



Indiana Department of Environmental Management





Auto Salvage Recyclers ENVIRONMENTAL SELF-AUDIT WORKBOOK AND CHECKLIST

For the Auto Salvage Recyclers Certification Program

Auto Salvage Recyclers ENVIRONMENTAL SELF-AUDIT WORKBOOK AND CHECKLIST

Prepared by Indiana Department of Environmental Management Office of Land Quality Industrial Waste Compliance



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www.idem.IN.gov/4993.htm

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 - OWQ Drinking Water
 - OWQ Ground Water
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INTRODUCTION

The auto salvage recycling business sector is over seventy-five years old. It has evolved into a sophisticated, technology-driven operation that constantly changes in response to innovations in the automotive industry. To be competitive and profitable in today's markets, the auto salvage recycling process must involve more than merely crushing wrecked, abandoned, and worn-out motor vehicles. The modern-day auto salvage recycler needs established operating practices that realize the maximum market value of every end-of-life vehicle, as well as providing environmental protection within the community.

In order to improve environmental protection, the Auto Salvage Recyclers Certification Program was developed by the Indiana Department of Environmental Management (IDEM). This workbook provides information that the auto salvage recycler needs in this modern age. Utilizing this information will help you better understand the environmental issues, comply with state and federal environmental regulations, and implement best management practices (BMPs) to minimize risks and liabilities. If you discover environmental violations at your business, participation in this program can allow you the opportunity to return to compliance without enforcement penalty. Additionally, auto salvage recycling businesses participating in the Auto Salvage Recyclers Certification Program may be eligible for Indiana Clean Yard Certification if they are in compliance with all regulations.

Time frame

If you choose to participate, we would like you to submit your completed environmental selfaudit checklist, any necessary return-to-compliance (RTC) forms, and the certification statement, within 60 days of receiving this workbook. These forms are located in the appendix of this guide.

Participation

Participation in the program is voluntary. However, all auto salvage recycling facilities should strongly consider participating in the program to take advantage of the opportunity to improve their day-to-day business practices and become better stewards of the environment. Specific advantages of participation include:

- reducing inspection priority;
- making you better prepared for a complaint inspection;
- being placed on a public participation list as an environmental participant;
- the possibility of being certified as an Indiana Clean Yard by IDEM. For more information on this program, see the following section titled "Clean Yard Certification". You may also call IDEM at (800) 988-7901 or (317) 232-8172 or visit our Web site at www.idem.IN.gov for more information;
- priority in receiving information and education on methods of complying with environmental regulations that apply to auto salvage facilities;
- priority in receiving free, confidential technical assistance from IDEM's Office of Pollution Prevention and Technical Assistance (OPPTA) to comply with environmental regulations and implement best management practices that could result in financial savings; and,
- priority in receiving educational and promotional materials.

INTRODUCTION

Participation in this certification program does not imply that your business will be exempt from random inspections, or inspections prompted by complaints. However, participation in this program will help you identify any issues and prepare your facility in the event of an inspection. You should keep copies of your checklists and any other forms you submit in order to assist you in demonstrating compliance with applicable state and federal regulations.

To assist you in participating in this program, we have included a DVD. This instructional DVD is located on the last page of this workbook. Although use of this DVD is not essential, it is designed to walk you through the information contained in this workbook and may help answer questions you have.

If you would like free, confidential, environmental assistance with this program, you can call IDEM's *Compliance and Technical Assistance Program* (CTAP). CTAP staff are available weekdays to answer your environmental questions regarding air, water, and waste regulations, pollution prevention, and recycling. You can call CTAP at (800) 988-7901 or (317) 232-8172.

Not Operating as an Auto Salvage Facility?

If there are no active auto salvage yard operations at your facility address, simply complete, sign, and send the non-applicability statement form to the Indiana Department of Environmental Management (IDEM). The non-applicability statement form can be found in the appendix of this workbook on page 57. Please note that all industrial and commercial facilities in the State of Indiana must comply with all applicable environmental regulations, whether or not they are part of this program or any other certification program.

Clean Yard Certification

Eligibility for certification as an Indiana Clean Yard by IDEM is based on your completion of the environmental self-audit checklist and determination that your facility complies with all environmental regulations, holds necessary licenses and approvals, recycles most materials, and is in good standing with all IDEM programs. For more information, call IDEM at (800) 988-7901 or (317) 232-8172 or visit Auto Salvage Web site at www.idem.IN.gov/4993.htm .

INSTRUCTIONS

To participate in the Auto Salvage Recycler Program, you will need to complete the environmental self-audit checklist, all necessary return-to-compliance (RTC) forms, the certification statement, and submit them to the Indiana Department of Environmental Management (IDEM). These steps are outlined below.

1. Complete the environmental self-audit checklist form.

The environmental self-audit checklist form is included in the appendix of this guide. You should use Sections A through J of this guide to help you complete the form. These sections of the workbook correspond with the sections of the checklist and contain explanations that will help you answer the checklist questions. See the box below for an example of questions that are used in this workbook.



Do you crush vehicles at your facility?

The workbook sections also include information and resources to help you manage your business's environmental needs while utilizing best management practices (BMPs). Information placed in orange boxes similar to this refers to BMPs. While not required by regulation, BMPs will help you run your business in a more cost effective and environmentally-safe manner.

2. Complete any necessary return-to-compliance (RTC) plan form(s).

On the environmental self-audit checklist form, you will select "YES" or "NO" for each question. You will notice that sometimes the "YES" or "NO" is followed by "Submit RTC". For each of your answers that include the note "Submit RTC", you will need to complete and submit a separate return-to-compliance plan form (RTC). Copy and use the RTC plan form located in the appendix of this guide as needed.

3. Complete the certification statement form.

After you have completed the environmental self-audit checklist and all necessary RTC forms, please complete and sign the certification statement.

4. Mail the forms.

This is the final step. Take all of your completed forms (the environmental self-audit checklist, all necessary RTC forms, and the certification statement) and mail them together to the address provided on the forms.

If you have questions about any of these forms, contact IDEM's *Industrial Waste Compliance Section* at (800) 451-6027 ext. 8-3103 or (317) 234-6951.

A. AUTO SALVAGE LICENSE



An auto salvage recycler facility.

A copy of the license application form can be found at www.lN.gov/ icpr/webfile/formsdiv/40248.pdf or in *Appendix: Auto Salvage License*.

SALVAGE MOTOR VEHICLE BUSINESS LICENSE No. 010069						
BUREAU OF MOTOR VEHICLES - DEALER SECTION Fecul content IBA approved - 190 6400 E. 30th Street, Indianapolis, IN 46219						
The écensee named below is authorized to engage in the business indicated by the License Type and any specific functions listed at th location(s) indicated.						
NAME AND ADDRESS						
F40249 ALIGNMENT VOID VOID VOID						
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Sample salvage motor vehicle business license

In addition to following environmental regulations, you also need to make sure that your salvage recycling yard is licensed by the Indiana Bureau of Motor Vehicles.

Do you have a valid Indiana Salvage Motor Vehicle Business License?

A license is required for disposal facilities, used parts dealers, or automotive salvage rebuilders that do the following activities:

- sell a used major component part of a vehicle;
- wreck or dismantle a vehicle for resale of the major component parts of the vehicle;
- rebuild a wrecked vehicle or dismantled vehicle;
- possess more than two (2) inoperable vehicles subject to registration for more than 30 days; and,
- engage in the business of storing, disposing, salvaging, or recycling of vehicles, vehicle hulks, or the parts of vehicles.

If you do not have a valid (i.e., current) Indiana Salvage Motor Vehicle Business License, you will need to submit a return to compliance plan form. To be in compliance, you will need to complete the license application form and submit the form with a \$10 application fee to:

> Indiana Bureau of Motor Vehicles Dealer Section 6400 E. 30th Street, Indianapolis, IN 46219.

Include a copy of your valid Indiana Salvage Motor Vehicle Business License with all forms submitted for IDEM's *Auto Salvage Recycler Certification Program*.

B. FLUIDS MANAGEMENT

As the operator of an auto salvage recycling business, you work with numerous types of fluids, and you need to be aware that many of them can pose a threat to human health and the environment if not handled correctly. Fluids are generally best managed by starting the fluids management process as soon as you receive a vehicle and diligently following through with all of the recommendations you will find here. This section will explain some requirements and suggestions for helping manage your fluids in the best way possible.

Do you have spills or releases of fluids at your facility?

Fluids can include gasoline, fuel, motor oil, antifreeze, transmission fluid, brake fluid, battery acid, power steering fluid, crank case oil, solvents, paints, etc. If you have a spill or release on your property, you will need to submit an RTC plan form. To be in compliance, you will need to immediately clean-up, remove, and contain all spills and contaminated soil/debris resulting from spills and releases.

If the visible contamination is less than twelve (12) inches below the ground surface, then remove at least six (6) inches of soil/debris below the visible contamination. Dispose of all waste and contaminated soil/debris in a state permitted municipal solid waste landfill. Submit to IDEM, documentation of proper disposal of the remediated waste, as well as, plans to prevent future contamination (e.g., photos, receipts). Be aware that if the spilled material is unknown, you will need to conduct a waste determination prior to disposal of your contaminated material. See the orange box at the right for guidance information.

If the visible contamination is greater than twelve (12) inches below the ground surface, notify IDEM to determine the necessary clean-up requirements. Call IDEM's *Office of Land Quality - Industrial Waste Section* at (800) 451-6027 ext. 8-3103 or (317) 234-6951.



Fluid pooling beneath stored vehicles.



Release of fluids from above ground storage tanks in poor condition with no label.

For guidance in making a waste determination, visit www.idem. IN.gov/catalog/guidance/ la-062-gg.pdf, www.idem.IN.gov/5043.htm, www.idem.IN.gov/4108.htm or call IDEM toll free at (800) 988-7901 or (317) 232-8172.



Removal of fluids prior to storing the vehicle.

1a If you answered "YES" to the question above, did you report the spill(s) and release(s) to IDEM upon discovery?

In the future, you will need to call IDEM's *Office of Land Quality – Emergency Response Section* at (888) 233-7745 or (317) 234-4112 to report any spill or release.

2 Do you remove fluids and filters from vehicles prior to storing them in your yard?

It is recommended that you remove all fluids and filters from vehicles before you store them in the yard. Removing these helps prevent potential health and environmental hazards. Used automotive fluids can contain contaminants, such as solvents, which can cause negative health effects as mild as nausea or as severe as life-threatening organ damage. Even clean, new fluids can pose a health risk: gasoline contains benzene, a chemical known to cause cancer. Additionally, removing the fluids and filters allows you to recycle them.



Fluid removal prior to storing cars in the yard can greatly reduce fluids releases to ground and storm water.



Some fluids can be recycled or reused after removal.

Do you remove batteries from vehicles prior to storing them in your yard?

It is suggested that you remove batteries from vehicles prior to storing the vehicles in your yard, since they contain harmful substances such as lead, zinc, mercury, nickel, cadmium, and strong acids. A substance with the corrosive ability of a strong acid or the toxic potentials of lead, zinc, mercury, nickel, and cadmium should not be released to the environment. By removing batteries, you help ensure that these contaminants stay out of our soil, water and air.



Proper battery storage inside a trailer.

Do you store vehicle batteries in a building or away from the elements (e.g., rain and snow) to prevent a release into the environment?

Once you have taken the first step of removing batteries, the next thing to do is store them properly. The best possible way to store batteries is in containers or structures that can catch any leaks. These containers or structures are also known as secondary containment units. Containers should then be kept inside a building. By following this suggestion, you decrease the likelihood that contaminants (acid, lead, etc.) from the batteries will leak onto the ground or be washed into waterways by rain or snow. Storing batteries in secondary containment inside a building also help lessen the chances of a potentially costly clean-up in the event of an accidental release.



Proper battery storage inside a building in secondary containment.



Batteries stored inside with secondary containment.



Auto recycler crushing operation.



Do you crush vehicles on site?

This applies to a crusher that is owned or contracted by the facility to do work on site. *If "NO", skip question 5a.*

5a If you answered "YES" to the question above, is the crusher located in an impervious secondary containment unit or inside a building with concrete floors?

After you have removed all automotive fluids, residual fluids will undoubtedly remain. In order to decrease the chance that these fluids will spill onto the ground during crushing and contaminate the environment, you should consider placing the crusher in an impervious secondary containment unit or inside a building with impervious concrete floors.



Crusher placed in secondary containment.



Windshield wiper fluid storage.

Do you remove and recycle windshield wiper fluid?

Most people are familiar with the idea that gasoline and oils can cause health and environmental damage. However, many people do not realize that windshield wiper fluid, because of constituents like ethylene glycol, can also negatively impact human health and the environment. By removing windshield wiper fluid, you will be helping to ensure this contaminant does not reach the environment, and possibly save money.

Do you inspect all fluid containers weekly for rust, dents, holes, bulges and leaks?

You should inspect all your fluid containers on a weekly basis for rust, dents, holes, bulges and leaks. By doing this, you will notice any problems and therefore decrease the possibility of an accidental release which could cause damage to the environment or loss of recyclable materials.



Drums that are rusted and dented.

8 Do all of your fluid containers have secure (tightly-sealed) lids?

You should secure the lids on all of your fluid containers. Following this suggestion will lessen the chances that contaminants will reach the environment through evaporation or accidental spills. This will also help prevent contamination of your usable fluids.



Properly closed parts washer.



Properly closed parts washer.

FLUIDS MANAGEMENT



Properly labeled and stored antifreeze.

Do you label all of your fluid containers to identify the contents?

Labeling all of your fluid containers is an easy suggestion to follow. This will help prevent accidental mixing of incompatible substances. Also, it is much easier for you to know how to react to a spill if you know what fluid has spilled. This also helps when emergency responders need to come to your facility regarding a spill. Labeling fluids can also help with recycling and avoid the potential costs of a waste determination, a procedure that sometimes must be done in order to determine the identity of an unknown material.



Properly labeled and stored fluids.



Properly labeled and stored fluids in stationary secondary containment.

Do you store your fluid containers in a building or away from the elements (e.g., rain and snow) to prevent releases to the environment?

Storing fluid containers in a building or away from the elements is another suggestion you can follow to help ensure that fluids do not reach the environment. You can also add secondary containment pads for increased protection. These measures will help lessen the chances of a potentially costly clean-up in the event of an accidental release.

Do you store empty drums in a manner that prevents the accumulation of rain water?

Keep empty drums in a manner that prevents the accumulation of water. For example, you can store them capped and laid on their sides. This will help prevent the accumulation of stagnant water, which could serve as a mosquito breeding ground. This also helps ensure that no water will come into contact with residual fluids and wash them into the soil or water.



Open containers collecting rainwater.

Do you store engines, transmissions, and other vehicle parts in a building or away from the elements (e.g., rain and snow) to prevent releases to the environment?

Store vehicle parts inside a building. By storing them outside, you risk potential contamination if residual fluids leak out, or if precipitation washes the fluids into the environment. Inside storage will lessen the chances of contamination, and your parts will be protected from damage by the elements.

13 Are your floor drains closed or filled in where fluids are present?

If you have floor drains in an area where fluids are present, we suggest that you close or fill in the drains. By doing so, you make clean-up easier and you help ensure that your fluids will not find their way into the soil or water if they happen to spill on your floor.



Drums capped and stored on their sides.



Parts stored in racks inside building.



Filled in floor drain.

C. OIL



Improperly stored used oil.

Oil, especially used oil, has the potential to cause pollution and other negative effects if handled incorrectly. Used oil is also one of the most common waste fluids you generate at your facility. Because salvage yards so commonly deal with this fluid, the importance of following all applicable regulations can sometimes get lost in the shuffle of everyday business. This section will help you understand some of the most common regulations that apply to storage, use and disposal of used oil.



Labeled drum of used oil.

Are your oil containers and/or tanks in good condition?

Good condition is free from rust, dents, holes, bulges and leaks. Inspect all used oil storage containers and/ or tanks at your facility. If your containers and/or tanks are not in good condition, you will need to submit an RTC plan form. To be in compliance, you will need to immediately replace/repair the damaged containers and/or tanks. Dispose of deteriorated containers at an approved disposal or recycling facility, as appropriate. Maintain containers and/or tanks in good condition. Submit to IDEM documentation of proper used oil storage (e.g., photos).



Used oil label.

2 Do you label used oil containers and/or tanks with the words "Used Oil"?

All containers and/or tanks that store used oil must be labeled clearly with the words "Used Oil". No other phrases are acceptable. If your containers and/or tanks are not labeled with the words "Used Oil", you will need to submit an RTC plan form. In addition to tanks and containers, label any fill ports if the fill ports are not directly associated with the containers and/or tanks. An example of this is when a container and/or tank is outside the building and the fill port (commonly a sink or pump) is located inside the building. To be in compliance, you will need to label (e.g., via stickers, paint, marker, stenciling) all of your used oil containers and/or tanks with the words "Used Oil". Submit to IDEM documentation of labeling (e.g., photographs).

Do you burn used oil in a space heater? If "NO", skip question 3a.

The use of an oil-fired space heater is permitted provided that the heater has a maximum capacity of no more than half (0.5) million BTUs/hour and that the combustion gases from the heater are vented to the ambient air.

3a Do you burn used oil generated only by your facility or by a household do-it-yourselfer?

If you burn oil generated by another business facility (except for household do-it-yourselfers), you will need to submit an RTC plan form. To be in compliance, you will need to immediately cease the use/acceptance of used oil generated at other locations. Submit to IDEM documentation that describes the source of used oil burned at your facility.

If you would like to continue to use/accept used oil generated by another location, you must comply with 329 IAC 13-4-1 requirements for used oil marketers.



If you have any questions about the rule for burning used oil, please contact IDEM's *Office of Land Quality* toll free at (800) 451-6027 ext. 234-6935.

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Registered used oil transporter.



Drum transported in a truck bed.

Do you use a registered transporter for your shipments of used oil?

If "YES", skip question 4a.

You can find a list of registered used oil transporters at www.idem.IN.gov/files/hw_notifier_used_oil.pdf.

4a Do you transport used oil (fifty-five (55) gallons or less) in a company (or employee) vehicle to one of the following locations:

- a government approved collection center; or,
- an aggregation point owned or operated by your company?

OR

Do you have a contract that requires your used oil to be returned to you for re-use?

You may self-transport fifty-five (55) gallons or less of used oil if you take it to an approved collection center or company owned aggregation point. If you do not take your oil to an approved location or have an approved contract, you must submit an RTC plan form. To be in compliance, you will need to immediately contract the services of a registered transporter and maintain records of shipments or you may selftransport to an approved location.

Submit to IDEM proof of the use of a registered transporter (unless you transport fifty-five (55) gallons or less) and approved location.

Capacity equals the amount the containers and tanks can hold, NOT the amount of oil you currently have.

If "NO", skip question 5a.

Calculate the oil storage capacity you have on site. This will include both product oil and used oil. The only containers that you will need to count are those above ground with a capacity to hold fifty-five (55) gallons or more. If the total capacity is less than one thousand three hundred and twenty (1320) gallons, *answer NO and skip question 5a*.

5a Does your facility have a Spill Prevention, Control, and Countermeasure (SPCC) Plan?

If your facility does not have an SPCC Plan, you will need to submit an RTC plan form. To be in compliance, you will need to develop an SPCC Plan. Submit to IDEM documentation of your SPCC Plan. Alternately, you may reduce the total on site oil capacity at your facility.

For more information on developing a SPCC plan, visit www.epa.gov/oem/content/spcc/index.htm , www.epa.gov/region5oil/plan/spcc.html or call the U.S. EPA at (312) 866-7187



Oil storage capacity exceeding 1320 gallons.



Oil storage capacity exceeding 1320 gallons.



Sample spill prevention control and countermeasures plan cover page.

D. UNDERGROUND STORAGE TANKS



Remnants of a dispenser pad for a UST.

The presence of an underground storage tank (UST), whether in use or out of service, could mean that your facility is subject to additional regulations. It's possible that you have an underground storage tank, but are not aware of it. If you have items resembling those depicted to the left, you will need to examine them further to determine if you do have a UST.

Does your facility have any underground storage tanks (USTs)?

If "NO", skip question 1a.



Vent lines for a UST.

Do you have petroleum or hazardous substance containing UST(s) (one hundred ten (110) gallons or more) that have not been registered with IDEM?

Note: Underground storage tanks storing fuel for heating are exempt.

If you have a UST(s) that has not been registered with IDEM, you will need to submit an RTC plan form. To be in compliance, you will need to contact IDEM's *Office of Land Quality - Underground Storage Tank Section* toll free at (800) 451-6027 ext. 234-4112 to register or close your tank.

For a registration application, visit www.IN.gov/icpr/webfile/ formsdiv/45223.doc, or the Appendix: Underground Storage Tank of this guide.



Fill pad for a UST.

E. HAZARDOUS WASTE MANAGEMENT

Some small businesses, including salvage yards, are hazardous waste generators. Even if you only generate a small amount of hazardous waste, it's still important to handle the waste properly. Some of the items that an auto salvage business may have that could be considered hazardous waste are: solvents, paints, aerosol cans, rags contaminated with solvents or paints, lead acid batteries, and fluorescent lights.

Does your facility have any unknown materials on site?

If you have unknown materials, you will need to submit an RTC plan form. To be in compliance, you will need to identify (e.g., conduct a waste determination) any unknown materials and determine if they are hazardous. Submit to IDEM documentation and/or analytical results that support your determination. In addition, submit documentation of proper recycling or disposal of the material.

2 Do you generate hazardous waste in quantities greater than or equal to two hundred twenty (220) pounds per month?

If you generate hazardous waste in quantities greater than or equal to two hundred twenty (220) pounds per month, you will need to contact IDEM's *Office of Land Quality - Industrial Waste Section* toll free at (800) 451-6027 ext. 234-6951 or (317) 234-6951 to obtain a U.S. EPA ID number and for further guidance on how to properly manage the waste.



Unlabeled group of drums with unknown contents.



A half full 55 gallon drum is about 220 pounds.

For guidance in making a waste determination, visit www.idem. IN.gov/catalog/guidance/ la-062-gg.pdf, www.idem.IN.gov/5043.htm, www.idem.IN.gov/4108.htm or call IDEM toll free at (800) 988-7901 or (317) 232-8172.

F. WASTE TIRE MANAGEMENT



2/32 inch tread depth test with a penny.

	INDEXNA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT Noted & Counts, js. Note
	Date:
	(SAMPLE REGISTRATION LETTER)
	WASTE TIRE STORAGE SITE REGISTRATION
In accord information	ance with Indiana's Solid Waster Management Board Rale 329 LAC 15-3-3, and the on provided by your application for a waste tire storage registration:
	Facility Contact Person's Name Facility Name Facility Street Address City, State Zig Code
is hereby	issued registration number [###-S-00###] , subject to the following conditions:
1.	Waste tires may only be accepted from a registared waste tire transporter or a person who is not required to be registered as a transporter under 329 LAC 15-4.
2.	A shipment of waste tires by a registered waste tire transporter will not be accepted if it is not accompanied by a sumfilest containing information required by 329 EAC 15-4-13.
3.	Waste the storage in restricted to a maximum of [####], whether they are in shrudded tire pieces, whole tires, or a combination of both, identified by storage area permanent comer boundary markars.
4	Disposal of wasis tire material from this operation must be at a Department of Environmental Management approved facility.
This regis complians application registration you have 317/2324	tration is valid for a period of five (5) years, provided the registrant maintains (re with 329 LAC 15-3 and 15-5, and will expres on Nameth 1, 2008. A renewall for this registration must be submitted situy (60) short prior to the expression date. This is in subject to adhesistrative review as described in the attached Natice (Decision, If any questions, please contact Ms. Debby Bakar, Waster Tire Program Director, at 1996.

Sample waste tire storage registration.

Waste tires can pose a fire hazard and provide breeding grounds for rodents and mosquitoes. In order to reduce these potential hazards, it's important for you to comply with Indiana's waste tire regulations. The information below can help you determine what problems you may have and also provide you with information on how to remedy some of those problems.

Does your facility have over 1,000 waste tires stored outside or over 2,000 waste tires stored inside?

If "NO", skip question 1a.

A waste tire is a tire that is not suitable for the tire's original purpose. A tire with less than two-thirty seconds (2/32") of an inch tread is considered to be a waste tire. To test tread depth, place a penny into several tread grooves across the tire. If part of Lincoln's head is always covered by the tread, you have more than two-thirty seconds (2/32") of an inch of tread depth remaining.

1a Does your facility have a valid certificate of registration as a waste tire storage facility?

If your facility does not have a valid waste tire storage registration, you will need to submit an RTC plan form as described in question 2.

Do you open dump waste tires at your facility?

If you have uncovered and/or unaltered waste tires kept outside, you likely have an open dump, and will need to submit an RTC plan form. To be in compliance, you will need to collect and remove all waste tires presently on site and haul them to a state approved solid waste or tire management facility or recycling facility. Be advised that IC 13-20-14-1 prohibits the disposal of whole waste tires at Indiana solid waste landfills. The Indiana Air Pollution Control Rule prohibits the open burning of this waste. Submit to IDEM the number of tires removed and documentation showing proper disposal or provide a reasonable schedule for cleanup and disposal. In the future, collect waste tires in an enclosed area or covered container and dispose of the waste tires within six months.

3 Do you store waste tires in a manner that poses a fire hazard?

If you store your waste tires in a manner that poses a fire hazard (e.g., near heat sources and activities like welding, torching, smoking or under power lines) you will need to submit an RTC plan form. To be in compliance, you will need to store waste tires in a manner that does not pose a fire hazard. Submit to IDEM documentation showing proper storage of tires (e.g., photos).



Open dump of tires.



Open dump of tires.

For more information on storing tires in a manner that does not pose a fire hazard, you can contact the Indiana State Fire Marshal at (317) 233-5341 or (317) 234-2585.



Tire fire due to storing tires in an unsafe manner.



Tires stored improperly in standing water.



Do you prevent water from accumulating in the waste tires?

Water accumulation may be prevented by storing tires inside or under cover, by altering the tires so that they cannot accumulate water, or other methods.

If you do not prevent water from accumulating in your waste tires, you will need to submit an RTC plan form. To be in compliance, you will need to prevent water from accumulating in tires by cutting or drilling holes, and/or by storing in a building, enclosed area or covered container. Submit to IDEM documentation that you have ensured that no water can accumulate in your waste tires (e.g., photos).



Mosquito larvae in tire. (Marion County Department of Health)



Mosquito larvae. (Indiana State Department of Health)



A vector is a mosquito, rodent, flea, tick or other animal that can carry disease to humans.

If your waste tires have the potential to harbor vectors, you will need to submit an RTC plan form. To be in compliance, you will need to manage waste tires in a manner that minimizes vector attractions by cutting tires, drilling holes in tires, storing tires in a building, and/or storing tires in enclosed areas or covered containers. In extreme cases, you will also need to ensure removal of vectors (e.g., spraying for mosquitoes).

Submit to IDEM documentation that your waste tires are not vector attractants (e.g., photos, receipts).

Do you ship whole waste tires off-site?

If "NO", skip question 7.

Are your tires delivered to one or more of the approved locations:

- a wholesaler or agent of a wholesaler;
- a facility that recycles or collects tires for delivery to a facility that recycles;
- a permitted final disposal facility regulated under environmental management laws;
- a permitted waste tire storage site;
- a facility operated as a waste tire cutting facility under a permit issued by the commissioner; or
- a registered waste tire transporter or a person who operates a municipal waste collection and transportation vehicle licensed under IC 13-20-4.

If your tires are not taken to an approved location, you will need to submit an RTC plan form. To be in compliance, you will need to immediately cease transport to all unapproved facilities. Begin transporting all whole waste tires to an approved facility. Submit to IDEM proof of transport to an approved facility (e.g., receipts, contract).



Shredded waste tires.

For a list of registered transporters, processors, or storage sites, please visit www.idem.IN.gov/files/ wt_transporters.pdf or www.idem.IN.gov/files/ wt_processors_and_storage.pdf.



Open dump of tires.

G. MERCURY SWITCHES



Mercury is contained within the gold-colored pellet near the right end of this mercury switch housing.

For more information on the ELVS program, visit www.elvsolutions.org/.



Indiana currently pays auto salvage recyclers \$3 for each mercury switch and \$5 for each ABS sensor. To find out how to collect your bounty, call IDEM at (800) 451-6027, ext. 3-1655 or (317) 233-1655 and see *Appendix: Mercury Switch* of this guide. In order to collect a bounty you must participate in the End of Life Vehicle Solutions (ELVS) program. All auto salvage yards should have received a mercury switch recycling container and additional materials from the ELVS program. If you did not receive these, please contact the ELVS program or IDEM.

Many steel mills are now required to ensure that the scrap they purchase is free of mercury switches. One steel mill in Indiana has made it a part of their scrap management plan to only buy from auto salvagers who are listed in the ELVS database as switch recyclers.



ELVS bucket properly labeled with the universal waste label.

Do you receive vehicles that contain mercury switches at your facility?

For a list of vehicles that contain mercury switches, see www.elvsolutions.org/attachment_a.htm .

If "NO", skip to the next section H - Solid Waste.

MERCURY SWITCHES

2 Do you remove mercury switches from vehicles at your facility?

Indiana law requires each motor vehicle recycler to remove all mercury switches from each vehicle when it is received. If you do not remove mercury switches at your facility, to be in compliance you will need to obtain an ELVS bucket, remove mercury switches from all vehicles, and submit an RTC plan form. See below for additional information.

3 Do you use an appropriate container to store mercury switches and/or ABS G-force sensors that contain mercury switches?

An appropriate container is a container that meets the universal waste regulations for transportation (e.g., a bucket provided by ELVS.)

If you do not store mercury switches in an appropriate container such as the plastic bucket provided by ELVS, you will need to submit an RTC plan form. To be in compliance, you will need to obtain an ELVS bucket and store all mercury switches in that container (a maximum of four hundred fifty (450) switches per bucket). Place the plastic liner included with the bucket inside the bucket and place all switches in the liner. Ensure that the container is labeled with the universal waste sticker (completely filled out). After the bucket is filled, you can use the pre-paid shipping label and return the full bucket to ELVS. ELVS will then ship you a new bucket. Submit documentation of proper removal and disposal to IDEM (e.g., photos, receipts).

The ELVS bucket includes educational materials and a DVD that show you which vehicles have mercury switches and how to properly remove, store and ship them. It also contains a universal waste label that must be placed on the bucket, a plastic liner that must be placed in the bucket, and a mailing label that you must use to ship the bucket to the mercury recycler. Keep the cardboard box you received the bucket in. You will need to ship the bucket in the box.



Removal of mercury switches is required by Indiana law.



Improper mercury switch storage.

To obtain a bucket for mercury switches, contact ELVS at www.elvsolutions.org/contact.html using the form provided. If you have questions, call IDEM at (800) 451-6027, ext. 3-1655 or (317) 233-1655.



ELVS universal waste bucket.

Are the containers in good condition and kept closed unless adding or removing mercury switches?

If you do not store your containers closed and maintain them in good condition, you will need to submit an RTC plan form. To be in compliance, you will need to store your containers closed and maintain the containers in good condition. Submit to IDEM documentation of proper storage (e.g., photos).

5

Do you mark the containers as universal waste?

We recommend that you use the ELVS-supplied label; however, you can use an appropriate label for mercury switches that have the words universal waste and one of the following three (3) descriptions to describe the switches: "Mercury-Containing Equipment", "Waste Mercury-Containing Equipment", or "Used Mercury-Containing Equipment".

If you do not label your containers as universal waste, you will need to submit an RTC plan form. To be in compliance, you will need to label your container (e.g., the pre-printed label provided in the ELVS bucket). Ensure that the label is completely filled out with the accumulation start date and shipper information. Submit to IDEM documentation of proper labeling (e.g., photos).

CONTENTS Mercury Containing CONTENTS Mercury Containing CONTENTS Mercury Containing Contents Mercury Containing ACCUMULATION START DATE 1/1/08 SHIPPER TO EM ADDRESS JOG AL Senset Auc CTV, STATE, ZP Jedianspetis I Ed, 464800

Correct way to fill out a label for mercury switches.

Have any containers of mercury switches been accumulating on site for more than one year?

Containers shall be labeled with the accumulation start date.

If you have a container of mercury switches that has been on site for more than one year, you will need to submit an RTC plan form. Mercury switches and other universal waste may only be stored on site for a maximum of one year. Immediately send mercury off site for proper disposal (we recommend using the ELVS program which includes a shipping box, a plastic bucket, and a pre-paid shipping label). Submit to IDEM documentation of disposal and plans to ensure removal at appropriate times (e.g., shipping receipts).

Do you maintain records of mercury switch removals?

Indiana law requires you to maintain records that document the number of vehicles processed at your facility, the number of vehicles that contained switches, and the total number or switches collected. You must keep those records for at least three years.

If you do not maintain records for mercury switch removal, you will need to submit an RTC plan form. To be in compliance, you will need to immediately begin maintaining records. Records should document the number of vehicles processed at your facility, the number of vehicles that contained switches, and the total number of switches collected. Submit to IDEM documentation of record keeping.

Record keeping is important to obtain the mercury switch bounty. For a copy of the claim form, see www.IN.gov/icpr/webfile/formsdiv/53238.pdf or *Appendix: Mercury Switch* of this guide.



Removal of a light containing a mercury switch.

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Mercury switch bounty claim form.

MERCURY SWITCHES



8

Mercury spill kit.

A mercury spill kit typically includes safety glasses, disposable gloves, mercury absorbing sponges, and mercury absorbing powder. For examples of mercury kits, visit https://decs.nhgl.med.navy.mil/ DIS60/sec6b.htm.

Does your facility use appropriate safety procedures and have emergency equipment available in the areas where you handle mercury switches?

These procedures and equipment can include handling mercury in a well-ventilated area, using containment devices, and having a mercury spill kit.

If you do not use appropriate safety procedures and have emergency equipment on site, you will need to submit an RTC plan form. To be in compliance, you will need to develop safety procedures for handling mercury containing devices at your facility and obtain emergency equipment capable of handling a mercury spill. Submit to IDEM documentation of compliance (e.g., a copy of your safety procedures, receipts, and photos).

Have you trained your employees on appropriate safety and emergency procedures for removing and handling mercury switches?

These procedures can include removing mercury over a containment device, having a mercury spill kit on hand, and removing mercury in a well-vented area.

If you have not trained your employees on appropriate safety and emergency procedures for removing and handling mercury switches, you will need to submit an RTC plan form. To be in compliance, you will need to train your workers on safety and emergency procedures for mercury switch handling. Submit to IDEM documentation of training (e.g., training log).

For an example of a training log, see *Appendix: Mercury Switch* of this guide.

H. SOLID WASTE MANAGEMENT

Solid wastes generated by auto salvage recyclers can include garbage, refuse, or other discarded material resulting from industrial or commercial operations. Nearly any item at your facility that is no longer in use or usable can be considered waste. Therefore, it's very important for you to maintain your business in a way that does not allow for the excessive accumulation or mismanagement of solid waste.

Do you open dump materials at your facility?

An open dump is any waste that is not properly containerized, and is instead scattered and piled upon the ground. Solid waste materials can include garbage, refuse, construction debris, tires, commercial waste, industrial waste, ash piles, contaminated soils, household waste, or other similar items.



Illegal open dumping of solid waste.



Illegal open dumping of solid waste.



Proper solid waste disposal container.

Open dumping of materials is prohibited by state law!

If you open dump, you will need to submit an RTC plan form. To be in compliance, you will need to immediately cease all open dumping of solid waste. Immediately remove any solid waste from the facility and take it to a state-approved solid waste management facility or recycling facility. Submit to IDEM documentation of arrangements to have solid waste removed by a solid waste hauler and documentation of the removal of solid waste. In the future, place all solid waste in a container (e.g., dumpster, trash can, roll-off) for proper management and disposal.



Brake pad removal.



Non-deployed airbag removal.

Do you remove brake or clutch pads from vehicles at your facility?

If "NO", skip question 2a.

2a Do you take measures to eliminate asbestos exposure?

If you remove materials containing asbestos, you need to take proper precautions to reduce exposure due to the health hazards associated with asbestos. Measures that can be taken include using respiratory and eye protection, and using the wet wipe method. The wet wipe method involves using a spray bottle or other device capable of delivering a fine mist of water at low pressure to wet all brake and clutch parts. The brakes/clutches can then be wiped clean with a cloth. It is recommended that the used cloths and other asbestos waste be collected and disposed of in sealed, impermeable containers that are labeled with the following information: "DANGER. CONTAINS ASBESTOS FIBERS. AVOID CREATING DUST. CANCER AND LUNG DISEASE HAZARD."

3

Do you remove air bags at your facility? *If "NO", skip question 3a.*

For information on the health effects of sodium azide, visit the Centers for Disease Control Web site at www. bt.cdc.gov/agent/sodiumazide/ basics/pdf/sodiumazide-facts.pdf.

3a Do you take measures to safely remove non-deployed air bags?

If you remove air bags, you should take measures to ensure safety due to the health hazards associated with the sodium azide in air bags. Safety measures include using respiratory, eye, and skin protection when removing air bags; placing the air bags in a container away from sunlight; and, sending the air bags for recycling.

I. AIR

The air can be impacted in many ways by your business. Solvents you use could evaporate into the air; refrigerants can be released into the air; dust can be generated and swept into the air; and smoke can carry any number of contaminants. This section will guide you through an examination of some potential sources of air pollution at your facility.

Do you open burn any materials on your property?

"Open burning" is the burning of any materials whereby air contaminants resulting from combustion are emitted directly into the air, without passing through a stack or chimney from an enclosed chamber.

Open burning is prohibited! If you burn any materials, you will need to submit an RTC plan form. To be in compliance, you will need to immediately cease all open burning. Clean the burn area and remove any solid waste and ash to a state-approved solid waste management facility or recycling facility, as appropriate. Submit to IDEM documentation of arrangements to have solid waste picked up by a solid waste hauler (e.g., receipts).

For more information about open burning, visit the IDEM Web site at www.idem.IN.gov/4980.htm .

2 Do you use solvent(s) (cleaners/degreasers) at your facility?

If "NO", skip question 2a.

There are many types of commercial solvents available for cleaning grease, oil and dirt from engines and parts. Gasoline, brake cleaner, and paint thinner can be considered solvents. Know what types of solvents you have at your facility and maintain a Material Safety Data Sheet (MSDS) for each solvent.



Illegal open burning.



Illegal open burning in a barrel.



Common solvents.



Properly closed parts washer.

2a Do you store your solvent(s) in a closed container(s) when not in use?

A solvent container can be a parts washer (degreaser). Examine all solvent containers (including parts washers) to ensure all lids are tightly sealed. If not, you will need to submit an RTC plan form. To be in compliance, you will need to close all containers when not in use and submit documentation to IDEM (e.g., photos).

For further information on solvents, call IDEM's *Office of Air Quality* at (800) 451-6027, ext. 3-0178 or (317) 233-0178 or visit www.idem.IN.gov/4981.htm.



Construction generated dust crossing property lines.

Do you generate any particulate matter (i.e., dust, smoke, etc.) that crosses the property line?

Examine your property for signs that particulate matter (dust or smoke) is visibly crossing your property line at or near ground level. The following activities/ areas may create particulate matter that can cross the property lines:

- torching;
- welding;
- driving on gravel or dirt parking areas or roadways; and,
- moving equipment and inventory around your property.

If there is visible particulate matter crossing the property line, you must submit an RTC plan form that indicates and documents that you have contacted IDEM's *Office of Air Quality* for guidance on how to prevent fugitive dust and emission violations. To obtain information, call IDEM's *Air Compliance Section* at (800) 451-6027 ext. 3-0178 or (317) 233-0178. Information is also available on the IDEM Web site at www.idem.IN.gov/4981.htm .

4

Do you use a sweat furnace at your facility?

A sweat furnace is used to melt mixed aluminum scrap into more uniform, saleable ingots or sows.

If your facility uses a non-permitted sweat furnace, you will need to submit an RTC plan form. Submit to IDEM documentation that you have contacted IDEM's *Office of Air Quality (OAQ)* for guidance on how to obtain a permit and comply with the appropriate emission limits, performance testing, and operating and monitoring requirements.

For information concerning the requirements for sweat furnaces, contact IDEM at (800) 451-6027, ext. 3-0178 or (317) 233-0178.

More information is available on the IDEM Web site at www.idem.IN.gov/4815.htm .

For the U.S. EPA's *Sweat Furnace Operations Brochure*, visit www.epa.gov/ttn/atw/alum2nd/secalum.pdf or see *Appendix: Air* for information on sweat furnace operations.

Do you keep records documenting the appropriate removal of refrigerants from vehicles, appliances (e.g., refrigerators and air conditioners), or other equipment?

Ensure that records are maintained for every vehicle going for final disposal (e.g., crushing, scrapping). If you do not have records documenting the appropriate removal of refrigerants from the vehicles at your facility, you will need to submit an RTC plan form. To be in compliance, you will need to maintain records with the following information for every vehicle brought to your site:

- 1. a signed statement that refrigerants have been legally removed;
- 2. the name and address of the person recovering the refrigerant;
- 3. the date the refrigerant was removed; or,
- 4. a contract that the refrigerant will be removed.

You will need to maintain and submit a record to IDEM. For an example of this refrigerant removal form for recordkeeping, see *Appendix: Air*.



Sweat furnace.

Refrigerant Removal Records								
I hereby certify that the refrigerants have been legally removed from the vehicles listed on this page.								
Facility Owner: Sign		Print	t		Date			
All refrigerants were removed at the following location: Address:								
D.62	D.4.	Mala	M. J.1	V····	VIN			
Refrigerant Recovered By	Removed	маке	Model	Year	VIN			

Example of refrigerant removal form.

For more information on regulations that are applicable to refrigerants, visit the U.S. EPA's Web site at www.epa.gov/ozone/title6/609/.


AIR

Refrigerant recovery device.

For a list of equipment that can be certified, visit www.epa.gov/ozone/ title6/609/technicians/ appequip.html or call the Stratospheric Ozone Hotline at (800) 296-1996.

For a copy of the form, visit www.epa.gov/ozone/title6/ 608/608fact.html#ownercert.

6 Do you collect refrigerants in U.S. EPA - approved devices?

All refrigerants must be collected in U.S. EPA-approved devices. An approved device must be certified. Certification shall take the form of a statement signed by the owner of the equipment or another responsible officer and setting forth:

- the name and address of the purchaser of the equipment, including the county name;
- where each piece of equipment is or will be located;
- the number of service trucks (or other vehicles) used to transport technicians and equipment between the establishment and job sites and the field;
- the manufacturer name, the date of manufacture, and if applicable, the model and serial number of the equipment; and,
- a statement that the equipment will be properly used in servicing or disposing of appliances and that the information given is true and correct.

Owners or lessees of recycling or recovery equipment having their places of business in Indiana must send their certifications to:

> CAA section 608 Enforcement Contact EPA Region V (AE17J) 77 West Jackson Blvd. Chicago, IL 60604-3507.

If your equipment is not certified by the U.S. EPA, you will need to submit an RTC plan form that indicates and documents that you have called the Stratospheric Ozone Hotline at (800) 296-1996 and certified your equipment.

Do you release refrigerants into the atmosphere?

Refrigerants cannot be released into the atmosphere. If you do not currently collect refrigerants, you will need to submit an RTC plan form. To be in compliance, you will need to cease all releases of refrigerants to the air. Do not cut or puncture refrigerant lines. Ensure that all refrigerants are collected and contained in an U.S. EPA-approved device. Submit to IDEM proof that refrigerants are collected in an approved manner (e.g., a receipt for equipment purchase).

8 Are refrigerants removed from vehicles prior to storing them in the yard?

You should remove all refrigerants from all vehicles (non-drivable) prior to storing them in the yard. Removing refrigerants prior to storing them in the yard will reduce the chance for an accidental release to the environment as vehicles age in your yard.

9 Are employees trained to remove and capture refrigerants?

Ensure that all employees who deal with refrigerants at your facility receive training to remove and capture refrigerants. Proper training of employees will reduce the chance for accidental refrigerant releases in the environment. For training and certification programs, call the Stratospheric Ozone Hotline (800) 296-1996 or visit U.S. EPA's Web site at www.epa.gov/ozone/title6/609/ technicians/609certs.html.

10 Are all air conditioner openings sealed after evacuation to prevent leaking of residual refrigerant?

Ensure that all air conditioner openings are sealed after evacuation. Sealing the air conditioner openings will reduce small releases into the environment.

Are all collection/storage devices inspected to ensure they are not overfilled?

Initiate an inspection program to ensure that all your refrigerant storage devices are not overfilled. An inspection program will reduce the chances of accidental releases into the environment.



For information on training and certification programs, call the Stratospheric Ozone Hotline at (800) 296-1996 or visit www.epa.gov/ozone/title6/609/ technicians/609certs.html.

J. WATER



Environmental contamination from leaking crushed vehicles.



Construction activity exceeding one acre.

For additional information about land disturbing activities, visit the storm water permits Web site at www.idem.IN.gov/4902.htm or contact IDEM's *OWQ Wetlands and Storm Water Section* at (800) 451-6027 or (317) 233-8488. All salvage operations need to be aware of their potential impact on storm water and how to decrease any negative impacts they may be having. Because many items at an auto salvage business are stored outside without cover, it is important to practice "good housekeeping measures". These measures can help reduce or eliminate the exposure of contaminants released by activities such as fluids removal, dismantling, crushing, and shredding, to rain and snow. This section will cover the most pertinent water issues that businesses in the auto salvage sector encounter.

Are there any existing or planned land disturbing activities greater than one (1) acre at your facility?

If "NO", skip question 1a.

Land disturbing activities include any man-made change of the land surface, including purposefully removing vegetative cover, excavating, grading, filling, and construction activity that will expose the soil surface.

Consider your present and future activities; if your plans include any land disturbing activities as described above, circle yes. If you are not sure if your activities qualify, contact IDEM's *Office of Water Quality (OWQ)* - *Wetlands & Storm Water Section* at (800) 451-6027 or (317) 233-8488.

Contacting IDEM will assist you with determination of your construction activity's jurisdiction in relationship to either a storm water conservation district (SWCD) or municipal separate storm sewer system (MS4) entity at the local level.

WATER

Does your facility have a permit for land disturbing activities as referenced under 327 IAC 15-5?

If you have determined that you are conducting or planning land disturbing activities greater than one (1) acre, have you contacted IDEM and received a permit for those activities? If the answer is "NO", then you will need to submit a RTC plan form to IDEM.

If you have not already begun your land disturbing activities, your facility needs to obtain a valid permit under 327 IAC 15-5. To obtain a permit:

- 1. develop a construction plan to address erosion, and sedimentation and pollutants that will be associated with the post construction land use;
- submit the construction plan to the local soil and water district office or to the local "Municipal Separate Storm Sewer System" (MS4) entity if your facility is located within an MS4 jurisdiction. Contact IDEM at the number on the right to determine if you are within a MS4 jurisdiction; and,
- 3. submit a notice of intent (NOI) (including proof of publication, plan approval verification, and \$100 application fee), to IDEM at the address in the orange box on the right.

If you have already started your land disturbing activity without a valid permit under 327 IAC 15-5, your facility needs to obtain a valid permit. To obtain a permit complete the three steps described above and take immediate action to implement appropriate erosion and sediment control measures to reduce the discharge of sediment. For information regarding the development of a construction plan see the Indiana Storm Water Quality Manual at www.idem.IN.gov/4899.htm or contact IDEM's *OWQ* - *Wetlands* & *Storm Water Section* at (800) 451-6027 or (317) 233-8488.



Construction activity exceeding one acre.

Indiana Department of Environmental Management Office of Water Quality Wetlands - Storm Water Section 100 N. Senate Avenue MC 65-42 IGCN 1255 Indianapolis, IN 46204-2251.



Extensive soil build-up.

Floodway Flood Frings Floodway Flood Frings Floodway Flood Frings Floodway Flood Frings

Map of floodway and floodplain.

2 Is there extensive soil build-up on the roads around your facility?

Extensive soil build-up can be defined as the amount of soil or dirt build-up that may be a potential vehicle contamination issue, driving obstruction or driving hazard. Examine the roads around your property. Can you see evidence that soil is being tracked onto the roads?

If there is evidence of tracking, circle YES and submit an RTC plan form.

If an RTC plan form is necessary, you can come back into compliance by keeping all public and private roadways cleared of accumulated soil/sediment resulting from run-off or tracking. Document all of your efforts in clearing the debris. Bulk clearing of soil/sediment cannot include flushing the area with water. Any cleared soil/sediment shall be redistributed on site so that it will not run-off or be tracked off the property.

Is your facility (or any part of it) located in a potential floodway?

Examine your facility to determine if any part of it is in a floodway. A floodway is the channel of a river or stream and the parts of the floodplain adjoining the channel that are reasonably required to efficiently carry and discharge the flood water or flood flow of a river or stream.

"Floodplain" means the area adjoining a river or stream that has been or may be covered by flood water.

3a If you answered "YES" to the above question, does your facility have any construction or filling activities in a potential floodway?

If you have determined that your facility is in a floodway, are you planning/conducting any construction activities at your facility? A permit is required to erect, make, use, or maintain a structure, an obstruction, a deposit, or an excavation in or on a floodway. Typical activities requiring a permit may include bank protection, bridges, buildings, culverts, channel work, dams, excavations, fills, levees, outfalls, clean-ups, removals, and utility crossings.

If you are conducting construction or filling activities in a floodway, then you will need to submit an RTC plan form. The plan will indicate and document that you contacted the Indiana Department of Natural Resources - *Floodplain Management Section* at (877) 928-3755 or (317) 232-4160 to obtain a floodway construction permit.



Construction within a floodway.

For additional information about activities in a floodway, visit the Indiana Department of Natural Resources Web site at www.IN.gov/dnr/water/2459.htm.

Is your facility (or any part of it) located within a potential wetland area?

The Clean Water Act defines wetlands as those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.

Conditions and factors that determine a wetland area are presented on the next page.

4



Forested wetland area.



Emergent wetland area.

For additional information about wetlands regulations, visit the IDEM Web sites at: www.idem.IN.gov/4385.htm , www.idem.IN.gov/files/ howdoiknowwetland.ppt , and www.idem.IN.gov/4401.htm . This definition from the Clean Water Act means that a wetland has three main characteristics.

- The first characteristic is vegetation. Wetland vegetation generally has shallow root systems, swollen trunks, and roots that grow above the soil surface. Common wetland vegetation includes cattails, bulrushes, sphagnum moss, bald cypress, willows, sedges, rushes, arrowheads and lily pads.
- The second characteristic is hydric soils (e.g., soils that are developed in conditions where water has limited soil oxygen for long periods of the growing season). Indicators of hydric soils include peats or mucks, a thick layer of decomposing plant material on the surface, blue-gray or grayish color soil, or a rotten egg smell.
- The third characteristic is hydrology. Wetlands can be hard to recognize as they can be dry during part of the year. Wetlands need to have water at or above the soil surface for a sufficient period of time so as to influence plant and soil type. Examples of wetland hydrology include standing or flowing water observed on the area during the growing season, waterlogged soil during the growing season, water marks on trees or other erect objects, and thin layers of sediments on leaves or other objects.

If you determine that your facility is located in a potential wetland area, you will need to submit an RTC plan form that indicates and documents that you have contacted both IDEM and the U.S. Army Corps of Engineers (USACE) to obtain any necessary permits. To determine any requirements that you may be subject to, contact IDEM's *OWQ* - *Wetlands & Storm Water Section* at (800) 451-6027, also contact the USACE at (502) 315-6733 (Louisville), or (574) 232-1952 (South Bend).

Does your facility or your landlord pay a municipality or community for water service?

If "YES", skip question 5a.

5a If you answered "NO" to the above question, does your facility have a Public Water System (PWS) ID number?

A "public water system (PWS)" is any facility that has at least fifteen (15) service connections or regularly serves an average of at least twenty five (25) individuals daily for at least 60 days per year.

A PWS ID number is also needed for a private well that serves twenty five (25) individuals for at least 60 days per year. If your facility does not have a PWS ID number, you must submit an RTC plan form that indicates and documents that you have contacted IDEM's *Drinking Water Branch* at (800) 451-6027 ext. 8-3299 or (317) 308-3299.

6 Has your facility submitted a Rule 6 Notice of Intent (NOI) letter for storm water run-off exposed to industrial activity?

An NOI letter is a written notification indicating a facility's intention to comply with the terms of Rule 327 IAC 15-6 general storm water requirements in lieu of applying for an individual National Pollutant Discharge Elimination System (NPDES) permit. An NOI letter includes information required under 327 IAC 15-6-5.

The Rule 6 Industrial Storm Water Permit applies to businesses with specific standard industrial classification (SIC) codes. The SIC code is a four digit number used to identify the type of industrial activity at your business. Common SIC codes for auto salvage operations are:

- **5015**: motor vehicle parts, used; and,
- **5093**: scrap and waste materials.

If your SIC code is 5015 or 5093, and you have activities or materials exposed to rain and snow, you will need to submit a Rule 6 NOI letter for storm water run-off. If you have no materials (e.g., cars, parts, machinery) stored outside, and no activities (e.g., fluid removal, crushing, shredding, dismantling) conducted outside where they can potentially contaminate storm water, then you can file a U.S. EPA - *No Exposure Exclusion Form* # 3510-11 instead of an NOI. For additional information about drinking water, visit the IDEM *Drinking Water* Web site at www.idem.IN.gov/5097.htm.

If you have any questions about drinking water rules and regulations contact the IDEM *Drinking Water Branch* at (800) 451-6027 ext. 8-3299 or (317) 308-3299, or the U.S. EPA *Safe Drinking Water Hotline* at (800) 426-4791.



Planned retention pond.

For more SIC codes, visit the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) Web site at www.osha.gov/pls/imis/ sicsearch.html.

Regul	ated Industrial Activity Categories
SIC C	ode * Activity Description
10xx	Metal mining
13xx	Oil and gas extraction
14xx	Nonmetallic minerals, except fuels
20xx	Food and kindred products
21xx	Tobacco products
22xx	Textile mill products
23xx	Apparel and other textile products
24xx	Lumber and wood products
25xx	Furniture and fixtures
26xx	Paper and allied products
27xx	Printing and publishing
28xx	Chemicals and allied products
29xx	Petroleum and coal products
30xx	Rubber and miscellaneous plastic products
31xx	Leather and leather products
32xx	Stone, clay, and glass products
33xx	Primary metal industries
34xx	Fabricated metal products
35xx	Industrial machinery and equipment
38xx	Electronic and other electric equipment
37xx	Transportation equipment
38xx	Instruments and related products
39xx	Miscellaneous manufacturing industries
40xx	Railroad transportation
41xx	Local and interurban passenger transit
42xx	Trucking and warehousing
43xx	United States Postal Service
44xx	Water transportation
45xx	Transportation by air
5015	Motor vehicle parts, used
5093	Scrap and waste materials
5541	Gasoline service stations **

List of SIC codes that automatically require a storm water permit.

For further information about storm water, contact IDEM's *OWQ* -*Wetlands & Storm Water Section* at (800) 451-6027, or visit www.idem.IN.gov/4901.htm. If you would like more information on Indiana's storm water regulations, you can find them on the IDEM Web site at www.idem.IN.gov/4901.htm .

The NOI and no exposure exclusion forms are in *Appendix: Water* of this guide. The NOI form can be obtained on the Indiana Commission on Public Records Web site at www.IN.gov/icpr/webfile/formsdiv/51286.pdf. The no exposure exclusion form is can be obtained on the U.S. EPA Web site at www.epa.gov/npdes/pubs/ noexpoform_app4.pdf.

If you have not submitted your NOI letter or no exposure exclusion form, you will need to submit an RTC plan form that describes how you will address this deficiency. To be in compliance you will need to do one of the following items.

If you have activities conducted outside or materials stored outside, you will need to contact IDEM's Office of Water Quality-Wetlands & Storm Water Section at (800) 451-6027 and submit a Rule 6 NOI form to IDEM. A \$50 application fee and public notice in your local newspaper are required to be submitted with the NOI in order for it to be complete.

OR

If you do not have any materials stored outside and do not conduct activities outside, you can contact IDEM's Office of Water Quality-Wetlands & Storm Water Section at (800) 451-6027 and submit a no exposure exclusion form to IDEM.

6a Does your NOI identify all the locations of outfalls and drainage areas (i.e., an area that discharges surface water) at your facility?

An outfall can be any location where water leaves your property through a variety of conveyances, such as pipes, ditches, channels, tunnels, conduits (i.e., a natural or artificial channel through which something such as a fluid is conveyed), streams, curbs, gutters, or drain inlets.

Examine all your activities that could lead to storm water contamination (e.g., fluid removal, crushing, storage, dismantling). Identify all locations that storm water can travel from each activity and write them down. Next, compare the outfalls and drainage areas that you wrote down to the ones listed in your NOI. If there are differences between the two, then you will need to submit a RTC plan form. The RTC plan form should indicate and document that you contacted IDEM's *OWQ* - *Wetlands & Storm Water Section* at (800) 451-6027 and submitted an amended NOI that reflects the outfalls and drainage areas on your property.



Aerial photo of auto recycler salvage yard with outfalls noted.



Diagram of auto salvage recycler yard with outfalls noted.



A Recycling Facility

Sample storm water pollution prevention plan cover page.

For further information, the
U.S. EPA has developed a manual to guide facilities in developing their own storm water pollution prevention plans.
To order "Storm water management for industrial activities: developing pollution prevention plans and best management practices manual", (document number U.S. EPA 832-R-92-006), call the National Technical Information Service at (800) 553-6847.

Has your facility developed a Storm Water Pollution Prevention Plan (SWP3)?

After you submit an Notice of Intent (NOI), you have 365 days to develop and implement a SWP3. The SWP3 is a written document that prevents pollutant sources from entry into storm water run-off by developing and implementing best management practices and controls at your facility.

The plan should include:

- a list of staff and their responsibilities for the storm water pollution prevention team;
- a copy of the NOI;
- a site map and soil maps;
- a description of the potential pollutant source areas, and a description of existing and planned management activities;
- sampling strategies and analytical results of run-off monitoring; and,
- references to any other applicable facility plans.

You should answer "NO" to this question if you have never developed and implemented a SWP3 at your facility, even if you are still within the initial 365 day window. If you have not developed and implemented a SWP3 at your facility, you will need to submit an RTC plan form that documents how you will address this issue. You must provide a timeline to IDEM indicating your schedule for developing and implementing your SWP3.

Has your facility submitted the Storm Water Pollution Prevention Plan (SWP3) certification checklist (form 51287) signed by a qualified professional to IDEM?

A qualified professional is someone trained and experienced in storm water treatment techniques. An example of this may be a consultant or engineer who does storm water work.

If you have not submitted your SWP3 certification checklist, then you will need to submit an RTC plan form. To be in compliance, you will need to submit your SWP3 certification checklist to IDEM or provide a timeline for completing and submitting the SWP3 certification checklist to IDEM.

Do you use good housekeeping measures to ensure that contaminants from auto salvage activities are not exposed to storm water?

For an example of a good housekeeping inspection program, see *Appendix: Water* of this guide. Good housekeeping is defined as maintaining a clean work environment to reduce or eliminate the potential mobilization of pollutants by storm water.

Examine your routines and policies at your facility. Do you conduct daily, weekly, or monthly inspections (depending on your needs) to determine if spills are cleaned-up, all fluids are stored in closed containers, all removed parts are stored under cover, and any other activities required to keep your facility clean and running smoothly are occurring?

If you do not take measures to ensure that you maintain a clean work environment at your facility, answer "NO". If you answered "NO", you will need to submit an RTC plan form. To be in compliance, you will need to implement good housekeeping measures. Describe the housekeeping measures that are being implemented and submit the plan to IDEM.



View of auto recycler yard practicing good housekeeping.

For further information about storm water, contact IDEM's *OWQ* -*Wetlands & Storm Water Section* at (800) 451-6027, or visit www.idem.IN.gov/4901.htm.



Pooled storm water.

Quart	erly St	orm Wate	r Visual M	lonitorin
1st Quarter	Inspected by	yT	itle	Date
2nd Quarter	Inspected by	уТ	itle	Date
rd Quarter	Inspected by	уТ	itle	Date
th Quarter	Inspected by	уТ	itle	Date
ept with the S	WPPP.	DESCRIBE WHAT YOU SEE	POTENTIAL SOURCE	CORRECTIVE
		(suds, oil sheen, water is cloudy, smell of gasoline)	different or out of place?)	(What did you do to fix the problem?)
surface of	the water?			
Solids sett bottom of o	ling to container?			
Solids sus water?	pended in			
Oil or grea	se?			
Discolorati water?	on of the			
Turbidity (i cloudy or c	s the water lear)?			
Foam or si	uds?			
Odor (gaso antifreeze)	oline, ?			
Other unus conditions water?	about the			
Dead agua	tic life?			

Example of a quarterly storm water inspection form.

9a Has your facility developed best management practices (BMPs) to improve

the quality of storm water run-off? BMPs are any of the following measures to prevent or reduce the pollution of the Waters of the State. Schedules of activities, prohibitions of practice, treatment requirements, operation and maintenance procedures, use of containment facilities, and other management practices.

Have you developed and implemented BMPs at your facility? If you have not developed and implemented BMPs, answer "NO". If you answered "NO" to this question, then you will need to submit an RTC plan form. To be in compliance, you will need to develop BMPs and submit them to IDEM. In addition, you will need to submit a schedule for implementing the BMPs.

A list of possible BMPs for water is located in *Appendix: Water*.

Do you have records documenting your quarterly storm water inspections?

If you do not conduct quarterly inspections, or you do not maintain records of your quarterly inspections, you will need to submit an RTC plan form. To be in compliance, you will need to conduct and document quarterly storm water inspections, and then address any problems noted during an inspection. To be in compliance, you will also need to submit to IDEM a copy of your first quarterly storm water inspection.

See *Appendix: Water* for an example of a quarterly stormwater visual monitoring form.

Do you have records of your annual employee training on the components and goals of the SWP3?

Do you conduct annual storm water training and maintain records? If your answer is "NO", then you will need to submit an RTC plan form. To be in compliance, you will need to provide and document annual training to all employees regarding the components and goals of the SWP3. Provide the training documentation for the current year to IDEM.

Information for annual employee SWP3 training is located in Appendix: Water.

Has your facility submitted storm water sample results of the required twelve (12) parameters?

The required parameters are: oil and grease, CBOD5 (carbonaceous biochemical oxygen demand), COD (chemical oxygen demand), TSS (total suspended solids), TKN (total kjeldahl nitrogen), total phosphorous, pH, nitrate plus nitrite nitrogen, lead, iron, copper and aluminum.

On an annual basis (or more frequently if requested), you will need to sample the outfalls designated on your NOI. The first annual sample must be taken prior to the implementation of the SWP3. Samples must be taken during a qualifying rainfall event. This means that all samples must be collected from discharges resulting from a measurable storm event at least 72 hours after the previous measurable storm event. A measurable storm event means the total accumulation of rainfall must be greater than or equal to one-tenth (1/10) an inch of rainfall.

Required grab samples must be collected during the first 30 minutes, or as soon thereafter as practicable, of discharge at the storm water outfalls. The pH measurement must be taken at the time the grab sample is collected (e.g., due to holding time exceedance, pH can not be analyzed by an off-site laboratory), and can not be estimated using a color comparison (e.g., test strips).



Properly kept facility records.

Annual Storm Water Pollution Prevention Plan Training Topics to be covered during the annual training include: The purpose and requirements of the Storm Water Pollution Prevention Plan; Spill prevention and response procedures; Reporting procedures; Automotive fluids, used oil and spent solvent management; Good housekeeping practices; Lead-acid battery management; Current and proposed Best Management Practices; Parts handling and storage. Have each employee at the training sign a sheet (sample below) and give the date and instructor of the training.

Annual Storm Water Pollution Prevention Training Location: Print Name Sign Name		
Comments:		
Instructor	Date:	

Example of an annual storm water pollution prevention plan training log form.

For more information on a qualifying rainfall event and how to sample, visit www.idem.IN.gov/4918.htm or www.ecy.wa.gov/pubs/0210071.pdf.



Water samples.

Each time you sample, you will need to test for all the parameters listed above. For information on where to send your samples, call IDEM's *OWQ* - *Wetlands* & *Storm Water Section* at (800) 451-6027, or see *Appendix: Water* of this guide for a list of labs and consultants located in the state. A copy of the results must be submitted to IDEM within 30 days after receipt back from the lab. This submittal should include analytical results, a chain of custody form and field data from the time the sample was collected.

If you have not submitted your results, you will need to submit an RTC plan form. To be in compliance, you will need to sample all identified storm water run-off sources of the next measurable (one-tenth (1/10") of an inch) rainfall event and submit results as well as plans to ensure sampling takes place annually to IDEM.



Water sample testing.

* Contamination means the results exceed the benchmark level.

** A sudden increase will be a marked increase in TKN results when compared with previous annual testing.

Do your sample results indicate any contamination* by the twelve (12) parameters?

Examine your storm water results. Do the results exceed the following benchmarks?

- Oil and grease: 15 mg/L
- CBOD5: 30 mg/L
- COD: 120 mg/L
- TSS: 100 mg/L
- TKN: Unknown sudden increase**
- Total phosphorous: 2.0 mg/L
- pH: 6.0-9.0 s.u. (anything < 6.0 and > 9.0 will result in answering YES)
- Nitrate plus Nitrite Nitrogen: 0.68 mg/L
- Lead, total: 0.0816 mg/L
- Iron, total: 1.0 mg/L
- Copper, total: 0.0636 mg/L
- Aluminum, total: 0.75 mg/L

If any of your results exceed the benchmark results, go to question 12b.

Did your facility identify the source(s) of the contaminant(s) and eliminate them?

If you determined that storm water results exceeded the benchmark levels, did you identify the source(s) of the contaminants(s) and eliminate them? If the answer is "NO", then you will need to submit an RTC plan form. To be in compliance, you will need to:

- 1. identify the source of the contaminant(s);
- 2. develop and implement a plan to eliminate the contaminant(s); and,
- 3. submit the plan to IDEM.

13 Has your facility submitted the annual report to IDEM?

The annual report is required to be submitted 365 days after the NOI submittal.

The annual report should include the following:

- 1. any changes to the original NOI;
- 2. any changes to facility, operations or activities;
- 3. comparison of all sampling results; and,
- 4. any BMPs or corrective measures implemented.

If you have not submitted your report, you will need to submit an RTC plan form. To be in compliance, you will need to answer the questions above and submit your report to IDEM.

All correspondence should be addressed to:

Indiana Department of Environmental Management Office of Water Quality Rule 6 Coordinator 100 N. Senate Avenue, MC 65-42 Indianapolis, IN 46204-2251.

For more information, call IDEM - *Office of Water Quality* at (800) 451-6027 or (317) 233-8488.



Fluid release from salvage vehicle.



IDEM facility inspection.

AGENCY TELEPHONE NUMBERS

Agency	Telephone number
IDEM	(800) 451-6027 or (317) 232-8603
IDEM-Emergency Response	(888) 233-7745 or (317) 234-4112
IDEM-OAQ	(800) 451-6027 ext. 3-0178 or (317) 233-0178
IDEM-OLQ Industrial Waste	(800) 451-6027 ext. 4-6951 or (317) 234-6951
IDEM-OPPTA	(800) 988-7901 or (317) 232-8172
IDEM-OWQ Drinking Water	(800) 451-6027 ext. 8-3299 or (317) 308-3299
IDEM-OWQ Wetlands & Storm Water	(800) 451-6027 ext. 3-8488 or (317) 233-8488
IDEM-Underground Storage Tanks	(800) 451-6027 ext. 4-4112 or (317) 234-4112
IDNR - Floodplain Management	(877) 928-3755 or (317) 232-4160
Indiana State Fire Marshal	(317) 233-5341 or (317) 234-2585
National Technical Information Service	(800) 553-6847
U.S. Army Corps of Engineers- Louisville	(502) 315-6733
U.S. Army Corps of Engineers- South Bend	(574) 232-1952
U.S. EPA Safe Drinking Water Hotline	(800) 426-4791
U.S. EPA SPCC Information	(312) 886-7187
U.S. EPA Stratospheric Ozone Hotline	(800) 296-1996

WEB SITES IN THIS GUIDE

Description	Web site:
401 Water Quality Certification Program	www.idem.IN.gov/4385.htm
Air Compliance Assistance	www.idem.IN.gov/4981.htm
Air Permit Assistance	www.idem.IN.gov/4815.htm
Airbag Hazard (Sodium Azide)	www.bt.cdc.gov/agent/sodiumazide/basics/pdf/sodiumazide-facts.pdf
BMV Salvage License Form	www.IN.gov/icpr/webfile/formsdiv/40248.pdf
Construction Plan Development Assistance	www.idem.IN.gov/4899.htm
Construction/Land Disturbance Storm Water Permits	www.idem.IN.gov/4902.htm
Drinking Water	www.idem.IN.gov/5097.htm
ELVS Program	www.elvsolutions.org/
EPA Sweat Furnace Brochure	www.epa.gov/ttn/atw/alum2nd/secalum.pdf
Equipment Capable of Certification	www.epa.gov/ozone/title6/609/technicians/appequip.html
Floodplain Information	www.IN.gov/dnr/water/2459.htm
Mercury Bounty Claim Form	www.IN.gov/icpr/webfile/formsdiv/53238.pdf
Mercury Containing Vehicles	www.elvsolutions.org/attachment_a.htm
Mercury Spill Kit	https://decs.nhgl.med.navy.mil/DIS60/sec6b.htm
No Exposure Certification Form	www.epa.gov/npdes/pubs/noexpoform_app4.pdf
Notice of Intent Form	www.IN.gov/icpr/webfile/formsdiv/51286.pdf
Obtaining an ELVS Bucket	www.elvsolutions.org/contact.html
Oil Transporters	www.idem.IN.gov/files/hw_notifier_used_oil.pdf
Open Burning	www.idem.IN.gov/4980.htm
ОРРТА СТАР	www.idem.IN.gov/4108.htm
Refrigerant Equipment Cert. Form	www.epa.gov/Ozone/title6/608/608fact.html#ownercert
Refrigerant Information	www.epa.gov/ozone/title6/609/
Registred Tire Transporters/Processors/ Storage Facilities	www.idem.IN.gov/files/wt_processors_and_storage.pdf www.idem.IN.gov/files/wt_transporters.pdf
Refrigerant Removal Training	www.epa.gov/ozone/title6/609/technicians/609certs.html
SIC Code	www.osha.gov/pls/imis/sicsearch.html
SPCC Plans	www.epa.gov/oem/content/spcc/index.htm www.epa.gov/region5oil/plan/spcc.html
Storm Water Pollution Prevention Plan	www.idem.IN.gov/4896.htm
Storm Water Rules	www.idem.IN.gov/4901.htm
Storm Water Sampling Information	www.idem.IN.gov/4918.htm
Storm Water Sampling Information	www.ecy.wa.gov/pubs/0210071.pdf
UST Registration Application	www.IN.gov/icpr/webfile/formsdiv/45223.doc
Waste Determinations	www.idem.IN.gov/catalog/guidance/la-062-gg.pdf
Waste Determinations	www.idem.IN.gov/5043.htm
Wetlands	www.idem.IN.gov/files/howdoiknowwetland.ppt
Wetlands	www.idem.IN.gov/4401.htm

APPENDICES

APPENDIX: AUTO SALVAGE RECYCLER CERTIFICATION FORMS

Documents:

- Certification statement
- Facility non-applicability statement
- Return-to-compliance (RTC) plan forms
- Environmental self-audit checklist

APPENDIX: AUTO SALVAGE LICENSE

Documents:

Application for Indiana Salvage Motor Vehicle Business License

APPENDIX: UNDERGROUND STORAGE TANK

Documents:

Notification for underground storage tanks (USTs) form

APPENDIX: MERCURY SWITCHES

Documents:

- Payment for mercury switches from end-of-life vehicles (ELVs) claim form
- Annual mercury safety training form

APPENDIX: AIR

Documents:

- New regulation controlling emissions from secondary aluminum production (Sweat Furnace Operations) sheet
- Refrigerant removal records form
- Vehicles obtained without refrigerants form

APPENDIX: WATER

Documents:

- Notice of intent (NOI) letter
- No exposure certification for exclusion from NPDES storm water permitting
- Rule 6 storm water pollution prevention plan (SWP3) certification checklist
- Good housekeeping inspection checklist
- Best management practices (BMPs) for water checklist
- Quarterly storm water visual monitoring log
- Listing of analytical testing labs and environmental consulting firms
- Annual SWP3 training log



Auto Salvage Recyclers Certification Program Certification Statement

State Form 53766 (10-08)

INSTRUCTIONS: **1.** Complete ALL required Return-to-Compliance (RTC) plans (State Form 53767) before signing this statement.

> 2. Sign and mail statement along with Self-Audit Checklist (State Form 53765) to the address at the upper right.

AUTHC	RITIVE STAT	EMENT

 I, hereby certify to the following: That I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certification statement. That, based on my inquiry of those individuals responsible for obtaining the information, the information contained in this submittal is, to the best of my knowledge, true, accurate and complete. That systems to maintain compliance are in place. That I am fully authorized to make this attestation on behalf of this facility. 			
I certify that the information I have p	rovided in this form is true, accurate and complete, to the best of my knowledge.		
Signature:	Date (month, day, year):		
Printed Name:	Title:		
2. Source of Signatory Authority:			
If a Corporation:	 President Secretary Treasurer Vice President (If authorized by corporate vote.) Representative of the above (If authorized by corporate vote and if responsible for overall operation of the facility.) 		
If a Partnership:			
If a Sole Proprietorship:	□ Owner / Proprietor		
	INDIANA CLEAN YARD PARTICIPATION		
 If you are interested in becoming a control of the second s	ertified "Indiana Clean Yard" please check the box below.		

□ I am interested in becoming an "Indiana Clean Yard".



Auto Salvage Recyclers Certification Program Facility Non-Applicability Statement State Form 53768 (10-08)

INSTRUCTIONS: 1. Read statement below and submit information. 2. Sign and mail statement to the address in the box to the right.

All facilities that have a Salvage Motor Vehicle Business License from the Indiana Bureau of Motor Vehicles are eligible to participate in the self-certification program. If your facility does not meet the description of an auto salvage facility actively operated by you, or if this package has been sent to you in error, please complete, sign and return this statement of non-applicability to the Indiana Department of Environmental Management. If you have any questions regarding the status of your facility, please call (317) 308-3103.

FACILITY INFORMATIO	N	
1. Facility Name:		
Facility Street Address:		
City/Town:	State: ZIP:	
Telephone Number: ()	FAX Number: ()	
2. Contact Person:	Telephone Number: ()	
3. Owner/Corporation:		
4. This facility is not participating in the Indiana Auto Salvage Recyclers	Certification Program for the following reason(s):	
No actively operated auto salvage yard operations occur at this add	lress.	
The facility/property has been sold.		
Returning this statement does not relieve you of your responsibility to comply with environmental requirements. Any complaints regarding your facility may still warrant an inspection from the Indiana Department of Environmental Management.		
Signature:	Date (month, day, year):	



Auto Salvage Recyclers Certification Program Return-to-Compliance Plan State Form 53767 (10-08)

INSTRUCTIONS: 1. BEFORE COMPLETING FORM, make as many copies as needed.

- 2. Complete a separate Return-to-Compliance form for EACH compliance question that requires one.
- 3. Attach to the Certification Self-Audit Checklist (State Form 53765) and return entire package to the address in the upper right corner.

Indiana Department of Environmental Management

Only submit a Return-to-Compliance Plan for violations that you were unable to correct before certifying.			
Completing this form does not relieve the facility of its affirmative responsibility to operate in compliance with applicable regulations. Failure to operate in full compliance with the applicable regulations may result in enforcement actions which may include fines or penalties.			
	FACILITY INFORMATIO	Ν	
Facility Name:			
1. Please specify the "Auto Salvage Rec	section and question number from The Indiana Dep cyclers Environmental Self Audit Checklist and Work	partment of Environmental Management's publication book" for which you are reporting non-compliance:	
Section:	Question:	Page Number:	
Describe how you	are out of compliance with the requirement referred	to above:	
2. Give a brief descri	2. Give a brief description of requirement:		
3. What corrective action will you take to return to compliance?			
4. Date facility is expected to be in compliance with this requirement (<i>month, day, year</i>):			



Auto Salvage Recyclers Certification Program Environmental Self-Audit Checklist State Form 53765 (10-08)

INSTRUCTIONS: 1. Complete the information below and sections A through J.

- 2. See the Indiana Auto Salvage Recycler workbook for detailed information about each question and for instructions on how to complete this check-list and any Return-to-Compliance (RTC) plans.
- 3. Submit this form along with all Return-to-Compliance (RTC) forms (State Form 53767) to the address in the upper right corner.

CONTACT INFORMATION			
1. Facility Name:			
Street Address:			
City/Town:	State: ZIP:		
County:			
Mailing Address (<i>if different</i>):			
2. Bureau of Motor Vehicles Salvage Motor Vehicles Business License nur	nber:		
3. Contact Person:			
4. Owner Name:			
Telephone number: () F	AX number: ()		
E-mail address:			
5. Total site acreage (<i>in acres</i>):			
Total size of vehicle storage area (in acres):			
6. Approximate total number of vehicles currently stored on-site:			
Approximate total number of vehicles received per year:			
Approximate total number of vehicles removed per year:			
7. Total number of employees:			
8. Total years in operation (former and current owners):			
FACILITY INFORMATION			
Which of the following describes your facility operations?	Which of the following parts/components are removed from vehicles and separately		
□ Dismantler/Recycler	managed? (Check all that apply)		
□ Towing Yard	□ Air bag Cartridges		
Auto Dealer			
Auto Repair/Service			
Auto Body or Rebuilder	□ Dallenes		
□ Other (please specify):	□ CFC's (Chlorofluorocarbons)/Freon		
Which of the following describes vehicle crushing at your facility? (<i>Check all that apply</i>)	 Drive Train / Engine Fuel Tanks 		
□ Vehicles are taken to another site to be crushed.	Lead Parts		
□ Vehicles are crushed at this facility by a contractor.	Mercury Switches		
Vehicles are crushed on-site using our own dedicated crusher.			
5			
Other than motor vehicles, does your facility receive any other type of	□ Windshield Washer Fluid		
solid waste, such as appliances, other scrap metal, or demolition debris?	Used UII (Check all that apply)		
Yes (please specify type(s))			

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT OFFICE OF LAND QUALITY / INDUSTRIAL WASTE COMPLIANCE

1. Do you have a valid salvage motor vehicle business license?

SECTION A - AUTO SALVAGE LICENSE

NOTE: A license is required for disposal facilities, used parts dealers, or automotive salvage builders that do the following activities:

 Sell a used major component part of a vehicle. Wreck or dismantle a vehicle for resale of the major component parts of the vehicle. 			
 Rebuild a wrecked or dismantle vehicle. Possess more than two (2) inoperable vehicles subject to registration for more than thirty (30) days. 			
• Engage in the business of storing, disposing, salvaging, or recycling of vehicles, vehicle hulks, or the parts of vehicles.			
SECTIO	ON B - FLUIDS MANAGEMENT		
 Do you have spills or releases of fluids at your facility? NOTE: Fluids include gasoline, motor oil, antifreeze, transmission fluid, brake fluid, battery acid, power steering fluid, crank case oil, solvents, paints, etc. 			
□ YES - SUBMIT RTC PLAN			
1a. If you answered YES to the question above, did yo	u report the spills and releases to IDEM upon discovery?		
	□ NO - SUBMIT RTC PLAN		
2. Do you remove fluids and filters from vehicles prior	to storing them in your yard?		
3. Do you remove batteries from vehicles prior to storir	ng them in your yard?		
4. Do you store vehicle batteries in a building or away in to the environment?	from the elements (e.g., rain and snow) to prevent a release		
5. Do you crush vehicles on site? NOTE: This applies to a crusher that is owned or contracted by the facility to do work on-site. If NO, skip question 5a.			
5a. If you answered YES to the question above, do you locate the crusher in an impervious secondary containment unit or inside a building with concrete floors?			
6. Do you remove and recycle windshield wiper fluid?			
7. Do you inspect all fluid containers weekly for rust, dents, holes, bulges, and leaks?			
8. Do all of your fluid containers have secure (tightly sealed) lids?			
9. Do you label all of your fluid containers to identify the contents?			

10. Do you store your fluid containers in a building or away from the elements (e.g., rain and snow) to prevent releases to the environment?		
11. Do you store empty drums in a manner that preve	nts the accumulation of rain water?	
12. Do you store engines, transmissions, and other ve (e.g., rain and snow) to prevent releases to the env	chicle parts in a building or away from the elements vironment?	
13. Are your floor drains closed or filled in where fluids	s are present?	
	SECTION C - OIL	
1. Are your containers and/or tanks in good condition? NOTE: Good condition is free from rust, dents, holes, bulges, ar	nd leaks.	
	□ NO - SUBMIT RTC PLAN	
2. Do you label used oil containers and/or tanks with t	he words "Used Oil"?	
	□ NO - SUBMIT RTC PLAN	
3. Do you burn used oil in a space heater? If NO, skip question 3a.		
3a. Do you burn used oil generated only by your facility or by a household do-it-yourselfer?		
	□ NO - SUBMIT RTC PLAN	
4. Do you use a registered transporter for your shipments of used oil? If YES, skip question 4a.		
	□ NO - SUBMIT RTC PLAN	
4a. Do you transport used oil (fifty-five (55) gallons or less) in a company (or employee) vehicle to one of the following locations:		
 A government approved collection center, An aggregation point owned or operated by OR 	your company,	
Do you have a contract that requires your used oil	to be returned to you for re-use?	
	□ NO - SUBMIT RTC PLAN	
5. Do you have a total on-site oil storage capacity that NOTE: Your storage capacity includes ONLY containers and/or t one storage location. In addition "oil" includes product oil as wel <i>If NO, skip 5a.</i>	t exceeds one-thousand-three hundred-twenty (1320) gallons? tanks with a capacity of fifty-five (55) gallons or more and can include more than Il as waste oil.	
	□ NO - SUBMIT RTC PLAN	
5a. Does your facility have a Spill Prevention, Control	, and Countermeasure Plan (SPCC Plan)?	
	□ NO - SUBMIT RTC PLAN	

SECTION D	
1. Does your facility have any underground storage tar If NO, skip to next section E - Hazardous Waste.	NKS (USTS)?
1a. Do you have petroleum or hazardous substance corregistered with IDEM? NOTE: Underground storage tanks storing fuel for heating are ended.	ontaining UST(s) (110 gallons or more) that have not been exempt.
□ YES - SUBMIT RTC PLAN	
SECTION	ON E - HAZARDOUS WASTE
1. Does your facility have any unknown materials on-si	te?
□ YES - SUBMIT RTC PLAN	
2. Do you generate hazardous waste in quantities grea	ter than or equal to two-hundred-twenty (220) lbs/month?
□ YES - SUBMIT RTC PLAN	
SECTION	F - WASTE TIRE MANAGEMENT
 Does your facility have over 1,000 waste tires stored NOTE: A waste tire is a tire that is not suitable for the tire's origina To test tread depth, place a penny into several tread grooves acro more than 2/32" of tread depth remaining. <i>If NO, skip to question 2.</i> 	d outside or over 2,000 waste tires stored inside? al purpose. A tire with less than 2/32" tread is considered to be a waste tire. oss the tire. If part of Lincoln's head is always covered by the tread, you have
1a. Does your facility have a valid certificate of registra	tion as a waste tire storage facility?
	□ NO - SUBMIT RTC PLAN
 2. Do you open dump waste tires at your facility? NOTE: Open dumping is the consolidation of solid waste from on a. does not fulfill the requirements of a sanitary landfill o b. is established and maintained: 1. without cover; and 2. without regard to the possibilities of contami 	e (1) or more sources or the disposal of solid waste at a single disposal site that: r other land disposal method as prescribed by law or regulations; and nation of surface or subsurface water resources.
□ YES - SUBMIT RTC PLAN	
3. Do you store waste tires in a manner that poses a fin NOTE: Some areas where tires should not be stored include near	re hazard? ar heat sources (e.g. activities like welding, or smoking) and under power lines.
□ YES - SUBMIT RTC PLAN	
 Do you prevent water from accumulating in the wast NOTE: Water accumulation may be prevented by storing tires ins or other methods. 	e tires? ide or under cover, by altering the tires so that they cannot accumulate water,
	□ NO - SUBMIT RTC PLAN
5. Do your waste tires have the potential to harbor vec NOTE: A vector is a mosquito, rodent, flea, tick, or other animal th	tors that pose a threat to human health? nat can carry disease to humans.
□ YES - SUBMIT RTC PLAN	
6. Do you ship whole waste tires off-site? If NO, skip to next Section G - Mercury Switches.	

7. Are your tires delivered to one or more of the following approved locations?

- A wholesaler or agent of a wholesaler, OR
- · A facility that recycles or collects tires for delivery to a facility that recycles, OR
- A permitted final disposal facility regulated under environmental management laws, OR
- A permitted waste tire storage site, OR
- A facility operated as a waste tire cutting facility under a permit issued by the commissioner, OR
- A registered waste tire transporter or a person who operates a municipal waste collection and transportation vehicle licensed under IC 13-20-4.

YES

□ NO - SUBMIT RTC PLAN

	INO - SUBIVITI RTC FLAN
S	ECTION G - MERCURY SWITCHES
1. Do you receive vehicles that contain mercury so NOTE: For a list of vehicles that contain mercury switches, If NO, skip to next Section H - Solid Waste.	witches at your facility? see <u>http://www.elvsolutions.org/attachment_a.htm.</u>
2. Do you remove mercury switches from vehicles	at your facility?
	□ NO - SUBMIT RTC PLAN
 Do you store mercury switches and/or ABS G-for NOTE: An appropriate container is a container that meets the Life Vehicle Solutions [ELVS]). 	orce sensors that contain mercury switches in an appropriate container? he universal waste regulations for transportation (i.e., a bucket provided by End of
	□ NO - SUBMIT RTC PLAN
4. Are the containers in good condition and kept c	losed unless adding or removing mercury switches?
	□ NO - SUBMIT RTC PLAN
 Do you mark the containers as Universal Waster NOTE: An appropriate label for mercury switches will have "Mercury Containing Equipment", "Waste Mercury-Contain 	? the words Universal Waste and one of the following three (3) descriptions: ing Equipment", or "Used Mercury-Containing Equipment".
	□ NO - SUBMIT RTC PLAN
6. Have any containers of mercury switches been NOTE: Containers should be labeled with the accumulation	accumulating on-site for more than one (1) year?
□ YES - SUBMIT RTC PLAN	
7. Do you maintain records of mercury switch rem NOTE: Indiana law requires you to maintain records that do that contained switches, and the total number of switches of	ovals? ocument the number of vehicles processed at your facility, the number of vehicles collected. You must keep those records for at least three (3) years.
	□ NO - SUBMIT RTC PLAN
8. Does your facility use appropriate safety proced where you handle mercury switches?	dures and have emergency equipment available in the areas
NOTE: These procedures and equipment can include hand having a mercury spill kit.	ling mercury in a well-ventilated area, using containment devices, and
	□ NO - SUBMIT RTC PLAN
9. Have you trained your employees on appropria and handling mercury switches?	te safety and emergency equipment procedures for removing
NOTE: These procedures can include removing switches o switches in a well vented area.	ver a containment device, having a mercury spill kit on hand, and removing
	□ NO - SUBMIT RTC PLAN

SEC	TION H - SOLID WASTE
1. Do you open dump materials at your facility? NOTE: Materials can be garbage, refuse, construction debris, com	mercial, industrial or household wastes, ash piles, contaminated soils, or similar items.
YES - SUBMIT RTC PLAN	
2. Do you remove brake or clutch pads from vehicles at <i>If NO, skip to question 3.</i>	t your facility?
2a. Do you take measures to eliminate asbestos expos	ure?
3. Do you remove air bags at your facility? If NO, skip question 3a.	
3a. Do you take measures to safely remove non-deploy	/ed air bags?
	SECTION I - AIR
 Do you open burn any materials on your property? NOTE: Open burn means the burning of any materials (i.e., any no from an enclosed chamber. 	on-vegetative matter) without passing through a stack or chimney
□ YES - SUBMIT RTC PLAN	
2. Do you use solvents (cleaners/degreasers) at your fa If NO, skip to question 3.	acility?
YES - SUBMIT RTC PLAN	
2a. Do you store your solvent containers closed? NOTE: A solvent container can be a parts washer (degreaser).	
	□ NO - SUBMIT RTC PLAN
3. Do you generate any particulate matter (i.e., dust, sp	ray, smoke, etc.) that crosses the property line?
□ YES - SUBMIT RTC PLAN	
4. Do you use a sweat furnace at your facility? NOTE: A sweat furnace is used to convert piles of mixed aluminum	n scrap into more uniform, saleable ingots or sows.
□ YES - SUBMIT RTC PLAN	
5. Do you keep records documenting the appropriate re (i.e., refrigerators and air conditioners), or other equip	emoval of refrigerants from vehicles, appliances pment?
	□ NO - SUBMIT RTC PLAN
6. Do you collect refrigerants in EPA approved devices?	?
	🗆 NO - SUBMIT RTC PLAN
7. Do you release refrigerants into the atmosphere?	
□ YES - SUBMIT RTC PLAN	

		STATE FORM 537
8. Are refrigerants removed from vehicles prior to storing	g them in the yard?	
9. Are employees trained to remove and capture refriger	rants?	
10. Are all air conditioner openings sealed after evacuat	ion to prevent leaking of residual refrigerant?	
11. Are all collection/storage devices inspected to ensur	e that they are not overfilled?	
SE	ECTION J - WATER	
 Are there any existing or planned land disturbing activ NOTE: Land disturbing activities include any man-made change of excavating, grading, filling, and construction. 	vities greater than one (1) acre at your facility? the land surface, including purposefully removing vegetative cover,	
1a. If you answered YES to the above question, does yo referenced under 327 IAC 15-5?	our facility have a permit for land disturbing activities as	
	□ NO - SUBMIT RTC PLAN	
 Is there extensive soil build-up on the roads around y NOTE: Extensive soil build-up can be defined as the amount of soi driving obstruction/hazard. 	our facility? il/dirt build-up that may be a potential vehicle contamination issue or	
□ YES - SUBMIT RTC PLAN		
3. Is your facility (or any part of it) located in a potential in NOTE: A floodway includes the channel of a stream and the parts of	floodway? of the floodplain that are reasonably required to carry flood water.	
3a. If you answered YES to the above question, does yo potential floodway?	our facility have any construction or filling activities in a	
□ YES - SUBMIT RTC PLAN		
4. Is your facility (or any part of it) located within a poten	itial wetland area?	
□ YES - SUBMIT RTC PLAN		
5. Does your facility or your landlord pay a community for	or water service?	
5a. If you answered NO to the above question, does you Note: If you have a private water system that serves 25 or more i Water System ID number.	ur facility have a Private Water System ID number? individuals daily for at least sixty (60) days a year, you need a Private	
□ YES - ID #:		
6. Has your facility submitted a Rule 6 Notice of Intent (I to Industrial Activity? NOTE: An NOI letter is a written notification indicating a facility's inte individual NPDES permit. An NOI letter includes information require	NOI) Letter, State Form 51286, for Storm Water Runoff E intion to comply with the terms of rule 327 IAC 15-6 in lieu of applying for d under 327 IAC 15-6-5.	xposed ^{an}
□ YES - ID #:	□ NO - SUBMIT RTC PLAN	

6a. Does your NOI include all the locations of outfalls and drainage areas (i.e., an area that discharges surface or surplus water) at your facility? NOTE: An outfall can be any location where water leaves your property through a variety of conveyances like pipes, ditches, channels, tunnels, conduits (i.e., a natural or artificial channel through which something (as a fluid) is conveyed), streams, curbs, gutters, or drain inlets.			
	□ NO - SUBMIT RTC PLAN		
7. Has your facility developed a Storm Water Pollution NOTE: You should answer NO to this question if you have never of initial 365 day window.	Prevention Plan (SWP3)? developed or implemented your SWP3 even if you are still within the		
	□ NO - SUBMIT RTC PLAN		
8. Has your facility submitted the Storm Water Pollution (State Form 51287) signed by a qualified professional NOTE: A qualified professional is someone who is trained and exp be a consultant or engineer who does storm water work.	n Prevention Plan (SWP3) Certification Checklist al to the Department? perienced in storm water treatment techniques. An example of this may		
	□ NO - SUBMIT RTC PLAN		
9. Do you use good housekeeping measures to ensure exposed to storm water?	that contaminants from auto salvage activities are not		
For an example of a good housekeeping inspection program, see	Appendix: Water in the Auto Salvage Recyclers Workbook.		
	□ NO - SUBMIT RTC PLAN		
9a. Has your facility developed Best Management Prace NOTE: BMPs are any of the following measures to prevent or re of practice, treatment requirements, operation and maintenance	tices (BMPs) to improve the quality of storm water run-off? duce the pollution of waters of the state: schedules of activities, prohibitions procedures, use of containment facilities, other management practices.		
	□ NO - SUBMIT RTC PLAN		
10. Do you have records documenting your quarterly st For an example of a quarterly inspection form, see Appendix: W	form water run-off inspections? ater in the Auto Salvage Recyclers Workbook.		
	□ NO - SUBMIT RTC PLAN		
11. Do you have records of your annual employee train For an example of a training log and what should be in the training	ing on the components and goals of the SWP3? ng, see Appendix: Water in the Auto Salvage Recyclers Workbook.		
	□ NO - SUBMIT RTC PLAN		
12. Has your facility submitted storm water sample resunct NOTE: The required parameters are Oil and Grease, CBOD5 (Ca TSS (Total suspended solids), TKN (Total Kjeldahl Nitrogen), Total	ults of the required twelve (12) parameters? rbonaceous biochemical oxygen demand), COD (Chemical oxygen demand), Phosphorous, pH, Nitrate plus Nitrite Nitrogen, Lead, Iron, Copper, and Aluminum.		
	□ NO - SUBMIT RTC PLAN		
12a. Do your sample results indicate any contamination NOTE: Contamination means that the results exceed the benc	n of the twelve (12) parameters? hmark level.		
□ YES - SUBMIT RTC PLAN			
12b. Did your facility identify the source(s) of the contar	minant(s) and eliminate them?		
	□ NO - SUBMIT RTC PLAN		
13. Has your facility submitted the Annual Report?			
	□ NO - SUBMIT RTC PLAN		



APPLICATION FOR SALVAGE MOTOR VEHICLE BUSINESS LICENSE

State Form 40248 (R6 / 5-08)

INSTRUCTIONS: 1. Complete application in full.

- 2. <u>Do not</u> send payment with application.
- 3. Mail to Secretary of State, Dealer Division, 6400 East 30th Street, Indianapolis, Indiana 46219.

Reset Form

1. Name of business			County code	
Business address (number and street, city, sta	ate, and ZIP code)			
County	Telephone number	2. Retail merchants certific	ate number	3. Federal ID number
If you have a rural location, please give directi	ions to place of business	1		
4. Check the function(s) for which you wish to	be licensed: rebuilder I Hulk crusher	Used parts dealer		
 5. Check the activities to be conducted a 1. Selling used major componen 2. Wrecking or dismantling vehic 3. Rebuilding wrecked or dismar 4. Possessing two (2) or more in 5. Engaging in the business of st 6. List any branch or supplemental local 	at this location: t parts of vehicles; eles for resale of their major component attled vehicles; operable vehicles subject to registratio toring, disposing, salvaging, or recyclin tions required to be licensed to perform	t parts; n for more than thirty (30 g of vehicles, vehicle hu)) days; ks, or the parts	of vehicles.
NAME	ADDRESS (number & street, city, sta	te, & ZIP code) TEI	EPHONE NUM	IBER COUNTY
		()	
		()	
		()	
7. Has any owner, partner, officer, director, or concerning the sale, distribution, financing, or	e agent of applicant had a civil judgment or cr insuring of motor vehicles or parts within the	iminal conviction against the e last three years?	m for any violation Yes I No I	n of any State or Federal laws f Yes, please give details:
8. Has any owner, partner, officer, director or rejected in this or any other state within the la	agent of applicant had a Salvage Operator I st three years? Yes No. If	icense suspended or revoke	ed or had an applie	cation for a Salvage Operator license

TO BE COMPLETED BY LOCAL ZONING BOARD			
I, the undersigned, verify compliance with local zoning ordinances or other local ordinances for conducting Salvage Operator business at the address cited above.			
Signature	Authorized agency	Date (month, day, year)	
Printed or typed name	Title		

	9. Check type of business	organization:				
	Sole Proprietorsh	ip 🗌 Partnershi	ip 🗌 Corpor	ration 🗌 l	Jnincorporated association	
	10. If Sole Proprietors	nip, list information for Association, list inform	owner. If Partners nation for all manag	ship, list information in the second se	tion for all partners. If Corporation, list inistrative officials.	information for all officers.
	NAME	SOCIAL SEC	URITY NUMBER *	TITLE	ADDRESS (number & street, city,	state, & ZIP code) TELEPHONE NUMBER
						()
						()
						()
						()
						()
	11. State the name ar	d address of the pers	on upon whom leg	al service of pro	cess may be made:	·
	Name			Address (number	and street, city, state, and ZIP code)	
z	12. If corporation, give	e the date and state of	f incorporation.		13. If foreign corporation, state the da	te of admission to do business in Indiana.
1 E	14. Has any owner, pa in this or any othe	artner, officer, or direc r state within the last t	tor of applicant own three (3) years?	ned or worked fo	│ or another salvage operator │ Yes │ No Ⅰf Yes, give name of ind	ividual and name and address of business.
2	Name of individual			Name of business	5	
ธ	Address of business (nun	nber and street, city, state	e, and ZIP code)			
ŏ	Name of individual			Name of busines	5	
۵	Address of business (nun	nber and street, city, state	e, and ZIP code)			
ш	15. Indicate whether y	our establishment is o	owned or leased.			
>	14. Is this location de	voted solely to the bus	siness of recycling,	rebuilding, dism	nantling, crushing and/or exchanging u	sed motor vehicle parts / vehicles?
CHI	lf no, explain:					
AR	PLEASE NOTE: 1	Every disposal facility four (4) preceding mo Parts Register) and re	v or automotive sal del years for all sa quired by IC 9-22-3	lvage rebuilder Ivage motor veh 3-20.	shall keep and maintain records on th iicles as indicated in 140 IAC 3-3-8 (V	ne current model year and immediate ehicle Register and Major Component
4		Any salvage motor ve nas been acquired ar disposal purposes eve	chicle or major com nd entered into the en though the sale of	ponent part wh vehicle registe of such vehicle o	ich is subject to recordkeeping proced or or major component parts register or part is beyond the five (5) year provi	dures by law and per regulation which shall be subject to recordkeeping for sions of 140 IAC 3-3-8.
	1	All records required representative during	to be maintained g normal business	under IC 9-22-3 s hours.	-21 and inventory are subject to ins	pection by a police officer or bureau
	I hereby certify, une this application are	der the penalty of pe true and correct.	erjury, that I am a	uthorized to ma	ake this application and that the an	swers and information contained in
5	Signature of applicant					Date (month, day, year)
	Printed or typed name				Title	

INSTRUCTIONS				
	FOR THE NOTIFICATION FOR UNDERGROUND STORAGE TANKS			
	This instruction page will provide you with general information on how to complete the Notification for Underground Storage Tanks form. Each section is referenced with a letter corresponding to the letter of the instructions in the left column of this page.			
Heade	ers			
	If you know the Facility, Owner, Federal or EPA Identification numbers, please write these in the spaces provided in the header of the first page. At the top of each following page, indicate the Facility Name and Facility Identification number to ensure that separated pages will be properly filed with their respective facility.			
А.	General Information <u>Type of Notification</u> - Indicate the purpose of this notification by filling in the circle next to the desired type.			
В.	Ownership of Tanks <u>Owner of Tanks</u> - All Notifications must contain ownership information. Indicate the name, mailing address, city, <u>state, zip code, and telephone number of the owner of the tanks at the facility.</u>			
C.	Location of Tanks Tank/Facility Location - Must contain a facility name. If the facility location is different than the mailing address, indicate this location in the space provided. Type of Owner - Check the type of owner that applies to the facility and give the effective date of ownership. Type of Operation - Check the type of operation that applies to the facility and give the GIS coordinates of the facility. The GIS coordinates may be obtained from the Indiana DNR, your county surveyor's office or the U.S. Geological Survey. These data are optional.			
D.	Certification and Contacts (All signatures must be in ink) Consultant/Contractor compliance certification - to be completed by the consultant/contractor who performed the installation/closure or upgrade being reported on this notification. This section DOES NOT need to be completed for a request for closure or change of ownership notification. <u>Contact at Tank Location</u> - A contact's name, title, and telephone number at the tank location is indicated here. <u>Owner Certification</u> - <u>MUST</u> be completed by the <u>owner or authorized representative</u> (letter signed by owner authorizing signatory authority must accompany each notification signed by the authorized representative). <u>Number of Tanks at this Location</u> - Total number of tanks currently in use or temporarily out of use (or have undergone a change-in-service). Do not list those tanks that are permanently out of use. Number of pages attached to this notification - total number of pages attached (i.e., pages 2 & 3 may need to be copied when there are more than six tanks for which there is information provided in this notification).			
Е.	General Each column of the Tank Information pages is dedicated to ONE TANK ONLY. Assign a number to each tank by using the appropriate column, beginning with one (1) and proceeding as needed for the number of tanks at the facility. Attach additional sheets as needed. Owner-specified Tank Number blanks are provided to aid you in coordinating this Notification with your own tank numbering system. Indicate the tank installation dates and capacities in the provided spaces.			
F.	Tank Status Select ONLY ONE of the three boxes (1,2 or 3) in this section for each tank. Indicate the appropriate date for the indicated tank status. If requesting closure, indicate the type of closure being requested in box (4) (removal, in-place, or change-in-service). If requesting Change-in-Service, mark the type of change in box (5).			
G.	Contents Select ONLY ONE of the three boxes (1, 2, or 3) in this section. If the tank is currently empty, indicate the last substance to be stored in that tank. For a tank containing Hazardous Substances, indicate the common name of the substance and the correct identification number as appropriate. If a tank contains a petroleum and a hazardous substance, indicate both substances separately. If a tank contains a mixture of hazardous substances fill in the circle.			
н. &	For all tank systems, fill in all circles that apply to that tank system.			
J.K.&	L Release Detection, Cathodic Protection and spill/Overflow Control Fill in all circles that apply in each of these sections for each tank. If a tank or tanks have specific leak detection/ protection information that is not contained on this form, indicate the tank number(s) and the method(s) in the 'Another Method" sections. (CONTINUED ON REVERSE)			
INSTRUCTIONS FOR THE NOTIFICATION FOR UNDERGROUND STORAGE TANKS

М. **Contractor Information** Fill in all circles that apply to the contractor who has done the current tank work for which the notification form is being submitted (installation, closure, or upgrade). If the form is being submitted for a reason other than these tank activities, tank contractor compliance information does not have to be provided and this part of this section may be left uncompleted. N. **Certification of Financial Responsibility** Indicate the method of Financial Responsibility that is used to meet the deductible requirement for Excess Liability Fund eligibility. Fill in the circle(s) that apply for each method(s) being used to provide this coverage. 0. **Closure Request** Proposed Contractor - Submit the tank contractor information in the spaces provided. The contractor certification number must be provided to insure that the closure will be performed by a tank contractor certified by the Office of the State Fire Marshal. LUST Incident Information - If the tank(s) to be permanently closed are the source of a release or contamination, a Leaking Underground Storage Tank incident number must be obtained (call the IDEM LUST Section @ (317) 232-8900) and submitted in the space provided.

UST System Closure Report

Within 30 days of the closure of any UST System, the owner is required to submit an UST System Closure Report to the UST Section of the Indiana Department of Environmental Management. This UST System Closure Report must conform to UST May 2002 Section Closure Requirements.

Closure reports are also required for the closure of any piping related to an UST System. By definition, piping is part of an UST System and an assessment of native soils under the piping must be made when it is removed, replaced, or closed in place. While this office does require prior approval when replacing piping, an assessment is still required. An item by item description of information required for closure reports can be found in the May 2002 Closure Requirements.

Once the UST System Closure Report is received by the UST Section of the Indiana Department of Environmental Management, it is to be reviewed within 6 months. Once the report is reviewed, a checklist will be generated and sent to the owner of the closed UST(s). If none of the boxes on the checklist are marked 'INADEQUATE', the UST closure is completed and no further work is required.

COMPLETION OF UST CLOSURE REQUIREMENTS DOES NOT INCLUDE ANY POSSIBLE WORK REQUIRED FOR THE CLEAN UP OF CONTAMINATION RELATED TO THIS CLOSURE.

STATE FORM 45223(R3/11-08)

	NOTIFICATION FOR UNDERGROUND STORAGE TANKS															
	RETUR	RN CO	OMPLE	TED FORM	VIS O:											
	Indiana Department of Environmental Manager				ment		Facility ID Num	nber								
			0ª THE	04	Off	ice of La	nd Quality, ate Ave	UST Sec	ction		••••••••••••••••••••••••••••••••••••••	Federal ID Num	nher			
				AN	Ind	ianapolis	s, IN 46204	-2251								
			6		US	T: (317)	308-3024	LUST:	(317) 232-8900)						
				816								Owner ID Num	nber		<u> </u>	<u> </u>
Α	Notifi	catio	n is rec 1074	uired by	Federa	al and St	ate laws fo	or all stora	age tanks that a		ation	al or have been us	sed to store r	egulate	ed substances sind	ce
	comp	letior	n of this	s form ma	ay be c	obtained	by contacti	ng the US	ST Section at th	he abov	e ado	dress.		511 4010		
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JER	С		A NE	W FACIL	.ITY				AN ADDRES	SS CHA	NGE			A TE	MPORARY CLOS	URE
GEN	[A NE	W OWNE	ER				A CHANGE	OF OW	'NER	SHIP		A RE	QUEST FOR CLO	DSURE
	0		A NE	W TANK					OTHER					A PE	RMANENT CLOS	URE
	Γ		A SY	STEM UF	PGRA	DE									WITH CLOSURE	E REPORT
В	OW	NE	R OF	TAN	KS					OPF	ERA	TOR OF FAC	CILITY			
	0	WNEF	RNAME							(OPERA	ATOR NAME (IF SAME)	AS OWNER, MA	RK BOX	HERE [])	
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OF 1																
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	N				MEASC	OWNER, MA	ARK BOX HER	E[])				PRIVATE/BUSINESS			MOTOR VEHICLE FUE	
	MAILING ADDRESS (IF SAME AS OWNER, MARK BOX HERE [])					1 1	1.1			1 1 1						
		IAILING	g addre	ESS (IF SAI	INE AS C							STATE GOVERNMEN	T		DISPENSING STA	
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DESCRIPTION OF UNDERGROUND STORAGE TANK SYSTEM

E	COMPLETE A COL	UMN FOR EACH TANK. ATTA	ACH ADDITIÓN	AL SHEETS W	HEN NUMBER	OF TANKS EX	CEEDS SIX.	
F		SEQUENTIAL TANK NUMBER						
ER/		OWNER-SPECIFIED TANK NUMBER						
ΪEN			/ /	/ /	/ _/	_ / /	/	_ / /
0		CAPACITY (GALLONS)						
F	COMPLETE ONLY ONE OF 1, 2 OR 3.	1. CURRENTLY IN USE DATE BROUGHT INTO USE	□ / /	□ / /	□ / /	□ / /	□ / /	□ / /
		2. TEMPORARILY OUT OF USE DATE LAST USED						
K STATUS		3. PERMANENTLY OUT OF USE DATE REMOVED FROM GROUND DATE FILLED IN-PLACE						
TAN	1, 2 OR 3 MUST BE COMPLETED IF SECTIONS 4 OR 5 ARE SELECTED. SECTION 4 B REQUIRES PRE-NOTIFICATION	4. REQUESTING CLOSURE A. TO BE REMOVED B. TO BE FILLED IN PLACE 5. CHANGE-IN-SERVICE REGULATED TO UNREGULATED						
	SUBSTANCE							
CONTENTS	CURRENTLY OR LAST STORED (COMPLETE ONLY ONE OF 1, 2 OR 3)	1. PETROLEUM DIESEL KEROSENE GASOLINE USED OIL OTHER (specify) 2. HAZARDOUS SUBSTANCE CERCLA SUBSTANCE or Chemical Abstract Service Number MIXTURE OF SUBSTANCES						
		3. UNKNOWN						
CTION H	TANK CONSTRUCTION	STEEL CLAD (ACT 100 FIBERGLASS/PLASTIC INTERSTITIAL-DOUBLE WALLED						
CONSTRUCTION/PR	PROTECTION	INTERIOR LINING DATE FIBERGLASS/PLASTIC IMPRESSED CURRENT (RECTIFIERS) LAST ANODE TEST RIFICIAL ANODES ON TANK (GALVANIC) LAST ANODE TEST OTHER (specify)						
- DIING	PIPING CORROSIC PROTECTION	FIBERGLASS REINFORCED PLASTIC IMPRESSED CURRENT (RECTIFIER) LAST ANODE TEST SACRIFICIAL ANODES (GALVANIC) LAST ANODE TEST OTHER (specify)						

STATE	FORM	45223	(R3/11-08)
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IA	I E FUK	NI 45225 (K3/1	11-08)							
FA	CILITY N	IAME	FACILITY ID.		_ PAG	E OF				
			DESCRIPTION OF UNDERGR	OUND STORAGE TA	NK SYST	EMS (CON	(INUED)			
	COMPL	ETE A COLL	JMN FOR EACH TANK	ATTACH ADDITIO	NAL SHEI	ETS WHEN	THE NUM	BER OF TA	NKS EXCE	EDS SIX.
			Sequ	ential Tank Number						
	Tank	(Only f	or use with tanks 2000 gallons or smaller) M	lanual Tank Gauging						
J	(Can	only be used	for 10 yrs) Tank Tightness Testing With Dai	ily Inventory Controls						
7			(ATG must perform monthly leak test) Auto	omatic Tank Gauging						
CIO			(Site Assessment required for use) Grou	und Water Monitoring						
DETE			Interstitial Monitoring Within	a Secondary Barrier						
SE			Interstitial Monitoring Within Sec	condary Containment						
LEA:			Statistical Inventory	Reconciliation (SIR)						
RE			Another Method (F	Please specify below)						
v	PIPING	;	Suction (Chook value at nump)							
r			(Check valve at pump) (Check valve at tank)) AMERICAN SUCTION						
			Pressurized	atic Line Look Detector-						
		MUCT	(Required for pressurized piping only) Automa							
		CHECK		Flow Restrictor						
		ONE		Alarm						
		MUST		SIR						
		ONE	Inter	rstitial - Double Walled						
		(Re	guired if tank leak detection does not cover piping)) Line Tightness Testing	П			П		п
		,	(Required for most tank	(s) Catchment Basins				_		
┖			(Valve attached to fill pipe) Auton	matic Shutoff Devices						
			(MUST be audible to fuel delivery perso	onnel) Overfill Alarms						
PILL			(Not recommended for use with suction pipi	ing) Ball Float Valves						
s			Another Method (F	Please specify below)						
М	Indicate)	Installer is certified by the tank and	piping manufacturer.						
	complia	ance to this	Contractor is certified by the Office of the Work inspected/certified by a registered p	e State Fire Marshal.						
Я	installa	tion	work inspected/contined by a registered p	foressional engineer.						
ACTO	upgrad	e, or	Work inspected by the Office of the	e State Fire Marshal.						
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S										
			CERTIFICATION	N OF FINANCIAL RES	SPONSIB	ILITY				
Ν	I have t	inancial respor	nsibility in accordance with Subtitle I Subpart H (S	Specify below).						
٩٢		Self-Insuran Trust Agree	ce Letter ment Local	r of Credit I Government - Bond Rati	ina Test		Local Gover	nment - Fund nment - Bond	Rating Test	
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INA		Guarantee Surety Bond	Local	l Government - Financial I Government - Guarantee	l est e		Insurance &	Risk Retentio	n Group Cov	erage
	_		30 - DAY RE	EQUEST FOR TANK	CLOSURE	.				
0	To reque and mar	est a tank clos k D. REQUES	ure, mark the Request for Closure oval in Type FING CLOSURE in section F. Complete the rem	e of Notification in Secti naining sections (G-N) a	on A, comp and fill in th	plete section ne requested	s B, C, D, E, information	below.		
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	CONT		CONTRACTOR			NFORMATIO	N			
	00111				LIONDEL					
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DUE										_
RE										
SURE	CITY		STATE	*NOTE: Any tank closures	must be perfo	ormed by persor	IS			
SOLO				Departments, the Indiana Sta	ate Fire Mars State Fire Ma	arshal, and IDE	y ⊢ire ⁄l's			
	ZIP		TELEPHONE	UST Section must be noti Please report to the Leaki	tied 14 days p ing Undergrou	prior to closure. und Storage Tar	ık			
			() -	Section at (317) 232-8900 contamination are observed) if signs of so ed.	oil or groundwate	er			
		A OT DEPOSI		Indiana State Fire Marsha	al (317) 23	2-2222				
	CONT	AUT PERSON								
-										



CLAIM FOR PAYMENT FOR MERCURY SWITCHES FROM END-OF-LIFE VEHICLES

State Form 53238 (R2 / 9-07)

Indiana Department of Environmental Management

- INSTRUCTIONS: 1. Use this form to request payment for mercury switches removed from end-of-life vehicles under 329 IAC 11.5. 2. Print or type all requested information. Sign and date the certification. IDEM will verify the number of switches shipped with the End of Life Vehicle Solutions/Environmental Quality database.
 - 3. Mail the form to Indiana Department of Environmental Management, Office of Land Quality MC 66-30, Mercury Switch Program, 100 North Senate Avenue, Indianapolis, IN 46204-2251
 - 4. If you have not already done so, you must submit a Taxpayer Identification Number Request (State Form 23743).
 - 5. To receive payments from IDEM you must submit an Automated Direct Deposit Authorization Agreement (State Form 47551).
 - 6. For more information or for help completing your claim, contact IDEM's Office of Land Quality at (317) 233-1655.

	Claim Number: (IDEM I	Use Only)	MS-		_		
Motor vehicle recycler information:							
Company name:							
Address:							
City:		State:		ZIP:			
Contact person:		Telephone:					
Vehicle salvage license number (fro	m Bureau of Motor Vehi	cles):					
Number of mercury switches or swit	ch pellets removed and	shipped to	recycler i	n this container:			
Number of ABS G-Force sensors rer	noved and shipped to re	ecycler in th	is contain	er:			
Number of vehicles these switches	were removed from:						
Date this container of mercury switc	hes was shipped to the	recycler:					
Certification by company official (cla	aim cannot be paid with	out valid sig	gnature):				
All convenience switches and ABS (reimbursement is requested in this cla knowledge the information in this claim	G-force sensor switches im contain mercury. I ce is true and accurate.	that were r rtify, in acco	emoved a rdance wit	nd sent for recycling h IC 13-30-6-2, that to	and for which the best of my		
Signature:		Print name:					
Title: Date:							
	FOR IDEM U	SE ONLY					

Annual Mercury Safety Training

Topics to be covered during the annual training include:

- Spill prevention and response procedures;
- Mercury spill kit use;
- Reporting procedures;
- Safe mercury switch removal;
- Good housekeeping practices;
- Personal safety and appropriate personal protective equipment (PPE).

Have each employee at the training sign below.

Annual Mercury Safety Training

Facility Name:	
Location:	

Print Name	Sign Name
A	

Comments:

Instructor:

Date:

*Note: An inspector can be any person authorized by the facility owner who has an understanding of the material being covered.

EPA'S NEW REGULATION CONTROLLING EMISSIONS FROM SWEAT FURNACE OPERATIONS

The U.S. Environmental Protection Agency (EPA) has issued national regulations to control air emissions from secondary aluminum production facilities. These facilities include aluminum scrap shredders, thermal chip dryers, scrap dryers/delacquering kilns/decoating kilns, group 2 furnaces (processing clean charge only and no reactive fluxing), sweat furnaces, dross onlyfurnaces, and rotary dross coolers. This brochure presents a summary of the requirements of the standard for owners and operators of sweat furnaces only (i.e., emission limits, performance testing, and operating and monitoring requirements). The full regulation appeared in the March 23, 2000, edition of the Federal Register [Vol. 65, No. 57, beginning on page 15690].

GENERAL INFORMATION

• What is a sweat furnace?

A sweat furnace is a unit designed and used exclusively to reclaim aluminum from scrap that contains substantial quantities of iron by using heat to separate the low melting point aluminum from the scrap while the higher melting point iron remains in solid form. These units are also commonly known as dry hearth furnaces.

• Where are sweat furnaces located?

Due to their small size and portability, sweat furnaces are common in many industries. They are used to process scrap that cannot be processed in other furnaces. For example, scrap yards use sweat furnaces to reclaim aluminum from many forms of scrap (sheet and cast aluminum), and automotive salvage yards use them to reclaim aluminum from unusable auto parts (such as, transmissions).



• Why are sweat furnaces included in the regulation?

The Clean Air Act directs EPA to regulate emissions of 188 toxic chemicals, which include organic hazardous air pollutants (HAPs), inorganic gaseous HAPs (hydrogen chloride, hydrogen fluoride and chlorine), and particulate HAP metals. Some of these pollutants, including dioxins are known to, or suspected of, causing cancer, and all are harmful to humans. The secondary aluminum regulation helps protect public health by requiring that you reduce air emissions from your sweat furnace to comply with the national limits. EPA estimates that with full compliance with this rule, nationwide toxic emissions would be reduced by about 12,400 tons per year (11,300 megagrams/year). Emissions of other pollutants, such as particulate matter and volatile organic compounds, would also be reduced.

• When must I meet these standards?

If your operation is an existing source (a sweat furnace that began construction or reconstruction prior to February 11, 1999), then you must be in compliance no later than March 24, 2003. On the other hand, if you operate a new source (constructed or reconstructed after February 11, 1999), then you must have complied by March 23, 2000, or upon startup, whichever is later.

• How much will it cost?

Estimates of the average cost for adding an afterburner to a sweat furnace to control dioxin/furan (D/F) emissions range from \$8,000 to \$58,000, depending on the size of the furnace.

• What happens if I don't comply?

If you fail to comply with the requirements of the rule, you could face legal action under the Clean Air Act. You may be assessed civil penalties of \$25,000 per day for non-compliance.

SWEAT FURNACE REQUIREMENTS

• Does this regulation apply to me?

The secondary aluminum production regulation applies to ALL sweat furnace operations regardless of their location and size.

• What emission limits must sweat furnaces meet?

If you are an owner/operator of a sweat furnace, you must control the dioxin /furan (D/F) emissions from each sweat furnace to 0.80 nanogram of D/F toxic equivalent per dry standard cubic meter $(3.5 \times 10{\text -}10 \text{ grain per dry standard cubic foot})$ at 11 percent oxygen. As an alternative, you may operate and maintain an afterburner with a design residence time of 0.8* seconds or greater and an operating temperature of 1600 °F or greater. If you elect to comply with these afterburner requirements, you would not be required to conduct emissions testing to show compliance with the emission limit.

• What operating standards must I meet?

If you choose to install and operate an afterburner with a design residence time of 0.8^* seconds or greater and an operating temperature of 1600 °F or greater, then you must maintain the average afterburner temperature at no less than 1600 °F. The afterburner must operate in accordance with your operation maintenance and monitoring plan. However, even if you are using an afterburner, you can choose to comply with the emission limits by conducting an initial compliance test. In this case, you must then maintain the afterburner average operating temperature at the level established during the performance test.

*The rule is being amended to reflect this time.

• When must I conduct performance tests?

If you choose to demonstrate compliance with the requirements of the regulation by conducting an initial compliance test, then the test must be conducted prior to the compliance deadline. If you choose to comply with the alternative equipment standard, you are not required to conduct emission testing.

• What test methods must I use in conducting performance tests?

The test method required to determine dioxin/furan (D/F) emissions is EPA Reference Method 23. This method and other test methods can be found in the Code of Federal Regulations (CFR), Appendix A, 40 CFR Part 60, or the Emissions Measurement Center (EMC) website at **www.epa.gov/ttn/emc**.

• What are the monitoring requirements for afterburners?

You must operate a device that continuously monitors and records the afterburner operating temperature. This device must be installed at the exit of the afterburner's combustion zone, and it must record the temperature in 15 minute block averages and also determine and record the average temperature for each three-hour block period.

You must prepare and implement for each emission unit, a written Operation Maintenance and Monitoring (OM&M) plan, approved by your permitting authority, that shows how you are complying with the national standards. You must also inspect each afterburner at least once a year and record the results of the inspection. Repairs must be completed in accordance with the OM&M plan. You must maintain files of all information (including all reports and notifications) for at least five years for each affected source with emissions controlled by an afterburner.

STATE OR LOCAL REQUIREMENTS

• How does the new EPA regulation relate to state or local requirements?

Some state or local agencies have existing control requirements that you must continue to meet. Check with your state or local agency for the specific requirements that apply to your sweat furnace operation. Most state and local permit authorities also have operating permit programs (a Clean Air Act requirement under Part 70) that you must comply with. However, under this new regulation for sweat furnaces, EPA has specified that the state or local permit authority has discretion to defer operating permits until December 9, 2004 for sweat furnace operations at area sources of HAPs (i.e., facilities that emit, or have the potential to emit considering controls, less than 10 tons per year of any individual HAP or less than 25 tons per year of any combination of HAPs). This deferral is not automatic, so you should check with your state or local to see if your operation has a deferral.

For Indiana, please contact the EPA Region 5 Office at (312) 353-6684.

This pamphlet is intended for general reference only; it is not a full and complete statement of the technical or legal requirements associated with the regulation. A copy of the rule can be obtained from the Federal Register or the EPA's Air Toxics Web site (ATW) rule and implementation page for secondary aluminum at **www.epa.gov/ttn/uatw/alum2nd/alum2pg.html**. If you need TTN assistance, call (919) 541-5384.

Refrigerant Removal Records

I hereby certify that the refrigerants have been legally removed from the vehicles listed on this page.

Facility Owner:					
Sign		Prin	t		Date
All refrigerants were remov Address:	ed at the foll	owing loc	ation:		
Refrigerant Recovered By	Date Removed	Make	Model	Year	VIN
· · · · · · · · · · · · · · · · · · ·					

Vehicles Obtained Without Refrigerants

I hereby certify that the vehicles listed on this page arrived at the address below with no refrigerants inside of them (i.e., due to front end damage or prior removal).

Facility Owner:					
Sign		Prin	t		Date
٨	daaaa				
A					
	Data	Malas	M.J.I	V	
Refrigerant Verified	Date Removed	маке	Model	Year	VIIN
	Removed				
5					



RULE 6 NOTICE OF INTENT (NOI) LETTER

State Form 51286 (R5 / 2-08) Form Approved by State Board of Accounts, 2004 INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

NOTE:

This form must be used to apply for a general NPDES permit pursuant to 327 IAC 15-6.

- Please type or print in ink. .
- Return this form, required addenda, and payment by mail to the IDEM Rule 6 Coordinator at the address listed in the box on the upper-right.

EXCLUSIONS

Permit coverage under 327 IAC 15-6 applies to all entities that: are not required to obtain an individual NPDES permit 1.

- under 327 IAC 15-2-9(b); meet the general permit rule applicability requirements 2. under 327 IAC 15-2-3;
- 3. have not received an approved "No Exposure" exclusion for storm water permitting;
- have a discharge composed entirely of storm water and 4. allowed non-storm water contributions; and
- operate, maintain, or otherwise have responsibility for an 5. industrial facility meeting the applicability requirements of 327 IAC 15-6-2.

For questions regarding this form, contact: IDEM – Rule 6 Coordinator 100 North Senate Avenue, Rm 1255 Mail Code 65-42 Indianapolis, IN 46204 Phone: (317) 233-0202 or (800) 451-6027, ext. 30202 (within Indiana) Web Access:

http://www.in.gov/idem/permits/water/wastewater/wetwthr/storm/rule6.html

APPLICATION TYPE (check one)

Initial NOI letter

Renewal NOI letter

Amended NOI letter

Was there a change of ownership since the last NOI letter? □Yes □No

		PAR	T A: GENERAL INFORM	ATION FOR FACILITY		
1.	Facility name:					
2.	Primary Standar	d Industrial Classification (SI	C) Code for the facility (4	digits):		
3	Facility location a	address:				
	City Cown Of: Village	2001000.		ZIP:	County:	
4.	Longitude and L	atitude of the approximate ce	enter of the facility to the n	earest fifteen (15) seco	onds	
Dec	cimal Longitude:			Decimal Latitude:		
		LONGITUDE			LATITUDE	
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds
		0	"	٥	3	"
5.	On-site Facility C	contact name:				
6.	On-site Facility C	ontact title:				
7.	On-site Facility C	Contact telephone number:				
8.	On-site Facility C	Contact facsimile number <i>(if a</i>	pplicable):			
9.	On-site Facility C	Contact e-mail address (if apr	olicable):			
10.	Has the facility b	een issued a past or present	NPDES permit? (if yes, p	rovide permit numbers,) □Yes □No	
Per	mit Number(s):	IN-	IN-	IN-	IN-	
11.	Brief narrative de	escription of the industrial pro	cesses performed at the f	acility (attach additiona	l sheets if necessary):	

13. Responsible Individual title:		
14. Responsible Individual mailing address:		
City:	State:	ZIP:
15. Responsible Individual telephone number:		
16. Responsible Individual facsimile number (if applicable):		
17. Responsible Individual e-mail address (if applicable):		
PART C: (CORPORATIONS ONLY) GEN	ERAL INFORMATION FOR REGISTE	RED AGENT
18. Registered Agent name:		
19. Registered Agent title:		
20. Registered Agent mailing address:		
City:	State:	ZIP:
21. Registered Agent telephone number:		
22. Registered Agent facsimile number (if applicable):		
23. Registered Agent e-mail address (if applicable):		
including a narrative description of the industrial activity associ	ated with the drainage area of each id	entified outfall:
25. Identification of any outfalls, listed above in item 24, that are su	bstantially similar <i>(Include reason as t</i>	o why outfalls are deemed similar):
25. Identification of any outfalls, listed above in item 24, that are su	bstantially similar <i>(Include reason as t</i>	o why outfalls are deemed similar):
 25. Identification of any outfalls, listed above in item 24, that are su 26. Identification of the outfall(s) to be monitored as representative 	bstantially similar <i>(Include reason as t</i> of all such discharges:	o why outfalls are deemed similar):
 25. Identification of any outfalls, listed above in item 24, that are su 26. Identification of the outfall(s) to be monitored as representative 27. Identification of receiving water(s) for the storm water discharge 	bstantially similar <i>(Include reason as t</i> of all such discharges: outfall(s) identified above in item 24:	o why outfalls are deemed similar):
 25. Identification of any outfalls, listed above in item 24, that are su 26. Identification of the outfall(s) to be monitored as representative 27. Identification of receiving water(s) for the storm water discharge 28. Does the facility discharge storm water into a municipal separa Yes No Contact person for the MS4 entity:	bstantially similar <i>(Include reason as t</i> of all such discharges: outfall(s) identified above in item 24: te storm sewer system (MS4)? <i>(If yes</i>)	o why outfalls are deemed similar):

PART E: MATERIALS TO BE SUBMITTED WITH THIS NOI LETTER						
► In addition to the information in Parts A, B, C, and D facility representative must provide the following (check when completed):						
1)						
PART F: FEES, CERTIFICATION, AND SIGNATURE						
 Upon submission of this NOI letter, the responsible individual or registered agent shall pay a fee in the amount of fifty dollars (\$50). Make all checks and money orders payable to "IDEM." 						
 Pursuant to 327 IAC 15, the fee is NOT: Transferable from one (1) facility location to another; Transferable from one (1) person to another; Transferable to any other type of permit issued by IDEM; or Refundable. Unless requested by the responsible individual or registered agent and approved by IDEM within three (3) days of submittal to IDEM or prior to the NOI letter processing by IDEM, whichever is earlier. 						
• There is also an annual fee of one hundred dollars (\$100), for which you will be billed.						
 Pursuant to 327 IAC 15, the NOI letter is NOT: Transferable from one (1) facility location to another (a new NOI letter is required for each facility location); Transferable from one (1) facility name to another at the same location (a new NOI letter is required for a name change to the facility location). 						
 Pursuant to 327 IAC 15, the annual fee requirement is terminated: When a written request for the "no exposure" exclusion from the facility is approved by IDEM; When a period of five (5) years passes, from the date of the NOI letter submittal. (Within ninety (90) days from the five (5) year permit term ending, a new, reapplication NOI letter must be submitted.). 						
• Allow a minimum of four (4) weeks for processing the NOI letter information and receipt of your Notice of Sufficiency.						
 Make sure you have completed all appropriate sections of this NOI letter and have included all required addenda. Sign and date the NOI letter and return it to the address shown on page one (1) of this NOI letter. Incomplete or incorrect NOI letters will result in a delay in processing and issuance of your Notice of Sufficiency. 						
 Unless not applicable, all information requested in this NOI letter is MANDATORY for the administration and processing of your permit pursuant to 327 IAC 15-6. All data received will be regarded as a public record. 						
► The persons listed in "Part B: Responsible Individual" must sign the following certification statement:						
"By signing this NOI letter, I hereby certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."						
Type or print Responsible Individual Name:						
Signature of Responsible Individual: Date:						

APPENDIX A: SUPPLEMENTARY INSTRUCTIONS

Part A, Item #2: Enter the 4-digit Standard Industrial Classification (SIC) code which identifies the facility's primary activity. SIC codes can be obtained from the Standard Industrial Classification Manual, 1987, by accessing the Occupational Safety and Health Administration (OSHA) web site at http://www.osha.gov/oshstats/sicser.html, or by contacting the Indiana Department of Workforce Development at 1-317-232-7458.

Part A, Item #4: Enter the longitude and latitude of the approximate center of the facility in degrees/minutes/seconds. Longitude and latitude can be obtained from United States Geological Survey (USGS) quadrangle or topographic maps, by calling 1-888-275-8747, or by accessing a locational web site at http://www.geocode.com and conducting a search based on the facility street address.

Longitude and latitude of the approximate center of the facility must be converted to degrees, minutes, and seconds for proper entry on the NOI letter. To convert decimal longitude and latitude to degrees/minutes/seconds, follow the steps in the following example:

Example: Convert decimal latitude 45.1234567 to degrees, minutes, and seconds

- a) The numbers to the left of the decimal point are the degrees: 45.
- b) To obtain minutes, multiply the first four numbers to the right of the decimal point by 0.006: 1234 x 0.006 = 7.404.
- c) The numbers to the left of the decimal point in the result obtained in (b) are the minutes: 7.
- d) To obtain seconds, multiply the remaining three numbers to the right of the decimal from the result obtained in (b) by 0.06: 404 x 0.06 =
- 24.24. Since the numbers to the right of the decimal point are not used, the result is 24 seconds.
- e) The conversion for 45.1234567 = 45 degrees, 7 minutes, and 24 seconds.

Part A, Item #11: Enter a brief narrative description of the industrial processes that occur at the facility. This description should include: a) raw materials;

- b) processes (including general chemical additives) utilized to created intermediary or final products; and
- c) products created.

To provide an adequate narrative description, please create a similar text format to the following example:

Example: Lead-acid battery reclamation

The facility utilizes a battery breaker and secondary lead smelter to create lead ingots. The lead ingots are sold for use in battery production. The broken battery casings, other solid components, and waste acid are disposed of as wastestreams.

Part B: For purposes of this rule, "responsible individual" means:

(A) For a corporation,

- a president, secretary, treasurer, any vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation; or
- (2) the manager of one or more manufacturing, production, or operating facilities employing more than two hundred fifty (250) persons or having gross annual sales or expenditures exceeding twenty-five million dollars (\$25,000,000), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (B) For a partnership or sole proprietorship,
 - (1) a general partner or the proprietor, respectively.

Part C: For purposes of this rule, "registered agent" means an individual who:

- (A) is the corporation's agent for service of process, notice, or demand required or permitted by law to be served on the corporation; and
- (B) is registered along with a business office with the Indiana Secretary of State's Office.



United States Environmental Protection Agency Washington, DC 20460

Form Approved OMB No. 2040-0211

NO EXPOSURE CERTIFICATION for Exclusion from NPDES Storm Water Permitting

Submission of this No Exposure Certification constitutes notice that the entity identified in Section A does not require permit authorization for its storm water discharges associated with industrial activity in the State identified in Section B under EPA's Storm Water Multi-Sector General Permit due to the existence of a condition of no exposure.

A condition of no exposure exists at an industrial facility when all industrial materials and activities are protected by a storm resistant shelter to prevent exposure to rain, snow, snowmelt, and/or runoff. Industrial materials or activities include, but are not limited to, material handling equipment or activities, industrial machinery, raw materials, intermediate products, by-products, final products, or waste products. Material handling activities include the storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product or waste product. A storm resistant shelter is not required for the following industrial materials and activities:

- drums, barrels, tanks, and similar containers that are tightly sealed, provided those containers are not deteriorated and do not leak. "Sealed" means banded or otherwise secured and without operational taps or valves;
- adequately maintained vehicles used in material handling; and
- final products, other than products that would be mobilized in storm water discharges (e.g., rock salt).

A No Exposure Certification must be provided for each facility qu	alifying for the no exposure exclusion.	In addition, the exclusion from	NPDES permitting is
available on a facility-wide basis only, not for individual outfalls.	If any industrial activities or materials	are or will be exposed to prec	pitation, the facility is
not eligible for the no exposure exclusion.			

By signing and submitting this No Exposure Certification form, the entity in Section A is certifying that a condition of no exposure exists at its facility or site, and is obligated to comply with the terms and conditions of 40 CFR 122.26(g).

ALL INFORMATION MUST BE PROVIDED ON THIS FORM.

Detailed instructions for completing this form and obtaining the no exposure exclusion are provided on pages 3 and 4.

A. Facility Operator Information

	1. Name: 2. Phone: 2. Phone:
	3. Mailing Address: a. Street:
	b. City:
в.	Facility/Site Location Information
	1. Facility Name:
	2. a. Street Address:
	b. City:
	d. State:
	3. Is the facility located on Indian Lands? Yes No
	4. Is this a Federal facility? Yes No
	5. a. Latitude:
	6. a. Was the facility or site previously covered under an NPDES storm water permit? Yes No
	b. If yes, enter NPDES permit number:
	7. SIC/Activity Codes: Primary: Secondary (if applicable):
	8. Total size of site associated with industrial activity:acres
	9. a. Have you paved or roofed over a formerly exposed, pervious area in order to qualify for the no exposure exclusion? Yes 🗌 No 🗌
	b. If yes, please indicate approximately how much area was paved or roofed over. Completing this question does not disqualify you for the no exposure exclusion. However, your permitting authority may use this information in considering whether storm water discharges from your site are likely to have an adverse impact on water quality, in which case you could be required to obtain permit coverage.
	Less than one acre One to five acres More than five acres



NO EXPOSURE CERTIFICATION for Exclusion from NPDES Storm Water Permitting

C.	Exp	posure Checklist		
	Are (Ple (1) 1	any of the following materials or activities exposed to precipitation, now or in the foreseeable future? ease check either "Yes" or "No" in the appropriate box.) If you answer "Yes" to any of these questions through (11), you are <u>not</u> eligible for the no exposure exclusion.		
			Yes	No
	1.	Using, storing or cleaning industrial machinery or equipment, and areas where residuals from using, storing or cleaning industrial machinery or equipment remain and are exposed to storm water		
	2.	Materials or residuals on the ground or in storm water inlets from spills/leaks		
	3.	Materials or products from past industrial activity		
	4.	Material handling equipment (except adequately maintained vehicles)		
	5.	Materials or products during loading/unloading or transporting activities		
	6.	Materials or products stored outdoors (except final products intended for outside use [e.g., new cars] where exposure to storm water does not result in the discharge of pollutants)		
	7.	Materials contained in open, deteriorated or leaking storage drums, barrels, tanks, and similar containers		
	8.	Materials or products handled/stored on roads or railways owned or maintained by the discharger		
	9.	Waste material (except waste in covered, non-leaking containers [e.g., dumpsters])		
	10.	Application or disposal of process wastewater (unless otherwise permitted)		
	11.	Particulate matter or visible deposits of residuals from roof stacks and/or vents not otherwise regulated (i.e., under an air quality control permit) and evident in the storm water outflow		

D. Certification Statement

I certify under penalty of law that I have read and understand the eligibility requirements for claiming a condition of "no exposure" and obtaining an exclusion from NPDES storm water permitting.

I certify under penalty of law that there are no discharges of storm water contaminated by exposure to industrial activities or materials from the industrial facility or site identified in this document (except as allowed under 40 CFR 122.26(g)(2)).

I understand that I am obligated to submit a no exposure certification form once every five years to the NPDES permitting authority and, if requested, to the operator of the local municipal separate storm sewer system (MS4) into which the facility discharges (where applicable). I understand that I must allow the NPDES permitting authority, or MS4 operator where the discharge is into the local MS4, to perform inspections to confirm the condition of no exposure and to make such inspection reports publicly available upon request. I understand that I must obtain coverage under an NPDES permit prior to any point source discharge of storm water from the facility.

Additionally, I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Print Name:																
Print Title:	1															
Signature:	 															
Date:																

Instructions for the NO EXPOSURE CERTIFICATION for Exclusion from NPDES Storm Water Permitting

Who May File a No Exposure Certification

Federal law at 40 CFR Part 122.26 prohibits point source discharges of storm water associated with industrial activity to waters of the U.S. without a National Pollutant Discharge Elimination System (NPDES) permit. However, NPDES permit coverage is not required for discharges of storm water associated with industrial activities identified at 40 CFR 122.26(b)(14)(i)-(ix) and (xi) if the discharger can certify that a condition of "no exposure" exists at the industrial facility or site.

Storm water discharges from construction activities identified in 40 CFR 122.26(b)(14)(x) and (b)(15) are not eligible for the no exposure exclusion.

Obtaining and Maintaining the No Exposure Exclusion

This form is used to certify that a condition of no exposure exists at the industrial facility or site described herein. This certification is only applicable in jurisdictions where EPA is the NPDES permitting authority and must be re-submitted at least once every five years.

The industrial facility operator must maintain a condition of no exposure at its facility or site in order for the no exposure exclusion to remain applicable. If conditions change resulting in the exposure of materials and activities to storm water, the facility operator must obtain coverage under an NPDES storm water permit immediately.

Where to File the No Exposure Certification Form

No Exposure Forms sent regular mail:	Forms sent overnight/express:
SW No Exposure Certification (4203M) USEPA 1200 Pennsylvania Avenue, NW Washington, D.C. 20460	SW No Exposure Certification US EPA East Building, Rm. 7420 1201 Constitution Avenue, NW Washington, D.C. 20004 (202) 564-9545

Completing the Form

You <u>must</u> type or print, using uppercase letters, in appropriate areas only. Enter only one character per space (i.e., between the marks). Abbreviate if necessary to stay within the number of characters allowed for each item. Use one space for breaks between words. One form must be completed for each facility or site for which you are seeking to certify a condition of no exposure. Additional guidance on completing this form can be accessed at EPA's website: www.epa.gov/npdes/stormwater. Please make sure you have addressed all applicable questions and have made a photocopy for your records before sending the completed form to the above address.

Section A. Facility Operator Information

- Provide the legal name of the person, firm, public organization, or any other entity that operates the facility or site described in this certification. The name of the operator may or may not be the same as the name of the facility. The operator is the legal entity that controls the facility's operation, rather than the plant or site manager.
- 2. Provide the telephone number of the facility operator.
- Provide the mailing address of the operator (P.O. Box numbers may be used). Include the city, state, and zip code. All correspondence will be sent to this address.

Section B. Facility/Site Location Information

- 1. Enter the official or legal name of the facility or site.
- 2. Enter the complete street address (if no street address exists, provide a geographic description [e.g., Intersection of Routes 9 and 55]), city, county, state, and zip code. Do not use a P.O. Box number.
- 3. Indicate whether the facility is located on Indian Lands.
- Indicate whether the industrial facility is operated by a department or agency of the Federal Government (see also Section 313 of the Clean Water Act).
- 5. Enter the latitude and longitude of the approximate center of the facility or site in degrees/minutes/seconds. Latitude and longitude can be obtained from United States Geological Survey (USGS) quadrangle or topographic maps, by calling 1-(888) ASK-USGS, or by accessing the Census Bureau at: http://www.census.gov/cgi-bin/gazetteer.

Latitude and longitude for a facility in decimal form must be converted to degrees (°), minutes ('), and seconds (") for proper entry on the certification form. To convert decimal latitude or longitude to degrees/minutes/seconds, follow the steps in the following example.

<u>Example</u>: Convert decimal latitude 45.1234567 to degrees (°), minutes ('), and seconds (").

- a) The numbers to the left of the decimal point are the degrees: 45°.
- b) To obtain minutes, multiply the first four numbers to the right of the decimal point by 0.006: 1234 x 0.006 = 7.404.
- c) The numbers to the left of the decimal point in the result obtained in (b) are the minutes: 7'.
- d) To obtain seconds, multiply the remaining three numbers to the right of the decimal from the result obtained in (b) by 0.06: $404 \times 0.06 = 24.24$. Since the numbers to the right of the decimal point are not used, the result is 24".
- e) The conversion for $45.1234567 = 45^{\circ} 7' 24''$.
- 6. Indicate whether the facility was previously covered under an NPDES storm water permit. If so, include the permit number.
- 7. Enter the 4-digit SIC code which identifies the facility's primary activity, and second 4-digit SIC code identifying the facility's secondary activity, if applicable. SIC codes can be obtained from the <u>Standard Industrial</u> Classification Manual, 1987.
- 8. Enter the total size of the site associated with industrial activity in acres. Acreage may be determined by dividing square footage by 43,560, as demonstrated in the following example.

Example: Convert 54,450 ft² to acres

Divide 54,450 ft² by 43,560 square feet per acre: 54,450 ft² \div 43,560 ft²/acre = 1.25 acres.

9. Check "Yes" or "No" as appropriate to indicate whether you have paved or roofed over a formerly exposed, pervious area (i.e., lawn, meadow, dirt or gravel road/parking lot) in order to qualify for no exposure. If yes, also indicate approximately how much area was paved or roofed over and is now impervious area.



Instructions for the NO EXPOSURE CERTIFICATION for Exclusion from NPDES Storm Water Permitting

Section C. Exposure Checklist

Check "Yes" or "No" as appropriate to describe the exposure conditions at your facility. If you answer "Yes" to **ANY** of the questions (1) through (11) in this section, a potential for exposure exists at your site and you cannot certify to a condition of no exposure. You must obtain (or already have) coverage under an NPDES storm water permit. After obtaining permit coverage, you can institute modifications to eliminate the potential for a discharge of storm water exposed to industrial activity, and then certify to a condition of no exposure.

Section D. Certification Statement

Federal statutes provide for severe penalties for submitting false information on this application form. Federal regulations require this application to be signed as follows:

For a corporation: by a responsible corporate officer, which means:

- (i) president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation, or
- (ii) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where

EPA Form 3510-11 (10-99)

authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

For a partnership or sole proprietorship: by a general partner or the proprietor; or

For a municipal, State, Federal, or other public facility: by either a principal executive or ranking elected official.

Paperwork Reduction Act Notice

Public reporting burden for this certification is estimated to average 1.0 hour per certification, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose to provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding the burden estimate, any other aspect of the collection of information, or suggestions for improving this form, including any suggestions which may increase or reduce this burden to: Director, OPPE Regulatory Information Division (2137), USEPA, 401 M Street, SW, Washington, D.C. 20460. Include the OMB control number of this form on any correspondence. Do not send the completed No Exposure Certification form to this address.

Page 4 of 4



RULE 6 STORM WATER POLLUTION PREVENTION PLAN (SWP3) CERTIFICATION CHECKLIST State Form 51287 (R4 / 2-08)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

- NOTE: This form must be used, completed, and submitted within one (1) year after an NOI letter is received by IDEM for permit coverage under a general NPDES permit pursuant to 327 IAC 15-6.
 - Return this form by mail to the IDEM Rule 6 Coordinator at the address listed in the box on the upper-right.

For questions regarding this form, contact: IDEM - Rule 6 Coordinator 100 North Senate Avenue, Rm 1255 Mail Code 65-42 Indianapolis, IN 46204 (317) 233-0202 or Phone: (800) 451-6027, ext. 30202 (within Indiana) Web Access: http://www.in.gov/idem/permits/water/wastewater/wetwthr/storm/rule6. html

1.	Facility nam	ne:		
2.	Facility gen	eral N	PDES Industrial Storm Water Permit Number: INR-	
3.	Facility loca	ation		
add			7ID: County	
ЦС		lvillag	Of:	
			PART B: RULE 6 CHECKLIST	
► F	Please chec	k the	ppropriate box when the requirements for each numbered item have been met, or check NA if an item is "not	
app	licable." F	or soi	e of the numbered items, the requirements must be met and "not applicable" is not provided as an option.	
√	NA	ITE	М	
]	1.	Plan identifies individuals and their corresponding responsibilities for the facility Storm Water Pollution Prevention Team	
]	2.	Plan contains a copy of the complete NOI letter, which contains:	
]		i) Facility contact information	
Ē]		iii) Facility longitude and latitude	
Ē]		iv) Receiving water(s)	
			v) The identification of past and present NPDES permits	
			vi) The identification of the MS4 receiving the storm water discharge(s)	
	1		VII) Narrative description of industrial processes at facility	
Ē			ix) Registered Agent contact information	
	1		 x) Outfall description, which identifies substantially similar outfall discharges and monitoring points 	
	1		xi) Proof of publication	
	•	3.	Plan contains a soils map, which indicates the types of soils found on the facility property. The boundaries of the facility	
			property have been outlined, in a contrasting color. If a facility's property only has impervious surfaces, the soils map	
_	1		requirement can be omitted.	
	1	4.	i) On site drainage and discharge conveyances	
Ē]		ii) Adjacent property drainage and discharge conveyances	
Ē			iii) On-site and adjacent property water bodies	
]		iv) Outline of the drainage area for each storm water outfall	
			 v) Outline of the facility property indicating directional flows of surface drainage patterns vi) Outline of the importance with activate of importance and particular surfaces around factors for each 	
]		vi) Outline of the impervious surfaces, with estimate of impervious and pervious surfaces square footage for each drainage area	
			vii) On-site injection wells	
			viii) On-site wells used as potable water sources	
			ix) Existing structural control measures	
			 x) Existing and/or historical underground and aboveground storage tank locations² xi) Permapently designated ployed and/or dumped show storage locations² 	
			xii) Loading and unloading areas for solid and/or liquid bulk materials ²	
			xiii) Existing and/or historical outdoor storage areas for raw materials, intermediary products, final products, or waste	
			materials ²	
		_	xiv) Existing and/or historical outdoor storage areas for fuels, processing equipment, and other containerized materials	
Ē			xvi) Dust or particulate generating process areas ²	
Ē	i d		xvii) Outdoor waste storage and/or disposal areas ²	
			xviii) Pesticide and/or herbicide application areas ²	
			xix) Vehicular access roads ²	
]	5.	Area map which indicates:	
]		ii) Facility outlined in contrasting color	
]		iii) Receiving water(s)	
			iv) Drinking water wells within a 1/4-mile radius	

(Continued on page 2)

¹ The on-site mapping of items listed in (x) through (xix) is required only in those areas that generate storm water discharges exposed to industrial activity and have a reasonable potential for storm water exposure to pollutants. ² The mapping of historical locations is only required if the historical locations have a reasonable potential for storm water exposure to historical pollutants.

► Plea	se checl	c the appropriate box when the requirements for each numbered item have been met, or check NA if an item is "not
applica	ble." Fo	ir some of the numbered items, the requirements must be met and "not applicable" is not provided as an option.
	NA	6 Plan contains a parrative description of potential pollutant source areas ³
		 a) Descriptions have been created for all existing and/or historical areas identified as being a potential source of storm water exposure to pollutants.
		b) The descriptions for EACH area includes:
		i) I ype and typical quantity of materials present in the area ii) Methods of storage, including presence of any secondary containment measures
		 iii) Remedial actions undertaken in the area to eliminate pollutant sources or exposure of storm water to those sources iv) Spill or leak history in the area³
		(1) Date and type of material released
		(2) Estimated volume released
		 (3) Description of remedial actions undertaken c) Where the chemical or material can be exposed to storm water, area contains a risk identification analysis of chemicals or materials stored or used within the area, which includes:
		i) Toxicity data of chemicals and/or materials used within the area, referencing appropriate MSDS locations
		ii) Frequency and typical quantity of chemicals and/or materials stored in the area
		iii) Potential ways storm water discharges may be exposed to chemicals and/or materials
		7. Plan contains a narrative description of existing and planned management practices and measures to improve the guality of, or
		eliminate, storm water run-off leaving the facility property
		 Descriptions have been created for all existing and/or historical areas identified as being a potential source of storm water exposure to pollutants, including those areas listed in the graphical representation required by the SWP3. The description includes:
		i) Existing and planned structural and nonstructural control practices and measures for EACH area
		ii) Any treatment the storm water receives prior to leaving the facility property or entering a water of the state
H		iii) Ultimate disposal of any solid or fluid wastes collected in structural control measures
		 i) Specific control practices and measures are utilized, and include. i) Identification of areas which have a high potential for significant soil erosion, including implementation of erosion control measures.
		ii) Plan created to reduce exposure of storm water to storage piles of sand, salt, or other commercial/industrial materials
		iii) Storage piles of sand, salt, or other commercial/industrial materials are stored in a manner to reduce the potential for polluted storm water run-off
		 C) I ne facility has a written preventative maintenance program i) Implementation of good housekeeping practices to reduce the potential for storm water contact with pollutants
		ii) Documentation of storm water control measure maintenance
		iii) Documentation of the inspection and testing of facility equipment and systems that have potential exposure to storm water
		iv) Documentation of quarterly storm water control measure inspections
		v) Documentation of quartery storm water run-on conveyances inspections vi) Documentation of annual training for all employees that have the potential to engage in industrial activities that
		impact storm water quality d) The facility has a written spill response program
		i) Location, description, and quantity of all response materials and equipment
		ii) Response procedures for facility personnel
		iii) Contact information for reporting spills, both for facility staff and external emergency response entities
		 i) Certification letter stating that storm water discharges from the facility property or entering a water of the state have been evaluated for the presence of illicit discharges and non-storm water contributions.
		 Detergent or solvent-based washing of equipment or vehicles that would allow washwater additives to enter any storm drainage system or receiving water shall not be allowed at the facility, and the corrective action is documented
		in the written nonstorm water assessment program iii) Maintenance area floor drains with the potential for maintenance fluids or other materials to enter storm sewers are
		sealed, connected to a sanitary sewer with prior authorization, or the discharge is permitted under an appropriate NPDES wastewater permit, and the corrective action is documented in the written nonstorm water assessment program
		iv) For conducting the nonstorm water assessment, a description of the method used, the date of any testing, and the
		8. Plan contains the analytical results of run-off monitoring
	_	a) Monitoring data includes field data sheets, chain-of-custody forms, and laboratory results
	H	 D) Comparison created after the results of two sample monitoring events is available i) Pollutant investigated when reductions are not indicated in the comparison, where appropriate
		ii) Practices and/or measures implemented as a result of the investigation are documented
		9. If applicable, plan references other facility pertinent plans (e.g. Operations and Maintenance, Spill Prevention Control and
		Countermeasures, or Risk Contingency Plans)
		10. Plan has been centried by a qualified professional 11. Plan is retained and available at the facility
		12. Plan has been completed and implemented 365 days after submission of a timely-submitted NOI letter, or prior to initiation of
		operations at the facility

³ Spill or leak history shall date back for a period of three (3) years from the date of the NOI letter, in the identified area, for materials spilled outside of secondary containment structures and impervious surfaces in excess of their reportable quantity. In subsequent permit terms, the history shall date back for a period of five (5) years from the date of the NOI letter.

PART C: GENERAL INFORMATION REGARDING THE SWP3

- The SWP3 must be reviewed periodically for changes and improvements at the facility. As a minimum, this review should be conducted annually.
 - The dates of all SWP3 reviews should be documented in the SWP3.
 - As changes and improvements to the original SWP3 are made, the SWP3 must be updated, and retained and available at the facility.
 - The SWP3 checklist shall be completed and submitted to IDEM:
 - Within 365 days after submission of an initial, renewal, or amended NOI letter; or
 - Upon the written or verbal request of an IDEM representative.

PART D: CERTIFICATION AND SIGNATURE

- Make sure you have completed all appropriate sections of this SWP3 checklist. Sign and date the bottom of this form and return it to the
 address shown on page one (1) of this SWP3 checklist.
- All information requested in this SWP3 checklist is MANDATORY, unless noted otherwise, for the administration and processing of your permit pursuant to 327 IAC 15-6. All data received will be regarded as a public record.

▶ The person referenced in PART A, Item #10 of this form (Qualified Professional) must sign the following certification statement:

"By signing this SWP3 checklist, I hereby certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Type or print Qualified Professional Name:		
Signature of Qualified Professional:	 Date:	(mm/dd/year)
Type or print Responsible Individual Name:		
Signature of Responsible Individual:	 Dato:	(mm/dd/vear)
	Date.	(minuda year)

Good Housekeeping Inspection Checklist

Use the following checklist to inspect the facility and document the results once a month (or more frequently if needed).

Date	Inspected by	Title	
	Area/Action	What did you see?	What did you do about it?
HOLD	ING AREA		
Look at clutter, h	each vehicle for leaks, loods down		
DISMA	ANTLING AREA		
Check for fluids	or stains, spills, leaks of		
Is disma designate	ntling being done in the ed area?		
Drain ga in so it c	soline when vehicles come an be reused or recycled	•	
FLUID	O STORAGE AREA		
Check al levels, la	Il fluid containers for leaks, beling, and housekeeping		
INSID AREA	E PARTS STORAGE		
Ensure d necessar	lrip pans are in place if y		
Inspect f	for leaks and spills		
Ensure p pallets	parts are stored on racks or		
OUTS STOR	IDE PARTS AGE AREA		
Ensure p before st	arts are completely drained orage		
Ensure p ground	arts are stored off the		
Inspect I	The stop of the spills		
AREA	CLE STONAGE		
Ensure a from veh	Il fluids have been removed nicles		
Ensure a removed	ll batteries have been from vehicles		
Ensure h	oods are kept down		
Ensure v in an app	whicles are stored in rows or propriately organized manner		

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Area/Action	What did you see?	What did you do about it?
PARTS WASHING/ PRESSURE WASHING AREA		
Ensure no wash water runs to the ground, down a drain, or into a septic system		
Ensure all equipment is in good working order		
If solvent sink is used, ensure regular servicing and proper disposal of spent solvent		
CORE AND SCRAP STORAGE AREAS		
Ensure cores are completely drained before storage		
Ensure cores are stored under cover over an impervious surface or out of the rain	0	
CRUSHING AREA		
Ensure all fluids and batteries have been removed from vehicles before crushing		
Inspect crusher for leaks and spills		
STORMWATER SAMPLING LOCATION		
Ensure sample point is accessible and clean		
Ensure nothing is stored around the sample point		
Look at the vegetation for signs of oil		
EQUIPMENT MAINTENANCE		
Evaluate each piece of equipment for leaks		
Repair any hydraulic lines, hoses, cylinders, etc. promptly		

Best Management Practices for Water

Use the following checklist to select the BMPs that are appropriate to your facility. Note that the following list does not include all possible BMPs that may be beneficial to your facility.

	6
BMP	Implemented Yes, No, or N/A
Vehicles are inspected as they come in and are checked for cracked batteries and fluid leaks.	
All fluids are removed from vehicles before they are stored in the main storage area.	
Used oil is kept in clearly labeled containers (labeled "Used Oil") separate from parts cleaning solvents, antifreeze, and fuel.	
Engine oil is drained and stored in clearly labeled tanks or containers.	
Tanks and containers are kept in good condition, free of any visible spills or leaks, structural damage, or deterioration.	
Antifreeze is drained and reused or disposed of properly and stored in clearly labeled containers, with waste antifreeze and usable antifreeze stored separately.	
Windshield washer fluid is drained for reuse or disposal with antifreeze.	
Batteries are removed as soon as feasible after vehicle enters the facility.	
Batteries are stored inside on a pallet or outside in a leak-proof covered container, away from traffic areas.	
All pressure washing operations are performed indoors or in covered and bermed outside cleaning areas.	
Parts washing water is captured and recycled or disposed of by a licensed disposal company and NEVER allowed to run on the ground, down a drain, or into a septic system.	
Substances used to wash/clean parts are replaced by less volatile/less harmful products whenever possible (i.e., non- phosphate soaps for detergents, naphtha for harsher solvents).	
Cleaning fluids are recycled and reused where practical.	
Crusher fluids are captured to prevent spillage. This mixture of fluids is collected in a spill-proof covered container and disposed of properly. It is not allowed to run on the ground, down a drain, or into a septic system. The drain within the crusher is kept clean so that the fluids do not collect and overflow from the crusher onto the ground, down a drain, or into a septic system.	
A preventive maintenance program that involves timely inspections and/or maintenance of all facility equipment has been	

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developed.	
The crusher and other equipment are kept clean.	
BMP	Implemented Yes, No, or N/A
Periodic inspections of equipment for leaks, spills and malfunctioning, worn or corroded parts are conducted. Tanks, valves, hoses, and containers are regularly inspected and checked for signs of wear or weakness.	
Valves on secondary containment are kept in the "off" position and locked at all times, except when collected water is being removed.	6
Labeled spill clean up equipment is provided at locations where spills are most likely to occur.	
Clean-up procedures are in place, including the use of dry absorbent materials or other clean-up methods to collect, dispose of, or recycle spilled or leaked fluids. An adequate supply of dry absorbent material is kept on-site and disposed of properly. Used absorbent is never disposed of in vehicles to be crushed.	
Oil or other fluids spilled during parts removal are immediately contained, cleaned up, and the cleaning materials disposed of properly.	
When parts are removed, they are drained. Drip pans are not left unattended.	
When refueling, vehicles and equipment are parked as close to the pump as possible. The fuel nozzle is kept upright when not in use, and replaced securely in the pump.	
Any spills that may occur around fueling areas are immediately controlled, cleaned up, and the cleaning materials disposed of properly.	
All fluid, waste, and core containers are labeled, kept closed and stored away from traffic areas, preferably under cover.	
All tanks, drums, and containers are inspected regularly as required for leaks, spills, and labeling.	
Vehicle fluids, oil, or fuels are not used for dust control or weed control.	
Parts are removed on a concrete pad, under cover.	
Training on pollution prevention is provided annually to all employees.	
The SWPPP is reviewed annually and modified as needed.	
No solvents, detergents, wash water, or other fluids are poured down a drain, into a septic system, or allowed to run on the ground.	
Hoods are kept down where any vehicles are stored.	

Quarterly Storm Water Visual Monitoring

1st Quarter	Inspected by	Title	Date
2nd Quarter	Inspected by	_Title	Date
3rd Quarter	Inspected by	_Title	Date
4th Quarter	Inspected by	Title	Date

Use the following checklist to visually examine a sample of your storm water runoff once each calendar quarter, when and if you have a discharge, and verify that no noticeable pollutants are present in the storm water discharge. Make copies of this page to use for each quarter. N/D = no discharge. The results are to be kept with the SWPPP.

DO YOU SEE?	DESCRIBE WHAT YOU SEE (suds, oil sheen, water is cloudy, smell of gasoline)	POTENTIAL SOURCE (Anything seem to be different or out of place?)	CORRECTIVE ACTION (What did you do to fix the problem?)
Material floating on the surface of the water?			
Solids settling to bottom of container?			
Solids suspended in water?			
Oil or grease?			
Discoloration of the water?			
Turbidity (is the water cloudy or clear)?			
Foam or suds?			
Odor (gasoline, antifreeze)?			
Other unusual conditions about the water?			
Dead aquatic life?			
Sediment build-up at or down stream from your property?			

Analytical Testing Labs

Envision Laboratories 1439 Sadlier Circle West Drive Indianapolis, IN 46239 317-351-8632

Test America 6964 Hillsdale Court Indianapolis, IN 46520 317-842-4261

Environmental Consulting Firms

SES Environmental 320G M St Bedford, IN 47421 Phone: (812) 278-9584

Pratter Environmental Service Incorporated 1615 Treadwell Ln Bloomington, IN 47408-1200 Phone: (812) 336-8477

Fields Environmental Incorporated 220 E Wylie Rd Bloomington, IN 47408 Phone: (812) 876-1333

Bynum Fanyo Environmental Incorporated 528 N Walnut St Bloomington, IN 47404-3804 Phone: (812) 332-3791

DECA Environmental & Associates 410 1st. Ave. N.E. Carmel, IN 46032 (317) 575-0095 Off. (317) 575-0096 Fax (317) 919-0491 Cell <u>deca@indy.net</u> www.DECAEnvironmental.com Astbury Water Technology, Inc. 5933 West 71st Street Indianapolis, IN 46278 317-290-1471

Pace Analytical Services, Inc. 7726 Moller Road Indianapolis, IN 46268 317-875-5894

Cornerstone Environmental 880 Lennox Ct Zionsville, IN 46077-9179 (317) 733-2481

Keramida Environmental Incorporated 330 N College Ave Indianapolis, IN 46202-3613 (317) 685-6600

SES Environmental 7946 Zionsville Rd Indianapolis, IN 46268-1649 (317) 334-1997

Astbury Environmental Engnrng 5645 W 79TH St Indianapolis, IN 46278-1711 (317) 472-0999

American Environmental Corporation 8500 Georgetown Rd Indianapolis, IN 46268-1647 (317) 871-4090

August Mack Environmental Incorporated 8007 Castleton Rd Indianapolis, IN 46250-2004 (317) 579-7400

Sesco Group 1426 W 29TH St Indianapolis, IN 46208-4993 (317) 347-9590

Annual Storm Water Pollution Prevention Plan Training

Topics to be covered during the annual training include:

- The purpose and requirements of the Storm Water Pollution Prevention Plan;
- Spill prevention and response procedures;
- Reporting procedures;
- Automotive fluids, used oil and spent solvent management;
- Good housekeeping practices;
- Lead-acid battery management;
- Current and proposed Best Management Practices;
- Parts handling and storage.

Have each employee at the training sign a sheet (sample below) and give the date and instructor of the training.

Annual Storm Water Pollution Prevention Training

Facility Name:		
Location:		
	Print Name	Sign Name

~	
Commente.	
COMMUNICATION.	

Instructor:

Date:

*Note: An inspector can be any person authorized by the facility owner who has an understanding of the material being covered.



To assist you in participating in IDEM's *Auto Salvage Recycler Program*, a DVD has been included with this workbook.

This DVD is designed to walk you through the information contained in this workbook and help answer some questions you have. If you would like free, confidential, environmental assistance with this program, call IDEM's *Compliance and Technical Assistance Program* (CTAP) at (800) 988-7901 or (317) 232-8172.





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