



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

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 MANAGEMENT¹

1-legal Yes No N/A

Do you know your hazardous waste generator status?²

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.?

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

² 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 washwater³

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?

³ 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 RECYCLING⁴

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?

⁴ Call DEQ's NW Section (229-5263) and ask for help on Freon. see also 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

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?⁵

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?

⁵ 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?

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:

63-elective Yes No N/A

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

Product

Success / Problem

64-elective Yes No N/A

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

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
Supplies		
<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	
Other		
_____	_____	
_____	_____	

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"/> |
| <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

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?