



**POLLUTION PREVENTION OUTREACH TEAM**  
**6543 NORTH BURLINGTON AVENUE, PORTLAND OREGON 97203-5452 • 503-823-5320**

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Thanks you for your interest in this program. The Automotive Eco-logical Business Program recognizes automotive businesses that reach the highest standards in minimizing their environmental impact. You're participation is not only good for the environment, it's good for business. Please complete this application to begin your certification process. Technical assistance is available anytime throughout the process. So, if you have any questions or are not sure what you need to verify the response, please call 503/823-7383

The Automotive Eco-logical Business Program is broken down into the following areas of questions:

- Freon Recycling
- Hazardous Waste Management
- Used Oil
- Wash Water
- Air Quality
- Spill Prevention & Response
- Product & Waste Storage
- Cleaning
- Purchasing & Inventory Management
- Operations
- Employee Training & Involvement
- Utilities

Questions are numerical and identified in three categories: legal requirements (legal), program requirements (program), and elective options (elective).

For certification, your business must meet all of the legal and program requirements and 80 percent of the applicable elective options. (*Elective questions that are marked "N/A" because they do not occur or apply at your shop are not included to determine your 80 percent*)

Once you have completed the attached application a certification, we'll work with you to review the application and verify the results.

Thanks again for your interest in this program. We look forward to working with you.

# Automotive Eco-Logical Business Program

## HAZARDOUS WASTE MANAGEMENT<sup>1</sup>

1-legal  Yes  No  N/A

Do you know your hazardous waste generator status?<sup>2</sup>

This shop's generator status is:

**CEG** Conditionally Exempt Generator

**SQG** Small Quantity Generator

**LQG** Large Quantity Generator

2-legal  Yes  No  N/A

Have you arranged for proper transportation and disposal of hazardous waste?

3-legal  Yes  No  N/A

Do you label small work-site sized containers with the current content? Remember, special containers for flammable liquids. OSHA Employee Right To Know.

4-legal  Yes  No  N/A

Do you identify and label all hazardous materials used in your shop?

5-program  Yes  No  N/A

Have you developed a spill response plan?

6-program  Yes  No  N/A

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

7-program  Yes  No  N/A

If you must use hazardous solvents to clean parts, do you use *an* enclosed parts cleaner?

8-program  Yes  No  N/A

Do you maintain adequate spill containment kits in all areas where fluids are stored or handled.?

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<sup>1</sup> Be able to demonstrate with either a copy of your generator number or a completed work sheet

<sup>2</sup> If you are a SQG or LQG, you are legally required to register with DEQ.

9-program  Yes  No  N/A  
| Do your employees know where the spill kits are?

10-program  Yes  No  N/A  
| Do you train your employees in proper management  
| of hazardous wastes and chemical spills?

11-program  Yes  No  N/A  
| Does your shop maintain Hazardous Waste  
| containers in good condition?

12-program  Yes  No  N/A  
| Does your shop maintain Hazardous Waste  
| containers in good condition?

## USED OIL

13-legal  Yes  No  N/A  
| Are your Used Oil containers and piping leak free,  
| segregated from other wastes and labeled "used oil"?

14-legal  Yes  No  N/A  
| If you collect used oil is it either sent off site for  
| recycling, or burnt in an on-site heater?

15-legal  Yes  No  N/A  
| If the Shop accepts household used oil, is that tested  
| for hazardous waste(chlorinated solvent/gasoline)?

16-legal  Yes  No  N/A  
| If any single tank exceeds 660 gallons or the total  
| volume  
| exceeds 1,200 gallons, secondary containment and a  
| "spill  
| prevention & containment" plan is required. Do you  
| have one?

## WASH WATER

17-legal

Yes  No  N/A

Do you manage washwater from vehicle washing by either:

by using equipment that recycles washwater<sup>3</sup>

**OTHERWISE.....**

discharging to the sanitary sewer with permission of the local sewage authority  
**OR**

discharging 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 facility must either be zero discharge or properly discharging to the sanitary sewer with permission of the local sewage authority***

**AIR QUALITY** (If your shop does automotive painting, if no painting, then skip to question 28-elective)

18-legal

Yes  No  N/A

If your shop uses halogenated solvents, have you submitted the Initial Notification Report to DEQ and EPA?

19-legal

Yes  No  N/A

If refinishing vehicles, do you use only VOC compliant coatings?

<sup>3</sup> Under DEQ's Water Quality General Permits#1700-A& 1700B If you wash less than 8 vehicles or pieces of equipment/per week, with NO chemicals, soaps, detergents, steam or hot water used, your wastewater is allowed to evaporate or soak into the ground.

20-legal  Yes  No  N/A  
Do you prepare and apply coatings as per manufacturer's specifications?

21-legal  Yes  No  N/A  
Do you use only HVLP spray guns?  
(or other qualifying painting techniques)

22-legal  Yes  No  N/A  
Do you use a gun cleaner that recirculates solvent, minimizes evaporation and collects spent solvent?

23-legal  Yes  No  N/A  
Do you keep records sufficient to demonstrate compliance?

## FREON RECYCLING<sup>4</sup>

24-legal  Yes  No  N/A  
Is EPA-certified equipment used to evacuate and recycle refrigerant?

25-legal  Yes  No  N/A  
Do you employ only EPA-certified technicians to service air conditioning systems?

26-legal  Yes  No  N/A  
Do you perform a leak test prior to recharging A/C systems?

27-legal  Yes  No  N/A  
Do you use only EPA approved refrigerant?

## SPILL PREVENTION and RESPONSE

28-elective  Yes  No  N/A  
Have you developed a written spill response plan

29-elective  Yes  No  N/A  
Have you conducted periodic spill response training for all employees?

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<sup>4</sup> Call DEQ's NW Section (229-5263) and ask for help on Freon. see also [www.macsw.org](http://www.macsw.org) or call MACS [Mobile Air Conditioning Society] (214/ 679-2220)

30-elective  Yes  No  N/A

Do you have a plan for the reduction of toxic chemicals or hazardous wastes?  
List current or planned

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## PRODUCT WASTE and STORAGE

31-elective  Yes  No  N/A

Have you checked to see if you are storing any unneeded materials and chemicals or unknown substances on your property? Have you checked to see if they are hazardous wastes and are they managed correctly?

32-elective  Yes  No  N/A

Do you instruct your employees not to mix hazardous waste fluids with used oil?

33-elective  Yes  No  N/A

Do you have secondary containment for all barrels and tanks of 55 gallons or more?<sup>5</sup>

34-elective  Yes  No  N/A

Do you have spill kits for the material you handle and are they kits clearly marked?

35-elective  Yes  No  N/A

Have you determined whether any waste streams can be reused or recycled on-site?

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<sup>5</sup> Containment must be 110% of largest container

36-elective  Yes  No  N/A

List the materials you recycle or reuse

*Material*

*How Recycled*

<i>Material</i>	<i>How Recycled</i>

37-elective  Yes  No  N/A

Do you keep liquid and solid wastes out of storm drains?

How


38-elective  Yes  No  N/A

Have you assigned specific employees to be responsible for weekly inspections of your hazardous material and waste storage and use? Who is that person \_\_\_\_\_

39-elective  Yes  No  N/A

Have you instructed employees to pump liquids into working sized containers rather than pouring to avoid spills?

40-elective  Yes  No  N/A

Do you return all non-vehicle batteries for disposal or recycling?

41-elective  Yes  No  N/A

Does your shop return all used vehicle batteries for recycling?

42-elective  Yes  No  N/A

Do you store all vehicle batteries under cover and in a manner so they do not spill?

43-elective  Yes  No  N/A  
| Do you cover outdoor storage containers to prevent rain from contacting material and thus becoming contaminated?

44-elective  Yes  No  N/A  
| Have you checked to see if vendors of hazardous materials will take back containers?

## CLEANING

45-elective  Yes  No  N/A  
| Do you avoid using halogenated solvents?

46-elective  Yes  No  N/A  
| Eliminated "hot" or "cold" tanks that use either acid or other caustic materials?

47-elective  Yes  No  N/A  
| Switched to a less hazardous parts cleaning product

48-elective  Yes  No  N/A  
| Reduced the frequency of replacement of parts washing fluid

49-elective  Yes  No  N/A  
| Switched to a smaller parts washer or reduced the number of parts washers on site?

50-elective  Yes  No  N/A  
| Added a closed-loop solvent distillation unit to parts washer to extend the life of the solvent?

51-elective  Yes  No  N/A  
| Using draining racks so that the excess drippage from parts goes back into the parts washer?

52-elective  Yes  No  N/A  
| Trained employees on reducing the use of parts cleaning solvents?

53-elective  Yes  No  N/A

Stopped rinsing parts with water after they have been cleaned with solvent?

54-elective  Yes  No  N/A

Have you instructed employees to apply cleaners to rags with pump dispenser instead of freely pouring it?

55-elective  Yes  No  N/A

Have you contracted with an industrial laundry to handle uniforms and shop rags?

56-elective  Yes  No  N/A

Do you sweep floors with a dry broom and damp mop instead of either wet mopping or hosing?

57-elective  Yes  No  N/A

Do you involve all employees in developing ways to avoid using a hazardous material or to use a less quantity of it?

## PURCHASING and INVENTORY MANAGEMENT

58-elective  Yes  No  N/A

Have you changed the purchasing policy to buy only the amount of hazardous material needed, thereby limiting your stock of materials? How?

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59-elective  Yes  No  N/A

Do you inspect shipments for leaks or damages before accepting them? Documentation of policy?

60-elective  Yes  No  N/A

Do you take waste reduction into consideration when selecting equipment/products? Describe How?

61-elective  Yes  No  N/A

Do you accept samples from vendors only if unused portions can be returned? Describe your policy?

62-elective  Yes  No  N/A

Have you replaced the use of at least two hazardous materials with less hazardous or toxic ones?

Now use:

Instead of:

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63-elective  Yes  No  N/A

Have you tested or tried non-or less hazardous products?

Product

Success / Problem

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64-elective  Yes  No  N/A

Do you use an inventory system to reduce leftover, expired or unused materials? Describe?

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65-elective  Yes  No  N/A  
 Do you include the shelf life of the material in your purchasing decisions?

66-elective  Yes  No  N/A  
 Do you review material safety data sheets (MSDS) before purchasing a product?

67-elective  Yes  No  N/A  
 Do you ask vendors to provide alternatives to hazardous products? Give examples:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

68-elective  Yes  No  N/A  
 Do you purchase on a regular basis at least 3 recycled products with post-consumer content?

Recycled Paper		Office
<b>Supplies</b>		
<input type="checkbox"/> file folders	<input type="checkbox"/> copy paper	<input type="checkbox"/> pencils
<input type="checkbox"/> envelopes	<input type="checkbox"/> laser paper	<input type="checkbox"/> tyvek envelopes
<input type="checkbox"/> business cards	<input type="checkbox"/> computer paper	<input type="checkbox"/> copier toner cartridges
<input type="checkbox"/> self-stick notes	<input type="checkbox"/> boxes	<input type="checkbox"/> laser cartridges
<input type="checkbox"/> toilet paper	<input type="checkbox"/> napkins	
<input type="checkbox"/> paper towels	<input type="checkbox"/> note pads	
<b>Other</b>		
_____	_____	
_____	_____	

69-elective  Yes  No  N/A  
 Have you contacted Metro's recycling information to learn more about Metro's conditionally exempt generator program?

70-elective  Yes  No  N/A  
 Do you purchase re-refined motor oil?

## OPERATIONS

71-elective  Yes  No  N/A

| Do you recycle motor oil filters, fuel filters?

72-elective  Yes  No  N/A

| Does your shop capture and send out metals produced by grinding or machining for reclaiming? If the materials are not recyclable have you done a waste determination and disposed of materials properly?

73-elective  Yes  No  N/A

| Do you recycle antifreeze?

74-elective  Yes  No  N/A

| Do you use a detergent and water recirculation bath instead of aerosol brake cleaners?

75-elective  Yes  No  N/A

| Do you use refillable cylinders?

76-elective  Yes  No  N/A

| Have you eliminated carburetor acid dip?

77-elective  Yes  No  N/A

| Do you have employees keep tubes of product in a specified place to avoid opening a second tube or have employees turn in empty tube to get another from stock?

78-elective  Yes  No  N/A

| Have you instructed employees to return unused portions of chemicals, adhesives or solvents to central storage area?

79-elective  Yes  No  N/A

Do you have a system in place to collect and recycle at least 75% of the following, which you have in your shop?

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

\*\*write N/A for those items you do not have in shop

80-elective  Yes  No  N/A

Does your shop practice at least 3 of the following activities?

- use permanent ware, dishes & utensils
- stores files on computer
- regularly copy on both sides of paper
- request reduced packaging from suppliers
- buy materials in bulk
- other activities not listed \_\_\_\_\_

81-elective  Yes  No  N/A

Have you reduced or eliminated the production of at least 2 types of waste in the last 2 years by changing operating practices? List

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## EMPLOYEE TRAINING and INVOLVEMENT

82-elective  Yes  No  N/A

After training, do you test the success of the training by periodically asking employees questions for follow-up?

83-elective  Yes  No  N/A

Do you train employees on proper storage techniques?

84-elective  Yes  No  N/A  
| Have you stenciled storm drains to remind employees  
| that your site drains to a local waterway?

85-elective  Yes  No  N/A  
| Do all your employees know where the MSDS sheets  
| are located for the products they use?

86-elective  Yes  No  N/A  
| Do you have manufacturer's or sales reps  
| demonstrate proper use of products and equipment?

87-elective  Yes  No  N/A  
| Do you hold regular meetings on proper use and  
| storage of supplies, waste reduction and  
| management, spill prevention and how to use spill  
| equipment?

88-elective  Yes  No  N/A  
| Is pollution prevention and hazardous waste reduction  
| directly tied to job responsibilities?

89-elective  Yes  No  N/A  
| Do you offer your employees incentives to reduce  
| hazardous waste?

90-elective  Yes  No  N/A  
| Have you participated in voluntary technical  
| assistance programs or training?

## UTILITIES

91-elective  Yes  No  N/A  
| Does your shop perform engine cleaning and steam  
| cleaning only in an area equipped to collect and treat  
| the wastewater before it drains to a sanitary sewer?

92-elective  Yes  No  N/A  
| Do you have knowledge of the drain system in your  
| shop?

93-elective  Yes  No  N/A  
| Have you requested a facility energy audit from your  
| electric company or others?

94-elective  Yes  No  N/A  
| Have you invested in energy efficient equipment?

95-elective  Yes  No  N/A  
| Have you requested an Oregon business Energy Tax  
| Credit or payment towards cost of equipment changes  
| such as from a utility company?

96-elective  Yes  No  N/A  
| Have you tracked water usage though your water bill to document  
| reduced water usage through conservation measures and changes in  
| shop processes?