

# Eco-Logical Business Program

## Automotive Services

### Air Quality Addendum



Federal regulations (found in 40 CFR Part 63 Subpart HHHHHH), to be adopted by the Oregon Department of Environmental Quality, dictate certain requirements for businesses that apply spray coatings to vehicles. You may have some questions as you fill out the Air Quality section of the EcoBiz checklist – and your technical assistant is there to help you. In addition, here are some notes for you to use as a reference to help you answer some of the checklist questions...

#### **AQ1 Does your shop use only HVLP spray guns?**

All spray-applied coatings must be applied with a high volume, low pressure (HVLP) spray gun, electrostatic application, air assisted airless spray gun, or an equivalent technology. If you are unsure if your spray application equipment fits any of these descriptions, consult with your technical assistance provider.

#### **AQ2 Does your shop manually clean spray guns, or use an enclosed gun washer?**

All paint spray gun cleaning must be done so that an atomized mist or spray of gun cleaning solvent and paint residue is not created outside of a container that collects used gun cleaning solvent. Spray gun cleaning may be done with, for example, hand cleaning of parts of the disassembled gun in a container of solvent, by flushing solvent through the gun without atomizing the solvent and paint residue, or by using a fully enclosed spray gun washer. A combination of non-atomizing methods may also be used. By the way, spraying solvent through the gun and into a filter in the spray booth wall is NOT an acceptable cleaning technique!

#### **AQ3 Do you use a spray booth?**

Spray booths and preparation stations used to refinish complete motor vehicles must be fully enclosed with a full roof, and four complete walls or complete side curtains, and must be ventilated at negative pressure so that air is drawn into any openings in the booth walls or preparation station curtains. The booth must be filtered to achieve 98% capture of paint overspray.

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#### **AQ4 Are workers that apply spray coatings trained, with documented training records?**

The coatings training rules require the following components (training needs to be reviewed at least each 5 years):

- (1) A list of all employees by name and job description (who are required to be trained), and dates that appropriate training was completed.
- (2) Hands-on and classroom instruction that provides initial and refresher training for:
  - Spray gun equipment selection, set up, and operation, including measuring coating viscosity, selecting the proper fluid tip or nozzle, and achieving the proper spray pattern, air pressure and volume, and fluid delivery rate.
  - Spray technique for different types of coatings to improve transfer efficiency and minimize coating usage and overspray, including maintaining the correct spray gun distance and angle to the part, using proper banding and overlap, and reducing lead and lag spraying at the beginning and end of each stroke.
  - Routine spray booth and filter maintenance, including filter selection and installation.
  - Environmental compliance.
- (3) A description of the methods to be used at the completion of initial or refresher training to demonstrate, document, and provide certification of successful completion of the required training.

#### **AQ5 Are appropriate records maintained?**

The following records related to applying spray coatings need to be kept at the business site:

- Documentation (including dates of training and refreshers) to show that each painter has been properly trained.
- Spray booth filter efficiency documentation (ask your vendor to supply this).
- If your spray guns don't fit the description in question AQ5 (e.g. HVLP), demonstrate and document that your guns meet the same transfer efficiency rates as the listed gun types.
- Records of any upsets (including date/time) that cause deviation from requirements, and actions taken to correct the upset.
- Copies of submitted notifications or reports.
- Copy of an Air Contaminant Discharge Permit (ACDP), if one is required for your site.

## Eco-Logical Business Program Automotive Services Certification Checklist Air Quality Module



The quality of the air in and around your shop can be greatly impacted (either improved or worsened) by various shop activities. Chief among the activities that influence air quality is painting. Large scale painting, such as what takes place at auto collision repair shops, can contribute significant pollutants to the air. Reducing the amount of paint and other coatings that are used will automatically reduce the release of air pollutants. The use of less toxic coatings can also offer better protections to shop workers, as well as better protecting our environment. With increased efficiency, not only can less product be used resulting in less waste generation, but cost savings might improve the business profit bottom line.

*Note: If your shop does not perform automotive painting, this section may not apply to you.*

Please refer to the Air Quality Addendum for background to assist in answering these questions.

	Yes	No	N/A
<b>AQ1</b> <i>legal</i> Does your shop use only HVLP (high volume, low pressure), air-assisted airless, or electrostatic spray guns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AQ2</b> <i>legal</i> Does your shop manually clean spray guns, or use a fully-enclosed spray gun washer that recirculates and collects spent solvent and minimizes evaporation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AQ3</b> <i>legal</i> Do you use a filtered (with 98% efficiency), well-maintained, and complete spray booth to paint vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AQ4</b> <i>legal</i> Are all workers that apply spray coatings properly trained, with documented training records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AQ5</b> <i>legal</i> Do you maintain all required records on site? <i>(If you have questions, contact your technical assistance provider.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AQ6</b> <i>prog</i> Are only VOC-compliant coatings/paint used in your shop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AQ7</b> <i>prog</i> Are coatings/paint prepared according to manufacturer specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>AQ8</b> <i>legal</i> Do you have any gasoline storage tanks that are greater than 250 gallons capacity? <i>(If yes, discuss this with your technical assistance provider.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Eco-Logical Business Program Automotive Services Certification Checklist Cleaning Module



The cleaning of parts, as well as general shop cleaning, can have a big impact on the environment if the cleaners are improperly used. The use of alternative cleaning solvents can sometimes reduce regulatory liability, as well as being safer for workers that use them. Changes in cleaning techniques can also reduce costs.

		Yes	No	N/A
<b>CL1</b> <i>prog</i>	Does your shop have a policy prohibiting the use of chlorinated solvents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CL2</b> <i>elect</i>	Has your shop minimized parts washer solvent use with any of these techniques (mark as appropriate):  <input type="checkbox"/> extended the schedule for parts washer fluid switchout <input type="checkbox"/> switch to smaller volume parts washer(s) <input type="checkbox"/> reduce the number or eliminate all parts washers in use <input type="checkbox"/> use a flow-through filter to extend the useful life of the solvent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CL3</b> <i>prog</i>	If you use hazardous solvents to clean parts, does your shop use an enclosed parts cleaner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CL4</b> <i>elect</i>	Does your shop have at least one water-based parts washer (i.e. "dishwasher")?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CL5</b> <i>elect</i>	Do you use a detergent and water recirculation bath (i.e. "birdbath") instead of an aerosol brake cleaner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CL6</b> <i>elect</i>	Does your shop use reusable rags by contracting with an industrial laundry service, by washing them onsite or at a laundry facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CL7</b> <i>prog</i>	Are your shop's floors swept with a dry broom and damp mop as opposed to either wet mopping or hosing down the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Eco-Logical Business Program Automotive Services Certification Checklist Employee Training Module



Few, if any, of your efforts to improve your shop's environmental footprint will be fruitful unless your shop personnel are well trained.

- ET1** *prog* Do you train employees on proper material storage, hazardous material, and hazardous waste management techniques?
  
- ET2** *prog* Do you hold at least annual meetings and/or training refreshers on the proper use and storage of supplies, waste reduction and management, spill prevention, and how to use spill equipment?
  
- ET3** *legal* Do all employees know where the Material Safety Data Sheets (MSDS) from products used at your facility are located, plus know how to use them?
  
- ET4** *elect* Are storm drains stenciled/marked to remind employees - and educate customers - that your site drains to a local waterway?
  
- ET5** *elect* Do manufacturers or sales representatives demonstrate proper use of products and equipment?
  
- ET6** *elect* Is pollution prevention and hazardous material or waste reduction directly tied to employees' job responsibilities, e.g., in job descriptions and/or through incentives?
  
- ET7** *elect* Has your shop participated in any voluntary technical assistance programs or training activities (e.g. city, county, osha, deq)?  
  
Please describe:
  
- ET8** *elect* Does your shop conduct at least annual spill response trainings for all employees?
  
- ET9** *elect* Are employees trained in methods to reduce the use of parts cleaning solvents?

	Yes	No	N/A
ET1 <i>prog</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ET2 <i>prog</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ET3 <i>legal</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ET4 <i>elect</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ET5 <i>elect</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ET6 <i>elect</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ET7 <i>elect</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ET8 <i>elect</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ET9 <i>elect</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Eco-Logical Business Program Automotive Services Certification Checklist Freon Module



The release of the refrigerants (typically Freon) from automotive air conditioning systems can be a problem by causing the depletion of ozone in the upper atmosphere. There are specific federal regulations that affect those shops that service air conditioning units and the manner in which the refrigerants are managed.

		Yes	No	N/A
<b>FR1</b> <i>legal</i>	Does your shop use only EPA-certified equipment to evacuate and recycle refrigerant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FR2</b> <i>legal</i>	Does your shop employ only EPA-certified technicians to service air conditioning (Freon systems)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FR3</b> <i>legal</i>	Does your shop perform a leak test prior to recharging air conditioning systems?*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FR4</b> <i>legal</i>	Does your shop use only EPA-approved refrigerant? Please list...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*\* Although not a requirement, some shops have found the use of nitrogen (instead of refrigerant) when performing leak tests to be highly cost effective. That process also prevents the release of refrigerant if a leak is present.*

## Eco-Logical Business Program Automotive Services Certification Checklist HazMat Module



Some of the materials that you use on a daily basis may be considered to be hazardous. The wastes that are generated through use of those materials can sometimes be hazardous waste. Examples might include discarded solvents, waste paints, or wastes that are ignitable or contain toxic components. A hazardous waste determination is required of all the wastes you discard.

Please contact your technical assistance provider for help whenever you have any questions about hazardous materials, potential hazardous waste, and how to manage them.

		Yes	No	N/A
<b>HM1</b> <i>legal</i>	Has your facility's hazardous waste generator status been determined?  This shop's generator status is:  <input type="checkbox"/> <b>CEG</b> Conditionally Exempt Generator <input type="checkbox"/> <b>SQG</b> Small Quantity Generator <input type="checkbox"/> <b>LQG</b> Large Quantity Generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HM2</b> <i>legal</i>	Are small, work-site sized containers labeled with the current content? Special containers are needed for flammable liquids. ( <i>OSHA Employee Right to Know.</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HM3</b> <i>legal</i>	Are the hazardous materials used in your shop identified and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HM4</b> <i>prog</i>	Does your shop maintain hazardous material and waste containers in good condition? This includes maintaining solvents and chemicals in sealed containers with tight-fitting lids to limit evaporation and reduce risk of spills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Hazardous Materials

## Eco-Logical Business Program Automotive Services Certification Checklist HazMat Module



		Yes	No	N/A
<b>HM5</b> <i>elect</i>	Does your shop capture and send out metals produced by grinding or machining to be reclaimed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HM6</b> <i>legal</i>	If no to HM5, then has your shop performed a hazardous waste determination and disposed of the materials properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HM7</b> <i>legal</i>	Has proper transportation and disposal of hazardous waste to a permitted hazardous waste treatment, storage and disposal facility been arranged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HM8</b> <i>elect</i>	Have you contacted your local county government regarding disposal options for your hazardous wastes? <i>(Talk to your technical assistance provider and/or refer to attached information for details.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HM9</b> <i>elect</i>	Does your shop have a plan for the reduction of toxic chemicals? If yes, please describe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Eco-Logical Business Program Automotive Services Certification Checklist Purchasing/Inventory Module



Keeping close tabs on what is purchased and what is maintained in your shop inventory can go a long way toward reducing costs and avoiding extra wastes. This is especially true of toxic materials or those items that have a shorter term shelf life.

		Yes	No	N/A
<b>PI1</b> <i>elect</i>	<p>Does your shop's purchasing policy require only needed amounts of a hazardous material to be purchased, thereby reducing the volume of stock on hand?</p> <p>Please describe your policy:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PI2</b> <i>prog</i>	<p>Are shipments inspected for leaks or damages before they are accepted?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PI3</b> <i>elect</i>	<p>Is waste reduction considered when selecting equipment and/or products?</p> <p>If yes, please describe how:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PI4</b> <i>elect</i>	<p>Do you use a 'trade system' for shop products, or maintain actively used products in specified locations (or central storage area) in order to reduce partial containers?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PI5</b> <i>prog</i>	<p>Has your shop tested less hazardous/toxic products and/or replaced at least two hazardous materials with less hazardous/toxic ones?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Now use:

Instead of:

Eco-Logical Business Program  
Automotive Services  
Certification Checklist Purchasing/Inventory Module



**Purchasing & Inventory**

		Yes	No	N/A
<b>PI6</b> <i>prog</i>	Have at least two types of waste been reduced or eliminated from use in your shop in the past three years by changing operating practices? Please list/describe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PI7</b> <i>elect</i>	Does your shop use an inventory system to reduce leftover, expired, or unused materials?  If yes, please describe your system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PI8</b> <i>prog</i>	Are material safety data sheets (MSDS) reviewed before a product is purchased?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PI9</b> <i>elect</i>	Are samples accepted from vendors only if unused portions can be returned to the vendor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Eco-Logical Business Program Automotive Services

## Certification Checklist Product & Waste Storage Module



Well-designed and executed inventory control plans can reduce costs through better product and waste management.

		Yes	No	N/A
<b>PW1</b> <i>prog</i>	Have you checked to see if unneeded materials, chemicals, or unknown substances are being stored on your property? ( <i>That is, do you perform regular "boneyard" audits?</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PW2</b> <i>prog</i>	Are those materials being properly managed, including; <ul style="list-style-type: none"> <li><input type="checkbox"/> moving them to proper storage;</li> <li><input type="checkbox"/> providing the material to others who can use them;</li> <li><input type="checkbox"/> proper disposal for hazardous and/or general wastes?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PW3</b> <i>prog</i>	Do all containers of 55 gallons or more have secondary containment? *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PW4</b> <i>prog</i>	Does your shop keep liquid and solid wastes from entering storm drains? Please explain how:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* *Secondary containment needs to hold 110% of the volume of the largest container.*

**Eco-Logical Business Program  
Automotive Services  
Certification Checklist Product & Waste Storage Module**



		Yes	No	N/A
<b>PW5</b> <i>prog</i>	Do you regularly maintain your oil/water separators and/or catch basins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PW6</b> <i>prog</i>	Has a specific employee been assigned the responsibility to conduct at least monthly audits of your shop's hazardous material and waste storage areas?  Please list that person (name and/or title)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PW7</b> <i>prog</i>	Are all vehicle (lead-acid) batteries stored under cover and in a manner that prevents acid spills or releases onto the floor or ground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PW8</b> <i>prog</i>	Are all outdoor storage containers/areas covered to prevent rain from contacting the material and causing contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Eco-Logical Business Program Automotive Services Certification Checklist Radiator Module



Radiator shops routinely generate hazardous, and other, wastes. These wastes come from cleaning, rinsing, tank sludges, sandblasting, and painting are some of the activities that create wastes, and some may be hazardous.

If the hazardous wastes, which are typically contaminated with lead, are improperly managed they can pose significant health and safety hazards to shop workers, family members, customers, and the environment in general. Lead exposure is particularly harmful to children.

		Yes	No	N/A
<b>RA1</b> <i>prog</i>	Does your shop recycle used anti-freeze?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA2</b> <i>prog</i>	Has your shop received confirmation from your local wastewater treatment authority to allow discharge of external radiator wash water to the sanitary sewer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA3</b> <i>legal</i>	If you sandblast or beadblast radiators, have you performed a "hazardous waste determination on the blast residue (through laboratory testing or 'knowledge of process')?"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA4</b> <i>legal</i>	Does your shop properly manage its blast waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA5</b> <i>legal</i>	Does your shop properly manage <u>water</u> from the flush booth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA6</b> <i>legal</i>	Does your shop properly manage <u>sludge</u> from the flush booth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA7</b> <i>legal</i>	Does your shop properly manage spent hot tank <u>solution</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Eco-Logical Business Program Automotive Services Certification Checklist Radiator Module



		Yes	No	N/A
<b>RA8</b> <i>legal</i>	Does your shop properly manage hot tank <u>sludge</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA9</b> <i>elect</i>	If your shop performs soldering on-site, do you use lead-free?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA10</b> <i>elect</i>	Do you recycle used solder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA11</b> <i>legal</i>	Do you properly manage test tank <u>water</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA12</b> <i>legal</i>	Do you properly dispose of test tank <u>sludge</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA13</b> <i>elect</i>	Do you have a closed loop water treatment system for process water that you generate on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA14</b> <i>elect</i>	Do you provide employee work clothes/boots that remain on-site in order to prevent lead waste from tracking off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RA15</b> <i>elect</i>	Do you provide showers for employees in order to reduce the lead waste tracked off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Eco-Logical Business Program Automotive Services Certification Checklist Recycle Module



Your efforts to reduce the use of materials at your shop can be rewarded in reduced costs and increased profits. You can also avoid costs when you are able to reuse materials rather than dispose of them. Recycling of materials rather than disposing of them can also result in less cost (e.g. fewer or smaller dumpsters) and also a reduced regulatory burden.

		Yes	No	N/A
<b>RE1</b> <i>elect</i>	Has your shop determined whether any waste streams can be reused or recycled <u>on-site</u> (e.g. filtered anti-freeze, packaging, wraps, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RE2</b> <i>elect</i>	Does your shop use rechargeable batteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RE3</b> <i>prog</i>	Are all rechargeable batteries returned for proper disposal or recycling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RE4</b> <i>elect</i>	Do you use refillable containers (e.g. for paints or lubricants)? Examples include pump/trigger and/or Sureshot <sup>®</sup> sprayers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RE5</b> <i>elect</i>	Does your shop participate in the Mercury Switch-Out program? <i>(Talk to your technical assistance provider for details)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RE6</b> <i>elect</i>	Does your shop practice at least three of the following activities?  <input type="checkbox"/> use permanent dishware and utensils <input type="checkbox"/> store files on computer <input type="checkbox"/> regularly copy on both sides of paper <input type="checkbox"/> request reduced packaging from vendors <input type="checkbox"/> buy materials in bulk <input type="checkbox"/> other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Eco-Logical Business Program Automotive Services Certification Checklist Recycle Trial Module



**RE7** *elect* Does your shop regularly purchase at least 3 products with post-consumer recycled content?

Recycled-Content Paper

- file folders       boxes
- envelopes
- note pads
- napkins
- toilet paper
- self-stick notes
- paper towels
- computer paper
- business cards

Recycled-Content Office

- pencils
- Tyvek<sup>®</sup> envelopes
- toner cartridges
- laser cartridges
- Others (please list)

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RE8** *proct* Do you have a system in place to collect and recycle at least 75% of the following items that are present in your shop?  
(mark N/A for those items you don't have in your shop)

Shop

- scrap metal
- used tires
- non-vehicle batteries
- solvents
- fluorescent light tubes
- corrugated cardboard
- wood & pallets
- aerosol cans
- plastic bumper covers\*
- other recycled items \_\_\_\_\_

Lunchroom / Office

- used motor oil
- used oil filters
- used antifreeze
- used fuel filters
- steel/tin cans
- plastic bottles
- paper
- glass bottles & jars
- aluminum cans

*\*If your business operates within the pick-up service area of a bumper cover remanufacture/recycler, this is a program requirement.*



## Eco-Logical Business Program Automotive Services Certification Checklist Spill Prevention Module



The tried and true adage “An ounce of prevention is worth a pound of cure” holds very true when applied to the inevitable spills and releases that will occur at your shop. Quick responses to spills will help to reduce the impacts of the spill and reduce your potential expense, lost time, and general heartburn. Proactive preparation to avoid releases and to make those that occur less harmful is always to your advantage – and it typically is a simple procedure.

**“Spill Prevention, Control, & Countermeasure” (SPCC) planning:**

*If your facility has the capacity to store more than 1,320 gallons of petroleum product or waste (e.g. used oil), then a spill plan may be required. To calculate storage capacity, count only tanks/containers that are 55 gallons or larger. Contact your technical assistance provider to assist you with this plan.*

- SP1** *legal*      Does your shop have a SPCC plan in place? Answer “n/a” if your facility does not fit the SPCC description above. *(Contact your technical assistance provider for assistance with this topic.)*
  
- SP2** *prog*      If you responded “n/a” to SP1 above, have you developed and implemented a written spill response plan that has been “EcoBiz approved”? *(A plan outline and example spill plan are available from your technical assistance provider.)*
  
- SP3** *prog*      Are adequate, clearly marked, spill containment kits available and maintained in all areas where fluids are stored or handled?
  
- SP4** *prog*      Do your employees know where the spill kits are located?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Eco-Logical Business Program Automotive Services

## Certification Checklist Underground Injection Control Module



When a business has no access to sewer or stormwater collection systems, business wastes are often discharged into sumps, drywells, trench drains, floor drains, septic tanks and drainfields. This type of disposal practice may release wastes directly into the ground and over time pollute groundwater. As you might guess, the pollutants can enter lakes, streams, wetlands, springs, and private or public wells. Contaminated groundwater can have major consequences for a community or industry relying on well water for industrial processing, irrigation of food crops, or drinking water. Underground injection control (UIC) strives to control or eliminate these sources of contamination.

		Yes	No	N/A
<b>UI1</b> <i>legal</i>	Have you checked for UIC wells (e.g. dry well, drill hole, drainfield) located either inside your shop or anywhere on the property? This would include any floor drains or sumps that are not directly connected to a municipal sanitary sewer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UI2</b> <i>legal</i>	If UIC wells have been identified in your shop or on your property, has it been determined where the waste liquids discharge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UI3</b> <i>legal</i>	Has your shop registered its UIC well(s) with DEQ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UI4</b> <i>legal</i>	Have the UIC well(s) been permanently closed in a way that ensures underground sources of drinking water are protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Eco-Logical Business Program Automotive Services Certification Checklist Used Oil Module



Used oil is a common waste found at auto services businesses. It is vitally important that it be well managed and properly recycled or disposed. Used oil includes crankcase oil, transmission fluid, brake fluid, cutting oils, and greases. The regulations requiring used oil to be properly managed are not usually difficult to follow, and it is always wise to make very sure that messy spills and releases are prevented. A tiny amount of released oil can cause significant damage to the environment, and damage to business profits!

		Yes	No	N/A
<b>UO1</b> <i>legal</i>	If your shop handles or manages used oil, is it either sent off-site for recycling, or burned in an appropriate on-site heater?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UO2</b> <i>legal</i>	Are all of your shop's used oil containers labeled as "Used Oil" and in good condition, including being free of leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UO3</b> <i>elect</i>	Does your shop accept DIY used oil (in addition to the oil removed from customer vehicles), and test the oil for contamination (e.g. chlorinated solvent)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UO4</b> <i>elect</i>	Do you purchase and use re-refined crankcase oil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Eco-Logical Business Program Automotive Services Certification Checklist Utilities Module



Knowledge of the drainage systems at your business site is invaluable in preventing and reacting to spills or releases. Simple changes to your lighting or other electrical equipment has the potential to save lots of dollars and offer a quick payback. Depending upon your location, there are a variety of services available to help you learn about and possibly upgrade the utilities you use at your shop.

		Yes	No	N/A
<b>UT1</b> <i>prog</i>	Do you have knowledge of the sewer and storm water drainage systems in your shop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UT2</b> <i>elect</i>	Has your shop requested a facility energy audit through your utility company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UT3</b> <i>prog</i>	Has your shop invested in energy efficient equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UT4</b> <i>elect</i>	Has your shop requested an Oregon Business Energy Tax Credit or requested payment from a utility company towards the cost of energy efficient equipment changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UT5</b> <i>elect</i>	Have you enrolled in a renewable energy program through your local power utility? (PGE – Green Source or Clean Wind. Pacific Power – Blue Sky Block or Blue Sky Usage).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UT6</b> <i>prog</i>	Have you changed shop practices to conserve water? If yes, please list some examples...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Eco-Logical Business Program Automotive Services Certification Checklist Wash Water Module



This topic typically refers to vehicles that you wash at your business, whether inside or outside. Examples include removing dirt and gunk that builds up through standard usage, prepping vehicles for painting, or courtesy washes after your shop has serviced a vehicle.

If you wash fewer than 8 vehicles or pieces of equipment per week you are not required to obtain a permit. However, if wastewater from washing fewer than 8 vehicles is discharged, NO chemicals, soaps, detergents, steam, or hot water can be used. There may be local requirements different from this that apply to your site. If you are unclear about these requirements, please contact your technical assistance provider.

**WW1 legal** Does your shop manage wash water from vehicle washing, including engine or steam cleaning, by using equipment that recycles wash water?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Otherwise, if you are not recycling wash water, select one of the following wash water discharge methods that applies to your situation...**

- discharge to the *sanitary sewer* with permission of the local sewage authority.  
**Or...**
- discharge to *surface waterways* with specific DEQ approval (documentation will be required).  
**Or...**
- discharge to a *storm sewer* with specific DEQ approval and with documented permission of the local sewage authority.  
**Or...**
- use an *off-site facility* for vehicle washing. Such a facility must either be a “zero discharge” facility or properly discharge wash water to the sanitary sewer with permission of the local sewage authority.

**WW2 elect** Does your shop provide customers with car wash coupons to take their vehicles to a local carwash that recycles wash water?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>