

A Pollution Prevention/Waste Minimization Checklist for the Automotive Repair and Maintenance Industry

This checklist is a guide for facility managers and owners to assist in establishing P2/WM opportunities and priorities. The information generated from this checklist is strictly for your use!!! Complete only the sections that apply to your shop and keep it in your files for future reference. If your shop moves, grows or changes its services, go over the checklist again to see if any new P2/WM strategies will apply to your new situation.

ACKNOWLEDGEMENT

This document was prepared in its original form by personnel from the U.S. EPA Region IX, the City of Los Angeles Hazardous and Toxic Materials Program, and Inland Small Business Development Program. This document is in the process of being revised and tested for further use. The format of this document was changed to facilitate its addition to this Homepage.

Pollution Prevention/Waste Minimization Checklist for Automotive Repair and Maintenance Facilities

REGULATORY COMPLIANCE

1. Is the facility generally in compliance with:
 - o a. Hazardous waste management (generators) regulations? yes ___ no ___
 - o b. Air quality regulations? yes ___ no ___
 - o c. Water quality regulations? yes ___ no ___
 - o d. OSHA regulations? yes ___ no ___
 - o e. Underground storage tank (UST) regulations? yes ___ no ___
 - o f. Community right-to-know regulations? yes ___ no ___
2. Was the business recently cited for any violations by an environmental, health, safety or fire inspector? Was the violation corrected or mitigated? yes ___ no ___

GOOD HOUSEKEEPING

Materials Management

1. Are hazardous materials inventoried as they arrive? yes ___ no ___
2. Are containers inspected for leakage prior to delivery acceptance? yes ___ no ___
3. Are materials clearly dated and clearly marked? yes ___ no ___
4. Are materials used on a "first-in, first-out" scheme? yes ___ no ___
5. Are materials used only for their intended purposes? yes ___ no ___
6. Is access to hazardous materials limited to authorized and trained personnel? yes ___ no ___

Storage

1. Are hazardous and non-hazardous wastes stored properly? yes ___ no ___
2. Are the hazardous and non-hazardous waste areas located outside? yes ___ no ___
3. Are outdoor hazardous and non-hazardous waste storage areas covered? yes ___ no ___
4. Are the hazardous and non-hazardous waste areas locked when not in use? yes ___ no ___
5. Are materials and wastes stored in areas of low traffic and closed to their areas of use? yes ___ no ___

Facility Safety

1. Are emergency response manuals and phone numbers accessible to all employees? yes ___ no ___
2. Do you have a map showing where the nearest hospital, emergency care facility, and escape routes are located? yes ___ no ___
3. Is the maintenance area kept clean? yes ___ no ___

POLLUTION PREVENTION/WASTE MINIMIZATION

Spill Prevention

1. Are containers routinely checked for leaks? yes ___ no ___
2. Is secondary containment used for containers that store hazardous waste? yes ___ no ___
3. Are drip pans used under machinery (non-vehicled) and libricating operations? yes ___ no ___
4. Are entering vehicles checked for leaking fluids and are pans used for those vehicles found to be leaking? yes ___ no ___
5. Are floor drains in the facility covered except times when you intend to use them, and are they connected to holding tanks before they connect to the sewer? yes ___ no ___
6. Are spigots or funnels used when transferring fluids? yes ___ no ___

Waste Minimization

1. Do you segregate wastes? yes ___ no ___
2. Do you recycle wastes generated? yes ___ no ___
3. Is only the appropriate level of cleaning used on parts (amount of cleaning and least toxic method)? yes ___ no ___
4. Are shop towels serviced by an industrial launderer? yes ___ no ___
5. Are all materials and wastes labeled properly? yes ___ no ___
6. Is unused product recaptured or recycled prior to cleaning tanks or machinery? yes ___ no ___
7. When cleaning up spills, are dry clean-up methods used? yes ___ no ___
8. Is your shop a "Zero Discharger"? yes ___ no ___
9. If you use water for routine mopping and cleaning operations, have you considered ways to minimize the amount of water you use? yes ___ no ___
10. If the facility is a franchise, does it participate in a corporate pollution prevention program? yes ___ no ___
11. Are pollution prevention practices in place when using solvent based cleaning systems? yes ___ no ___
12. Are pollution prevention practices in place when using water-based cleaning systems? yes ___ no ___

Materials Substitution

1. Do you purchase and use recycled materials? yes ___ no ___
2. Are containers which are being used recyclable or reusable? yes ___ no ___
3. Do you have equipment or do you plan to purchase equipment which reduces waste? yes ___ no ___
4. Are the least hazardous materials being used? yes ___ no ___
5. If using solvents, are the least hazardous ones being used? yes ___ no ___
6. If using water-based cleaners, are the least hazardous ones being used? yes ___ no ___
7. Do you dispose of wastes properly? yes ___ no ___

EMPLOYEE EDUCATION

1. Are the employees trained in:
 - a. the safe handling of hazardous materials yes ___ no ___
 - b. proper waste management yes ___ no ___
 - c. emergency spill response yes ___ no ___
 - d. spill prevention yes ___ no ___
2. Have you clearly outlined and explained to your staff and employees what pollution prevention and waste minimization are and encouraged their input in defining a pollution prevention statement?
yes ___ no ___
3. Do you provide incentives or awards for those who practice proper or new pollution prevention techniques? yes ___ no ___
4. Do you hold regular employee meetings to discuss changes or ongoing equipment practices and procedures? yes ___ no ___

***Contact Pinellas County's Pollution Prevention and Resource Recovery (P2R2) Program at 464-4761
for Waste Reduction Assistance***