

MEMORANDUM

DATE: November 13, 2002

SUBJECT: Summary of September 24, 2002 EPA Information Exchange Forum

FROM: Heather P. Brown

TO: Ingrid A. Ward, EPA:PIRG

I. INTRODUCTION

On September 24, 2002, the Office of Air Quality Planning and Standards (OAQPS) held an Information Exchange Forum "Let's Talk Tools: Paper & Other Web Coating Tools." The purpose of the 2002 forum was to continue meaningful dialogue with established partners for the Paper & Other Web Coatings (POWC) implementation tool development effort. The goals of this forum were to: (1) provide a rule update; (2) clarify responsibilities; (3) develop the process to review and update tools; (4) present progress report presentations from tool development leads; and (5) determine the next steps.

II. PLACE AND DATE

Sheraton Imperial
Hotel & Convention Center
Research Triangle Park, North Carolina

September 24, 2002
8:30 a.m. to 3:30 p.m.

III. PARTICIPANTS

A list of meeting participants is shown in Table 1.

IV. MEETING SUMMARY

Welcome

The meeting opened with a brief welcome from Ms. Karen Blanchard, with the Program Implementation and Review Group (PIRG). The meeting facilitator, Ms. MaryAnn Warner, also with PIRG, laid out the ground rules for the meeting, reviewed the meeting agenda and described the goals of the meeting.

Discussion

Rule Update. Mr. Paul Almodovar with the US EPA, provided a brief status update of the POWC NESHAP. Mr. Almodovar indicated that the rule was proceeding through the signature process and that OMB review had been waived for this rule. The rule was expected to be promulgated in November. There is a possible overlap with the Fabric Printing Coating and Dyeing MACT standard that will have to be addressed in the future. Mr. Almodovar agreed to send the workgroup an email announcing when the POWC rule is signed by the Administrator and the address of the website that will have the signed rule prior to publication in the *Federal Register*.

POWC Implementation Tool Development Plan. A brief review of the POWC implementation tool development plan was presented by Ms. Ingrid Ward (PIRG). Currently, there have been 25 tools identified for development and 23 have assigned leads. Leads were assigned primarily at the FY01 Information Exchange Forum. Under the Adopt-a-MACT program, Region I has adopted the Applicability Flowchart and the Inspection Checklist. The tool development plan is located on EPA'S website at www.epa.gov/ttn/atw/powc/powcplan.html.

The workgroup recommended that the "draft" column in the implementation plan should be deleted and that a column with a targeted due date should be added.

Implementation Tool Definitions. Ms. Heather Brown, with EC/R Incorporated, presented implementation tool definitions (Attachment 1). A brief discussion on the definitions followed. The major issue was the list of affected facilities (as well as the affected source map, the TRI list of facilities, and the TRI summary). The workgroup indicated that they did not want the list of affected facilities created. Ms. Ward stated that this list is important because it provided State, local and Regional offices information for outreach to individual facilities. Mr. Patrick Knowlson, a staff member with the State of North Carolina, agreed that lists are used to generate initial notification forms.

The following concerns and issues were raised by the workgroup regarding the source list:

- it is a problem to merge potentially affected sources (i.e., names) with subject industries;
- street addresses should not be on the source list;
- only publicly available source lists (e.g., TRI and BID) should be used to develop the source list; and
- the list of sources on the website should be changed as applicability status is verified.

Further discussion on the potentially affected source list was tabled for the EPA's presentation on implementation tools that have been developed.

Other comments on the definitions of the implementation tools were also discussed. It was recommended that the executive summary and rule overview should be included as "detailed tools" in the table, and the regulatory overview should be in the "general tools" section of the table. One workgroup member recommended adding the initial notification form to the sample forms. Finally, it was mentioned that the step-by-step approach might duplicate other efforts (it was noted that PSTC's presentation would help answer this question).

Review Process for Tools

After a brief break, Ms. Ward presented the straw draft of the review process. EPA developed draft flow diagrams for two aspects of the review process: the review process for outside the workgroups, and the process for questions and answers (Q&As). Once these two processes were presented, the workgroup participated in developing a process for review within the group. Attachment 2 contains the review process diagrams that were presented to the group and includes the new process for review within the group.

In addition to the changes made to the flow diagrams, the following items were discussed:

- It may not be appropriate to post initial drafts on the web because it might be difficult for people involved in review to determine what the latest draft may be. A solution to this would be to limit access to the working draft.
- It is likely that one Regional Office would be included on the workgroup, but that it is a goal that one or two others would be included as "ambassadors" for the other offices.
- EPA could consider doing a presentation at the annual air toxics workshop.
- Updated tools should be identified as such.

As an action item, EPA will type and distribute to the stakeholders, the internal review flowchart, and will update the review process for outside the workgroup and distribute.

There was also some discussion regarding the Q&A process. The workgroup indicated that they would like to participate in the process beyond just submitting questions. Ms. Ward stressed that there was little flexibility in the process for developing a Q&A document. However, the workgroup would likely get a courtesy review of the questions. The workgroup felt it was important to be involved in the development of answers so that the answers would be more understandable by the industry. As an action item, the workgroup agreed to submit potential questions and answers once the rule is promulgated. Ms. Ward

also stressed that questions should be very detailed and that different questions should be separated.

For the workgroup review process, it was determined that the different organizations would send PIRG a draft tool and they would be distributed to the primary contacts for each workgroup member. Then, within 2 weeks, each workgroup member would compile comments and return to PIRG and then to the lead.

Team Lead Presentations

EPA/Region I. After lunch, EPA presented their draft implementation tools that have been developed to. The tools that have been developed so far include the overview brochure, compliance timeline, table of available implementation tools, list of primary trade associations, list of potentially affected sources, TRI summary list of potentially affected sources, TRI list of potentially affected sources, and the map of potentially affected sources by state. Ms. Ward briefly went over each implementation tool, which were included in the meeting handouts.

Following the EPA's presentation, the discussion regarding the list of potentially affected sources was revisited. The following concerns and issues were discussed:

- the list of trade association members and potentially affected sources should not be commingled;
- it is misleading to list the individual facility name, rather than only listing the company name (listing specific facilities could put too much focus on each facility);
- only information that is publicly available should be included;
- the list should be accurate;
- no list should be created;
- the list should be developed from a more updated version of the TRI list (e.g., 2000 update);
- a procedure should be provided to the State/Local/Regional (S/L/R) offices for finding sources; and
- the workgroup recommended that a list of SIC/NAICS codes and link to the TRI could also be provided to the S/L/R offices.

The following action items were agreed upon for modifying the list of sources:

- EPA will post on its website, a procedure for identifying sources, using the NAICS and SIC codes, how to run the TRI report;
- EPA will pose on its website, the source list developed from the BID, with a disclaimer about the age of the data;

- the affected source map will be updated to reflect information in the BID; and
- the TRI summary will be removed from the implementation plan.

Ms. Jennifer Close, EPA, Region I, briefly discussed the implementation tools that they are developing as a part of the Adopt-a-MACT program. Specifically, Region I is developing the Applicability Flowchart and the Inspection Checklist. Ms. Close said that the workgroup could send sample checklists or other comments to her in the Regional Office.

Pressure Sensitive Tape Council. As the lead for several implementation tools, Pressure Sensitive Tape Council (PSTC) presented their tools: executive summary, compliance options flow diagram, and example step-by-step compliance demonstration. Informal comments were welcomed, but the workgroup agreed that more formal comments would be submitted after the rule is finalized and the tools will be sent through the formal review process, beginning 60 days after the rule is signed. One comment on the presentation was that the executive summary would be a good training tool.

Another comment was made regarding the format of the tools. The partners agreed that tools should be developed in developer's software, but also available in "*.pdf" format.

A comment was made that the executive summary seemed to be specific to the pressure sensitive tape industry and recommended modifying the presentation to identify which slides were industry specific and how they could be modified for other industries (e.g., flexible packaging and graphic arts industries). One suggestion was for PSTC to add a slide containing SIC codes and affected industries. Another suggestion was to include a slide for control strategies for other industries.

A comment was made that the title of the step-by-step compliance demonstration should be moved to the top. Another recommendation was that an option for using controls should be added. However, it was pointed out that this was addressed at the bottom of the slide.

PSTC requested any feedback regarding the flow diagram me made within two weeks, primarily because flow diagrams are difficult to revise and early comments regarding format would be appreciated. PSTC agreed to make the their implementation tools available 60 days after the POWC rule is signed.

How Tools Interrelate/Duplication of Effort/Format

Ms. Ward asked the workgroup whether there were any overlaps in the tools being developed and the workgroup agreed that the only issues may be with the compliance options diagrams.

Next Steps

After a brief break, the possibility of future meetings was discussed. Primarily, Ms. Ward wanted to discuss whether it would be beneficial to have interactive web conferences using Placeware. Ms. Ward introduced Gary Jones, with Graphic Arts Technical Foundation (GATF), and Printers' National Environmental Assistance Center (PNEAC). Mr. Jones gave a presentation on PNEAC to introduce the organization and its possible benefits. Then he discussed the Placeware software.

After the PNEAC/Placeware presentation, the targeted timeline for draft implementation tools as well as initiating the review process was discussed. First, it was noted that the timeline would become more detailed once the final rule is signed. For the time being, a target date of 60 days after signature was agreed upon. When asked whether progress reports were necessary, the workgroup agreed that they weren't necessary and that the process should be more informal, with periodic updates. Tentatively, it was agreed that tool development should begin in January, assuming that the rule is promulgated in November.

The workgroup agreed to hold a conference call sometime in December, once the final rule is signed. It was recommended that questions regarding the rule be distributed prior to this conference call.

TABLE 1
2002 Information Exchange Forum Meeting Attendees

	Last Name	First Name	Affiliation	Phone Number	Email Address
1	Almodovar	Paul	US EPA, Emission Standards Division	919-541-0283	Almodovar.Paul@epa.gov
2	Anderson	Glen	Pressure Sensitive Tape Council	847-562-2630	ganderson@pstc.org
3	Blanchard	Karen	US EPA, Program Implementation and Review Group	919-541-5503	Blanchard.Karen@epamail.epa.gov
4	Brown	Heather	EC/R Incorporated	919-484-0222 x350	brown.heather@ecrweb.com
5	Fitzsimons	Graham	EC/R Incorporated	919-484-0222 x322	fitzsimons.graham@ecrweb.com
6	Fuller	Jerry	Tyco Adhesives	270-586-2237	fullerJ@TYCOADHESIVES.com
7	Hamner	Carole	Nevamar Company, LLC	410-519-5168	carole.hamner@nevamar.com
8	Hawes	Mark	Shurtape Technologies, Inc.	828-322-2700 x4428	mhawes@shurtape.com
9	Hendricks	David	EC/R Incorporated	919-484-0222 x 350	hendricks.david@ecrweb.com
10	Hofmeister	Howard	Bemis Flexible Packaging	920-303-7417	hghofmeister@bemis.com
11	Holder	Roy	Kimoto Tech Inc.	770-748-2643	rholder@kimototech.com
12	Jones	Gary	Graphic Arts Technical Foundation	412-741-6860 x608	GaryJGATF@aol.com
13	Knowlson	Patrick	North Carolina Department of Environment and Natural Resources	919-715-0659	Patrick.Knowlson@ncmail.net

TABLE 1
2002 Information Exchange Forum Meeting Attendees

	Last Name	First Name	Affiliation	Phone Number	Email Address
14	LeMieux	Jeremy	Glenroy	414-250-7227	jeramyl@glenroy.com
15	Miller	Susan	Clayton Group Services	919-851-2160	SMiller@claytongrp.com
16	Moeller	Greg	Eastman Kodak Company	585-477-9881	gregory.moeller@kodak.com
17	Pederson	Mark	Rollprint Packaging Products	630-628-1700 x3322	markpederson@rollprint.com
18	Rach	Steve	MEGTEC Systems	920-337-2789	srach@megtec.com
19	Ritts	Leslie	Hogan & Hartson, LLP	202-637-5600	lsritts@hhlaw.com
20	Singhal	Ram	Flexible Packaging Association	410-694-0823	rsinghal@flexpack.org
21	Stobert	Lesley	EC/R Incorporated	919-484-0222 x 345	stobert.lesley@ecrweb.com
22	Ward	Ingrid	US EPA, Program Implementation and Review Group	919-541-0300	ward.ingrid@epa.gov
23	Warner	Mary Ann	US EPA, Program Implementation and Review Group	919-541-1192	warner.maryann@epa.gov
24	Williams	Dan	Croyac	864-433-3167	dan.h.williams@sealedair.com
25	Wroczynski	Joe	Adhesives Research, Inc.	714-227-3233	jwroczynski@arglobal.com
26	Yeganeh	John	Bryce Corporation	901-369-4489	jyeganeh@brycecorp.com

TABLE 1
2002 Information Exchange Forum Meeting Attendees

	Last Name	First Name	Affiliation	Phone Number	Email Address
27	Yount	Dave	RJR Packaging	336-741-6309	yountd@rjrt.com

ATTACHMENT 1

IMPLEMENTATION TOOL DEFINITIONS

Table 1 - POWC Tool Development Definitions

DRAFT

Implementation Tool	Lead	Definition
Table of Available Implementation Tools	EPA OAQPS	<p>The Table of Available Implementation Tools contains references to implementation tools that have been developed that are not otherwise identified in this table.</p> <p>A website search was performed using key words such as "Paper and Other Web", "Subpart JJJ", etc. to obtain the information. The file contains a brief overview of the tool and a link to where the tool is available.</p>
Tools to help S/L/T & ROs		
List of Primary Trade Associations	EPA OAQPS	<p>The List of Primary Trade Associations is a table containing trade associations that have been involved as stakeholders in the POWC rule development. The purpose of this table is to provide State/local/tribal regulators with a list of contacts for education and outreach.</p>
List of Potentially Affected Sources/Source Identification Procedures	EPA OAQPS	<p>The List of Potentially Affected Sources is a table containing facility names and the city and state where potentially affected facilities are located. The purpose of this table is to help State/local/tribal regulators and EPA Regional Office personnel staff find potentially affected sources for education and outreach purposes.</p> <p>Facilities listed on this table have been involved as stakeholders or have been identified during the POWC rule development. NOTE: This list is not intended for regulatory purposes and facilities identified on this list may or may not actually be subject to the standard. State/local/tribal/Regional regulators are responsible for identifying (e.g., through help from trade associations, official records, etc.) actual affected sources. Partners at the 2002 Information Exchange Forum were concerned about Source Lists. BID document information was OK, but development of a new list that does not already contain public information was discouraged. Partners instead wanted to see a document that provides general guidance on how to find facilities. Such a document already exists as an enabling document, 9/20/96 "Source Identification Procedures for Sources Subject to Regulations Under Section 112(d) of the Clean Air Act as Amended in 1990." OAQPS will try to find the document and upload.</p>
List of Potentially Affected Source Map	EPA OAQPS	<p>The Potentially Affected Source Map is a United States map that presents the number of potentially affected sources by state (developed from the potentially affected source table). This map is useful so that each State/local/tribal/Regional regulatory authority will have an idea of how many potentially affected facilities may fall within their jurisdiction.</p>

Table 1 - POWC Tool Development Definitions

DRAFT

Implementation Tool	Lead	Definition
TRI List of Potentially Affected Sources	EPA Region 5	<p>The TRI List of Potentially Affected Sources is a table containing facility names, the city and state where plant is located and total 1993 TRI Air Releases reported. The purpose of the table is to help state/local/tribal and EPA Regional Office personnel find potentially affected sources for education and outreach.</p> <p>Facilities listed are major facilities of hazardous air pollutants for SIC codes identified as part of, or related to, the paper, film and foil coating industry. 1993 TRI data is used.</p>
POWC Process Overview	EPA OAQPS	<p>The POWC Process Overview is a generic or a series of generic process flow diagrams designed to depict the primary POWC emission points. This should not be plant specific, but rather a compilation of the different possible sources of emissions. The purpose of this diagram is to provide inspectors a starting point for recognizing the different types of sources at a typical POWC facility.</p>
Basic Educational Tools		
Overview Brochure	EPA OAQPS Reviewers: GATF, SGIA	<p>The Overview Brochure is a tri-fold brochure that provides a very brief summary of rule requirements.</p> <p>The brochure is not intended to be detailed, but to provide a starting place for understanding the basics of the POWC MACT standard. The Overview Brochure is designed to be a tool regulators or trade organizations can distribute to the regulated community to make potentially affected sources aware of the POWC rule and to initiate the education process of determining rule applicability.</p>
Applicability Flowcharts	EPA Region 1	<p>Applicability Flowcharts are logic diagrams designed to flow through the decision process for determining whether or not you are subject to the POWC MACT standard. The purpose of the flowcharts is to aid sources and regulators to determine whether or not a particular source would be required to comply with the POWC rule.</p>
Compliance Timeline	EPA OAQPS	<p>The compliance timeline is a chart that contains key compliance dates for regulated sources. The timeline is designed to provide in one place, key compliance dates for the environmental staff at affected facilities.</p>

Table 1 - POWC Tool Development Definitions

DRAFT

Implementation Tool	Lead	Definition
Regulatory Overview	To be covered by other tools	<p>The Regulatory Overview is a series of short fact sheets containing information on implementation deadlines; compliance needs; compliance deadlines; legal consequences of non-compliance; capital expenditures; and production impacts.</p> <p>The purpose of the Regulatory Overview is to provide senior management tools to understand the needs of the environmental staff for implementing the POWC rule. The regulatory overview can also be used for initial training purposes to provide a training tool for State/local/tribal/Regional Offices and other potentially affected sources.</p>
More Detailed Educational Tools		
Executive Summary – Rule Overview	PSTC	The executive summary is a power point presentation that provides an overview of the POWC rule. It is designed to be used for basic education and outreach of persons not knowledgeable with the requirements of the rule (such as upper management).
Step-by-Step Approach to Compliance	PSTC	The Step-by-Step Approach to Compliance is a detailed list of steps that a facility could follow to demonstrate compliance with a particular compliance option. This approach could be used along with the compliance options diagram to provide affected facilities with a means for developing a facility-specific compliance method.
Compliance Options Diagrams	FPA	<p>The Compliance Options Diagram is a road map for affected facilities and regulators to follow depending on the compliance option chosen.</p> <p>The POWC rule will contain more than one option for compliance, each resulting in different monitoring, recordkeeping, and reporting requirements. The purpose of the compliance option diagram is to provide affected facilities or regulatory agencies the applicable requirements associated with each option, at a glance.</p>
Inspection Checklist	EPA Region 1	<p>The Inspection Checklist is a list of items an inspector may use to determine whether an affected facility is in compliance with the POWC rule. The purpose of this checklist is to provide affected facilities with a list of items (including notification provisions) that should be considered when developing their method of complying with the POWC rule.</p> <p>The checklist also provides regulatory agencies with an example form to use when developing their compliance and enforcement procedures for individual facilities. The checklist will be comprehensive but facilities can modify the checklist to meet their needs.</p>

Table 1 - POWC Tool Development Definitions

DRAFT

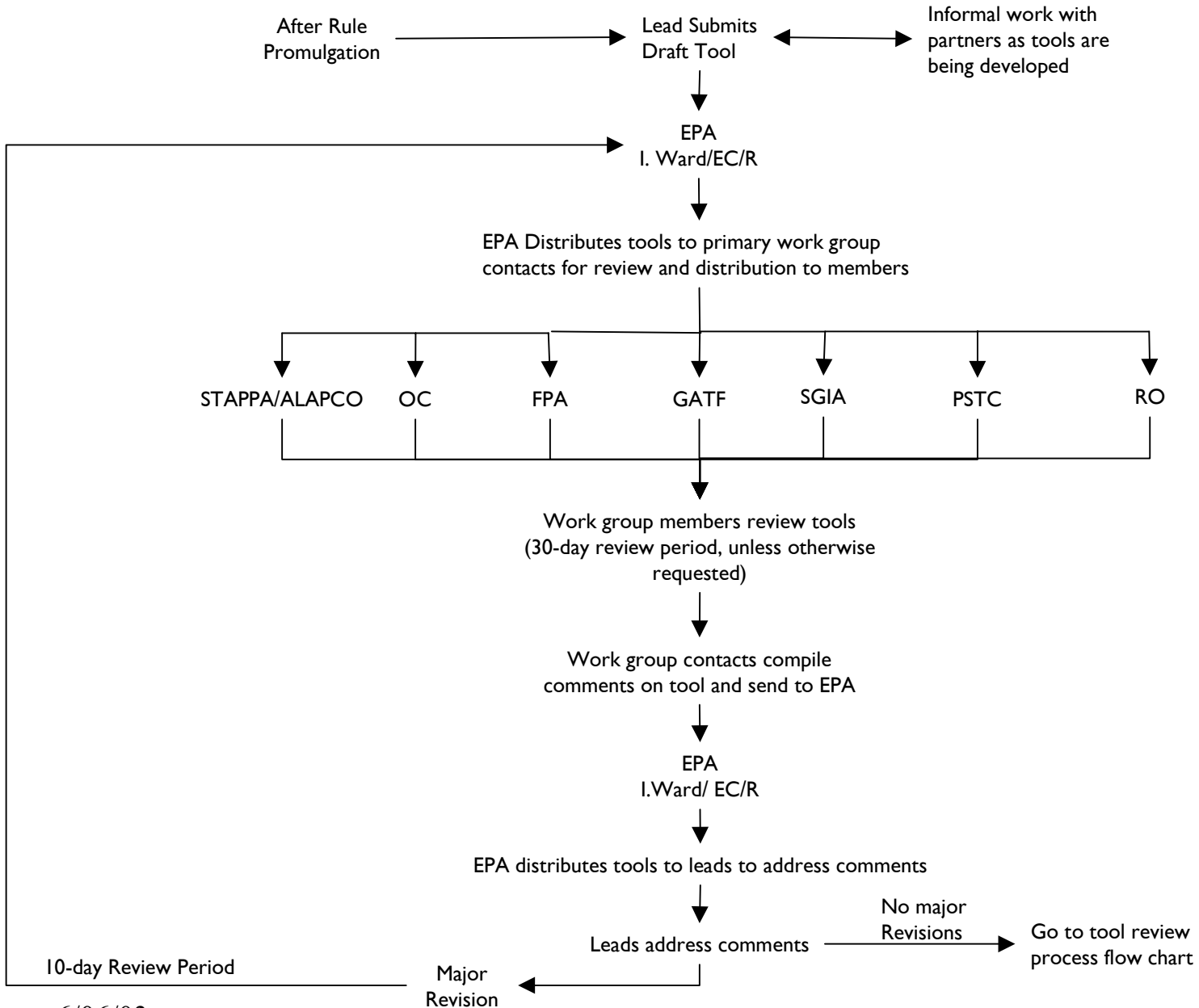
Implementation Tool	Lead	Definition
Monitoring Recordkeeping and Reporting (MRR) Overview Tables	FPA	The Monitoring, Recordkeeping, and Reporting Overview Tables are tables that will provide details about the MRR requirements of the rule. The purpose of these tables is to provide the regulated community a summary of the requirements they are subject to at a glance.
Q&A Document	EPA OAQPS	The Q&A Document is a compilation of frequently asked questions and EPA's responses to the questions. This document will be updated as more commonly asked questions are received. The purpose of this document will be to provide the regulated community and regulators a place to find answers to questions they may have, without having to contact the EPA.
Example Tools		
Example HAP Product Data Sheet	FPA	The HAP/VOC Product Data Sheet presents an example for vendors and suppliers to provide the information necessary for calculating HAP and solids content for each coating. The example data sheet also provides plant purchasing personnel an example to determine whether the vendor is providing the proper information.
Example Forms Initial Notification Semiannual Summary Report Annual Compliance Certification	FPA	Example Forms will contain the information required by the POWC rule along with example responses. The purpose of these forms is to provide examples for the industry to follow when developing and submitting the required reports to the regulatory agencies.
Other Example Forms	EPA OAQPS	Example report forms for 63.9 and 63.10 requirements under the General Provisions is also being developed. Please the General Provisions page for further details www.epa.gov/ttn/atw/gp/gppg.html

Table 1 - POWC Tool Development Definitions

DRAFT

Implementation Tool	Lead	Definition
Example Title V Permit Placeholder Language	FPA w/ Trutna	<p>Example Title V Permit Placeholder Language is a guide for permit writers to use when drafting a Title V permit for a POWC sources. It is not intended to remove flexibility associated with the Title V program. Including this language is voluntary.</p> <p>When a new NESHAP is promulgated, the Title V permit may be reopened. However, at the time the NESHAP is promulgated, an existing Title V facility is not required to be in compliance with the rule. The compliance date for existing sources will occur during the new Title V permit term (usually 5 years). Note that new facility would be required to revise their Title V permit. The placeholder language is helpful in providing requirements that can be put in a title V permit to demonstrate compliance. At the end of the title V permit term, then the permit can be revised to include specific information for the demonstration of compliance with the POWC rule.</p>
Example Startup, Shutdown and Malfunction (SSMP) and Monitoring Plans	PSTC	<p>The Example SSMP and Monitoring Plans provide examples specific to the POWC industry and will present the information required to be in each plan. The purpose of these example plans is to provide affected facilities with a guide to developing their own plans.</p> <p>NOTE: OAQPS is working with the secondary aluminum industry to also develop example SSMP.</p>
Tools with No Leads		
Workshops and Conferences		Workshops and conferences provide a mechanism for formal training on rule requirements. The workshops and conferences can be sponsored by a variety of organizations, including Federal, State and nongovernmental agencies.
List of Laboratories that perform required analysis (Method 23, 311]		List identifies national laboratories where facilities can obtain Method 24 and 311 testing in accordance with the requirements of the rule. List should include laboratory name, address, phone number and type of service performed.

Internal Work Group Review Process For POWC Implementation Tools

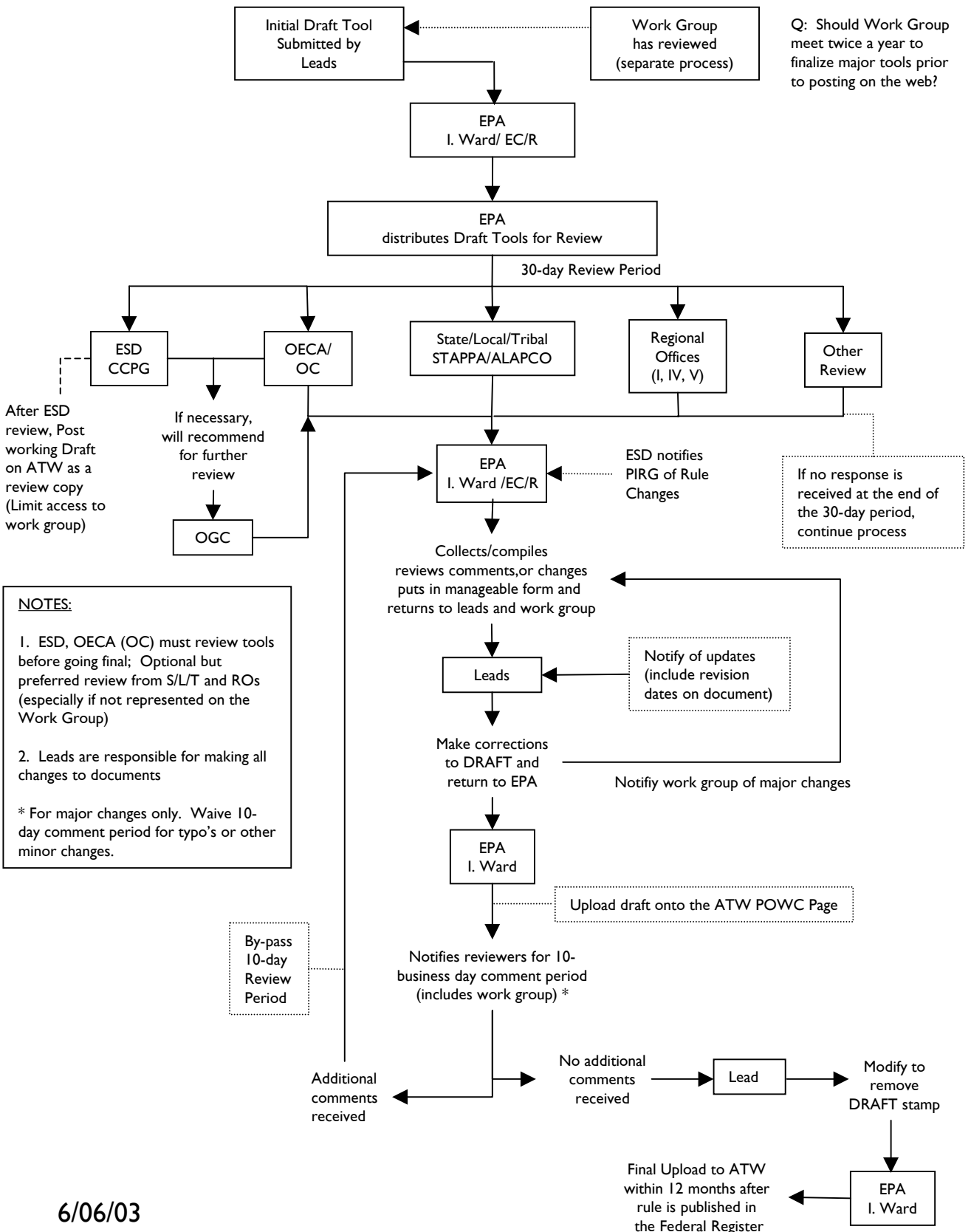


10-day Review Period

6/06/03

Major Revision

Review Process for POWC Implementation Tools



Q: Should Work Group meet twice a year to finalize major tools prior to posting on the web?

NOTES:

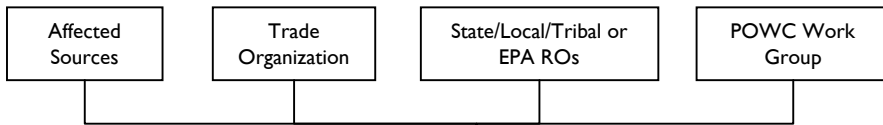
- ESD, OECA (OC) must review tools before going final; Optional but preferred review from S/L/T and ROs (especially if not represented on the Work Group)
- Leads are responsible for making all changes to documents

* For major changes only. Waive 10-day comment period for typo's or other minor changes.

6/06/03

STRAW DRAFT

Review Process for Questions & Answers (separate from tools)



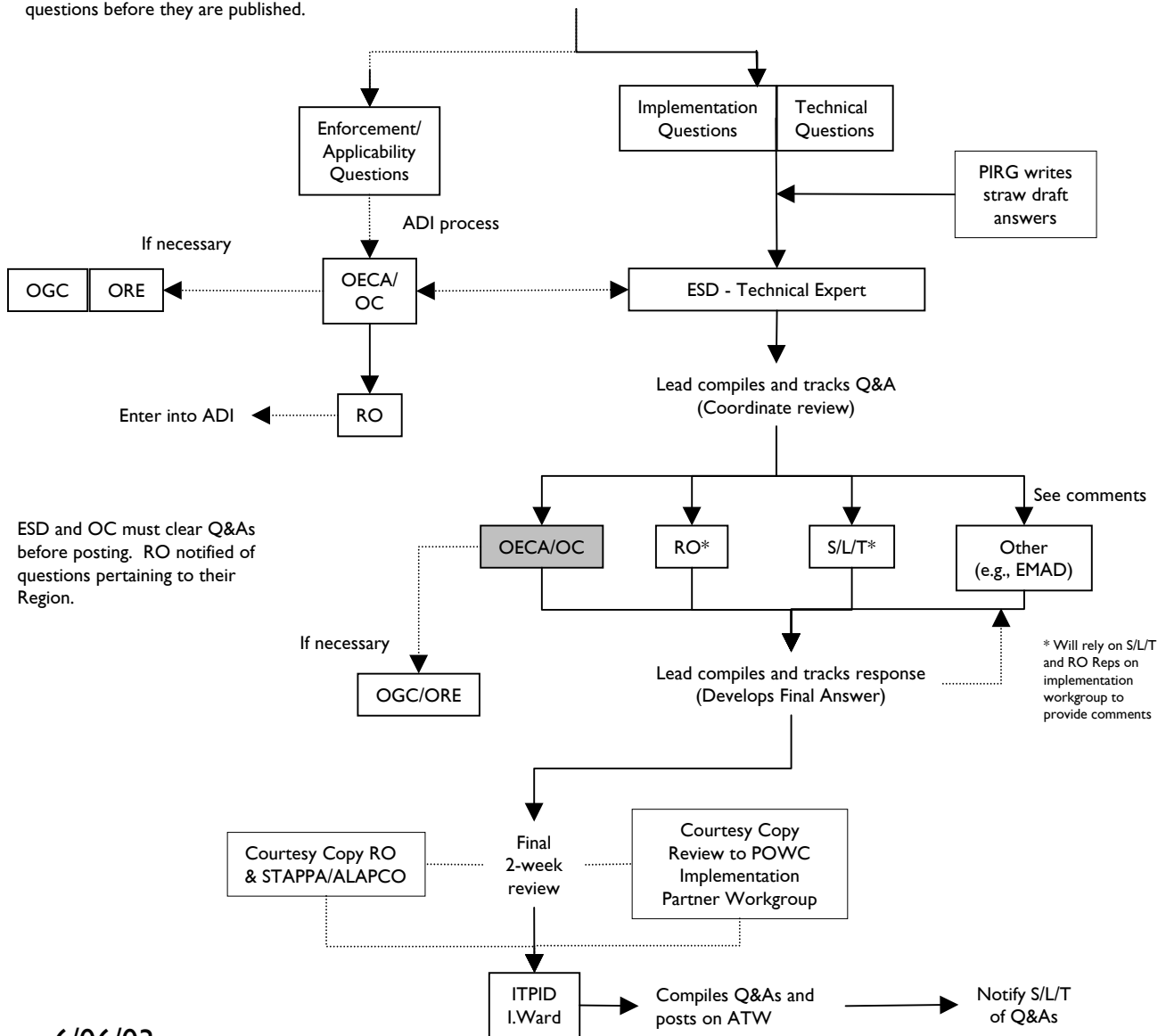
Comments:

- Suggest stakeholder involvement.
- Stakeholders should have access to all questions submitted to EPA.
- Stakeholders should be offered an opportunity to provide input (clarification, answer etc).
- Stakeholders should have the opportunity to review and comment on EPA responses to questions before they are published.

Q: Normal process for question is Source to Local to State to RO to HQ. May not always be realistic. Learning curve after rule first comes out.

Questions from each group are routed through Leads

PIRG Coordinate resolution - sends to appropriate EPA Office/Division



ESD and OC must clear Q&As before posting. RO notified of questions pertaining to their Region.

* Will rely on S/L/T and RO Reps on implementation workgroup to provide comments

6/06/03

STRAW DRAFT