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Auto Body Environmental Results Program

Self Certification Checklist

February 2006

Maine Department of Environmental Protection
Office of Innovation and Assistance
17 State House Station
Augusta, Maine 04333-0017
http://www.maine.gov/dep

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Self-Certification Checklist Instructions

Fill out the Self-Certification Checklist
After you review the workbook, fill out this Self-Certification Checklist. Answer all questions unless you are instructed to skip a question. If you are not following all of the requirements and have a violation, you should try to correct the violation immediately. If you can correct the violations right away, you will not need to fill out and send in a Return-to-Compliance Plan (described in the next step).

Fill out Return-to-Compliance (RTC) Plans, if necessary.
If you are not in compliance with any requirement when you submit the Self-Certification Checklist to the DEP, you must submit a Return-to-Compliance Plan for each requirement that you do not meet. (On the Self-Certification Checklist you will be directed to "submit an RTC Plan"). In the Return-to-Compliance Plan, you will tell the DEP what the problem is and how you intend to fix it. You will have 30 days to fix the problem, however, DEP recommends that you fix any problem immediately to protect worker safety and the environment. Correcting the problem right away will also help protect your shop from enforcement actions should a compliance inspector visit the shop.

Sign and submit all forms.
The owner of the shop, or another person who can take legal responsibility for the shop, must review and sign all the forms. This makes sure that the boss knows what is happening at the shop, and takes responsibility. Once all the forms are signed, make a copy for your records, and send the originals to the DEP. All forms must be returned to the DEP by **April 28, 2006.**

If you have any questions about how to fill out the Self-Certification Checklist or Return-to-Compliance forms, please call (207) 287-4432.

Auto Body Environmental Results Program
Self-Certification Checklist

Section A: General Facility Information

A1. Date (mm/dd/yyyy): ____/____/_____

A2. Business Name: _____

A3. Alternate Business Name (if any): _____

A4. Street Address: _____

A5. City, Zip Code: _____

A6. Mailing address (if different from above): _____

A7. City, Zip Code: _____

A8. Business Phone Number: (_____)_____

A9. Business Fax Number: (_____)_____

A10. Business Email: _____

A11. Federal Employer ID Number: _____

A12. Number of Employees: _____

A13. Name of Contact (First, Last): _____

A14. Contact Person's Phone Number (if different than business phone): (___)_____

A15. Name of Business Owner (First, Last): _____

A16. Owner's Phone (if different than business phone): (_____)_____

A17. Has business changed any of the following information in the last year? (check all that apply)

☐ Business Location ☐ Business Name ☐ Business Ownership

A18. Previous Street Address: _____

A19. Previous City, Zip Code: _____

A20. Previous Business Name: _____

A21. Previous Owner (First, Last): _____

A22. Business Type: (check only one)

☐ Franchise/Chain (under contract to another company that owns more than 1 auto body facility; includes company-owned stores and independent franchise)

☐ Independent (own no allegiance to any other company or organization)

☐ Government (federal, state, and local government facilities)

☐ Educational (technical schools)

☐ Other (specify): _____

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A23. Type of services provided: (check all that apply)

☐ Auto Body ☐ Car Dealership ☐Salvage Yard

☐ Mechanical Repairs ☐ Car Wash ☐ Gas Station

☐ Other (specify): _____

A24. Average number of vehicles processed per week: _____

A25. Average amount of paint used per vehicle: _____

A26. Has the shop been inspected by Department of Environmental Protection (DEP) within the last year? ☐ Yes ☐ No

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Section B: Waste Management

Waste Generated

B1. Does the shop generate any of the following wastes? (Check all that apply. For checked items, indicate how the waste is disposed of)
Waste:

- ☐ gasoline _____
- ☐ brake fluid _____
- ☐ lead acid batteries _____
- ☐ paint _____
- ☐ paint thinner _____
- ☐ parts cleaning solvents _____
- ☐ rags or wipes used with solvents _____

Hazardous Waste

(refer to pages 5-13 in the workbook)

The following questions are requirements for all generator statuses: Small Quantity Generators (SQG), Small Quantity Generator Pluses (SQG Plus), and Large Quantity Generators (LQG). If you are not in compliance with the requirement, you will be instructed to submit a Return-to-Compliance (RTC) Plan, which is included at the back of this checklist.

		YES	NO
B2.	Does the shop generate hazardous waste? (if no, skip to B26)	☐	☐

B3. What is the shop's hazardous waste generator status? (check only one box, and include EPA ID#)

- ☐ Small Quantity Generator (SQG)
- ☐ Small Quantity Generator Plus (SQG Plus) **EPA ID#** _____
- ☐ Large Quantity Generator (LQG) **EPA ID#** _____

B4. What is the greatest **monthly** amount of hazardous waste generated by the facility in the last 12 months? _____**gallons**

B5.	Has the shop determined which wastes are hazardous?	☐	☐ **If no, submit RTC Plan**
B6.	Does the shop properly label containers of hazardous waste? (Labels must say "hazardous waste," must list the date waste is first put into the container, and must list the date the container becomes full.)	☐	☐ **If no, submit RTC Plan**
B7.	Does the shop store hazardous wastes in containers of 55-gallons or less?	☐	☐ **If no, submit RTC Plan**

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		YES	NO
B8.	Does the shop ship each full hazardous waste container off site within 180 days (90 days if your shop is an LQG) after filling the container?	☐	☐ **If no, submit RTC Plan**
B9.	Has anyone at the shop ever filled out or signed a hazardous waste manifest form? (if no, skip to B13)	☐	☐
B10.	When was the last time you shipped hazardous waste?	___/___/_____	
B11.	Who was the hazardous waste transporter? _____		
B12.	Where was the waste shipped for disposal? _____		
B13.	Does the shop use a solvent recycler? (if no, skip to B15)	☐	☐ **If yes, submit RTC Plan**
B14.	Does the shop have a license from the DEP to operate a solvent recycler?	☐	☐ **If no, submit RTC Plan**

The following questions are requirements for SQG Pluses and LQGs. If you are not in compliance with the requirement, you will be instructed to submit a RTC Plan, which is included the back of this checklist. If you are an SQG these questions are not requirements, and you do not have to fill out an RTC if you are out of compliance.

B15.	Are incompatible wastes stored separately?	☐	☐ **If no, submit RTC Plan**
B16.	Are the hazardous waste storage containers free of rust, dents, bulges, leaks or other damage and compatible with the wastes stored in them?	☐	☐ **If no, submit RTC Plan**
B17.	Does the shop keep hazardous waste containers closed except when adding or removing waste? (this includes removing the funnel from the drum when not in use)	☐	☐ **If no, submit RTC Plan**
B18.	Are all hazardous wastes stored on a firm working surface, impervious to leaks?	☐	☐ **If no, submit RTC Plan**
B19.	Does the shop inspect containers of hazardous waste daily? (if no, skip to B21)	☐	☐ **If no, submit RTC Plan**
B20.	Does the shop keep a log of the inspections?	☐	☐ **If no, submit RTC Plan**

		YES	NO
B21.	Does the shop store ignitable and reactive wastes 50 feet from the property line?	☐	☐ **If no, submit RTC Plan**
B22.	Do hazardous waste containers have secondary containment sufficient to contain all leaks?	☐	☐ **If no, submit RTC Plan**
B23.	Are rags and other materials contaminated with a listed hazardous waste or flammable waste managed as hazardous waste? (You do not have to submit an RTC Plan if you are following DEP's Solvent-Contaminated Wipers Management guidance.)	☐	☐ **If no, submit RTC Plan**
B24.	Does the shop containerize the wastes generated from cleanups of hazardous waste spills, and dispose of the wastes as hazardous waste?	☐	☐ **If no, submit RTC Plan**
B25.	Does the shop have a program that trains employees who handle hazardous waste in proper waste management procedures? (this is a requirement for LQGs; this is a BMP for SQGs and SQG Pluses)	☐	☐ **If no, submit RTC Plan**

Universal Waste

(refer to pages 14-17 in the workbook)

B26. Does the shop generate any universal waste? (check all that apply)

- ☐ batteries
- ☐ cathode ray tubes
- ☐ lamps: high intensity discharge, fluorescent, neon
- ☐ mercury device, thermostats or thermometers
- ☐ motor vehicle mercury switches
- ☐ polychlorinated biphenyl (PCB) ballasts

		YES	NO
B27.	Is universal waste stored in an area that can be locked when not in use?	☐	☐ **If no, submit RTC Plan**
B28.	Is the universal waste storage area clearly marked with a sign that states "Universal Waste Storage?"	☐	☐ **If no, submit RTC Plan**
B29.	Is each universal waste container labeled with the date you first put waste in it and with the date the container becomes full?	☐	☐ **If no, submit RTC Plan**
B30.	Are universal waste containers marked with the type of waste in the container? (i.e. "fluorescent lamps")	☐	☐ **If no, submit RTC Plan**
B31.	Are universal waste containers closed, structurally sound and compatible with the waste stored in them?	☐	☐

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		YES	NO
B32.	Do you dispose of universal waste properly? (send to a universal waste management and recycling facility)	☐	☐ **If no, submit RTC Plan**
B33.	Do you train all employees on proper handling and emergency procedures for universal waste?	☐	☐ **If no, submit RTC Plan**

Used Oil

(refer to pages 18-19 in the workbook)

B34.	Does the shop generate used oil?	☐	☐
B35.	Does the shop burn used oil in a used oil-fired space heater? (if no, skip to C1)	☐	☐
B36.	Does the shop accept used oil from household do-it-yourself used oil generators?	☐	☐
B37.	Does the shop accept used oil from other businesses? (if no, skip to C1)	☐	☐
B38.	Has your shop or the used oil generator had analytical tests done on the oil to ensure that the oil is not hazardous waste? (if no, skip to B40)	☐	☐ **If no, submit RTC Plan**
B39.	Do you keep records of the used oil delivery?	☐	☐ **If no, submit RTC Plan**
B40.	Does the used oil-fired space heater have a maximum capacity of 0.5 million BTU?	☐	☐ **If no, submit RTC Plan**
B41.	Does the shop ever add hazardous wastes such as waste gasoline, solvents or paint thinners to used oil? (if no, skip to C1)	☐	☐
B42.	Do you dispose of contaminated used oil as hazardous waste?	☐	☐ **If no, submit RTC Plan**

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Section C: Air Quality

Dust Control
(refer to pages 20-21 in the workbook)

		YES	NO
C1.	Does the shop exhaust air from sanding areas to the outside (i.e. vents) (if no, skip to C3)	☐	☐
C2.	Is the exhaust vent filtered?	☐	☐
C3.	Does any airborne dust from sanding leave the business premises? (i.e. open windows, open doors, unfiltered exhaust vents)	☐	☐

Paint and Coating Emission Control
(refer to pages 20-24 in the workbook)

C4.	Does the shop carry out **all** painting and coating processes in a spray booth?	☐	☐
C5.	Does the spray booth utilize an exhaust fan that vents to the outside? (if no, skip to C7)	☐	☐
C6.	Is the exhaust vent filtered?	☐	☐
C7.	Does any painting or coating take place in areas outside the spray booth? (if no, skip to C10)	☐	☐
C8.	Does that area have an exhaust fan that is vented to the outside? (if no, skip to C10)	☐	☐
C9.	Is the exhaust vent filtered?	☐	☐
C10.	Do any airborne emissions from painting or coating leave the business premises? (i.e. open doors, open windows, unfiltered exhaust vents)	☐	☐
C11.	Are solvents, thinners, paints and coatings stored in closed containers when not in use?	☐	☐ **If no, submit RTC Plan**
C12.	Are all cloth and paper, or other absorbent applicators, moistened with paints, coatings, or solvents stored in closed, nonabsorbent, nonleaking containers?	☐	☐ **If no, submit RTC Plan**
C13.	Has the shop looked into purchasing low Volatile Organic Compound (VOC) paint and coatings?	☐	☐
C14.	Does the shop use low VOC paint and coatings?	☐	☐
C15.	Has the shop looked into purchasing low VOC solvents and thinners?	☐	☐
C16.	Does the shop utilize low VOC solvents?	☐	☐

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		YES	NO
C17.	Are all paints and coatings mixed in accordance with manufacturer recommendations?	☐	☐ **If no, submit RTC Plan**
C18.	Does the shop utilize High Pressure Low Volume (HVLP) spray guns or other high-efficiency coating transfer technology?	☐	☐ **If no, submit RTC Plan**
C19.	Does the shop utilize an enclosed spray gun cleaner? (if no, skip to C21).	☐	☐
C20.	Is the spray gun cleaner kept closed except for when parts are being added or removed?	☐	☐ **If no, submit RTC Plan**
C21.	Does the shop have written standard operating procedures for handing and transfer of paints, coatings, and solvents to minimize spills? (if no, skip to C23)	☐	☐ **If no, submit RTC Plan**
C22.	Are the standard operating procedures posted in a visible location?	☐	☐ **If no, submit RTC Plan**
C23.	Does the shop train all employees that paint/coat in the proper use and handling of paints, coatings, solvents and cleaning solvents? (if no, skip to D1)	☐	☐ **If no, submit RTC Plan**
C24.	Does the shop keep records of training sessions, which includes an outline of material covered, dates of training sessions, and names of attendees?	☐	☐ **If no, submit RTC Plan**

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Section D: Water Quality

Vehicle Washing
(refer to pages 25-26 in the workbook)

		YES	NO
D1.	Does the shop wash vehicles? (if no, skip to D10)	☐	☐
D2.	Does the shop wash vehicles **inside** the garage facility?	☐	☐
D3.	Does the shop wash vehicles **outside** the garage facility? (if no, skip to D10)	☐	☐
D4.	Where does the wash water run off to? (check all that apply) ☐ ditch ☐ stream ☐ wetland ☐ vegetated buffer ☐ storm drain ☐ other_____		
D5.	Does the shop do any engine, transmission or undercarriage washing?	☐	☐ **If yes, submit RTC Plan**
D6.	Does the shop use acids, bases, metal brighteners, and/or degreasing agents?	☐	☐ **If yes, submit RTC Plan**
D7.	Is the washing done on asphalt or concrete?	☐	☐
D8.	Does the shop generate over 60 gallons of wash water a day? (if no, skip to D10)	☐	☐
D9.	Have you contacted the DEP with approximate daily wash water discharge amounts?	☐	☐ **If no, submit RTC Plan**

Floor Drains
(refer to pages 25-29 in the workbook)

D10.	Does the shop generate high risk waste water? (if no, skip to D12)	☐	☐
D11.	Does the high risk waste water discharge to a septic tank or a pipe that goes to the top of the ground?	☐	☐ **If yes, submit RTC Plan**
D12.	Does the shop have any floor drains? (if no, you are done the Self-Certification Checklist)	☐	☐
D13.	Are any floor drains **inactive**? (if no, skip to D15)	☐	☐

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		YES	NO
D14.	Have inactive floor drains been properly sealed/closed?	☐	☐
D15.	Does the shop have any **active** floor drains? (if no, skip to D17)	☐	☐

D16. Where do they discharge to?

- ☐ municipal sewer
- ☐ septic system
- ☐ holding tank
- ☐ pipe to top of ground
- ☐ other_____

D17.	Does the shop conduct vehicle maintenance and repair in areas with unsealed floor drains?	☐	☐

Signature:_____Date:_____

Please Return the Self-Certification Checklist and any RTC Plans to the DEP at:

Maine Department of Environmental Protection
Office of Innovation and Assistance
Attn: Sara Lippert
17 State House Station
Augusta, ME 04333-0017

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Return-to-Compliance Plan

Please complete a separate Return-to-Compliance (RTC) Plan for **EACH** compliance question that requires one. Please note that you do not have to fill out a RTC Plan if you fix the problem immediately. Make additional copies of this blank form if needed. Please return RTC Plans and Self-Certification Checklist to the DEP by **April 28, 2006.**

Facility name: _____
Contact name, phone number and email: _____
_____

What is the compliance question number on the Self-Certification form that you are reporting noncompliance? _____

Briefly describe the requirement that your shop is currently not fulfilling: _____
_____
_____
_____

What corrective action will you take to return to compliance? _____
_____
_____
_____

Provide the date that the facility is expected to be in compliance (must be within 30 days of self-certification date): ____/____/_____

What is the compliance question number on the Self-Certification form that you are reporting noncompliance? _____

Briefly describe the requirement that your shop is currently not fulfilling: _____
_____
_____
_____

What corrective action will you take to return to compliance? _____
_____
_____
_____

Provide the date that the facility is expected to be in compliance (must be within 30 days of self-certification date): ____/____/_____

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What is the compliance question number on the Self-Certification form that you are reporting noncompliance? _____

Briefly describe the requirement that your shop is currently not fulfilling: _____
_____
_____
_____

What corrective action will you take to return to compliance? _____
_____
_____
_____

Provide the date that the facility is expected to be in compliance (must be within 30 days of self-certification date): ____/____/_____

What is the compliance question number on the Self-Certification form that you are reporting noncompliance? _____

Briefly describe the requirement that your shop is currently not fulfilling: _____
_____
_____
_____

What corrective action will you take to return to compliance? _____
_____
_____
_____

Provide the date that the facility is expected to be in compliance (must be within 30 days of self-certification date): ____/____/_____

What is the compliance question number on the Self-Certification form that you are reporting noncompliance? _____

Briefly describe the requirement that your shop is currently not fulfilling: _____
_____
_____
_____

What corrective action will you take to return to compliance? _____
_____
_____
_____

Provide the date that the facility is expected to be in compliance (must be within 30 days of self-certification date): ____/____/_____

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2006 Facility Non-Participation Form

The Maine Auto Body Environmental Results Program (ERP) is a voluntary program that benefits auto body shops that operate in Maine. Your shop is eligible to participate in the program if it meets any of the following eligibility requirements:

- Your shop has operations involving collision repair, vehicle painting, paint stripping or sanding, body work, antique restoration, and/or student training.
- Your shop has painting operations, as a part of a new or used car dealership or general auto repair shop.

If your facility does not meet the above description of an auto body or collision repair shop, or if you choose not to participate in the program, please complete, sign and return the form below to the DEP by **April 28, 2006.**

Facility Information:

Facility name:_____

Facility street address:_____

City/zip code:_____

Contact Person:_____

Owner:_____

Business Phone Number:_____

Business Fax Number:_____

Business Email:_____

Federal Employer ID Number:_____

Reason for not participating:

Check the box that applies to you:

☐ This facility is not participating in the Auto Body ERP because no auto refinishing operations (listed above) occur at this address.

☐ This shop conducts auto refinishing operations, but is choosing not to participate in the Auto Body ERP.

Signature:

I understand by signing this form that the shop is not relieved of the responsibility of complying with all environmental requirements.

Signature:_____ Date:_____

*When complete, remove this form from the booklet, fold in thirds, secure with tape, and mail by **April 28, 2006.***

_____
_____
_____

Maine Department of Environmental Protection
Office of Innovation and Assistance
Attn: Sara Lippert
17 State House Station
Augusta, ME 04333-0017