



Eco-Logical Business Program

Automotive Services Application

Thank you for applying for EcoBiz

We recognize businesses and fleet maintenance operations that reach the highest standards in environmental best practices and work to prevent air, water, and hazardous waste pollution.

Once you complete and submit your checklist, a program representative will contact you within two weeks to schedule a site visit, and help you complete your certification.

EcoBiz Technical Assistance Provider:



Contact Information

Contact Name

Title/Position

Business Name

Street Address

City, State, Zip Code

Email

Phone

Website

How large is your shop and office (in square feet)?

How many employees do you have?



Recycling & Waste Prevention

By improving your efforts to minimize waste and recycle more at your shop, you can reduce costs and increase profits. Recycling some materials, rather than disposing of them, may also reduce your regulatory burden. The following section will cover your Recycling and Waste Prevention practices.

RE1 prog.	Do you practice at least four of the following activities? <i>Check all that apply:</i>	Yes	No	N/A
	Provide durable dishware for your employees Set your printers to default double sided (duplex) Requested reduced packaging from vendors Cancelled paper catalogs or reduced junk mail Provide electronic invoices Eliminated or reduced paper files or records Buy office supplies in bulk Other			

RE2 prog.	Do you have systems in place to collect and recycle at least 75% of the following materials? <i>Check the materials that you currently recycle:</i>	Yes	No	N/A																				
	<table border="0"> <tr> <td>Scrap Metal</td> <td>Used Oil</td> </tr> <tr> <td>Used Tires</td> <td>Used Oil Filters</td> </tr> <tr> <td>Vehicle Batteries</td> <td>Used Fuel Filters</td> </tr> <tr> <td>Fluorescent Bulbs*</td> <td>Used Anti-Freeze</td> </tr> <tr> <td>Cardboard</td> <td>Metal Cans</td> </tr> <tr> <td>Wood/Pallets</td> <td>Plastic Bottles</td> </tr> <tr> <td>Aerosol Cans</td> <td>Mixed Paper</td> </tr> <tr> <td>Plastic Bumper</td> <td>Glass Bottles & Jars</td> </tr> <tr> <td>Covers*</td> <td>E-Waste*</td> </tr> <tr> <td></td> <td>Solvents</td> </tr> </table> <p><i>*If available in your area.</i></p> <p>List additional materials recycled: Materials you need to recycle:</p>	Scrap Metal	Used Oil	Used Tires	Used Oil Filters	Vehicle Batteries	Used Fuel Filters	Fluorescent Bulbs*	Used Anti-Freeze	Cardboard	Metal Cans	Wood/Pallets	Plastic Bottles	Aerosol Cans	Mixed Paper	Plastic Bumper	Glass Bottles & Jars	Covers*	E-Waste*		Solvents			
Scrap Metal	Used Oil																							
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Covers*	E-Waste*																							
	Solvents																							



Recycling & Waste Prevention

RE3 <i>prog.</i>	<p>Do you regularly purchase three or more items with at least 30% post-consumer recycled content?</p> <table border="0"> <tr> <td>Office Paper</td> <td>Business Cards</td> </tr> <tr> <td>File Folders</td> <td>Pencils</td> </tr> <tr> <td>Note Pads</td> <td>Toner Cartridges</td> </tr> <tr> <td>Envelopes</td> <td>Laser Cartridges</td> </tr> <tr> <td>Toilet Tissue</td> <td>Napkins</td> </tr> <tr> <td>Paper Towels</td> <td>Sticky Notes</td> </tr> </table> <p>Additional items you purchase with recycled content:</p>	Office Paper	Business Cards	File Folders	Pencils	Note Pads	Toner Cartridges	Envelopes	Laser Cartridges	Toilet Tissue	Napkins	Paper Towels	Sticky Notes	Yes	No	N/A
Office Paper	Business Cards															
File Folders	Pencils															
Note Pads	Toner Cartridges															
Envelopes	Laser Cartridges															
Toilet Tissue	Napkins															
Paper Towels	Sticky Notes															
RE4 <i>elective</i>	<p>Do you use refillable containers for paints, cleaners or lubricants? (Such as pump, trigger or Sureshot® sprayers.</p> <p>If yes, list products:</p> <p>Estimate gallons of product used monthly:</p>	Yes	No	N/A												
RE5 <i>elective</i>	<p>Have you determined whether any waste streams or material can be <u>reused or recycled on-site</u> (e.g. filtered anti-freeze, packaging, wraps, etc.)?</p> <p>If yes, describe system:</p>	Yes	No	N/A												
RE6 <i>elective</i>	<p>If you use rechargeable batteries, are they properly recycled?</p>	Yes	No	N/A												
RE7 <i>data</i>	<p>Estimate how much your shop recycles of the following materials monthly:</p> <p>Tires (#)</p> <p>Used Oil (gallons)</p> <p>Used Anti-Freeze (gallons)</p> <p>Used Oil Filters (#)</p> <p>Aerosol Cans (#)</p>															



Cleaning Practices

The cleaning of parts, as well as general shop cleaning, can have an impact on the environment. Compared to petroleum based cleaning solvents, the use of alternative water based cleaning solvents may reduce regulatory liability, and reduce exposure for the employees that use them. Changes in cleaning practices can also save money, time, and water.

CL1 prog.	Does your shop have a policy prohibiting the use of chlorinated solvents?	Yes	No	N/A
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CL2 prog.	If you use hazardous solvents to clean parts, does your shop use an enclosed parts cleaner?	Yes	No	N/A
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CL3 prog.	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
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CL4 data	Do you contract to have your parts cleaner(s) maintained?	Yes	No	N/A
	If yes, how often do they visit (<i>weekly, monthly, etc.</i>)?			



Cleaning Practices

CL5 elective	<p>Has your shop minimized parts washer solvent use with any of these techniques?</p> <p>Extended schedule for parts washer fluid switch out</p> <p>Switched to smaller volume parts washer(s)</p> <p>Reduced or eliminated number of parts washers</p> <p>Use flow-through filter to extend the life of solvent</p>	Yes	No	N/A
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CL6 elective	<p>Does your shop have at least one water-based parts washer (i.e. "dishwasher")?</p>	Yes	No	N/A
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CL7 elective	<p>Do you use a detergent and water re-circulation bath (i.e. "birdbath") instead of an aerosol brake cleaner?</p>	Yes	No	N/A
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CL8 elective	<p>Do you reuse rags by laundering them?</p> <p>About how many are cleaned per month?</p>	Yes	No	N/A
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Employee Training

To ensure that your environmental practices are effective, your employees must be properly trained. Regularly scheduled refresher courses will help your employees to work safely and efficiently, and empower them to improve environmental standards.

ET1 prog.	Do all employees know where the Safety Data Sheets (SDS) from products used at your facility are located, plus know how to use them?	Yes	No	N/A
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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?	Yes	No	N/A
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ET3 prog.	Do you train employees on proper material storage, hazardous material, and hazardous waste management techniques?	Yes	No	N/A
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ET4 prog.	Does your shop conduct at least annual spill response trainings for all employees?	Yes	No	N/A
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Employee Training

ET5 <i>elective</i>	Are storm drains stenciled/marked to remind employees - and educate customers - that your site drains to a local waterway? Enter # of storm drains:	Yes	No	N/A
ET6 <i>elective</i>	Have you spoken in public, written articles, or volunteered on behalf of EcoBiz, or similar organizations? If yes, describe:	Yes	No	N/A
ET7 <i>elective</i>	Is pollution prevention and hazardous material or waste reduction directly tied to employees' job responsibilities, e.g., in job descriptions and/or through incentives?	Yes	No	N/A
ET8 <i>elective</i>	Have you participated in any voluntary technical assistance programs or trainings (e.g. City, County, OSHA, DEQ)? If yes, describe:	Yes	No	N/A
ET9 <i>elective</i>	Are employees trained in methods to reduce the use of parts cleaning solvents?	Yes	No	N/A
ET10 <i>elect.</i>	Have you instituted a No-Idling Policy and posted signs (excludes testing)?	Yes	No	N/A



Hazardous Materials

The wastes that are generated through use of those hazardous materials can sometimes be hazardous waste. Examples 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 or dispose of materials.

HM1 legal	Have you determined your facility's hazardous waste generator status? <ul style="list-style-type: none"> • Conditionally Exempt Generator (CEG) • Small Quantity Generator (SQG) • Large Quantity Generator (LQG) 	Yes	No	N/A
HM2 legal	Are small, work-site sized containers labeled with the current content? Special containers are needed for flammable liquids. (OSHA Employee Right to Know.)	Yes	No	N/A
HM3 legal	Are the hazardous materials used in your shop identified and labeled?	Yes	No	N/A
HM4 legal	If your shop captures metals from grinding or machining, have you performed a hazardous waste determination and disposed of materials properly?	Yes	No	N/A
HM5 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
HM6 prog.	Does your shop maintain hazardous material and waste containers in good condition? <i>This includes maintaining solvents and chemicals in sealed containers with tight-fitting lids to limit evaporation and reduce risk of spills.</i>	Yes	No	N/A
HM7 elect.	Does your shop have a plan for the reduction of toxic chemicals? (If yes, describe below)	Yes	No	N/A



Product Waste & Storage

Well-designed and executed inventory control plans reduce costs and waste. In order to reduce your environmental impact, properly store potentially hazardous materials you store.

PW1 prog.	Have you checked to see if unneeded materials, chemicals, or unknown substances are being stored on your property? (That is, do you perform regular “boneyard” audits?)	Yes	No	N/A
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PW2 prog.	Are those materials being properly managed, including: Moving them to proper storage Providing the material to others who can use them Proper disposal for hazardous and/or general wastes	Yes	No	N/A
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PW3 prog.	Do all containers of 55 gallons or more have secondary containment? * Mark the containment system(s) you have in place: Spill Pallet Containment Berm Containment Sump Storage room as containment Other method: <i>*Secondary containment needs to hold 110% of the volume of the largest container.</i>	Yes	No	N/A
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Product Waste & Storage

PW4 prog.	Does your shop keep liquid and solid wastes from entering storm drains?	Yes	No	N/A
	Explain how:			

PW5 prog.	Do you regularly maintain your oil/water separators and/or catch basins?	Yes	No	N/A
	If yes, about how often?			

PW6 prog.	Has an employee been assigned to conduct at least monthly audits of your shop's hazardous material and waste storage areas? List name/position:	Yes	No	N/A

PW7 prog.	Are all vehicle (lead-acid) batteries stored under cover and in a manner that prevents acid spills or releases onto the floor or ground?	Yes	No	N/A

PW8 prog.	Are all outdoor waste containers and storage areas covered to prevent rain from contacting the material and causing contamination?	Yes	No	N/A
	List materials stored outside:			



Purchasing & Inventory

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.

PI1 prog.	Are shipments inspected for leaks or damages before they are accepted?	Yes	No	N/A
PI2 prog.	Has your shop tested less hazardous/toxic products and/or replaced at least two hazardous materials with less hazardous/toxic ones? Now use: Instead of: Now use: Instead of:	Yes	No	N/A
PI3 prog.	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? List/Describe:	Yes	No	N/A
PI4 prog.	Are Safety Data Sheets (SDS) reviewed before a product is purchased?	Yes	No	N/A
PI5 elective	Does your shop's purchasing policy require only needed amounts of a hazardous material to be purchased, reducing the stock on hand? Describe the policy:	Yes	No	N/A



Purchasing & Inventory

PI6 <i>elective</i>	Is waste reduction considered when selecting equipment and/or products? Describe how:	Yes	No	N/A
PI7 <i>elective</i>	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?	Yes	No	N/A
PI8 <i>elective</i>	Have you switched to a concentrated tablet, formulation, or bulk packaging to reduce waste?	Yes	No	N/A
PI9 <i>elective</i>	Do you use only non-lead wheel weights?	Yes	No	N/A
PI10 <i>elect.</i>	Does your shop use an inventory system to reduce leftover, expired, or unused materials? Describe your system:	Yes	No	N/A
PI11 <i>elect.</i>	Are product samples accepted only if unused portions can be returned to the vendor?	Yes	No	N/A
PI12 <i>elect.</i>	Do you purchase re-refined anti-freeze?	Yes	No	N/A
PI13 <i>elect.</i>	If you pay for landscaping, do you hire an EcoBiz certified landscaper?	Yes	No	N/A



Spill Prevention

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.)	Yes	No	N/A
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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”? (<i>A plan outline and example spill plan is available upon request</i>).	Yes	No	N/A
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SP3 prog.	Are adequate, clearly marked, spill containment kits available and maintained in all areas where fluids are stored or handled? How many spill kits are now in place?	Yes	No	N/A
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SP4 prog.	Do your employees know where spill kits and spill response plans are located?	Yes	No	N/A
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Underground Injection Control (UIC) Wells

When a business has no access to sewer or storm water collection systems, business wastes are often discharged into sumps, drywells, trench drains, floor drains, septic tanks and drain fields. 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.

UIC1 legal	Have you checked for UIC wells (e.g. dry well, drill hole, drain field) located either inside your shop or anywhere on the property? Includes floor drains or sumps not directly connected to a municipal sanitary sewer.	Yes	No	N/A
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UIC2 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
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UIC3 legal	Has your shop registered its UIC well(s) with DEQ?	Yes	No	N/A
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UIC4 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
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Utilities

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 have 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.

UT1 prog.	Do you have knowledge of the sewer and storm water drainage systems in your shop?	Yes	No	N/A
UT2 prog.	Has your shop invested in energy efficient equipment?	Yes	No	N/A
UT3 prog.	Have you changed shop practices to conserve water? If yes, provide examples:	Yes	No	N/A
UT4 elective	Have you requested and received a facility energy audit through the Energy Trust of Oregon or your utility company?	Yes	No	N/A
UT5 elective	Have you enrolled in a renewable energy program through your local power utility? (<i>PGE – Green Source or Clean Wind. Pacific Power – Blue Sky Block or Blue Sky Usage</i>)	Yes	No	N/A
UT6 elective	Have you installed programmable thermostats, lighting controls, or power management systems?	Yes	No	N/A
UT7 elective	Have you replaced low efficiency lighting with High Performance Lighting (LED, T8, T5), or removed lighting (de-lamping)?	Yes	No	N/A
UT8 elective	Do you offer transit tickets, loaner bikes, or car sharing services (Car2Go, Zipcar) for customers?	Yes	No	N/A



Used Oil

It is vitally important that Used Oil is 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 spills and releases are prevented. A tiny amount of released oil can cause significant damage to the environment, and damage to business profits!

Qualification	Does your shop collect and/or recycle Used Oil? <i>If no, skip to the next page.</i>	Yes	No	N/A
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UO1 legal	Is your used oil either sent off-site for recycling, or burned in an appropriate on-site heater? (Check disposal method): Picked up for recycling Burned On-site List other disposal method:	Yes	No	N/A
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UO2 legal	Are all of your shop's used oil containers labeled as "Used Oil" and in good condition, including being free of leaks?	Yes	No	N/A
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UO3 elect.	Do you donate your used oil to Oregon Heat, or similar program, for re-refining?	Yes	No	N/A
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UO4 elect.	Do you purchase and use re-refined crankcase oils or lubricants? List products: How many total quarts per month? Or How many total gallons per month?	Yes	No	N/A
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Freon Recycling

The release of the refrigerants (typically Freon) from automotive air conditioning systems can cause 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.

Although not a requirement, some shops have found that using nitrogen for leak tests, instead of refrigerant, to be highly cost effective. This process also prevents the release of refrigerants.

Qualification	Does your shop service vehicle air conditioning units? <i>If no, skip to the next page.</i>	Yes	No	N/A
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FR1 legal	Does your shop use only EPA-certified equipment to evacuate and recycle refrigerant?	Yes	No	N/A
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FR2 legal	Does your shop employ only EPA-certified technicians to service air conditioning (Freon systems)?	Yes	No	N/A
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FR3 legal	Does your shop perform a leak test prior to recharging air conditioning systems?	Yes	No	N/A
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FR4 legal	Does your shop use only EPA-approved refrigerant?	Yes	No	N/A
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Air Quality

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.

Air Quality Addendum

Federal regulations (found in 40 CFR Part 63 Subpart HHHHHH) 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 – contact your technical assistance provider for notes and guidance on completing the following questions.

Qualification	Do you regularly paint vehicles?	Yes	No	N/A
	<i>If no, skip to the next section.</i>			

AQ1 legal	Does your shop use only HVLP (high volume, low pressure), air-assisted airless, or electrostatic spray guns?	Yes	No	N/A

AQ2 legal	Does your shop manually clean spray guns, or use a fully enclosed spray gun washer that recirculates and collects spent solvent and minimizes evaporation?	Yes	No	N/A

AQ3 legal	Do you use a filtered (with 98% efficiency), well-maintained, and complete spray booth to paint vehicles?	Yes	No	N/A



Air Quality

AQ4 <i>legal</i>	Are all workers that apply spray coatings properly trained, with documented training records?	Yes	No	N/A
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AQ5 <i>legal</i>	Do you maintain all required records on site? (If you have questions, contact your technical assistance provider.)	Yes	No	N/A
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AQ6 <i>legal</i>	Are only VOC-compliant coatings/paint used in your shop?	Yes	No	N/A
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AQ7 <i>legal</i>	Are coatings/paint prepared according to manufacturer specifications?	Yes	No	N/A
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AQ8 <i>elect.</i>	Do you use disposable paint cups/liners, or use other methods to reduce the use of cleaning solvents?	Yes	No	N/A
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Wash Water

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 that apply to your site. If you are unclear about these requirements, contact your technical assistance provider.

Qualification	Do you regularly wash vehicles or large pieces of equipment?	Yes	No	N/A
	<i>If no, skip to the next page.</i>			

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
	<p>Otherwise select one of the following:</p> <ul style="list-style-type: none"> Discharge to sanitary, with permission Discharge to surface waterways, with permission Discharge to storm sewer, with permission Use an approved off-site facility <p><i>All require permission and documentation from the local sewage authority, and/or DEQ</i></p>			

WW2 elect.	Does your shop provide customers with carwash coupons to take their vehicles to a local carwash that recycles wash water?	Yes	No	N/A

WW2 data	Estimate the number of vehicles you wash per week?



Radiator Repair

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.

Qualification	Does your shop repair radiators?	Yes	No	N/A
	<i>If no, skip to the next section.</i>			

RR1 legal	If you sandblast or bead blast radiators, have you performed a "hazardous waste determination on the blast residue (through laboratory testing or 'knowledge of process')?"	Yes	No	N/A
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RR2 legal	Does your shop properly manage its blast waste?	Yes	No	N/A
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RR3 legal	Does your shop properly manage water from the flush booth?	Yes	No	N/A
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RR4 legal	Does your shop properly manage sludge from the flush booth?	Yes	No	N/A
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RR5 legal	Does your shop properly manage spent hot tank solution?	Yes	No	N/A
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RR6 legal	Does your shop properly manage hot tank sludge?	Yes	No	N/A
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Radiator Repair

RR7 legal	Do you properly manage test tank water?	Yes	No	N/A
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RR8 legal	Do you properly dispose of test tank sludge?	Yes	No	N/A
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RR9 prog.	Does your shop recycle used anti-freeze?	Yes	No	N/A
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RR10 prog.	Has your shop received confirmation from your local wastewater treatment authority to allow discharge of external radiator wash water to the sanitary sewer?	Yes	No	N/A
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RR11 elect.	Do you recycle used solder?	Yes	No	N/A
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RR12 elect.	Do you have a closed loop water treatment system for process water that you generate on site?	Yes	No	N/A
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RR13 elect.	Do you provide employee work clothes/boots that remain on-site in order to prevent lead waste from tracking off-site?	Yes	No	N/A
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RR14 elect.	Do you provide showers for employees in order to reduce the lead waste tracked off-site?	Yes	No	N/A
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RR15 elect.	Do you provide regular blood tests for employees who use lead based solder?	Yes	No	N/A
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End of the checklist



Air Quality Addendum

Federal regulations (found in 40 CFR Part 63 Subpart HHHHHH), 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.

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.

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!

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.

Continued on next page.



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.

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.