



ENVIROSTARS

Green Choices. Healthy Communities.

EnviroStars Application/Worksheet

Auto Repair

BE AN ENVIROSTARS CERTIFIED BUSINESS

Program Requirements

- You do not generate large quantities of hazardous waste.
- You set a goal to improve practices.
- You receive a site visit from an EnviroStars representative to verify that your waste is properly managed.

Rating System

★★

To earn **2 stars**, you must be properly managing wastes and will need to outline a plan for reducing waste.

★★★

To earn **3 stars**, you must have an on-going system to reclaim or properly manage all key wastes mentioned in the 2-star level.

★★★★

To earn **4 stars**, you must inform customers and the public about your environmental management practices and take steps to reduce the amount of waste you generate.

★★★★★

To earn **5 stars**, you must demonstrate environment-related leadership among peers within the industry and/or the community, have a solid waste recycling program, and implement measures to save energy or protect natural resources such as air and water quality.

Renewal

Each year, you must renew your EnviroStars status by demonstrating how you made progress towards achieving your waste reduction goal(s). With renewal, you are able to use the EnviroStars logo for one more year. Continue to improve your pollution prevention programs and you may earn more stars and more recognition.

Benefits

- Attract customers
- Boost employee morale
- Improve our environment
- Reduce insurance costs
- Protect your long-term economic viability
- Reduce your liability from property contamination and accidents

The EnviroStars decal, logo, and certificate help you communicate your commitment to protect the environment. More proactive efforts to reduce hazardous waste may result in additional recognition:

- Highlights in radio advertisements
- Profiles in local newspapers
- Achievement award nominations
- Website listings and links

How to Apply

Tell us how you have reduced hazardous waste at your business. Simply give examples of how you have reduced hazardous waste for each section in this worksheet. Decide what you will do to add to your efforts for the coming year and set a hazardous waste reduction goal. Develop a timeline to accomplish your plans. Attach additional sheets if necessary. *Be sure to keep a copy for yourself.*

Contact your county's EnviroStars representative listed on page 2 for a certification visit. On-site consultants can go through the worksheet with you in person while checking your business hazardous waste management practices.

Send the completed worksheet to your county's EnviroStars program (address on page 2) or give it to the on-site consultant during their visit to your business.

Please mail your completed worksheet to the appropriate county EnviroStars address below, or complete it with the representative who visits your site.

Jefferson County

EnviroStars
c/o Environmental Health Dept.
615 Sheridan St.
Port Townsend, WA 98368
Questions or information: 360-385-9444 or
<http://www.jeffersoncountypublichealth.org/index.php?envirostars>

King County

EnviroStars
c/o Local Haz Waste Management Program
130 Nickerson St #100
Seattle, WA 98109
Questions or information: 206-263-3063 or
www.envirostars.com/

To schedule a site consultation call:
206-296-3976

Kitsap County

EnviroStars
c/o Kitsap County Health District
345 6th St #300,
Bremerton, WA 98337-1866
Questions or information: 360-337-5604 or
www.kitsapcountyhealth.com/environmental_health/solid_waste/envirostars.htm

Pierce County

EnviroStars
Tacoma-Pierce County Health Department
c/o Environmental Health
3629 South D Street (MS:307)
Tacoma, WA 98418-6813
Questions or information: 253-798-4783 or
www.tpchd.org/envirostars

Whatcom County

EnviroStars
Whatcom County Public Works
Solid Waste Division
322 N. Commercial #220
Bellingham, WA 98225
Questions or information: 360-676-7695 or
360-380-4640
www.envirostars.org/whatcom/index.shtml

General questions? Call the EnviroStars Hotline 1-877-220-7827 (STAR) or consult
www.envirostars.org



EnviroStars AUTO REPAIR Application Worksheet

Name of business _____

Owner _____

Phone () _____ Fax () _____

Email _____ Website _____

Location Address Street City State Zip

Mailing Address if different Street City State Zip

Worksheet prepared by Name Title

Have you had a site visit yet from EnviroStars or the Local Hazardous Waste Management Program? YES NO Not sure

Name of site visit consultant

How did you hear about the EnviroStars program? Circle the answer(s) that apply.

Site visit Another business Tradeshow/trade publication Customer Radio

Phone Book Presentation/meeting Community event Busboard Website

Green Business Directory TV Partner/CoStar organization Newspaper article/ad

Other: (please describe) _____

Certification: I volunteer to uphold the standards of the EnviroStars Program by properly managing and reducing hazardous waste. If my business no longer meets program requirements, I will notify EnviroStars of the problem. I will also refrain from promoting my business as an EnviroStar to my customers and using the EnviroStars logo in promotional efforts until the problem is resolved. I understand that the use of the EnviroStars logo is a privilege and that the EnviroStars Program owns the rights to the logo.

Owner signs here _____ Date _____

Print Name _____

EnviroStars representative approval _____ Date _____

EnviroStars Checklist for Auto Repair Shops

How do I qualify? Your business must be a small quantity generator (SQG) of hazardous waste or progressing towards SQG status and meet minimum standards for hazardous waste handling. You should be able to check all of the following items to meet EnviroStars standards. [An SQG business generates less than 220 pounds (about 27 gallons, or half a drum) of hazardous waste per month and accumulates no more than 2,200 pounds (about 5 drums) of hazardous waste on site at any time.]

This is an overview of what we will look at during our site visit. *Questions? Ready to schedule the on-site consultation? Call the Business Waste Line at 206-263-8899.*

1) Hazardous Waste Disposal

- Hazardous waste is either treated so that it is no longer hazardous or sent to a permitted recycling company, moderate risk waste facility, or treatment, storage and disposal facility (TSDF)
- Hazardous waste is not disposed down sanitary, storm, or septic system drains, nor disposed as solid waste in the garbage - unless specifically approved by the appropriate agency in writing
- Vehicle washwater with soaps or detergents are not allowed to enter a storm drain

2) Hazardous Waste Storage

Hazardous waste must be stored in containers that are:

- Compatible with the waste they hold
- Kept closed when not in use
- Kept inside or under cover
- Not in direct contact with soil or located over a drain

Each container with hazardous waste must have a label which includes:

- The name and description of waste and its hazards (toxic, flammable, etc.)
- The words "Hazardous Waste" clearly marked on the label

3) Documentation/Recordkeeping

- Documentation exists for all hazardous wastes being handled off-site (such as manifests, receipts, bills of lading, DOT shipping papers, vendor certificates)

4) Spill Management

- Spill materials and a response plan are available on site and in vehicles if transporting hazardous waste
- Hazardous waste must be transported in such a manner that it will not spill or be released

For office use only

Audit form: sections 1, 2, 4, & 5 have no minuses; Consultation form: sections 1, 2, 3, & 4 have no minuses.

Field person's signature

Date

EnviroStars Application/Worksheet

If you checked every box on the one-page EnviroStars Checklist, you may qualify for certification by the EnviroStars program. ***The next step is to identify what you are already doing or what you might be able to start doing to prevent pollution beyond those requirements.*** The following list of waste reduction examples was compiled in part from auto repair shops who have become EnviroStars. Check off current and future ways you can reduce wastes from the list or add your own. *We can make recommendations during your on-site consultation visit on how to qualify by improving your practices.*

Rating System

2-star: outline a goal to reduce hazardous waste or maintain your current status in Section 1.

3-star: identify ways you have reduced hazardous waste through practices, products and procedures in Sections 1-5.

4-star: show how waste prevention is built into your operations, marketing, management and accounting systems in Sections 1-8.

5-star: Demonstrate that you are a proactive leader, committed to preventing waste and spreading an ethic of environmental responsibility by completing Sections 1-10.

- You do not need to answer "Yes" on every line within a section to qualify.
- When you notice your check marks are becoming sparse, this is a sign that you've probably reached your highest possible star level at this time.

**** 2-Star Rating**

SECTION 1: Goals

Write a hazardous waste-related goal for the year. *State your goal. Be as specific as possible. Explain how you intend to achieve your goal by writing the results you want to achieve, outline the steps you will take, include timelines and who will be responsible.*

- **Recommendation:** Save this section for the end, and use some of the checked items in the "Future" column of other sections as your goal.

➤ Example Goals:

1. Establish and follow a preventative maintenance program to avoid, detect and repair leaks in shop equipment. Assign an employee to work with owner to find and review operations and maintenance materials for each piece of equipment (by March); write up procedures creating a shop plan to check equipment on a routine basis (by May); create and use a log to track equipment checks and any maintenance needed/completed (by June); review log records to see if specific equipment creates problems or if specific problems are recurring, identify ways to resolve problems (by December).
2. Consolidate list of aerosol solvents, brake cleaners, lubricants, etc; revise purchasing contracts to identify and preference lowest hazard products.
3. Develop and implement practices to minimize cleaning needed for floors, vehicles and equipment.
4. Establish an employee incentive plan: reduced solvent waste is tracked to each employee, a monetary bonus is paid based on savings.

*** 3-Star Rating

SECTION 2: Cleaning

Can you clean more efficiently, less often, using less hazardous materials?

Yes No Future N/A

- | | | | | |
|--------------------------|---|---|---|---|
| <input type="checkbox"/> | θ | θ | θ | We sweep floors and spot-clean drips and spills, instead of mopping them with detergent and water, using a floor machine, or using a hose |
| <input type="checkbox"/> | θ | θ | θ | We use reusable cloth wipes, laundered by a permitted industrial laundry, in place of disposables |
| <input type="checkbox"/> | θ | θ | θ | In order to reduce spills, we use spigots, pumps, catch pans, and funnels when dispensing and transferring liquids instead of freely pouring them |
| <input type="checkbox"/> | θ | θ | θ | We keep spill containment materials near potential spill sites |
| <input type="checkbox"/> | θ | θ | θ | We check vehicles as they come in for leaking fluids and drain or contain them immediately |
| <input type="checkbox"/> | θ | θ | θ | We use drip pans underneath potentially leaking vehicles |
| <input type="checkbox"/> | θ | θ | θ | Other ways we (could) reduce our use of hazardous materials and/or hazardous waste in our cleaning processes _____ |
| | | | | _____ |
| | | | | _____ |

SECTION 3: Product and Waste Storage

How do you prevent spills, leaks and contamination of hazardous and non-hazardous materials?

Yes No Future N/A

- | | | | | |
|--------------------------|---|---|---|--|
| <input type="checkbox"/> | θ | θ | θ | We reduce or eliminate access to sanitary, storm, and/or septic system drains |
| <input type="checkbox"/> | θ | θ | θ | We identify and label all products and wastes |
| <input type="checkbox"/> | θ | θ | θ | We keep lids, bungs and/or clamping funnels on all containers when not in use |
| <input type="checkbox"/> | θ | θ | θ | Product and waste containers are provided with secondary containment which is made of durable, leak-proof materials (such as a bermed room or building, containment pallet, sump, or horse trough), and which can hold the largest potential spill |
| <input type="checkbox"/> | θ | θ | θ | We train employees regularly on proper storage techniques |
| <input type="checkbox"/> | θ | θ | θ | We assign one employee to be responsible for routine inspections of product and waste containers |
| <input type="checkbox"/> | θ | θ | θ | We keep flammable materials in chemical safety storage units |
| <input type="checkbox"/> | θ | θ | θ | We anchor battery racks to the wall for earthquake protection |
| <input type="checkbox"/> | θ | θ | θ | Other ways we (could) prevent leaks, spills, and mixing of non-hazardous with hazardous waste _____ |
| | | | | _____ |
| <input type="checkbox"/> | θ | θ | θ | We have used the Industrial Materials Exchange (IMEX) to make extra materials available to others, or to purchase inexpensive raw materials. What materials? |
| | | | | _____ |
| | | | | _____ |

(For information about IMEX call 206-296-4899 or 888-TRY-IMEX.)

SECTION 4: Purchasing and Inventory Management

How do you minimize the number of hazardous products used and/or wasted?

Yes	No	Future	N/A	
<input type="checkbox"/>	0	0	0	We do not allow employees to bring unapproved products for use in the shop
<input type="checkbox"/>	0	0	0	We refuse free samples from vendors unless unused portions can be returned
<input type="checkbox"/>	0	0	0	We use an inventory system to streamline product purchasing and to prevent overstock
<input type="checkbox"/>	0	0	0	We purchase products with long shelf-lives
<input type="checkbox"/>	0	0	0	We review material safety data sheets before purchasing products
<input type="checkbox"/>	0	0	0	We ask vendors to provide alternatives to hazardous products and/or write this into purchasing contracts (eg non-chlorinated brake cleaners or cleaners without MEK)
<input type="checkbox"/>	0	0	0	We organize our stock in order to use or sell older product first (in order of purchase or expiration date)
<input type="checkbox"/>	0	0	0	We use IMEX to relocate discontinued or replaced products (see section 3)
<input type="checkbox"/>	0	0	0	Other ways we (could) reduce our use of hazardous materials, alternative products we could try/have tried _____

SECTION 5: Employee Involvement

What do you do to train, educate, inform or involve employees in reducing wastes and air pollution?

Yes	No	Future	N/A	
<input type="checkbox"/>	0	0	0	We catalog publications with waste management or pollution prevention information for easy reference (such as ASA's Washington Dateline, NACE, NAIT or I-CAR publications....)
<input type="checkbox"/>	0	0	0	We include discussion of hazardous waste/air pollution reduction and management in our routine meetings, training, and/or newsletters
<input type="checkbox"/>	0	0	0	We have contests to reduce contaminated oil, antifreeze, and/or solvent waste
<input type="checkbox"/>	0	0	0	We involve employees in product selection to reduce the introduction of unapproved or more hazardous materials
<input type="checkbox"/>	0	0	0	We educate employees to assure that accidental spills or contamination are avoided
<input type="checkbox"/>	0	0	0	We hold meetings to generate and implement new ideas to reduce pollution
<input type="checkbox"/>	0	0	0	We post our EnviroStars goal(s) and/or pollution prevention policy statement
<input type="checkbox"/>	0	0	0	Other ways we (could) involve employees in hazardous waste pollution reduction

*** 4-Star Rating

SECTION 6: Operations

How much waste is generated by your processes? Can more be prevented, reduced or recycled?

Yes No Future N/A

- θ θ θ We clean parts in two stages: first, pre-soak or rinse with used solvent, then wash with a cleaner solvent – so that parts cleaning solvent lasts longer
 - θ θ θ We use a dishwasher style cabinet washer rather than, or in conjunction with, a solvent parts washer
 - θ θ θ We use a parts washer with an effective filter system to extend use of the cleaners
 - θ θ θ We use lower flash point solvents or aqueous solutions to reduce evaporation and fire hazards
 - θ θ θ We do on-site solvent recycling with equipment which meets fire codes
 - θ θ θ We schedule parts cleaning service to fit volume and frequency needs (if the solvent is good through 8 or 16 weeks instead of 4, re-negotiate your contract!)
 - θ θ θ We use pump sprayers instead of aerosol cans
 - θ θ θ If we have an oil/water separator, we check the amount of oil & sludge, and have it pumped regularly; we do not discharge solvents or detergents to the o/w system
 - θ θ θ We drain and crush used oil filters, to reclaim the maximum amount of oil and to get the maximum number of filters into a drum
 - θ θ θ We use, sell or provide public services to recycle oil
 - θ θ θ We recycle:
- | | | |
|---------------------------------|--|--|
| (repeat boxes for
ea. Waste) | Antifreeze
Batteries
CFCs/refrigerants
Fuels: Gasoline/diesel
Oil
Oil filters
Scrap metal
Tires | Parts washer solvent/washwater
Radiators
Condensors
Core Parts
Aluminum
Paper Products
Window washer fluid |
|---------------------------------|--|--|
- θ θ θ Our building and property are well-maintained in order to meet the highest standards for employee and customer safety
 - θ θ θ Other ways we (could) reduce hazardous waste in our production processes

SECTION 7: Marketing

What have you done to share your environmentally responsible actions with your customers, your community and your industry?

Yes No Future N/A

- θ θ θ We give tours of our facility to other shop owners, customers, environmental groups, trade associations, etc.
- θ θ θ We discuss environmental or waste management issues in newsletters
- θ θ θ We explain our hazardous waste fee to customers
- θ θ θ We advertise our environmental awards in the phone book and/or other marketing
- θ θ θ We market our commitments to reducing hazardous waste & protecting the environment within our shop so that employees understand our ethic
- θ θ θ We check routinely around the perimeter of property to avoid nuisance or contamination problems for neighbors
- θ θ θ Other ways we (could) promote waste and pollution reduction

SECTION 8: Management and Accounting Systems

Do you know how much time, money, training, paperwork it takes to manage your hazardous wastes? Do you have enough information to chart a course for improvement?

Yes No Future N/A

- θ θ θ We record amounts of waste shipped
- θ θ θ We review the activities of vendors, consultants, or contractors that we hire, and require documentation of any waste disposal activities that they provide
- θ θ θ We keep disposal and recycling records in a file and compare the amount of waste generated with past years to monitor progress
- θ θ θ We identify the actual costs of labor, training, and waste management associated with specific wastes and charge an itemized environmental fee to customers, instead of a flat rate
- θ θ θ We assign a person (s) to regularly monitor and revise waste management and pollution control systems
- θ θ θ We have explored the prevention and/or recycling potential of all wastes produced
- θ θ θ Other ways we (could) keep track of the time and money we SPEND *managing* hazardous waste and/or that we SAVE *by reducing or avoiding* waste all together_____

***** 5-Star Rating

SECTION 9: Leadership

How does your business compare with others in your industry? Are you creating changes? Are you providing encouragement to others?

Yes No Future N/A

- We share successes, cost savings and environmental tips with others through trade association meetings, trade publications or industry-related conferences
- We educate the industry leaders of tomorrow by discussing waste management and pollution prevention in on-the-job training or voc-tech programs
- We work with our suppliers and manufacturers to play an active role in developing environmentally sensitive products
- We have created new technology, product, or service innovations that have resulted in reduced wastes or prevented pollution
- We have helped other specific businesses or shop owners to improve their practices

Describe in more detail what you have checked above:

- How do you plan to become (or stay) a leader in pollution prevention?

SECTION 10: Comprehensive Environmental Protection

Requirement: Incorporate a recycling program for solid waste. You must be able to check **at least 5 items** from this list:

- Make double-sided copies
- Reuse office supplies such as file folders/envelopes
- Communicate electronically
- Get off unwanted mail lists
- Use durable containers for shipping
- Reuse packaging materials
- Repair vs. replace equipment
- Use rechargeable batteries
- Provide recycling containers such as glass, aluminum, plastic, cardboard
- Purchase recycled products
- Set up materials reuse/exchange station
- Other: _____

Requirement: We protect water quality by

- not allowing vehicle washwater with soaps or detergents to enter a storm drain
- covering scrap metal to prevent runoff into storm drains

Yes Future

- Additional waste prevention activities:**
We minimize vehicle travel to work by encouraging employees to take the bus, bike, carpool, or walk
- We have participated in or sponsored a neighborhood cleanup, tree-planting, or other project in our community to spread the ethic of environmental stewardship
- We conserve energy by participating in the EPA Green Lights/Energy Star program or our local utility's conservation program (Call 202-775-6650 or see www.energystar.gov/ for more information)

θ θ We provide materials to educate employees and/or customers about steps they can take to prevent pollution at home
Are there any other things that you are doing now, or future plans you have, to reduce waste or emissions that you'd like to mention?

Please _____
Describe: _____

<<<DON'T FORGET TO RETURN TO SECTION 1 TO FILL OUT & SIGN YOUR GOAL>>>

Congratulations!

We look forward to adding your company to the EnviroStars Program!