel Appointments – Status

The status of the various members and vacancies on the Compliance Advisory Panel was discussed.

- Compliance Advisory Panel (CAP) Overview

Mr. Dwyer gave an overview of the history and functions of the Panel, since this was the first meeting for new members - Ms. Carroll and Ms. Harris-Braxton.

Mr. Daniel explained his dual roles as Director of the Air Program and the Small Business Ombudsman (SBO).

Mr. Rasmussen explained the functions of the Small Business Assistance Program (SBAP). He also provided more information regarding how the three components of the program relate and interact.

- Compliance Advisory Panel Training Materials

Mr. Rasmussen demonstrated the information found on a CD that was distributed to everyone present. He showed the wealth of information and resources contained on the CD and explained how this would be useful for all CAP members. The CD contains the training program of CAP members that was held at the 2005 EPA National Small Business Assistance Programs Conferences held in Biloxi, Mississippi on June 12<sup>th</sup>.

- Potential Activities

Mr. Rasmussen provided some background of the formation of a National Steering Committee of the SBAPs and SBOs. He explained how that led to the establishment of a National Compliance Advisory Panel (CAP). He then led a discussion of potential activities that the CAP could pursue:

- A vacancy exists on the National CAP to represent Region III.
- Becoming involved in activities of the National CAP.
- Serving as a sounding board for small businesses
- Provide assistance to the SBAP by reviewing materials to assure they are written in "Plain English".
- Provide the SBAP ideas for potential areas that "Plain English" materials are needed.

- Review of Virginia's Small Business Regulatory Flexibility Legislation

Mr. Rasmussen led a discussion of the legislation. The group explored various ways that the bill may provide the CAP opportunities to participate in the development of air regulations. Mr. Rasmussen asked the CAP to review the legislation for possible further discussion at the next CAP meeting.

- CAP Conflict of Interest Training and Certification

Mr. Rasmussen reviewed how the Attorney General's Office has a requirement that the CAP members complete conflict of interest training and sign a certificate that they have done so. The training information is found on the CD mentioned previously. Mr. Rasmussen asked the CAP members to return the signed certificate to him.

**SBAP Program Report** – Mr. Rasmussen reported:

- 2005 SBO/SBAP National Conference

It was held in Biloxi, Mississippi on June 12-16. The 2006 conference will be held at White Mountain, New Hampshire in late March.

- Loan Fund Status

The fund has about \$45,000 available for loans. Additional funds to the loan program might be made available if requested.

Virginia Comprehensive Assistance Network [VA CAN] Status

The last meeting was held on June 21<sup>st</sup>. Copies of the website were in the handouts. The formation and functions of VA CAN were explained.

- 2005 Calendars

Copies of the dry cleaner and vapor recovery systems at gasoline stations were distributed. The success of the calendars aiding facilities achieve and maintain compliance was discussed.

- Auto Body Registration Process and Environmental Results Project for Northern Virginia

The SBAP was not successful in receiving an USEPA grant to fund the project. It has been decided to fund the project using DEQ/SBAP funds. The project is an Environmental Results Program [ERP] for the auto body shops in Northern Virginia. The ERP is similar to programs in Florida, Massachusetts, Rhode Island and Delaware. Effective January 2005, the approximately 350 auto body shops in Northern Virginia are

now going to be subject to regulation. To help these facilities comply with the regulations, the ERP will provide assistance to the shops so they will understand the requirements and have the opportunity to receive training in pollution prevention [P2] techniques. The assistance will include the P2 training, workshops, workbooks, guidance materials, site visits, etc. The ERP will be voluntary for the facilities and will include their submittal of an annual certification of compliance for environmental regulations to DEQ.

Prior to distribution to the facilities, the CAP will be asked to review the materials to assure that they are in easy to read and understand format. The SBAP will also ask the CAP to pass the materials to any auto body shop owners that they know for comments and to help with outreach to the auto body facilities in Northern Virginia.

- Region # 3 Anti-Idling Project for Independent Truckers

During the late summer, the SBAP/SBO programs in Region 3 met with the Air Director for Region 3. The programs proposed a project to obtain EPA funds to purchase auxiliary power units (APUs) to be installed on a number of independent truckers' vehicles. Region 3 has submitted a grant proposal requesting \$500,000 from EPA Headquarters to fund this project. The money would be administered by a non-profit organization and evenly divided between the states and District in Region 3. This project would be used as a model that could expand to larger trucking firms. Several states on the I-95 corridor are seeking to electrify truck stops which will provide power, heat/ac and other services to truckers making idling unnecessary. But truckers will still have to idle at trucking depots, warehouses, etc. The APUs will provide power anywhere. The anti-idling of trucks will help reduce air pollution and energy consumption. The status/success of the grant application may be known around July 17<sup>th</sup>.

- Upcoming Events

- EPA's Small Business Programs' Liaison meeting will be in Washington, DC on August 11 and 12.
- EPA's National Small Business Summit potentially early in 2006 in Washington, DC.
- Outreach Day for DEQ's Northern Virginia Regional Office will be October 3<sup>rd</sup> and tentatively one of the Auto Body ERP workshops will be held in conjunction with that day.

### Acceptance of Meeting Notes

The meeting notes of the October 21, 2004 meeting were accepted with no changes.

### Next Meeting

The next meeting was tentatively scheduled for September 28<sup>th</sup>. The site is to be determined.

### Adjournment

The meeting was adjourned at 12:30 PM.