

## Meeting Minutes

February 14, 2017

Via phone conference and in person at Ohio EPA CO hosted by Ohio EPA/OCAPP, Central Office,  
Columbus

**CAP members Present:** Kara Allison, Dan Sowry (in person)

**Absent:**, Ty Baker-Baumann, Jeffrey Morris, John Pierko

**Non-member participants:** Mike Kelly (in person), Brent Goetz (in person), Benjamin Stratton (in person), Glorianna Corman (in person).

**Roll Call:** Brent opened the meeting at 9:30 a.m. followed by introductions and roll call. Glorianna Corman and Ben Stratton were both attending for the first time as non-member participants. Glorianna works for KPA, which is a consulting firm that specializes in environmental compliance. Glorianna's primary focus is the automotive industry. Ben Stratton is Corporate Environmental Affairs Manager for Corrotec Inc, which provides products and services for the plating and surface finishing industry.

**Welcome and announcements:** Brent kicked off the meeting by welcoming those who attended in person as well as those who joined by phone. The agenda was then highlighted and the meeting started.

### Update on CAP activities:

1. CAP Charter update. We discussed the general concept of what we would like the CAP to become in the future. Key discussion points were:
  - a. Quarterly meetings that are scheduled in advance (the format of them scheduled for a year was preferred). We will schedule the next year of quarterly meetings and provide these dates to the group as well as update our website.
  - b. We will make an effort to fill all vacant positions and renew expired terms, additionally we will be encouraging voluntary participation from new non-panel members to make meetings more beneficial for all involved.
  - c. We are going in investigate creating a CAP email group for CAP members to use for communication outside of quarterly meetings.
  - d. Quarterly meetings will have an "in person" and "dial in" option
  - e. A big discussion point was to create a link between the CAP and the USEPA, which seems to have been intended in the law that established the state compliance assistance programs and the CAP. We discussed starting with trying to link Ohio CAP members with CAP members of other states that have an existing CAP. Kara thought that at some point there was a list of other CAP members however, it was decided that this list is likely outdated and the best starting point would be through Small Business Assistance Program (SBAP) representatives in other states, starting with region V and expanding from there. I will inquire with other SBAP representatives about their CAP (if

they have a functional CAP) and CAP members could encourage some people in their networks who are more focused in other states to get in contact with their SBAP representatives. It was decided that a list of [state contacts for the National SBEAP](#) would be helpful.

2. Open discussion

- a. Glorianna discussed a couple of useful tools that she uses when assisting her clients, such as the waste characterization worksheet. She thought that she could provide some of those tools to us so that we could look into the possibility of a useful tool/fact sheet to assist businesses.
- b. We briefly discussed the Environmental Compliance Guide for the Automotive Repair Industry and our efforts to revise this guidance. There was interest in looking at what we come up with as a draft, which I will provide to the group once it has been through revisions within our program
- c. The usefulness of a guide for transferring permits, ID #s, and general environmental compliance responsibilities when buying or transferring a business was discussed. We have worked on a guidance targeted towards this topic, but have been having difficulties getting it to where we felt that it would encompass the amount of compliance responsibilities that we felt were needed, but did not result in an overly complicated document. Attached is that guide for everyone to take a look at and provide feedback/suggestions, note that this is still a working draft document so we have a lot of flexibility with what we can do with it.

**Ombudsman update:** No update provided

**OCAPP updates:**

- d. We updated the group on key publications that have recently been revised; [Ohio EPA's Permit Guide](#) (note that this has been updated, but the new version is not yet online) and [Self-Assessment Guide](#). This resulted in a bigger discussion of the tools Ohio EPA has to assist businesses including [Ohio EPA's Permit Wizard](#). There was a suggestion of trying to get links to some of these tools on other state agency websites that are commonly used by businesses that may find them useful, which we will look into. If anyone would like to provide suggestions for potential links to these tools that would be much appreciated!
- e. We provided an overview of Ohio's Materials Market Place, which is an online platform designed to facilitate cross industry materials reuse among Ohio businesses and organizations. We will hopefully be rolling it out in the near future and would like to provide a presentation to the CAP during a future meeting (possibly the next meeting).
- f. We provided an update on the new universal waste rules, which propose to add waste antifreeze, waste paint, and aerosol cans to Ohio's current list of universal waste (lamps, batteries, and mercury containing devices). Currently the rule team, including OCAPP, is addressing public comments.
- g. We updated the group on Ohio EPA's Division of Drinking and Ground Water manganese and [lead mapping](#). This is something that will impact some small businesses that have a public water system and is being implemented under a tight timeframe. OCAPP has been in communication with DDAGW and is evaluating what role (if any) the program could have with respect to assisting small businesses

that are affected by this rule. At a minimum we hope to be prepared to answer questions that may come in through our confidential hotline.

- h. We discussed [US EPA's 6W](#) rule and the direction that the National Small business Assistance Program (SBEAP) is heading with facilitating a survey to metal finishers, which will help the USEPA evaluate the level of compliance within the industry as a whole and the best path forward.
- i. We informed the group of my new role as the co-chair of the technical subcommittee on the [SBEAP technical sub-committee](#)
- j. We updated the group on our [E3 Awards Program](#)

**Agenda & Next Meeting:**

An effort will be made to schedule out the CAP meetings for the remainder of the year. The hope for the next agenda is for the meeting to be more of a functional CAP meeting as opposed to discussions of the CAP in general. The potential for some type of presentation, perhaps on Ohio Materials Market place was presented.

**Adjournment:**

The meeting adjourned at ~11:30 a.m.

Respectfully submitted,

Brent Goetz, OCAPP Supervisor/CAP Secretariat