

**Meeting Minutes**  
**September 25, 2018**

**Via phone conference hosted by Ohio EPA/OCAPP, Central Office, Columbus**

<b>CAP members</b> <b>Present:</b> Dan Sowry, Carolyn Cybulski, Chris Shaw, Todd Nein, Kara Allison (call-in)  <b>Absent:</b> Ty Baker-Baumann, John Pierko
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<b>Non-member participants:</b> Mike Kelley, Lexie Andrews
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**Roll Call:** Lexie opened the meeting at 10 a.m. followed by introductions and roll call.

**Welcome and announcements:** Lexie kicked the meeting off by introducing herself (Ohio EPA's Office of Compliance Assistance and Pollution Prevention (OCAPP) Supervisor) as well as welcoming the two newly appointed members, Chris Shaw and Carolyn Cybulski. Chris Shaw introduced himself as he was recently appointed by Fred Strahorn, the Minority Leader of the Ohio House of Representatives. Chris Shaw is a Dayton City Commissioner as well as the owner of Shaw Textile Cleaning, which has operated in Dayton since 1910. Carolyn Cybulski, P.E., was recently appointed by Governor Kasich. Carolyn serves as Principal in Charge of the Environmental Practice Group of Weaver Consultants Group. Lexie informed the group that she would be taking Brent Goetz's role as the planner/organizer of the meetings.

**OCAPP and DEFA Services Presentation:** Lexie gave a short presentation about the functions and roles of Ohio EPA's Division of Financial Assistance (DEFA) which houses OCAPP. This sparked a conversation into funding opportunities at Ohio EPA for small businesses. Todd Nein gave a great overview of what all the Ohio Air Quality Development Authority (OAQDA) can provide. Todd went into detail about tax exemptions for new equipment and how OAQDA works with banks to provide several different options for businesses.

A question was asked about OCAPP's confidentiality clause and how it relates between the OCAPP staff and their regulatory counterparts in the agency. Dan and Mike explained that OCAPP staff cannot disclose information to inspectors at the Agency, but there are certain situations that arise when a facility has received a Notice of Violation from an inspector and the inspector has referred the facility to an OCAPP staff member. Confidentiality is only broken when there is clear and eminent threat to human health or the environment or when criminal acts are witnessed or discovered by OCAPP staff.

**CAP By-Laws:** Lexie asked the group to look over the By-laws of the Compliance Advisory Panel that were put together. The group was asked to review these and follow up with any changes or suggestions at the next CAP meeting in November.

**Ombudsman update:** Todd provided an overview of the background and history of OAQDA and how the primary function is to help with Air Quality and expand into economic development. Todd also explained

that the role of the Small Business Ombudsman and partnership between OCAPP and OAQDA is to work together when someone needs financial assistance and lean on OCAPP when someone needs environmental compliance assistance.

**OCAPP updates:** Dan provided a general update about his role as the Ohio EPA representative of the CAP. He will continue to work with the different divisions at Ohio EPA to see if there are any new rules or initiatives impacting the small business community that the CAP could help provide guidance on.

Lexie concluded the meeting by reiterating the idea of modifying the panel to better serve OCAPP, keeping in mind the function that OCAPP serves in assisting Ohio's businesses and some of the challenges such as reaching businesses in need and providing them with the services that they really need. Lexie shared with the group that guests are encouraged to attend the meetings. Lexie also urged the current CAP appointees to suggest agenda topics to make the panel a more effective tool.

**Agenda & Next Meeting:**

- The panel will review the by-laws and return to the next meeting with any comments.
- OCAPP will consider ideas provided by panel members and consider ways to implement those ideas.

**Adjournment:**

The meeting adjourned at ~11:50 a.m.

Respectfully submitted,

Lexie Andrews, OCAPP Supervisor/CAP Secretariat

# Resources to Help You Achieve Compliance, Reduce Waste and Save Money

2018 Compliance Advisory Panel

**Lexie Andrews**

Office of Compliance Assistance and  
Pollution Prevention



# Overview

**Compliance Assistance and Pollution  
Prevention Assistance**

**Going Beyond the Regulations**

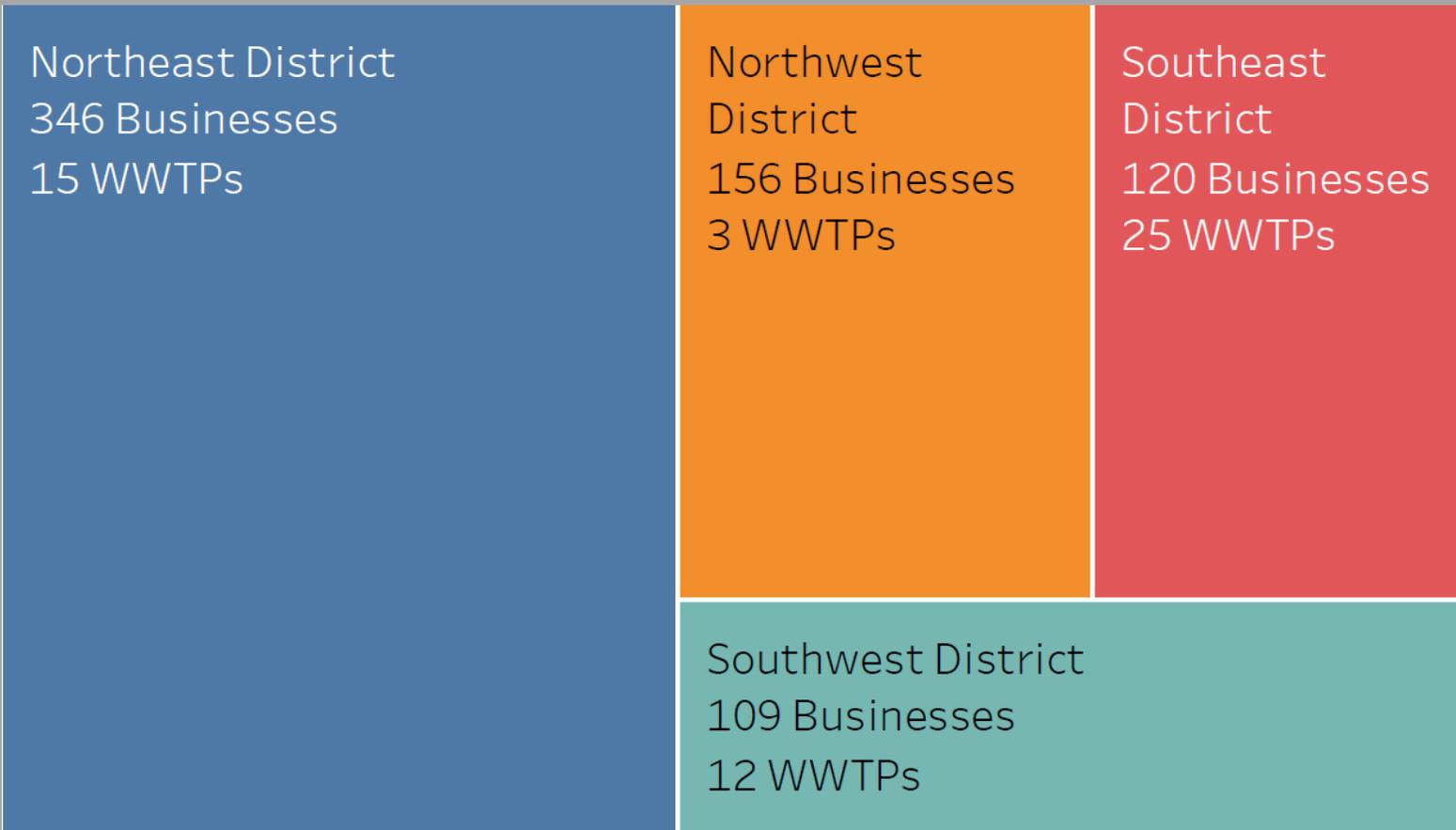
**Funding Available**

**Contacts**



## Office of Compliance Assistance and Pollution Prevention

- Free and confidential technical assistance
- Assists businesses
- Identifies pollution prevention measures
- Identify market development recycling opportunities



# Q2 2018 Environmental Assistance Snapshot

DEFA's free and confidential environmental assistance program assistance during the second quarter of 2018

# What OCAPP Can Do for You

## Provide

- Provide regulatory technical assistance via phone, email
- Held in strict confidence and not subject to public records!!!

## Help

- Help complete and submit permit applications and reports

## Develop

- Develop and help maintain on-site records

# What OCAPP Can Do for You

## Fund

- Provide grant recycling \$\$\$
- \$5 million dollar annual fund!!!

## Conduct

- Conduct free on-site compliance, recycling and wate reduction visits
- Held in strict confidence and not subject to public records!!!

## Recognize

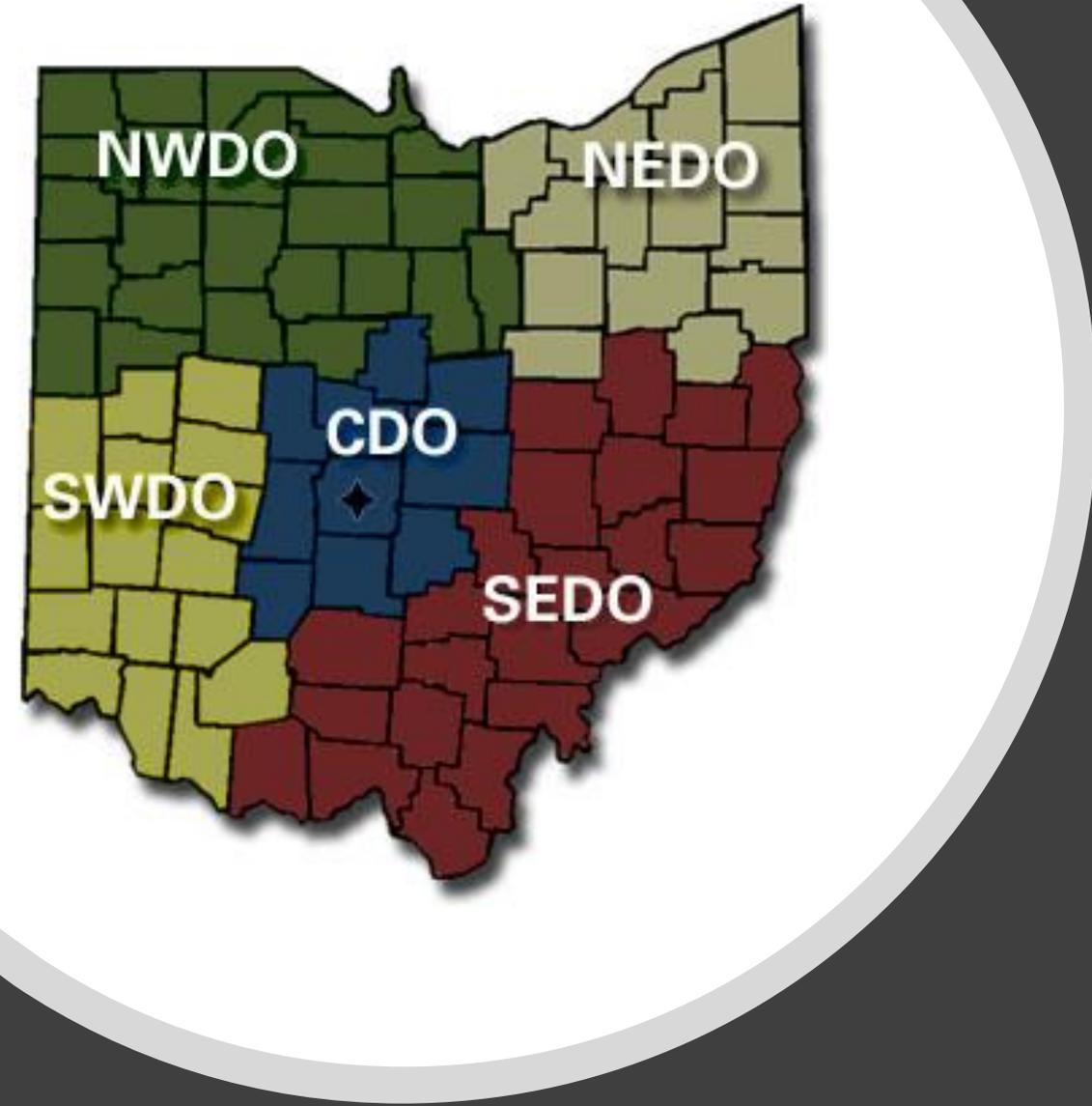
- Recognize your efforts through our Encouraging Environmental Excellence (E3) program



How to request  
confidential assistance...

- **Toll-free confidential hotline:  
(800) 329-7518**
  - 8:00-5:00 Monday through Friday
  - Or contact us directly!

# OCAPP District Contacts



- **Central Ohio Contact**

- Jessica Cáceres, (614) 644-2130

- **Northeast Ohio Contacts**

- Tamara Girard, (330) 963-1282
- John Schmidt, (330) 963-1250

- **Northwest Ohio Contact**

- Tom Cikotte, (419) 373-3020
- Jeremy Scoles, (419) 373-3095

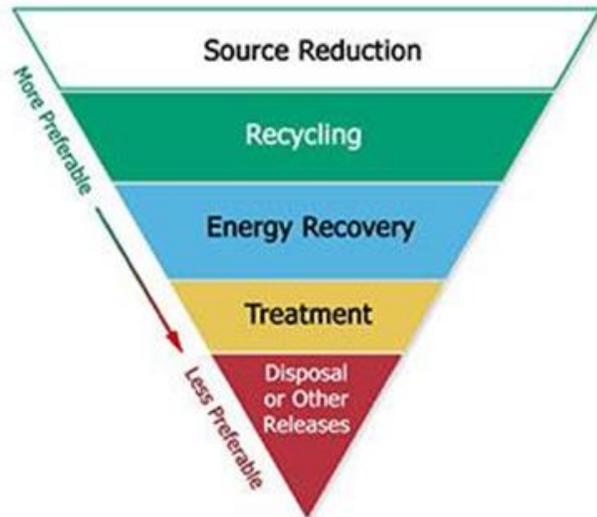
- **Southwest Ohio Contact**

- Maddie Adams, (937) 285-6456
- Amber Hicks, (937) 285-6439

- **Southeast Ohio Contact**

- Ralph Witte, (740) 380-5241

Toll-Free Hotline: (800)329-7518



# Waste reduction to avoid regulation and save \$\$\$?

- **Pollution Prevention (P2)**
  - Waste minimization & P2
  - Free and Confidential On-site assessments
  - Off-site (email, phone, Web info)
- **Process focused**
  - Save money
  - Reduce waste generation
  - Reduce regulatory requirements

# What is Pollution Prevention?

Preventative  
strategy

Proactive

Process focused

Optimizes  
processes

Prevents losses

Losses (wastes) =  
REGULATION &  
\$\$\$



# What is Pollution Prevention?

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**True reductions  
and cost-effective**

Real measurable  
environmental benefit

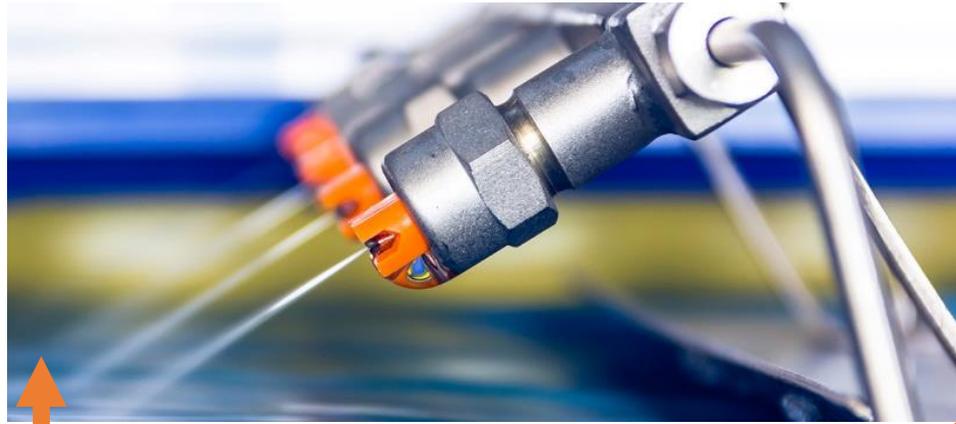


**Going beyond  
compliance**



**Foundation for  
sustainable, zero  
waste, lean & green  
strategies**

# P2 and Sustainable Materials in Manufacturing



- Equipment/Process Modification
- Recycling, Recovery & Reuse
- Preventative/Equipment Maintenance
- Procedural Changes



What About Ohio?

The Ohio Materials  
Marketplace

On-site P2  
Assistance



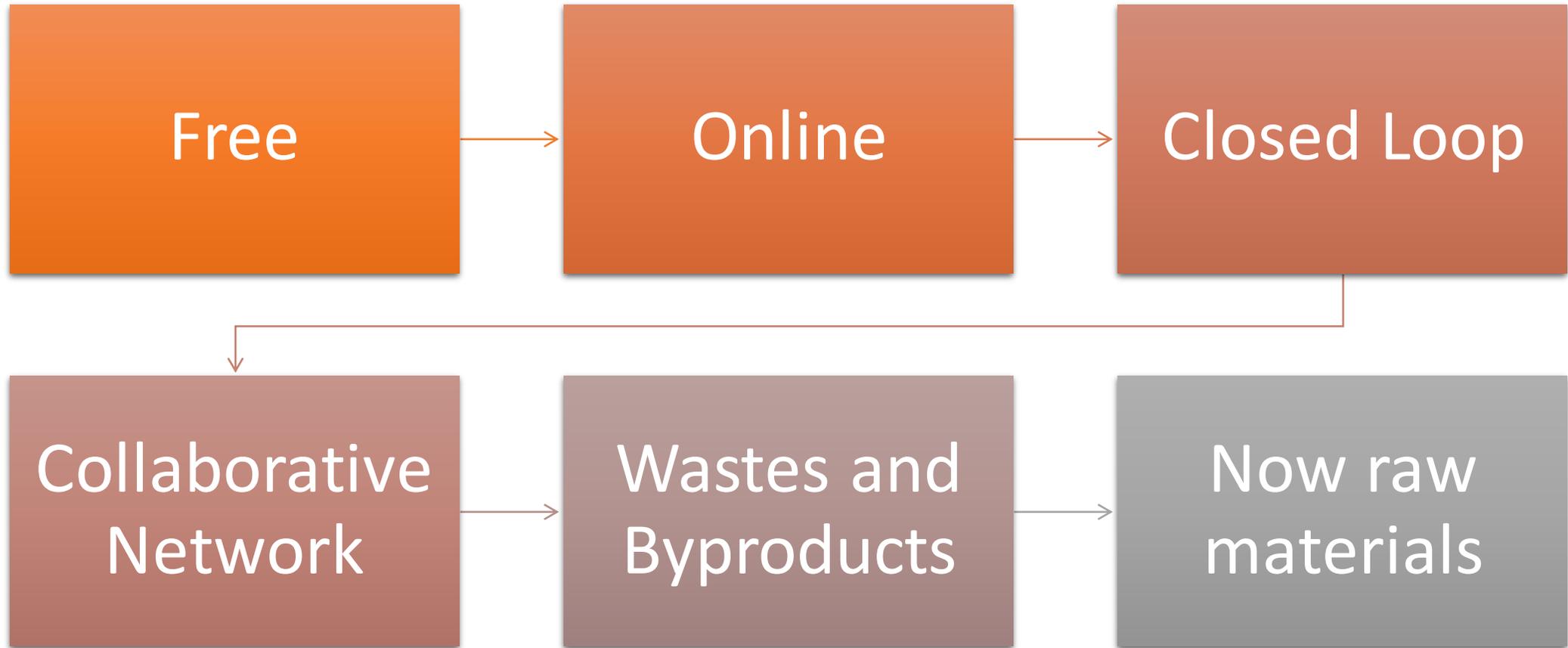
Recycling

TAKE

MAKE

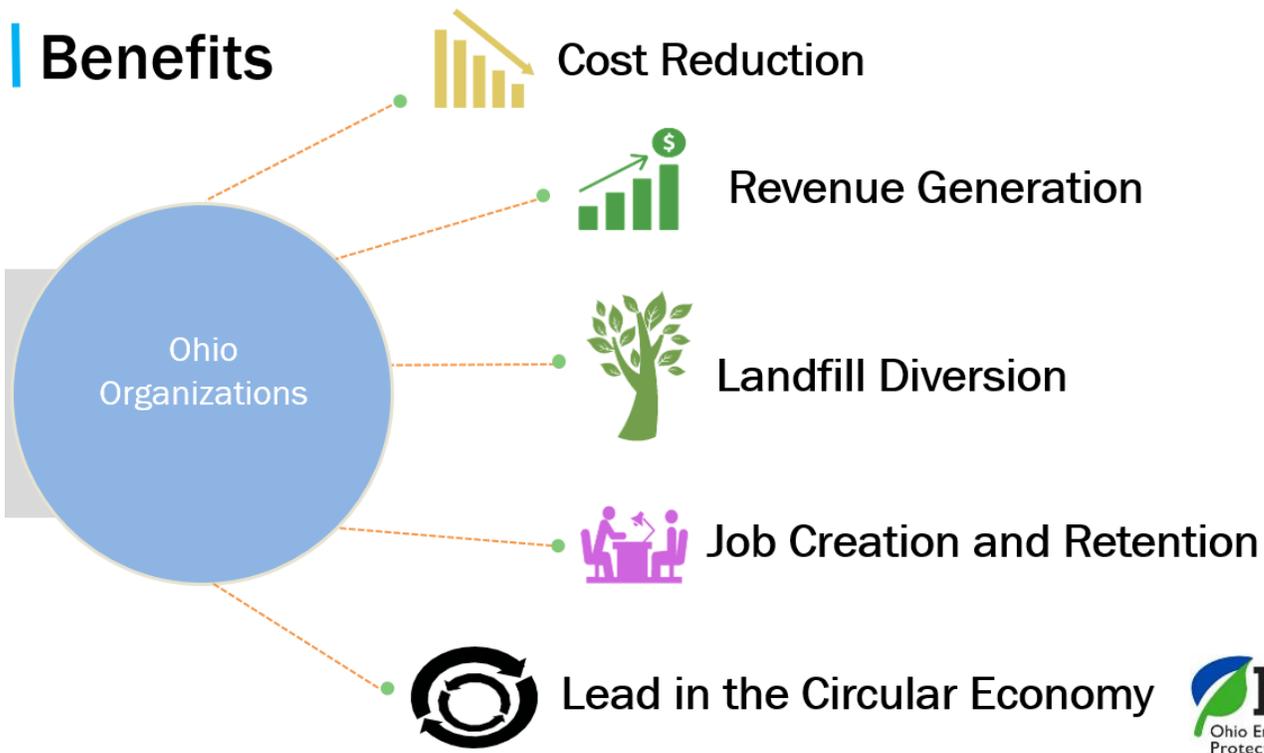
DISPOSE

~~SUSTAINABLE~~



Ohio Materials Marketplace

## Benefits



# Ohio Materials Marketplace

**755** Organizations Participating

**3,481,190** Pounds Exchanged

**\$192,850** Savings Identified

The Sustainability Unit

# Ohio Materials Marketplace

A *free* online platform allowing businesses to connect and find *recycling* and *reuse* solutions for their waste and by-product challenges”.



# Materials Marketplace

The Ohio Materials Marketplace is an online network designed to facilitate cross-industry materials reuse among Ohio companies and organizations.

Through the online network, members can post and find available or needed by-products and materials and coordinate transactions with other members.



## Goals

1



Create economic value for Ohio businesses

2



Divert material from Ohio landfills

3



Make Ohio a leader in the circular economy

[ohio.materialsmarketplace.org](http://ohio.materialsmarketplace.org)



United States Business Council  
for Sustainable Development



# Join the Circular Economy

THE OHIO MATERIALS MARKETPLACE IS A FREE ONLINE PLATFORM ALLOWING BUSINESSES AND ORGANIZATIONS TO CONNECT AND FIND REUSE AND RECYCLING SOLUTIONS FOR WASTE AND BY-PRODUCT MATERIALS

GET INVOLVED



# Materials Marketplace

U.S. Business Council for Sustainable Development  
[Ohio.materialsmarketplace.org](http://Ohio.materialsmarketplace.org)

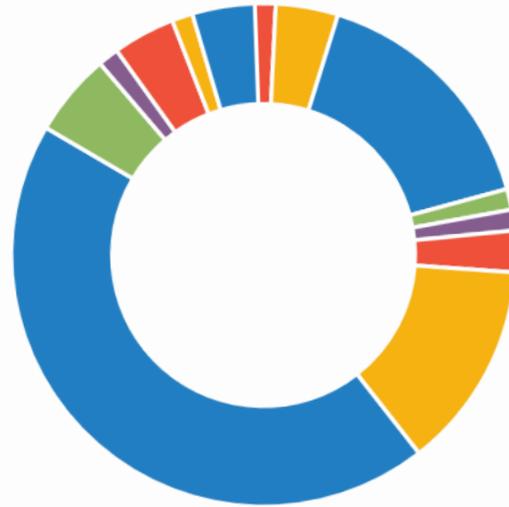
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"The Ohio Materials Marketplace positions Ohio as a leader in the circular economy - promoting jobs, allowing for better efficiency and savings and helping remove materials from the waste stream." -Craig W. Butler, Director Ohio EPA

149 Materials Available



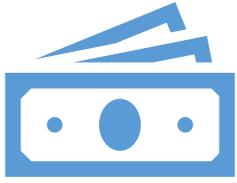
51 Materials Wanted





# What's on OMM?

Cardboard, Polydrums, Cured and Uncured Rubber, Shelving, Wood, Pallets and MORE!



## Economic Development

Identifies regionally available materials

Trillion dollar business opportunity

100,000 new jobs

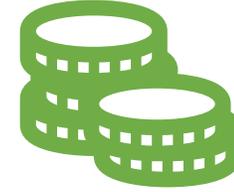


## Environmental Impact

Landfill diversion

Energy reduction

Land Use Impact & Water Use Reductions



## Cost Savings

Cheaper raw materials from industrial by-products and post-consumer recycled materials

Avoid landfill disposal fees

# OMM Benefits

# OCAPP's P2/Sustainable Material Services

- On-site assistance
  - Identify and evaluate waste reduction opportunities
  - Work with businesses and communities to find most productive use and reuse of materials
  - Identify ways to reduce associated waste costs
  - Identify stewardship recognition opportunities



# Resources

Documents & guidance

Online training

P2/sustainable material research and development

Engage in sustainability oriented partnership

Promote recycling practices/market development activities

OMM

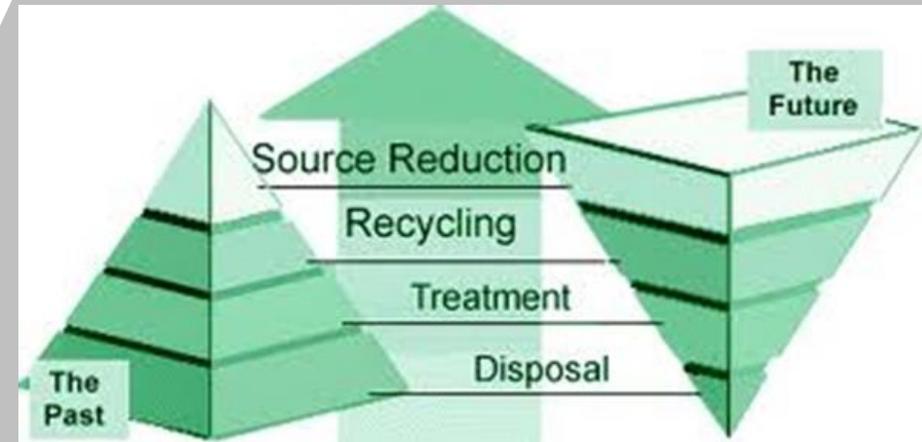
# Pollution Prevention and Sustainable Materials Specialists

Frank  
Basting

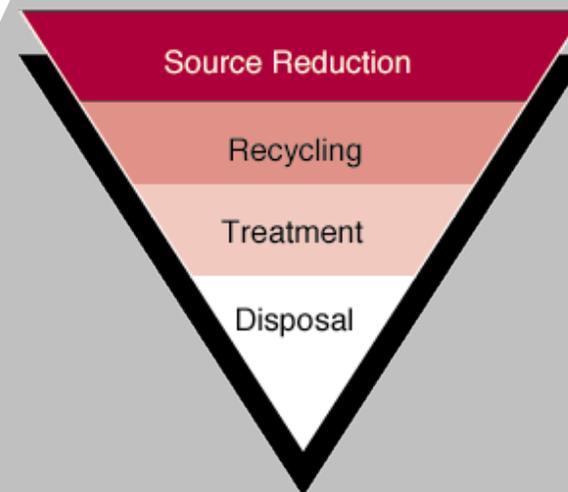
- (614)644-3544
- Frank.Basting@epa.ohio.gov

Bill  
Narotski

- (614)728-1264
- William.Narotiski@epa.ohio.gov



Pollution Prevention Hierarchy





**Congratulations - Gold winner  
Honda Plants in Marysville, East Liberty and Anna**



**Congratulations - Silver winner  
Washing Systems**



**Congratulations - Gold winner  
Crown Equipment Corporation, New Knoxville**



**Ohio EPA Awards Environmental Excellence to 10 Companies**

Recognition for going beyond?





# ENCOURAGING Environmental EXCELLENCE

Ohio Environmental Protection Agency

Recognizing organizations  
committed to environmental excellence



# Platinum Level Recipients

- Highest level of E3 Recognition
- Organization commitment to Environmental Stewardship
- Community and regional environmental impact



# Columbus Zoo and Aquarium *Powell, Ohio*

- Carbon neutrality, Zero Waste, Geothermal Systems
- Reducing Energy and Water Use
- Increase Recycling Rates
- International Outreach on Sustainability Issues
- Assisting with potable water, solar, and composting efforts in Africa
- Local and Regional Partnerships



# Washing Systems *Loveland, Ohio*

- Environmentally sustainable laundry processing products and services
- Carrying U.S. EPA's Safer Choice label on five of their products
- Reduced or eliminated chemicals of concern, phosphates, energy and water use
- Reducing nutrients that can lead to hazardous algal blooms



**WSI**  
Innovation at work™



[epa.gov/saferchoice](http://epa.gov/saferchoice)





# Ohio University Athens, Ohio

- Sustainability is a strategic priority
- Carbon Neutrality, Recycling, Composting
- Treatment of Acid Mine Drainage for Pigment Production





Need money for recycling?

# Recycling and Litter Prevention Grants

- Cycle is October through early February
- Apply online through Ohio EPA's Customer Support Center
- Grant application process is competitive



# Recycling and Litter Prevention Grants

<b>Grant Available</b>	<b>Term</b>	<b>Applicant Match</b>	<b>Business Eligibility</b>	<b>Amount Available</b>
Community and Litter	1 year	25%	No	\$200,000
<b><u>Market Development</u></b>	2 years	100%	Yes	\$200,000
Scrap Tire	2 years	100%	Yes	\$300,000



# Important Dates

Applications Available

Information Webinar

1 Oct.

23 Oct.

14 Nov.

1 Feb. 2019

Information Meeting

Application Deadline

Funding available July 2019



# Recycling Grant Money Specialists

Marie  
Barnett

- (614)705-1019
- Marie.Barnett@epa.ohio.gov

Dave  
Foulkes

- (614)644-3118
- Dave.Foulkes@epa.ohio.gov

Kelsey  
Heyob

- (614)705-1013
- Kelsey.Heyob@epa.ohio.gov



[epa.state.oh.us/ocapp/grants.aspx](http://epa.state.oh.us/ocapp/grants.aspx)

Questions?



Lexie Andrews,  
Environmental  
Supervisor

- [Alexis.Andrews@epa.ohio.gov](mailto:Alexis.Andrews@epa.ohio.gov)
- (614) 644-3646

Contact

# Bylaws for the Ohio Small Business Compliance Advisory Panel

*September 2018*

## **Article 1: Name**

The council shall formally be known as the Ohio Small Business Compliance Advisory Panel (CAP).

## **Article 2: Authorization and Purpose**

The council is authorized under Ohio Revised Code 3704.19. The official responsibilities of the CAP are to advise Ohio EPA of the small business perspective on environmental issues.

## **Article 3: Membership**

### *Section 3.1: Council Composition*

The council shall consist of the following seven members:

Two members who are not owners or representatives of owners of small business stationary sources to represent the general public, to be appointed by the governor.

Four members who are owners or representatives of owners of small business stationary sources, one each to be appointed by the president of the senate, the minority leader of the senate, the speaker of the house of representatives, and the minority leader of the house of representatives.

One member to represent the agency, to be appointed by the director of environmental protection.

### *Section 3.2: Duties and Expectations*

Council members shall:

- a. Make efforts to attend all meetings of the council;
- b. Be prepared for all meetings;
- c. Actively participate in council discussions and projects;
- d. Engage their constituency on a regular basis to ensure all voices and ideas are brought to the council meetings;
- e. Work with Ohio EPA staff as needed; and
- f. Any other responsibilities assigned by the Chair or by the Director.

Review the effectiveness of the small business stationary source technical and environmental compliance assistance program established under section 3704.18 of the Revised Code, difficulties encountered with regard to the program, and the degree and severity of enforcement pursuant to it.

Make periodic reports to the administrator concerning the compliance of the small business stationary source technical and environmental compliance assistance program with the "Paperwork Reduction Act of 1980," 94 Stat. 2812, 44 U.S.C.A 3501 as amended, the "Regulatory Flexibility Act," 94 Stat. 1164 (1980), 5 U.S.C.A. 601, and the "Equal Access to Justice Act," 94 Stat. 2325 (1980), 5 U.S.C.A. 504, as amended;

Request the program office in the agency that is established in division (B) of section [3704.18](#) of the Revised Code to provide technical and clerical support for the council.

## **Article 4: Meetings**

### *Section 4.1: Meeting Frequency*

In accordance with Ohio Revised Code 3734.79 (C), the council shall meet a minimum of two times each calendar year. Additional meetings may be called by the Secretary, or a majority vote of members.

### *Section 4.2: Meeting Notices & Open Meetings*

At a minimum, all meeting notices shall be provided electronically via email and on the council's webpage at least 15 days prior to a meeting.

All council meetings shall be held in compliance with Ohio's open meetings law, Ohio Revised Code 121.22. Opportunities for public comment may be provided.

### *Section 4.3: Agenda*

The meeting agenda shall be established by the Secretary and Ohio EPA Director or his designee. Council members may recommend agenda topics to the Secretary, or Ohio EPA Representative prior to the meeting.

### *Section 4.4: Quorum*

At all meetings of the council, three (3) members shall constitute a quorum for conducting business.

### *Section 4.5: Voting*

A majority vote of the quorum present is required for approval of any and all council business. A tie vote is disapproval. A member must be present in person to cast a vote.

## **Article 5: Committees**

Any member may propose the creation of a committee that aligns with the mission and purpose of the council. A majority vote by the council shall create the committee. Committee membership and processes shall be established by the council during formation of the committee. Upon completion of its work, the committee may be abolished by a majority vote of the council.

## **Article 6: Adoption and Amendments of Bylaws**

### *Section 6.1: Adoption*

Upon approval by a majority vote of the Council, these bylaws thereby shall be deemed adopted and become the bylaws of the Council.

### *Section 6.2: Amendments*

Any portion of these bylaws may be altered, amended or repealed by a two-thirds majority vote, defined as twice as many votes in favor as opposed based on the quorum present. A copy of proposed changes must be provided at least 15 days prior to the meeting at which a vote is to take place. As required under ORC 3734.49, the Council must have official bylaws in effect at all times.