BUSINESS NAME:_____

WASHINGTON STATE DEPARTMENT OF ECOLOGY
Hazardous Waste and Toxics Reduction Program

Local Source Control

Auto Body Industry Self-Certification Checklist

State ERP ID number:_____ Date:_____

Self inspected by:_____ Entry time:_____

Lead inspector:_____ Exit time:_____

BUSINESS IDENTIFICATION

Company name:_____

Site address: _____

City: _____ State: _____ Zip:_____

Phone: ( ) _____ Fax: ( ) _____

Site guide: _____ Title: _____

Owner's name(s): _____

Owner's address (if different than business address): _____

City:_____ State:_____ Zip:_____ Owner's Phone number ( )_____

FACILITY PERMITS

Clean Air Agency: ❑ NW ❑ Olympic ❑ Puget Sound ❑ Spokane

Reg. Number: _____ Exp Date:_____

NOC (Air) Permit: _____ Date Issued: _____

Underground Injection Container (UIC) Permit:

Permit No.: _____ Issuing Authority: _____

UBI No.:_____ Municipal Business License No.:_____

WASTE DISPOSAL

EPA Site ID No.:_____ Waste Hauler:_____

ACTIVITIES

Which types of activities are performed inside a building or structure? *(Check all that apply)*

❑ Collision repair ❑ Auto restoration ❑ Student training ❑ Other:_____

Does this business perform any mobile painting or paint stripping operations that repairs vehicles at the customer's address, rather than at a fixed location? *(Circle one)* **Y N**

Number of employees:_____

BUSINESS NAME:_____

HAZARDOUS WASTE - *OFFICE*

1. What is the facility's hazardous waste generator status under Washington State's classification system?

❑ SQG *(☆ must be SQG to be an EnviroStar)* ❑ MQG ❑ LQG

Refer to the Dangerous Waste chapter of the Technical Assistance Manual for more information

	SQG *(Small Quantity Generators)*	**MQG** *(Medium Quantity Generators)*	**LQG** *(Large Quantity Generators)*
Maximum amount of dangerous waste generated in any calendar month	Less than 220 pounds (25 gallons)	220-2,200 pounds (25-300 gallons)	More than 2,200 pounds (300 gallons)
	And less than 2.2 pounds of any **acutely hazardous waste** or **extremely hazardous waste** (Waste Code WT01)		Or 2.2 pounds or more of any **acutely hazardous waste** or **extremely hazardous waste** (Waste Code WT01)
Amount of dangerous waste accumulated at any one time	Less than 300 gallons (2,200 pounds)	Less than 300 gallons (2,200 pounds)	No limit

2. Has the facility identified all of its hazardous waste streams? **Yes** **No** RTC

Legitimate forms of identification are:

- *Knowledge of the processes*
- *Laboratory test results*
- *MSDS*
- *Expert assistance*

See the table of "Common Wastes in Auto Body Shops" in the Dangerous Waste chapter of the Technical Assistance Manual. All the items on the table need proper disposal.

3. Do paint booth filters designate as dangerous waste because of halogenated organic compounds (HOCs)? **Yes** **No**

*Ask manufacturers or have filters tested for HOCs. Circle "**Pending**" if filters haven't been tested and manufacturer doesn't provide the information. Refer to the Paint-Booth Filter section of the Dangerous Waste chapter in the Technical Assistance Manual.* **Pending**

4. If filters designate for HOCs, are they managed as dangerous waste (or special waste)? **Yes** **No** RTC

Circle NA if the filters don't designate as dangerous waste. Refer to the Paint-Booth Filter section of the Dangerous Waste chapter in the Technical Assistance Manual. **NA**

5. Are waste solvents recycled on-site? **Yes** **No**

6. If yes, is the recycling documented with a still log? **Yes** **No** RTC

7. Is mercury-containing equipment (fluorescent/HID lamps, thermostats, batteries, and auto switches) handled as dangerous waste or recycled as universal waste? **Yes** **No** RTC

Refer to the Universal Waste section of the Dangerous Waste chapter in the Technical Assistance Manual for more information on mercury-containing equipment.

8. ☆Are employees made aware that mercury-containing items must be handled appropriately? **Yes** **No**

9. Is a manifest required for this type of facility to ship hazardous waste? **Yes** **No**

A "manifest" refers to a Uniform Hazardous Waste Manifest form. All LQGs and MQGs are required to ship with a manifest, as well as any SQGs with a Site ID#. Your waste transporter may require the use of a manifest in order to transport your waste.

*If **No**, SKIP to Question 11.*

BUSINESS NAME:_____

10.	**If yes, does the facility use a hazardous waste manifest to ship its hazardous waste when a manifest is required?** *Be able to find one (1) year of Uniform Hazardous Waste Manifest records, without gaps in shipments or paperwork. Be able to explain any gaps. Check that you have at least three (3) years of records on hand.*	**Yes**	**No** RTC
11.	**If a manifest is not required, does the facility document its hazardous waste shipments, e.g., Bill of Lading or other documentation?** *Circle **NA** for facilities that use a Uniform Hazardous Waste Manifest form when shipping waste. Circle **No** if there is no documentation at all.*	**Yes** **NA**	**No** RTC
12.	**☆Does the facility have an employee program that teaches employees proper hazardous waste management procedures?** *Training should include:* • *Proper storage of waste, including closing lids and labeling.* • *Spill cleanup procedures.* • *Identification of hazardous materials in the shop.* *MQGs and LQGs are required to provide training. Training documentation should include topics covered, the date and the employees who have received the training.*	**Yes**	**No**

DANGEROUS WASTE ACCUMULATION AREA *WALK-THROUGH*

13.	**Is the waste accumulation area inspected weekly for signs of spills or container deterioration?** *Refer to the Waste Accumulation section of the Dangerous Waste chapter in the Technical Assistance Manual for more information on inspections.*	**Yes**	**No**
14.	**Is the weekly inspection documented with written records (log)?** *Refer to Appendix E in the Technical Assistance Manual for sample logs.*	**Yes**	**No**
15.	**☆Are specific employees assigned the responsibility of labeling containers and for proper waste collection, storage, and disposal?**	**Yes**	**No**
16.	**Are waste containers closed except when materials are being added or removed?** *Perform a visual check of the waste accumulation area. "Closed" means if the containers were tipped, nothing would spill. Threaded funnels with lids are acceptable if the lids are latched and the funnel is secured. Applies to central accumulation areas only, not satellite areas.*	**Yes**	**No** RTC
17.	**Are all hazardous waste containers properly labeled with:** • The words "Hazardous Waste" or "Dangerous Waste" and clearly marked? • And clearly marked for the date on which accumulation began? *Perform a visual inspection to determine if all containers have labels, if labels are marked with both of the above items, and if the labels are clear and legible. Applies to central accumulation areas only, not satellite areas.*	**Yes** **Yes**	**No** RTC **No** RTC
18.	**Are all hazardous waste containers properly labeled with the risk hazard of the chemical (i.e., toxic, flammable, etc.)?** *Perform a visual inspection to determine if all containers have the risk label and if labels are clear and legible. Applies to central accumulation areas only, not satellite areas. Refer to the Containers and Labeling section of the Dangerous Waste chapter in the Technical Assistance Manual.*	**Yes**	**No** RTC
19.	**Are all hazardous waste containers in good condition (i.e., free of severe rusting or apparent structural defects and not leaking)?** *Perform a visual inspection of the condition of all containers looking for leaks and/or severe corrosion, bulging, rusting or dents.*	**Yes**	**No** RTC

BUSINESS NAME:_____

20.	**Does the hazardous waste accumulation area have secondary containment for spills and leaks?** *For waste stored inside a building, the building itself may serve as the secondary containment if any leaks or spill cannot reach a drain or escape the building. Refer to the Waste Accumulation section of the Dangerous Waste chapter in the Technical Assistance Manual for more information.*	**Yes**	**No** RTC
21.	**Are all hazardous waste containers stored on a crack-free, impervious surface that will contain leaks or spills?** *"Impervious" means that if a liquid were spilled that it wouldn't infiltrate immediately. Portland cement is preferred. Asphalt is acceptable as long as the chemicals won't degrade the surface if they come in contact.*	**Yes**	**No** RTC

Questions 22 and 23 refer to the storage of waste; how much is kept and for how long. Refer to the table below for both questions.

Generator Status	Amount allowed to accumulate	Time allowed
Small-quantity generator	Not to exceed 2,200 pounds (about 300 gallons)	No time limit
Medium-quantity generator	Not to exceed 2,200 pounds (about 300 gallons)	180 days
Large-quantity generator	No limit	90 days

22.	**Quantity Accumulated**	**Does the facility exceed the state's *accumulation limits* for hazardous waste for this category of generator?** (Do you accumulate more waste than allowed for your generator status?) *Refer to the table above to determine how much waste you are allowed to accumulate and in what time for your generator status. Inventory all hazardous waste accumulated on-site in containers and tanks to determine total weight of waste being accumulated at one time.* *LQGs have no accumulation limits. Circle **NA** if LQG.*	**Yes** RTC	**No** **NA (LQG)**
23.	**Time Accumulated**	**Currently, does the facility exceed the state's *time limits* for the amount of hazardous waste that can be stored on-site by this category generator (excludes satellite accumulation)?** (Do you store waste longer than allowed for your generator status?) *Verify the dates on containers which detail when accumulation began and decide if your facility is within the time limit. The time limits only apply to waste containers stored in the central waste accumulation area and not at individual workstations (satellite accumulation areas).* *Circle **NA** for SQG and, therefore, no time limit.* *If containers are not labeled, circle* **Not labeled**.	**Yes** RTC **Not labeled**	**No** **NA (SQG)**

24. ☆**Has the facility taken one or more actions to reduce toxics in the past three years?** *(Check all that apply)* **Yes** **No**

- ❑ Use water-based or low-solvent coatings (primers, basecoats, and painting)?
- ❑ Attempt to avoid use of coatings that contain toxic metals (chromium, lead, cadmium, nickel, and manganese) by asking suppliers for alternative formulations?
- ❑ Avoid use of methylene-chloride based paint strippers?
- ❑ Recycle any solvents on-site?
- ❑ Use recycled solvent for gun cleaning?
- ❑ Have an inventory system in place to prevent products from going out of date?
- ❑ Non-solvent based putty/fillers.
- ❑ Other (please describe)

If Yes, briefly describe the toxic use reduction projects:

BUSINESS NAME:_____

25. **☆Are solvent and other hazardous fluids conserved by using the minimum amount required for the task?** **Yes** **No**

For ideas on conserving solvent, refer to the Pollution Prevention tips section of the Air Quality chapter of the Technical Assistance Manual.

26. **Has the facility implemented proper disposal actions for all dangerous wastes?** **Yes** **No** RTC

*Circle **No** (to the right) if dangerous wastes are disposed of as garbage.*

*Indicate what actions are taken for each waste in the table below (check all that apply). Mark **NA** if a waste isn't generated.*

27. **☆ Has the facility implemented proper recycling actions for all dangerous waste?** **Yes** **No**

*Circle **No** (to the right) if dangerous wastes are disposed of as garbage.*

*Indicate what actions are taken for each waste in the table below (check all that apply). Mark **NA** if a waste isn't generated.*

Recycle	Dispose	NA	Waste	Recycle	Dispose	NA	Waste
❑	❑	❑	Batteries	❑	❑	❑	Rags
❑	❑	❑	Auto batteries	❑	❑	❑	Aerosol cans
❑	❑	❑	Oil filters	❑	❑	❑	Solvents
❑	❑	❑	Antifreeze	❑	❑	❑	Paint
❑	❑	❑	Fluorescent tubes	❑	❑	❑	Paint thinner
❑	❑	❑	Hydraulic fluids	❑	❑	❑	CFCs
❑	❑	❑	Transmission fluid	❑	❑	❑	Brake fluid
❑	❑	❑	greases	❑	❑	❑	Used oil

28. **☆Has the facility implemented proper recycling or disposal actions for all other wastes?** *(Check all that apply)* **Yes** **No**

Circle **No** if wastes are disposed of as garbage. **NA**

*Indicate what actions are taken for each waste in the table below (check all that apply). Mark **NA** if a waste isn't generated.*

Recycle	Dispose	NA	Waste	Recycle	Dispose	NA	Waste
❑	❑	❑	Paper	❑	❑	❑	Bumpers
❑	❑	❑	Scrap metal	❑	❑	❑	Washwater
❑	❑	❑	Cleaning solutions	❑	❑	❑	Computers
❑	❑	❑	Pressure washwater	❑	❑	❑	Glass
❑	❑	❑	Cardboard	❑	❑	❑	plastic

29. **☆Has the facility taken one or more actions to conserve water in the past three years?** **Yes** **No**

30. **☆If Yes, briefly describe the water conservation projects:**

31. **☆Has the facility taken one or more actions to conserve energy over the past three years?** **Yes** **No**

Examples may include installed new windows and skylights, replaced old compressor, switched to fluorescent lights, purchased Energy Star appliances, insulted roof, upgraded heating and cooling systems, etc.

32. **☆If Yes, briefly describe the energy conservation projects:**

BUSINESS NAME:_____

AIR QUALITY FEDERAL REGULATIONS

This section of the checklist covers the requirements for the Environmental Protection Agency (EPA) Area Source Rule.

Completing this section will fulfill the requirements of the **Initial Notification** to EPA.

Responses in compliance with the new rule are shaded gray. If you are able to answer all of the (gray) questions in compliance and also answer the informational questions, then this will also count as your **Notification of Compliance**.

If you don't meet these requirements today you will need to submit your **Notification of Compliance** directly to EPA. You have until January 10, 2011 to fulfill these requirements and until March 11, 2011 to submit your **Notification of Compliance** to EPA. For any (gray) requirements you were unable to meet, please fill out a **Return to Compliance (RTC) Plan** and submit it to Ecology.

Refer to the Federal Regulation section in the Air Quality chapter in the Technical Assistance Manual for more information on the Area Source Rule and this unique opportunity to fulfill EPA requirements.

33.	**Are all spray-applied coatings applied using an HVLP spray gun or an equivalent high transfer efficiency technology?** *An" HVLP" mark should be present on the spray gun. If there is no HVLP mark on the gun, provide documentation that demonstrates spray gun achieves the transfer efficiency comparable to an HVLP spray gun.* *Manufacturer's Name:*_____ *Model Number:*_____ ***NOTE:** If flow is 15-26 cubic feet per minute an PSI at orifice is less than 10 pounds per square inch, then likely to be an HVLP spray gun. Other equivalent high transfer efficiency technology examples include: electrostatic application, airless spray gun, air assisted airless guns. Include information on additional guns on the **Notes** page of this checklist.*	**Yes**	**No** RTC
34.	**Is all paint spray gun cleaning done with a fully enclosed spray gun washer or in a manner that avoids creating an atomized mist or spray of gun cleaning solvent?** *Acceptable methods of gun cleaning include: hand cleaning of parts of the disassembled gun in a container of solvent; flushing solvent through the gun without atomizing the solvent and paint residue, by using a fully enclosed spray gun washer, or by a combination of these non-atomizing methods.* *Note: Spraying into the air is not an acceptable cleaning method. Also, any waste solvents that are collected must be kept in a closed container to avoid release/evaporation to the air.* *Include information on additional guns on the **Notes** page of this checklist.*	**Yes**	**No** RTC
35.	**Does the facility have high transfer efficiency painting training in place?** **If Yes, check all that apply:** ❑ Surface preparation. ❑ Spray gun, set up, and operation, for different types of coatings to improve transfer efficiency and minimize coating usage and overspray. ❑ Routine spray booth and filter maintenance. ❑ Safety precautions. ❑ Environmental compliance. ❑ Other (please specify):_____ *The training will be required of all painters and must include the above items. Examples of training can include, but is not limited to, hands-on and/or classroom training. Training can also consist of initial and/or refresher courses.* *If **No**, SKIP to question 37.*	**Yes**	**No** RTC

BUSINESS NAME:_____

36.	**If Yes, is the training documented?** *Good documentation includes the topics covered, the date, and which employees have received the training.*	**Yes**	**No** RTC
37.	**Are all spray-applied coatings applied in an enclosed, ventilated spray booth or preparation station?** *Spray booths and prep stations, where coatings are applied to **full vehicles**, must be fully enclosed with a full roof, **four complete walls** or side curtains, and an exhaust fan.* *Spray booths or prep stations where coatings are applied on **vehicle components** only, i.e., not full vehicles, must be fully enclosed with a full roof, at least **three complete walls** or side curtains, and an exhaust fan.* *If **No**, SKIP to question 39.*	**Yes**	**No** RTC
38.	**If yes, is the station fitted with particle filters on the exhaust?** *Inspector will perform visual inspection of pipe and filter as well as ask the facility if station is fitted with a particle filter(s) on the exhaust. **NOTE:** May see wall fan and small box with filter.*	**Yes**	**No** RTC
39.	**Number of spray booths on-site: _____** **Number of prep stations on-site: _____**		
40.	**If the facility uses a spray booth or prep station is it fitted with a type of filter technology or system that has been demonstrated to achieve at least 98 percent capture of paint overspray (this would include polyester fiber or fiberglass filters)?** *Have documentation from the filter package or the distributor of the 98 percent filter efficiency. You cannot determine filter efficiency with a visual inspection.* *Circle **NA** if you have a water curtain spray booth.*	**Yes** **NA**	**No** RTC
41.	**Does the facility have documentation of the amount of coatings used that contain chromium, lead, cadmium, nickel, and manganese (especially hexavalent chromium, most common in corrosion control undercoats and red, orange, and yellow paint colors) and the metals content of these coatings?** *Look on the MSDS or ask vendors if coatings contain these metals AND review purchase orders, invoices, or receipts to document amounts used. Be able to produce the documentation.* *Circle **NA** if no coatings are used containing these metals. Circle **No** if these coatings are used but no documentation of quantity nor content exists.*	**Yes** **NA**	**No** RTC
42.	**Is any paint stripping performed?** *(Check all that apply)* ❑ Chemical ❑ Mechanical ❑ Other:_____ *If **No**, SKIP to question 48.*	**Yes**	**No**
43.	If **Yes**, indicate which types of substrates are stripped. *(Check all that apply)* ❑ Wood ❑ Plastic ❑ Metal ❑ Other_____		
44.	**Does the facility use paint strippers containing methylene chloride?** *Refer to MSDSs. This chemical is also called dichloromethane.* *If **No**, SKIP to question 48.*	**Yes**	**No**
45.	**If Yes, does the facility keep records to document annual usage?** *Documentation can include purchase orders, invoices, or receipts.*	**Yes**	**No** RTC
46.	**Is the annual usage of methylene chloride more than one ton per year?** *A minimization plan is required for usage of more than 1 ton per year (approximately 300 gallons).* *If **No**, SKIP to question 48.*	**Yes**	**No**

BUSINESS NAME:_____

47.	**If facility uses methylene chloride for paint stripping, is there a minimization plan?** *A minimization plan is required for usage of more than 1 ton per year.*	**Yes**	**No** RTC
AIR QUALITY STATE AND LOCAL REGULATIONS			
48.	**Is facility registered with the local air pollution agency?** *Refer to the State and Local Requirements section of the Air Quality chapter in the Technical Assistance Manual.*	**Yes**	**No** RTC
49.	**Does the facility have an Air Quality Notice of Construction (NOC) Permit?** *Circle **NA** if your facility was constructed before the permitting requirement. Refer to the State and Local Requirements section of the Air Quality chapter in the Technical Assistance Manual.*	**Yes** **NA**	**No**
50.	**Does the facility have an operation and maintenance (O&M) manual for spray booths and other equipment (such as spray guns and gun cleaners)?**	**Yes**	**No**
51.	**☆Is a log kept in the (O&M) manual documenting periodic inspections of shop equipment, repairing of defects, and training and assigning people to carry out the plan?**	**Yes**	**No**
52.	**Is indoor sandblasting conducted at the facility?** *If **No**, SKIP to question 54.*	**Yes**	**No**
53.	**If yes, is all sandblasting performed inside a booth, hangar, or cabinet designed to capture the blast grit or overspray?**	**Yes**	**No** RTC
54.	**Is outdoor sandblasting conducted at the facility?** *If **No**, SKIP to question 56.*	**Yes**	**No**
55.	**If Yes, is all outdoor blasting enclosed with tarps?** **And** **Is all outdoor blasting performed with either steel shot or an abrasive containing less than one percent blasting medium (by mass) which would pass through a No. 200 sieve?**	**Yes** **Yes**	**No** RTC **No** RTC
56.	**When sanding, are the shop doors kept closed to avoid releasing dust outdoors?** *If sanding stations are located next to shop doors, it is likely that dust is released unless there is a shop policy in place to prevent it.*	**Yes**	**No** RTC
57.	**Does the facility use ventilated sander (dustless vacuum) equipment that captures paint dust and body filler, or an overhead capture system?**	**Yes**	**No**
58.	**Are spray booth filters checked to ensure that they are seated properly?** *A daily inspection is recommended. Keep a written log of inspections.*	**Yes**	**No** RTC
59.	**Are disposable rags handled, stored, and disposed of in a manner that contains the evaporation of solvents?** *Proper handling involves placing the rags in a closed rag bin* **before** *all the solvent has evaporated. This also applies to rags inside the spray booth.*	**Yes**	**No**
60.	**Is facility required to have emergency procedures?** *SQGs are not required to have emergency procedures. For MQG and LQG requirements refer to the Emergency Planning section of the Management and Records chapter in the Technical Assistance Manual.* *If **No**, SKIP to question 62.*	**Yes**	**No**
61.	**If Yes, is the facility in compliance with the applicable requirements for emergency procedures for this category of generator?** *Refer to the Emergency Planning section of the Management and Records chapter in the Technical Assistance Manual for more information.*	**Yes**	**No** RTC

BUSINESS NAME:_____

62.	**Even if emergency procedures are not required, does the facility have emergency procedures in place?** ***NOTE:*** *Emergency procedures can include:* • Posting the current name and telephone number of the emergency coordinator. • Posting the location of fire extinguishers and spill control material, and if present, fire alarm. • Posting the telephone number of the fire department, unless the facility has a direct alarm. *Have up-to-date information on hand. Refer to the Emergency Planning section of the Management and Records chapter in the Technical Assistance Manual for more information.*	**Yes**	**No**
63.	**Is there any indication of spills in or near the shop?** *Check for stains on the ground or in and around manholes, leaking tanks and containers, and/or pooled liquids.*	**Yes**	**No**
64.	**Is there a spill plan for the facility?** *Some SQGs, all MQGs, and all LQGs are required to have a spill plan. If you are an SQG, check local ordinances. Refer to the Spill Prevention and Reporting section of the Management and Records chapter in the Technical Assistance Manual for more information on spill plans.*	**Yes**	**No**
65.	**Are employees trained and aware of the spill plan?** *Training needs to be documented. Good documentation includes the topics covered, the date, and which employees have had the training.*	**Yes**	**No**
66.	**Is the spill plan posted in a suitable location?**	**Yes**	**No**
67.	**☆Are spill cleanup materials appropriate for the type and quantity of chemicals stored on-site?** *Refer to the Spill Prevention and Reporting section of the Management and Records chapter in the Technical Assistance Manual for more information on appropriate cleanup materials.*	**Yes**	**No** RTC
68.	**Are cleanup materials stored in a container clearly labeled "SPILL KIT"?**	**Yes**	**No**
69.	**Are spill kits located near high-risk spill areas?**	**Yes**	**No**
70.	**☆Does the shop spot-clean drips and spills?**	**Yes**	**No**
71.	**☆Is care taken to avoid spilling and dripping solvents and other fluids?** *By utilizing spigots, pumps, and funnels?*	**Yes**	**No**
72.	**Does the facility have MSDS or formulation data supplied by manufacturer for all the solvents and coatings that they use?** *Need physical documentation. If the facility uses a color matching computer technology on-site that has formulation data in it, be able to produce the data.*	**Yes**	**No**
73.	**☆Is a centralized inventory system and/or "just in time" purchasing used to minimize excess waste, overstock, expired materials, and to encourage using up entire product?**	**Yes**	**No**
74.	**☆Does the facility work with vendors/jobbers to find less hazardous products (such as water-based or other low VOC coatings)?**	**Yes**	**No**

WORKER HEALTH AND SAFETY

Refer to the Health and Safety section of the Facility Management chapter in the Technical Assistance Manual for more information on these questions.

75.	**Is there a written and implemented Accident Prevention "Safety" Program (APP)?** *The program must be in writing, readily available, up-to-date, and effective in practice. It should include:* • *Safety orientation.* • *Safety and health committee (for shops with 10 or more FTEs).* • *On-the-job training program for safe use of toxic materials, machine tools, and operation of utility systems.*	**Yes**	**No**

BUSINESS NAME:_____

76.	**Is there a Chemical "Hazard Communication" (aka) Worker "Right-to-Know" Program, including training, material safety data sheets (MSDS), and container labeling?** *Must be an active and ongoing program with up-to-date MSDSs. Keep records of which employees have received training in hazardous chemicals in the workplace and proper container labeling.*	**Yes**	**No**
77.	**Has the facility identified and evaluated (through air sampling or other effective means) the respiratory hazards in the workplace?**	**Yes**	**No**
78.	**Is there a Respiratory Protection Program including doctor's medical clearance, employee training, respirator fit testing, and cartridge "change-out" schedules?** *Be able to produce records of:* • *Doctor medical clearances* • *Employee training* • *Respirator fit testing* • *Cartridge change-out schedule*	**Yes**	**No**

WATER QUALITY

Definitions for WQ questions:

Industrial Wastewater (IWW) is the water or liquid that carries waste from industrial or commercial processes. Industrial wastewater includes vehicle washwater. *Auto body shops may not discharge industrial wastewater to surface water, ground water, or storm drains. Industrial wastewater must be discharged to sanitary sewer.*

Stormwater means runoff during and following precipitation and snowmelt events, including surface runoff, drainage, and interflow. *Stormwater that comingles with process water becomes industrial wastewater and must be discharged to sanitary sewer.*

Industral Stormwater is run-off from storage areas associated with manufacturing, processing, or raw materials at industrial plants. Facilities with industrial stormwater runoff are required to apply for a NPDES permit. *Auto body shops are generally not required to have coverage under a NPDES Industrial Storm water permit, unless they are significant contributors of industrial stormwater.*

Surface Water means an open body of water, such as water collecting on the ground or in a conveyance system, stream, river, lake, sea or ocean; as opposed to ground water.

Ground Water means the supply of fresh water found beneath the surface of the land or surface water body, usually in aquifers, which supply wells and springs, as opposed to surface water.

79.	**Have all the drains on-site been located and identified whether they discharge to sanitary, storm, or septic systems?**	**Yes**	**No** RTC
80.	**Does the facility discharge industrial wastewater to a sewer system?** *Sewer system includes sanitary, stormwater, or combined sewers.* *If **No**, SKIP to question 82.*	**Yes**	**No**
81.	**If Yes, is facility in compliance with the applicable requirements for the discharge(s)?** *Shops must discharge industrial wastewater to the sanitary sewer. Refer to the General Requirements and Drains sections of the Water Quality chapter in the Technical Assistance Manual for more information.*	**Yes**	**No** RTC
82.	**Does the facility discharge industrial wastewater to a sanitary sewer?** *If **No**, SKIP to question 85.*	**Yes**	**No**
83.	**If the facility discharges industrial wastewater to the sanitary sewer, does the facility have approval from the local sewer authority?** *Refer to the General Requirements and Drains sections of the Water Quality chapter in the Technical Assistance Manual for more information. Also see Appendix A for a list of local sewer authorities and contact information.*	**Yes**	**No** RTC

BUSINESS NAME:_____

84.	**If the facility discharges industrial wastewater to the sanitary sewer, are local pre-treatment requirements being met?** *Types of pre-treatment that may be required include an oil/water separator, filtration device, or grit separator. Requirements vary in different jurisdictions. Refer to the Drains and Water-Treatment Devices sections of the Water Quality chapter in the Technical Assistance Manual for more information.*	**Yes**	**No**
85.	**Does the facility discharge industrial wastewater to surface water?** *See definition of industrial wastewater above and refer to the General Requirements section of the Water Quality chapter in the Technical Assistance Manual for more information.*	**Yes**	**No** RTC
86.	**Does the facility have any unsealed floor drains?** *A sealed floor drain means that no water can enter the drain and leave the premises. Proper sealing can include sealing the hole with a commercially available drain seal or plug, or Portland Cement.*	**Yes**	**No**
87.	**If Yes, is the facility in compliance with the state standard for discharges to unsealed floor drains?** *Refer to the Drains Section of the Water Quality chapter in the Technical Assistance Manual.*	**Yes**	**No** RTC
88.	**Are all products, including paints, thinners, strippers, cleaners, and automotive fluids, stored with secondary containment that would prevent leaks from entering a drain or leaving the building?**	**Yes**	**No**
89.	**Has the facility applied for coverage under an Industrial Stormwater Permit?** *Circle **NA** if the facility is not required to have an Industrial Stormwater Permit.* *Auto body shops are not generally required to have coverage under an Industrial Stormwater Permit. However, if the facility discharges significant amounts of industrial stormwater to the storm system or surface water, it may need to apply. Refer to the Water Quality chapter in the Technical Assistance Manual for more information and a link to Ecology's Industrial Stormwater Permit Web page.*	**Yes** **NA**	**No**
90.	**Are reusable cloth rags laundered away from the shop by an industrial laundry?**	**Yes**	**No**
91.	**☆Are paintbrushes and tools covered with water-based paints cleaned in sinks connected to sanitary sewers or in portable containers that can be discharged into a *sanitary sewer drain*?**	**Yes**	**No**
92.	**Does any vehicle washwater enter into storm drains?** *Vehicle washwater is considered industrial wastewater. See definition of industrial wastewater above and refer to the General Requirements section of the Water Quality chapter in the Technical Assistance Manual for more information.*	**Yes**	**No** RTC
93.	**Is all vehicle washing performed on a covered containment pad with perimeter drains, trench drains, or catchment drains?** *Refer to the Vehicle Washing section of the Water Quality chapter in the Technical Assistance Manual.*	**Yes**	**No** RTC
94.	**Are drains in the vehicle washing area directed to the sanitary sewer or a sump?** *Refer to the General Requirements and Vehicle Washing sections of the Water Quality chapter in the Technical Assistance Manual for more information.*	**Yes**	**No** RTC
95.	**How many vehicles does the facility wash per month? (number)_____**		
96.	**What cleaning materials are used? Liquid wax, soap, detergent** **Brands: _____**		
97.	**☆Are phosphate-free soaps and detergents used?**	**Yes**	**No**
98.	**Does the facility discharge industrial wastewater to ground water (e.g., discharge to an on-site septic system, drywell, etc.)?** *If **No**, SKIP to question 101*	**Yes**	**No**
99.	**If Yes, is the facility in compliance with the applicable requirements for these discharges?** *Refer to the General Requirements and Drains sections of the Water Quality chapter in the Technical Assistance Manual for more information.*	**Yes**	**No** RTC

BUSINESS NAME:_____

100.	**If facility has an Underground Injection Control Well (UIC), have they applied for a UIC permit?** *Refer to the General Requirements and Drains sections of the Water Quality chapter in the Technical Assistance Manual for more information.*	**Yes**	**No** RTC
101.	**Are water-treatment devices inspected and maintained?** *Water-treatment devices include those such as oil/water separators, filtration units, or grit separators. Refer to the Water Treatment Devices section of the Water Quality chapter in the Technical Assistance Manual for more information.*	**Yes**	**No**
102.	**Is the maintenance recorded in a logbook?**	**Yes**	**No**
103.	**Are outdoor paved areas washed down?**	**Yes**	**No**
104.	**If the parking lot or other outdoor areas are washed, is the washwater discharged to the sanitary sewer?** *Parking lot washwater needs to be routed for collection and sent to a sanitary sewer. Refer to the General Requirements and Outside Best Management Practices sections of the Water Quality chapter in the Technical Assistance Manual for more information.*	**Yes**	**No** RTC
105.	**Are vehicles checked as they come in for leaking fluids and drained or contained with drip pans immediately?** *Refer to the Outside Best Management Practices section of the Water Quality chapter in the Technical Assistance Manual for more information.*	**Yes**	**No**
106.	**Is there repair and maintenance of vehicles outside?**	**Yes**	**No**
107.	**Are outdoor stockpiled/stored materials under cover?** *Refer to the Outside Best Management Practices section of the Water Quality chapter in the Technical Assistance Manual for more information.*	**Yes**	**No** RTC
108.	**Is all outside waste under cover and not in direct contact with soil?**	**Yes**	**No**
	If not under cover, are storage areas protected from stormwater run-on/run-off (i.e., berms or other barriers installed)? If the shop does not store a listed material, circle NA. *Circle answers below:* *Refer to the Outside Best Management Practices section of the Water Quality chapter in the Technical Assistance Manual for more information.*	**Yes**	**No**

Material Stored Outside	Secondary Containment	Covered
Acids	**Y / N / NA**	**Y / N / NA**
Antifreeze	**Y / N / NA**	**Y / N / NA**
Automotive parts	**Y / N / NA**	**Y / N / NA**
Batteries	**Y / N / NA**	**Y / N / NA**
Caustic Bases	**Y / N / NA**	**Y / N / NA**
Landscaping materials	**Y / N / NA**	**Y / N / NA**
Metals	**Y / N / NA**	**Y / N / NA**
Paints/coatings	**Y / N / NA**	**Y / N / NA**
Pesticides/herbicides/fertilizers	**Y / N / NA**	**Y / N / NA**
Petroleum/oils (e.g., hydraulic, cutting, motor oil)	**Y / N / NA**	**Y / N / NA**
Plastics	**Y / N / NA**	**Y / N / NA**
Recycling	**Y / N / NA**	**Y / N / NA**
Solid waste	**Y / N / NA**	**Y / N / NA**
Solvents	**Y / N / NA**	**Y / N / NA**
Tires	**Y / N / NA**	**Y / N / NA**
Other:_____	**Y / N / NA**	**Y / N / NA**
Other:_____	**Y / N / NA**	**Y / N / NA**

109.	**☆ Are all trash receptacles covered and maintained so that leaks are prevented?**	**Yes**	**No**

BUSINESS NAME:_____

SOURCE CONTROL			
110.	**Are catch basins cleaned out and maintained on a regular schedule?** *A regular schedule is a minimum of twice per year.*	**Yes**	**No**
111.	**Is filter fabric and/or other run-off control device used to prevent dust, grit, or other pollutants from entering catch basins?** **Circle catch basin outlet trap type: PVC Elbow Metal Elbow**	**Yes**	**No**
112.	**Has material accumulated to fill over 60% of the capacity of the catch basin?**	**Yes**	**No**
113.	**Is there evidence of contaminants in catch basins?** **Circle contaminant: Oil/grease Paint Solvent Sewage Unknown**	**Yes**	**No**
114.	**What year was the building(s) constructed? _____ No. of buildings: _____**		
115.	**Is the building(s) painted? Year last painted:_____** **Condition of paint: Poor Fair Good**	**Yes**	**No**
116.	**Roof: Metal Coated metal Tar Other:_____**		
117.	**Number of parking stalls _____** **Is lot: Gravel Asphalt Coal tar (Contractor)**		

NOTES: