

HAZARDOUS WASTE MANAGEMENT

1 *legal* Has your facility's hazardous waste generator status been determined?

Yes No N/A

This shop's generator status is:

CEG Conditionally Exempt Generator

SQG Small Quantity Generator

LQG Large Quantity Generator

2 *legal* Has proper transportation and disposal of hazardous waste to a permitted hazardous waste treatment, storage and disposal facility been arranged?

Yes No N/A

3 *legal* Are small, work-site sized containers labeled with the current content? Special containers are needed for flammable liquids. (OHSa Employee Right to Know.)

Yes No N/A

4 *legal* Are the hazardous materials used in your shop identified and labeled?

Yes No N/A

5 *program* Are all solvents and chemicals kept in sealed containers with tight-fitting lids to limit evaporation and reduce risk of spills?

Yes No N/A

6 *program* Are your employees trained in proper management of hazardous wastes?

Yes No N/A

7 *program* Does your shop maintain hazardous waste containers in good condition?

Yes No N/A

8 *elective* If your shop is located in the Metro area, has someone contacted Metro's recycling information hotline (503-234-3000) to learn more about Metro's conditionally exempt generator program?

Yes No N/A

9 *elective* Does your shop have a plan for the reduction of toxic chemicals? If yes, describe.

Yes No N/A

USED OIL

10 *legal* Are your shop's used oil containers and piping leak-free, segregated from other wastes, and labeled "used oil"?

Yes No N/A

11 *legal* If your shop collects used oil from customer vehicles, is it either sent off-site for recycling, or burned in an on-site heater?

Yes No N/A

12 *legal* If your shop accepts household used oil (in addition to the oil removed from customers' vehicles), does your shop test it for hazardous waste contamination (chlorinated solvent/gasoline) before accepting it?

Yes No N/A

13 *legal* If any single oil tank exceeds 1,320 gallons or the total volume of all your oil tanks exceeds 1,320 gallons, and there is potential for the oil to reach surface water, then secondary containment and a "Spill Prevention, Control & Countermeasure" plan is required. If subject, does your shop have a "Spill Prevention, Control & Countermeasure" plan?

Yes No N/A

WASH WATER *

14 *legal* Does your shop manage wash water from vehicle washing by using equipment that recycles wash water?

Yes No N/A

Otherwise, if not recycling wash water...

discharge to the *sanitary sewer* with permission of the local sewage authority.

Or...

discharge to *surface waterways* under a DEQ issued 1700A NPDES Storm Water Permit issued to the facility owner of the vehicles.

Or...

discharge to a *storm sewer* under a DEQ issued 1700A NPDES Storm Water Permit and with 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.

* Under DEQ's Water Quality General Permits (1700A & 1700B), 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 to waters of the state, NO chemicals, soaps, detergents, steam, or hot water can be used. If you are unclear about these requirements, please contact your technical assistance provider.

AIR QUALITY

(Note: If your shop does not perform automotive painting skip to question 21)

15 legal If your shop uses halogenated* solvents, have you submitted the “Initial Notification Report” to DEQ? (If needed, check with your technical assistance provider for additional details to answer this question.)

Yes No N/A

16 legal If your shop paints vehicles, have you contacted DEQ, or LRAPA in Lane County, to apply for an air quality permit? (Only for Portland and Lane County regions.)

Yes No N/A

17 program Does your shop use only HVLP (high volume, low pressure) spray guns?

Yes No N/A

18 program Does your shop only use gun cleaners that recirculate solvent, minimize evaporation, and collect spent solvent?

Yes No N/A

19 program Are only VOC-compliant coatings/paint used in your shop?

Yes No N/A

20 program Are coatings/paint prepared according to the manufacturers’ specifications?

Yes No N/A

* Halogenated solvents used in auto shops typically have ingredients that include “chloro” in the chemical name.

FREON RECYCLING *

21 *legal* Does your shop use only EPA-certified equipment to evacuate and recycle refrigerant?

Yes No N/A

22 *legal* Does your shop employ only EPA-certified technicians to service air conditioning (Freon systems)?

Yes No N/A

23 *legal* Does your shop perform a leak test prior to recharging air conditioning systems?

Yes No N/A

24 *legal* Does your shop use only EPA-approved refrigerant?

Yes No N/A

* Contact DEQ for help regarding Freon. Information is also available on the internet at www.macsw.org, or by contacting the Mobile Air Conditioning Society (MACS) at 214.679.2220.

RADIATOR REPAIR Does your shop repair radiators?

Yes No

(Note: If your shop does not repair radiators, skip to question 45)

25 program Does your shop recycle used anti-freeze?

Yes No N/A

26 program Has your shop checked with your local wastewater treatment authority to confirm that discharge of external radiator wash water to the sanitary sewer system is permitted?

Yes No N/A

27 program Does your shop perform any painting activities? If yes, complete the Air Quality section, questions 15-20.

Yes No N/A

28 program Does your shop perform glass bead blasting or sandblasting of radiators?

Yes No N/A

29 legal If yes to #28, has your shop performed a "Hazardous Waste Determination" on its bead or sand blast residue (either through testing or knowledge of process)?

Yes No N/A

30 legal Does your shop properly dispose of its blast waste?

Yes No N/A

31 legal Does your shop properly manage water from its flush booth?

Yes No N/A

32 legal Does your shop properly manage sludge from its flush booth?

Yes No N/A

33 legal Does your shop properly dispose of its spent hot tank solution?

Yes No N/A

34 legal Does your shop properly dispose of its hot tank sludge?

Yes No N/A

35 program Does your shop perform soldering on-site?

Yes No N/A

36 elective If yes to #35, does your shop use lead-free solder?

Yes No N/A

37 elective Does your shop recycle its used solder?

Yes No N/A

38 legal Does your shop properly manage its test tank water?

Yes No N/A

39 legal Does your shop properly dispose of its test tank sludge?

Yes No N/A

40 elective Does your shop have a water treatment system for the process waters generated on site?

Yes No N/A

41 legal If yes to #40, are all parts of your shop's wastewater treatment system totally enclosed?

Yes No N/A

42 elective Is all of the water from your shop's water treatment system recycled back into your tank system?

Yes No N/A

43 elective Does your shop provide employees with work clothes and boots that must be left on-site in order to reduce lead waste from being tracked off-site?

Yes No N/A

44 elective Does your shop have showers for employees in order to reduce lead waste from being tracked off-site?

Yes No N/A

SPILL PREVENTION and RESPONSE

45 *program* Has your shop developed a written spill response plan?

Yes No N/A

46 *elective* Does your shop conduct periodic spill response trainings for all employees?

Yes No N/A

47 *program* Are adequate spill containment kits available and maintained in all areas where fluids are stored or handled?

Yes No N/A

48 *program* Do your employees know where spill kits are located?

Yes No N/A

49 *program* Are the spill kits located close to where the materials are used and are the kits clearly marked?

Yes No N/A

PRODUCT and WASTE STORAGE

50 *elective* Have you checked to see if unneeded materials, chemicals, or unknown substances are being stored on your property?

Yes No N/A

51 *elective* Are those materials being properly managed, including moving them to proper storage, providing the material to others who can use them, or proper disposal for hazardous and/or general wastes?

Yes No N/A

52 *elective* Are your shop's employees instructed to not mix hazardous waste fluids with used oil?

Yes No N/A

53 *elective* Do all containers of 55 gallons or more have secondary containment? *

Yes No N/A

54 *elective* Has your shop determined whether any waste streams can be reused or recycled on-site?

Yes No N/A

55 *elective* List the materials your shop currently recycles or reuses:

Yes No N/A

Material

How Reused or Recycled

56 *elective* Does your shop keep liquid and solid wastes from entering storm drains?

Yes No N/A

Please explain how:

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

57 *elective* Has a specific employee been assigned the responsibility to conduct weekly inspections of your shop's hazardous material and waste storage and use?

Yes No N/A

If yes, who is that person (name and/or title)?

58 *elective* Are employees instructed to transfer liquid materials into small, working-sized containers rather than pouring from large containers to avoid spills?

Yes No N/A

59 *elective* Are all non-vehicle batteries returned for proper disposal or recycling?

Yes No N/A

60 *elective* Does your shop return all used vehicle (lead-acid) batteries for recycling?

Yes No N/A

61 *elective* Are all vehicle (lead-acid) batteries stored under cover and in a manner so that acid does not spill onto the floor or ground?

Yes No N/A

62 *elective* Are all outdoor storage containers covered to prevent rain from contacting the material and thus becoming contaminated?

Yes No N/A

63 *elective* Has anyone checked to see if the vendors of the hazardous materials your shop buys take back empty containers?

Yes No N/A

CLEANING

- 64** *elective* Does your shop have a policy prohibiting the use of halogenated solvents?
 Yes No N/A
- 65** *elective* Has your shop eliminated “hot” or “cold” tanks that use either acid or other caustic materials?
 Yes No N/A
- 66** *elective* Have you eliminated the carburetor acid dip process?
 Yes No N/A
- 67** *elective* Has your shop switched to a “less hazardous” parts cleaning product or process?
 Yes No N/A
- 68** *elective* Has your shop reduced the frequency of replacement of parts washing fluid?
 Yes No N/A
- 69** *elective* Has your shop switched to a smaller parts washer or reduced the number of parts washers on site?
 Yes No N/A
- 70** *elective* Has your shop added a closed-loop solvent distillation unit to your parts washer to extend the life of the solvent?
 Yes No N/A
- 71** *elective* Are draining racks used so that the excess drippings from parts washing go back into the parts washer?
 Yes No N/A
- 72** *program* If you use hazardous solvents to clean parts, does your shop use an enclosed parts cleaner?
 Yes No N/A
- 73** *elective* Are employees trained in ways to reduce the use of parts cleaning solvents?
 Yes No N/A

74 *elective* Do you use a detergent and water recirculation bath instead of an aerosol brake cleaner?

Yes No N/A

75 *elective* Have employees stopped rinsing parts with water after the parts have been cleaned with solvent?

Yes No N/A

76 *elective* Are employees instructed to apply cleaners to rags with a pump dispenser instead of freely pouring it?

Yes No N/A

77 *elective* Does your shop contract with an industrial laundry to handle dirty uniforms and shop rags?

Yes No N/A

78 *elective* Are your shop's floors swept with a dry broom and damp mop as opposed to either wet mopping or hosing down the facility?

Yes No N/A

79 *elective* Are employees involved in developing ways to avoid using a hazardous material or to use a smaller quantity of it?

Yes No N/A

PURCHASING and INVENTORY MANAGEMENT

80 *elective* Has your shop's purchasing policy been changed so that only needed amounts of a hazardous material are bought, thereby reducing the volume of stock on hand?

Yes No N/A

Please describe your policy:

81 *elective* Are shipments inspected for leaks or damages before they are accepted?

Yes No N/A

If yes, please describe your method of documenting this policy:

82 *elective* Is waste reduction considered when selecting equipment and/or products?

Yes No N/A

If yes, please describe how:

83 *elective* Are samples accepted from vendors only if unused portions can be returned to the vendor?

Yes No N/A

If yes, please describe your policy:

84 *elective* Do employees keep products currently used in a specified place to avoid opening a second container or do employees turn in an empty container in order to get a new one from stock?

Yes No N/A

85 *elective* Have you instructed employees to return unused portions of chemicals, adhesives or solvents to the central storage area?

Yes No N/A

86 *elective* Has your shop tested or tried non-toxic or less hazardous products?

Yes No N/A

Product

Success / Problem

87 *elective* Has your shop replaced at least two hazardous materials with a less hazardous or toxic one?

Yes No N/A

Now use:

Instead of:

88 *elective* Does your shop use an inventory system to reduce leftover, expired, or unused materials?

Yes No N/A

If yes, please describe your system.

89 *elective* Is the shelf-life of a product taken into consideration in your shop's purchasing decisions?

Yes No N/A

90 *elective* Are material safety data sheets (MSDS) reviewed before a product is purchased?

Yes No N/A

91 *elective* Are vendors asked to provide alternatives to hazardous products?

Yes No N/A

Please give an example of a successful alternative product.

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

Yes No N/A

Recycled-Content Paper

Recycled-Content Office Supplies

file folders
 envelopes
 business cards
 self-stick notes
 toilet paper
 paper towels

copy paper
 laser paper
 computer paper
 boxes
 napkins
 note pads

pencils
 Tyvek envelopes
 copier toner cartridges
 laser cartridges
 Others (please list)

93 *elective* Does your shop purchase re-refined motor oil?

Yes No N/A

94 *elective* Do you use refillable cylinders (e.g. for paints or lubricants)?

Yes No N/A

OPERATIONS

95 *elective* Does your shop recycle used motor oil and/or fuel filters?

Yes No N/A

96 *elective* Does your shop capture and send out metals produced by grinding or machining to be reclaimed?

Yes No N/A

97 *legal* If no to #96, then has your shop performed a hazardous waste determination and disposed of the materials properly?

Yes No N/A

98 *elective* Do you have a system in place to collect and recycle at least 75% of the following items that are present in your shop?

Yes No N/A (Please write "N/A" for those items you don't have in your shop.)

<input type="checkbox"/> scrap metal	<input type="checkbox"/> used motor oil	<input type="checkbox"/> scrap paper
<input type="checkbox"/> used tires	<input type="checkbox"/> used oil filters	<input type="checkbox"/> mixed waste paper
<input type="checkbox"/> non-vehicle batteries	<input type="checkbox"/> used antifreeze	<input type="checkbox"/> white office paper
<input type="checkbox"/> aluminum cans	<input type="checkbox"/> plastic bottles	<input type="checkbox"/> computer paper
<input type="checkbox"/> fluorescent light tubes	<input type="checkbox"/> wood & pallets	<input type="checkbox"/> steel cans & scrap
<input type="checkbox"/> corrugated cardboard	<input type="checkbox"/> solvents	<input type="checkbox"/> other _____
<input type="checkbox"/> plastic containers	<input type="checkbox"/> plastic bumper covers	
<input type="checkbox"/> aerosol cans	<input type="checkbox"/> glass bottles & jars	

99 *elective* Does your shop practice at least three of the following activities?

Yes No N/A

<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 activities not listed _____

100 *elective* Have at least two types of waste been reduced or eliminated from use in your shop in the past two years by changing operating practices?

Yes No N/A

If yes, please list and describe:

EMPLOYEE TRAINING and INVOLVEMENT

101 *elective* After training, are employees periodically asked follow-up questions in order to test the success of the training?

Yes No N/A

102 *elective* Do you train employees on proper material storage techniques?

Yes No N/A

103 *elective* Are storm drains stenciled to remind employees that your site drains to a local waterway?

Yes No N/A

104 *elective* Do all employees know where the MSDS sheets from products used at your facility are located?

Yes No N/A

105 *elective* Do manufacturers or sales representatives demonstrate proper use of products and equipment?

Yes No N/A

106 *elective* Are meetings regularly held on the proper use and storage of supplies, waste reduction and management, spill prevention, and how to use spill equipment?

Yes No N/A

107 *elective* Is pollution prevention and hazardous waste reduction directly tied to employees' job responsibilities?

Yes No N/A

108 *elective* Are employees offered incentives for suggestions that reduce hazardous waste?

Yes No N/A

109 *elective* Has your shop participated in any voluntary technical assistance programs or training activities?

Yes No N/A

Please describe:

UTILITIES

110 *elective* Does your shop perform engine cleaning and steam cleaning only in an area equipped to collect and treat the wastewater before it drains to the sanitary sewer system?

Yes No N/A

111 *elective* Do you have knowledge of the sewer and storm water drainage systems in your shop?

Yes No N/A

112 *elective* Has your shop requested a facility energy audit from a utility company?

Yes No N/A

113 *elective* Has your shop invested in energy efficient equipment?

Yes No N/A

114 *elective* If yes to #113, 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?

Yes No N/A

115 *elective* Has your water usage been tracked in order to document reductions through conservation measures and changes in shop processes?

Yes No N/A

UNDERGROUND INJECTION CONTROL WELLS (UIC)

116 *legal* Has anyone checked for UIC wells (dry well, drill hole) located either inside your shop or anywhere on the property? This would include any floor drains or sumps that are not directly connected to city sewer.

Yes No N/A

117 *legal* If UIC wells have been identified in your shop or on your property, has it been determined where the waste liquids discharge?

Yes No N/A

118 *legal* Has your shop registered its UIC well(s) with DEQ?

Yes No N/A

119 *legal* Have the UIC well(s) been permanently closed in a way that ensures underground sources of drinking water are protected?

Yes No N/A

Technical Assistance _____ (date)

Final Certification _____ (date) Certifier(s) _____



6543 N. BURLINGTON AVENUE
PORTLAND, OR 97203

(503) 823-7807

CITY OF GRESHAM

.

CITY OF PORTLAND

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CLACKAMAS COUNTY

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CLEAN WATER SERVICES

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METRO

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OREGON DEPARTMENT OF
ENVIRONMENTAL QUALITY

.

WASHINGTON COUNTY

OUR MISSION

*We provide coordinated
educational messages and
technical assistance in
pollution prevention to
citizens and businesses*

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Application for Eco-Logical Business Certification/ Automotive Services

Name of Shop _____

Phone number _____ Fax number _____

Mailing Address: _____
Street City State Zip

Shop Site Address: _____
Street City State Zip

To schedule a Certification or request Technical Assistance, contact the

Eco-Logical Business/ Automotive Services Program
6543 N. Burlington Ave.
Portland OR 97203-5452
(503) 823-7807

I volunteer to uphold the standards of the Eco-Logical Business/Automotive Services Program by utilizing proper environmental measures at my shop. I understand that this Certification is for a term of three years and is specific to this shop at this location and under this ownership. The Certification is not transferable. If my business is found to have an environmental problem that could potentially result in regulatory action, I volunteer to withdraw my Eco-Logical Business Certification by notifying the Eco-Logical Business program. I will also refrain from promoting my business as an Eco-Logical Business to my customers and using the Eco-Logical Business logo in promotional efforts until the problem is resolved. I understand that the use of the Eco-Logical Business logo is a privilege and that rights to the logo are owned by the Pollution Prevention Outreach Team.

Owner/Manager sign here _____ Date _____

Title _____

Print name _____

Certifier Eco-Logical Business representative approval _____