



ENVIROSTARS CHECKLIST FOR AUTOBODY SHOPS

For businesses in King, Kitsap, Pierce and Snohomish Counties

Air quality and hazardous waste requirements for EnviroStars certification are summarized below. Interested autobody shops must also submit the EnviroStars worksheet and schedule a site visit with an EnviroStars representative from your county. Call 1-877-220-STAR.

AIR

- Keep a written Environmental Management Plan/Operations and Maintenance Plan to periodically inspect shop equipment, repair defects, and train and assign responsible persons to carry out your plan
- Spray coat only in a spray booth or prep station with unobstructed, vertical stacks
- Properly seat filters on dry filter spray booths and prep stations
- Maintain water wash spray booths as recommended by the manufacturer
- Use High Volume Low Pressure (HVLP) spraying equipment or equivalent
- Flush cleaning solvents through spray equipment into closed containers

HAZARDOUS WASTE

Your business must be a small quantity generator (SQG) of hazardous waste:

- SQGs generate less than 220 pounds per month (or about 27 gallons/half a drum of hazardous waste per month) and accumulate no more than 2,200 pounds (or about 5 drums) of hazardous waste on site at any time.

Store hazardous waste in containers that are:

- Compatible with the waste, kept closed when not in use, kept inside or under cover, and or not in direct contact with soil or located over a drain.

Contain hazardous waste with secondary containment that is:

- Made of durable and leak-proof material (such as a bermed room, containment pallet, sump, or horse trough), compatible with the waste it is meant to hold, and capable of holding the largest potential spill.

Label each hazardous waste container with:

- The name/description of the waste, its hazards (toxic, flammable, etc.), and the words "Hazardous Waste" clearly marked on the label.

Provide and maintain the following documentation:

- Spill materials and a response plan
- MSDSs for hazardous products
- Receipts for all hazardous wastes being handled off-site (receipts, manifests, bills of lading, DOT shipping papers, vendor certificates, solid waste clearances)

All hazardous wastes are handled appropriately including:

- Solvents, thinners, and paint wastes are recycled or handled as hazardous waste.
- Fluorescent lamps are recycled or handled as hazardous waste.
- Paint booth filters are stored and managed as hazardous waste or special waste, unless your local health agency has given written clearance for solid waste disposal based on test results.



EnviroStars/PSCAA AUTOBODY Application Worksheet

Use this worksheet to tell us what you are already doing and what you plan to do to prevent pollution and reduce waste.

The following list of pollution prevention examples was compiled in part from autobody shops that have become EnviroStars. Check off current and future ways you can reduce wastes from the list. ***Please add your own ideas.*** Complete as much of this worksheet as possible. Our representatives can assist you during your on-site consultation visit as well.

Name of business: _____ Phone /fax : _____

Email: _____ Website: _____

Location address: Street City State Zip

Mailing Address (if different): _____

Worksheet prepared by: _____ Title: _____

Have you had a site visit yet from EnviroStars? yes no

Name of site visit consultant _____

I volunteer to uphold the standards of the EnviroStars/Puget Sound Clean Air Agency Program by reducing and properly managing hazardous waste and air emissions. If my business no longer meets program certification requirements, I will notify my EnviroStars representative. I will also refrain from promoting my business as an EnviroStar to my customers and using the EnviroStars logo in promotional efforts until the issue is resolved. I understand that use of the logo is a privilege and that the EnviroStars program maintains full rights to the logo and its use.

Owner signs here _____ Date _____

Print name _____

EnviroStars representative approval _____

**For more information about the EnviroStars Program call 1-877-220-7827 (STAR)
or see our website at www.envirostars.org**

*** 3-STAR BUSINESS

Can you clean more efficiently, less often, using less hazardous materials? How do you prevent spills, leaks, and contamination of non-hazardous materials? Are you minimizing the number of hazardous products used and/or wasted? What do you do to train, educate, inform or involve employees in reducing wastes and air pollution?

SECTION 2: Cleaning and Spill Prevention

Yes

Requirement: We use reusable cloth wipes, laundered by a permitted industrial laundry, in place of disposable wipes

Requirement: We use spigots, pumps, and funnels for dispensing and transferring liquids

Yes Future

Additional waste/air emissions prevention activities:
We sweep floors and spot-clean drips and spills, instead of mopping them with detergent and water or using a floor machine

We schedule parts cleaning services to fit our volume and frequency needs and create a tailored contract with our vendor

We keep drip pans underneath potentially leaking vehicles as soon as they come on site

Please Describe: How else do you control solvent odors in your cleaning processes?

Describe:

SECTION 3: Product and Waste Storage

Yes

Requirement: We train employees regularly to keep different waste types separated for reuse, recycle, or proper disposal

Yes Future

Additional waste/air emissions prevention activities:
We avoid mixing hazardous and non-hazardous materials by identifying and labeling all products and work station containers

We assign specific employees to be responsible for labeling containers and for proper waste collection, storage, and disposal

We use the Industrial Materials Exchange (IMEX) to get rid of extra materials, relocate discontinued paint lines, and/or to purchase inexpensive raw materials. What materials?

(For information about IMEX call 206-296-4899 or 1-888-TRY-IMEX.)

Please Describe: Other ways we (could) prevent leaks and spills or mixing of non-hazardous with hazardous waste

SECTION 4: Purchasing and Inventory Management

Yes

Requirement: We use a centralized inventory system and/or "just in time" purchasing to minimize excess waste

- Requirement:** "Think before you buy". All people that purchase products in our shop ask vendors to provide alternatives to hazardous products, review MSDSs to avoid re-ordering unnecessary hazardous products, and/or write this into purchasing contracts

Yes Future

- Additional waste/air emissions prevention activities:**
- We refuse free samples from vendors unless unused portions can be returned
 - We use an inventory check-out system to assure that coatings are not removed from the shop for use elsewhere by employees
 - We enforce a policy of allowing only "approved", least hazardous products to enter the shop

Please Describe: Other ways we (could) reduce our use of hazardous materials and reduce emissions; alternative products we plan to try or have tried:

SECTION 5: Employee Involvement

Yes

- Requirement:** We educate employees about pollution prevention in our routine meetings, training sessions, and/or newsletters

Yes Future

- Additional waste/air emissions prevention activities:**
- We post our EnviroStars goal(s) and/or pollution prevention policy statement
 - We reward employees when paint and/or solvent waste is reduced
 - We include employees in product selection to reduce the introduction of unapproved or more hazardous materials

Please Describe: Other ways we (could) involve employees in coming up with and implementing new ideas to reduce hazardous waste and air pollution

****** 4-STAR BUSINESS**

How much waste/air emissions are generated by your processes? Can more be prevented, reduced or recycled? What have you done to share your environmentally responsible actions with your customers, your community and your industry? Do you know how much time, money,

training, and paperwork it takes to manage your hazardous wastes and air emissions? Do you have enough information to chart a course for improvement?

SECTION 6: Operations

Yes

- Requirement:** We cut solvent use and emissions by using enclosed spray gun washers
- Requirement:** We weigh out each color/component to mix the minimum quantity of product needed for a job (through computerized paint dispensing system or manually)

Yes Future

- Additional waste/air emissions prevention activities:**
We do on-site solvent and/or anti freeze recycling or distillation
- We use alternatives to chlorinated paint strippers, such as dry media or baking soda blasting and collect these waste materials for reuse or proper disposal
- We use a paint system that eliminates or minimizes heavy metals such as chromium, lead and cadmium

Please Describe: Other ways we (could) reduce hazardous waste and air emissions in our production processes or new equipment purchases

SECTION 7: Marketing

Yes

- Requirement:** We communicate our commitment to reduce hazardous waste, air emissions, and protect the environment. How? (for ex: itemize and explain haz waste fee to customers, post our environmental policy or EnviroStars goal page...)

Please Describe:

- Requirement:** We monitor our facility to prevent impacts to our neighbors and will work with them to resolve any air or waste-related problems that occur

Yes Future

- Additional waste/air emissions prevention activities:**
We give tours of our facility and share what we have learned with other shop owners, customers, environmental groups, trade associations, etc.
- We advertise our certification/environmental awards in the phone book and/or other marketing avenues

Please Describe: Other ways we (could) market or promote reduction of waste and air pollution

SECTION 8: Management and Accounting Systems

Yes

- Requirement:** We keep disposal and recycling records and compare the amount of waste generated and shipped with past years to monitor progress
- Requirement:** We explore the prevention and/or recycling potential of **all** the following wastes produced and systematically take action to improve our

practices

solvents

batteries

oils

paints

scrap metal

bumpers and covers

coatings

rags

paper, forms

Other: _____

Yes Future

Additional waste/air emissions prevention activities:

We identify the actual costs of labor, training, and waste management associated with specific wastes and charge an itemized environmental fee to customers, instead of a flat rate

We have someone who is responsible for regularly monitoring and updating air and waste management work practices

Please Describe:

Other ways we (could) keep track of the time and money we save by reducing or avoiding waste all together

******* 5-STAR BUSINESS**

How does your business compare with others in your industry? What makes you stand out? Are you creating changes? Are you providing encouragement to others? Do you consider impacts on air, water, land and municipal waste systems?

SECTION 9: Leadership

You must be able to check YES for ***at least two*** of the items listed below:

Requirement: We demonstrate leadership on environmental/waste prevention issues within our profession

Yes Future

We share successes, cost savings and environmental tips through trade association meetings, trade publications, voc-tech programs or industry-related conferences

We educate the industry leaders of tomorrow by discussing waste & air quality management and pollution prevention in training or voc-tech programs

We work with our suppliers and manufacturers to play an active role in demonstrating and introducing environmentally responsible products

We have developed or adopted a new technology, product, or service innovation that resulted in reduced hazardous waste or air pollution

IMPORTANT!

Other leadership activities and details of checked items above:

Please Describe checked items in more detail:

SECTION 10: Comprehensive Environmental Protection

Requirement: Incorporate a recycling program for solid waste. You must be able to check **at least 5 items** from this list as routine practices in your shop:

- Reuse office supplies such as file folders/envelopes
- Make double-sided copies
- Communicate electronically
- Reuse stir sticks, mix and paint cans
- Use durable containers for shipping
- Reuse packaging materials
- Use rechargeable batteries
- Repair vs. replace equipment
- Member of EPA WasteWise program (www.epa.gov/wastewise)
- Provide recycling containers such as glass, aluminum, plastic, cardboard
- Purchase recycled products
- Set up materials reuse/exchange station
- Other: _____

Yes

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-

Requirement: We protect water quality by

Not allowing vehicle washwater with soaps or detergents to enter a storm drain

Covering scrap metal to prevent runoff into storm drains

Yes Future

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-

Additional waste/air emissions prevention activities:

We minimize vehicle travel to work by encouraging employees to take the bus, bike, carpool, or walk

We have participated in or sponsored a neighborhood cleanup, tree-planting, or other project in our community to spread the ethic of environmental stewardship

We conserve energy by participating in the EPA Green Lights/Energy Star or ClimateWise programs or our local utility's conservation program

(Call 202-775-6650 or see www.energystar.gov/ for more information)

Are there any other things that you are doing now, or future plans you have to reduce waste or emissions that you'd like to mention?

Please

Describe:

<<<DON'T FORGET TO RETURN TO SECTION 1 TO FILL OUT & SIGN YOUR GOAL>>>

Congratulations!

We look forward to adding your company to the EnviroStars Program!