CCAR's "*Green*Link Shop"

Established Environmental and Safety Excellence for Automotive Repair

The Coordinating Committee For Automotive Repair (CCAR®), as an extension of its "CCAR-*Green*Link®" Environmental Compliance Assistance Center and "S/P2®" Safety and Pollution Prevention E-learning Program, has developed the **"*Green*Link Shop"** recognition to promote consumer confidence in their local automotive repair facilities' environmental and safety awareness and stewardship. Businesses must attain a standard of excellence in environmental, health and safety (EHS) operations – including employee training and shop management – to earn the **"*Green*Link Shop"** recognition.

The **"*Green*Link Shop"** program encompasses four categories: Business Operations, Employee Training, Safety Compliance, and Environmental Management. Together, these criteria provide a basic framework of expectations by which **"*Green*Link Shops"** are guided.

Application – Mechanical Service/Repair

Facility Name _____

Contact Person _____

Street Address _____

City/State/Zip Code _____

Telephone _____

E-mail Address _____

URL _____

Business Operations (check one for each item)

✓ **EPA "ENERGY STAR" qualified office equipment is used and/or purchased when replacing existing equipment.**

Incorporate cost-effective energy efficiency techniques into regular business practices. Pollution prevention opportunities exist for general business practices that can reduce energy use and save the facility money, as well as furthering the environmental stewardship of a business. Simple, but proven, energy-efficient recommendations include:

- Compact Fluorescent Light (CFL) bulbs, which can be recycled with other fluorescent bulbs generated at the facility
- LED exit sign lighting
- Programmable thermostats
- Motion-sensitive lighting to automatically turn lights off in empty rooms
- Used oil furnace (where state/local regulations allow)
- EPA "ENERGY STAR" copier, fax machine, computer monitors, and other office equipment

❑ **Yes** ❑ **No**

✓ **Appropriate signage displayed at the shop includes signs and posters and that convey safety information to employees and customers.**

Example:

The OSHA "Job Safety and Health: It's the Law" poster (OSHA 3165) is available for free from the OSHA Office of Publications. Employers do not need to replace previous versions of the poster, however, all covered employers are required to display and keep displayed, a poster prepared by the Department of Labor informing employees of the protections of the Occupational Safety and Health Act P.L. 91-596, December 29, 1970 and its amendments. **To order a free copy of the poster in English or Spanish go to:** http://www.osha.gov/Publications/poster.html

❑ **Yes** ❑ **No**

✓ **Has the shop has not been cited for environmental or safety violations in the past three years?**

An important aspect of being a good environmental and safety steward is awareness, coupled with preventive actions. Through the **"*Green*Link Shop"** program, customers, suppliers and other vendors to participating collision repair facilities may have confidence in their commitment to "doing the right thing."

❑ **Yes** ❑ **No**

Either answer is acceptable, if the violation has been cured or remediated.

Employee Training (enclose copy of S/P2® certificates)

✓ **Employees are trained annually for awareness and best practices using CCAR's "S/P2®" Safety & Pollution e-learning program.**

To qualify as a **"*Green*Link Shop,"** each shop must have **at least one employee** complete the three parts – Safety course, Pollution Prevention course and Supervisor's course – that comprise the S/P2 program, and have **all other shop employees** complete the Safety and Pollution Prevention courses.

❑ **Submit copy of S/P2 Certificates of Completion for at least one employee at this facility that has completed all three courses**

Safety Compliance (check one for each item)

✓ **Utilization of basic personal protective equipment including goggles, gloves, hard hats, safety shoes, safety clothing, and safety shields when required.**

❑ **Yes** ❑ **No**

✓ **OSHA approved 15-minute eye wash station(s) readily accessible near corrosive materials.**

❑ **Yes** ❑ **No**

✓ **Readily available, appropriately typed and fully charged fire extinguishers.**

❑ **Yes** ❑ **No**

✓ **A stocked first aid kit is maintained on-site.**

❑ **Yes** ❑ **No**

- ✓ **Spill kit(s) is maintained on-site.**

  ❑ **Yes** ❑ **No**

- ✓ **A safety program in which a particular individual is in charge of regularly scheduled safety meetings and safety inspections.**

  ❑ **Yes** ❑ **No**

- ✓ **Compliance with applicable OSHA requirements pertaining to Material Safety Data Sheets (MSDS), right-to-know, and employee safety.**

  ❑ **Yes** ❑ **No**

- ✓ **Establish and maintain a Material Safety Data Sheets (MSDS) program.**

  ❑ **Yes** ❑ **No**

- ✓ **Conduct monthly safety training as recommended by OSHA.**

  ❑ **Yes** ❑ **No**

Environmental Management

- ✓ **Completion of the EPA "Consolidated Screening Checklist for Automotive Repair Facilities"**

  The U.S. Environmental Protection Agency (EPA) has developed the "Consolidated Screening Checklist for Automotive Repair Facilities Guidebook" as a public service to the automotive service and repair industry. EPA's Office of Compliance, through various meetings with industry representatives, facility owners, and technicians, determined there was a need for compliance assistance to automotive repair shops to help them attain or remain in compliance with applicable federal environmental regulations. The checklist and guidebook highlight important or key environmental requirements as they apply to the various federal environmental programs.

  To qualify as a **"*Green*Link Shop,"** a completed copy of the Consolidated Screening Checklist must be submitted to CCAR. [Please click on the above link to download a copy of the checklist.] All information will remain confidential.

  ❑ **Submit a completed EPA Consolidated Screening Checklist (two pages)**

✓ Comply with the following regulatory environmental standards:

Environmental Standard 1

Used oils, including crank case motor oil and brake, transmission, power steering, rear axle housing and hydraulic fluids, are managed according to the used oil management standards. (40CFR269)

❑ **Yes** ❑ **No**

Used oil that has not been mixed with hazardous waste is exempt from hazardous waste regulation provided it is recycled or burned for energy recovery. The use of used oil or oily waste for dust suppression purposes is specifically banned.

Environmental Standard 2

Oily wastes such as used oil absorbent, shop towels and used oil filters are managed in accordance with applicable rules.

❑ **Yes** ❑ **No**

Even after a used oil filter has been drained for many hours, several ounces of oil remain trapped in the filter. Oil may leach out and contaminate ground or surface water.

Oily wastes such as used oil absorbent like clay granules, kitty litter, oil mats or socks can be hazardous due to the contaminants that were absorbed. These wastes must be categorized as hazardous or non-hazardous waste to determine acceptable on and off-site management practices. Oily wastes can have a detrimental effect on the environment if improper disposed or exposed to the weather elements.

Environmental Standard 3

Waste fuel is managed as a usable product or properly disposed of as a hazardous waste.

❑ **Yes** ❑ **No**

Fuel evacuated from motor vehicles generally does not become a waste unless it has been contaminated or has become unsuitable for use in a motor vehicle's engine due to its chemical degradation (varnished or oxidation). Unusable fuel must be managed as a hazardous waste.

Environmental Standard 4

Used antifreeze is managed as a usable product or properly identified as either hazardous or non-hazardous waste and managed according to the waste determination. Check local regulation for handling and disposal practices for waste antifreeze, as some states and/or cities require the waste to be managed in ways other than sewer discharge, even if the waste has been determined to be non-hazardous.

❑ **Yes** ❑ **No**

The main chemical in antifreeze is ethylene glycol, a deadly but sweet-tasting poison. Because of its sweet taste, children, wildlife and pets are attracted to it. As little as two ounces can kill a dog and only two tablespoons is hazardous to a child. Always store used or unused antifreeze out of the reach of children and pets and never store used antifreeze in a container that once held a beverage.

Even though antifreeze is poisonous it actually becomes a potentially hazardous waste contaminated with dirt, traces of fuel, oil and metals such as copper, lead and zinc during use. Antifreeze may also have high enough concentrations of cadmium and chromium to deem it a hazardous waste. This waste must be categorized as hazardous or non-hazardous waste to determine acceptable on and off-site management practices.

Environmental Standard 5

All fluids are stored inside a building, or outside with secondary containment.

❑ **Yes** ❑ **No**

New and used fluids and chemicals should be stored, transported, disposed of, handled, and used in ways that prevent or minimize exposure to the environment.

Environmental Standard 6

Prevent or manage hazardous substance spills according to the applicable rules.

❑ **Yes** ❑ **No**

Proper handling, storage and disposal of automotive fluids such as fuel, antifreeze and used oil, which includes transmission, brake and other fluids, is key to minimizing exposure to the environment. Fluid management includes draining parts, controlling any leaks and spills, and recycling, reusing, or disposing of the fluids to prevent spills.

Section 304 notification at the federal level is made through the National Response Center at (800) 424-8802. Federal requirements for reporting are based on reportable quantities as listed in EPA's List of Lists.

Environmental Standard 7

Maintain a Spill Prevention Control and Countermeasures (SPCC) plan at facilities with oil storage capacity of 1320 gallons or more.

❑ **Yes** ❑ **No** ❑ **Not Applicable**

Facilities with oil storage capacity of 1320 gallons or more are required to prepare and implement a Spill Prevention Control and Countermeasures (SPCC) plan to ensure that the appropriate measures have been taken to reduce the risk of oil reaching navigable waters in the event of spill.

Recent changes to the SPCC rules have allowed facilities with less than 10,000 gallons of on-site storage capacity to self prepare a written spill prevention plan. The new rules are less stringent but have also created a sense of urgency as all applicable facilities are required to have written plans by November 2010.

Environmental Standard 8

Spent lead-acid batteries are placed either in a covered storage area on an impervious surface or in plastic containers with lids. Spent lead-acid batteries are recycled through a reputable battery recycler.

❑ **Yes** ❑ **No**

Spent lead-acid batteries contain lead and corrosive acids that are considered hazardous wastes that can contaminate soil and groundwater and, therefore, cannot be disposed in a landfill. Batteries should be handled and managed in a way that prevents release of the acid to the environment.

Spent lead-acid batteries are exempt from hazardous waste regulations if they are recycled, but the waste generator is still responsible for contamination caused by batteries transported off site as well as stored on site. Spent lead-acid batteries do not need to be included in the facility's hazardous waste generation total.

Environmental Standard 9

Records are maintained for off-site refrigerant disposal/reclamation that includes the amount of refrigerant, the date sent, and the facility that received the refrigerant. Proof of technician certification is readily available onsite.

❑ **Yes** ❑ **No**

Section 609 of the Clean Air Act, passed by the US EPA in 1993, requires service practices that maximize the recycling of chlorofluorocarbons (CFCs) during the service of air conditioning equipment. The regulations also set certification requirements for equipment, restricted the sale of refrigerants, and established safe disposal requirements.

Environmental Standard 10

Spent solvents from parts cleaning systems are disposed of with an authorized processor.

❑ **Yes** ❑ **No**

Washing of automotive parts may be an important part of a facility's operation, housekeeping, and quality control activity. Proper washing procedures using either solvents or water-based aqueous solutions can minimize the amount of contaminants that are released to the environment.

Waste solvent generated from the cleaning of parts often exhibits the characteristic of ignitability (flash point below 140 degrees Fahrenheit) and toxicity. Spent solvent is a hazardous waste and must be included in the facility's hazardous waste inventory, managed on-site in accordance with applicable generator requirements (i.e., CESQG or SQG) and disposed off-site by an EPA-permitted hazardous waste management company.

Environmental Standard 11

Wash water from water-based parts washers is either recycled or collected for disposal in an approved manner.

❑ **Yes** ❑ **No**

All methods of industrial or commercial wastewater discharge are subject to some type of permit, approval or contaminant restriction. At a minimum, all commercial wastewater discharge activity should be reported to the publicly owned treatment works (POTW).

Sump pit sludge may be hazardous because of contaminants such as metal particulate or solvents. This waste must be categorized as hazardous or non-hazardous waste to determine acceptable on and off-site management practices.

Environmental Standard 12

Waste tires are stored on-site with at least 50 feet of clearance between tire piles, the perimeter of the yard and/or structures. No more than 500 tires are kept on-site at any given time or as allowed by state law.

❑ **Yes** ❑ **No**

More than 240 million tires are scrapped in the U.S. annually. Tires take up a large amount of landfill space, harbor rodents, provide a breeding ground for mosquitoes, and may be a fire hazard.

Environmental Standard 13

Fluorescent bulbs are managed as Universal Waste and properly recycled, or "green tip" bulbs are used at the facility. The green tip bulbs have low mercury content, and with proper documentation from the manufacturer and in accordance with local landfill requirements *may* be disposed as regular trash.

❑ **Yes** ❑ **No**

Mercury is an element that can come from both natural and man-made sources. Coal fired power plants are a primary man-made source, as mercury that naturally exists in coal is released into the air when coal is burned to make electricity. Coal-fired power generation accounts for roughly 40% of the mercury emissions in the U.S.

Fluorescent, high-pressure sodium, mercury vapor, and metal halide bulbs are mercury-containing lamps regulated by the Universal Waste Rule (40 CFR 273) to encourage recycling. These lamps are exempt from the more stringent management standards for hazardous waste under the Resource Conservation and Recovery Act (RCRA) if recycled.

Environmental Standard 14

Identify all hazardous waste through appropriate analytical laboratory testing or verify documentation of thorough knowledge as non-hazardous waste.

❑ **Yes** ❑ **No**

Keeping waste types segregated is the best means to compliance and the least expensive way to dispose of the waste. Most regulations pertain to the storage and disposal of wastes. Many automotive wastes have been exempt from more stringent regulation to encourage recycling and to streamline the management of commonly generated wastes.

Every business must determine whether its wastes are hazardous or non-hazardous. Proper waste characterization is essential in determining applicable waste handling and disposal options.

Automotive mechanical service/repair facilities have many wastes that are potentially hazardous. Some of these wastes are exempt from hazardous waste management to encourage recycling. A determination is not necessary for these wastes, if recycled. Other waste may or may not be hazardous. A demonstration of thorough knowledge (such as information obtained from the MSDS or a recent study) or an analytical laboratory test can make that determination.

These automotive wastes are exempt from more stringent hazardous waste management rules, IF RECYCLED and record of disposal is maintained:

- **Used Oil including Brake, Transmission & Hydraulic Fluids**
- **Spent Lead-Acid Batteries**
- **Fluorescent Bulbs (Universal Waste)**
- **Refrigerant**

These automotive wastes require a *hazardous waste determination* using either the TCLP laboratory test or documentation of thorough knowledge of non-hazardous status:

- **Antifreeze**
- **Waste Oil Absorbent**
- **Sump sludge**

These automotive wastes are hazardous waste and must be managed in accordance with the hazardous waste management standards including recording on the monthly Hazardous Waste Inventory for:

- **Waste Fuels**
- **Waste Solvent**
- **Waste determined by TCLP analysis to be hazardous (antifreeze, oily waste, sludge)**

Environmental Standard 15

Identify the applicable EPA hazardous waste generator category and maintain records to ensure compliance with storage limitations, inspection and recordkeeping regulations. (Check all that apply.)

❑ CESQG ❑ SQG ❑ LQG ❑ Not a generator of Hazardous Waste

❑ Other state generator category (if applicable): _____

The appropriate generator category for a facility is determined from monthly hazardous waste generation rates and the total weight of hazardous waste stored at the facility at any one time. The EPA has established three hazardous waste generator categories.

CESQG Category - The Conditionally Exempt Small Quantity Generator category is the least restrictive regulatory category. Facilities that generate less than 220 pounds (approximately 25 gallons or 100 kilograms [kg]) of hazardous waste per calendar month and never accumulate more than 2,200 pounds of hazardous waste at any given time fall within the CESQG category. Although current regulations do not require CESQGs to obtain an EPA identification number, many hazardous waste transporters are requesting that companies have a number regardless of their generator category.

SQG Category - The Small Quantity Generator category pertains to facilities that generate more than 220 pounds but less than 2,200 pounds of hazardous waste per calendar month on either a regular or intermittent basis. Also, an SQG may not accumulate more than 13,200 pounds of hazardous waste on site at any given time. An SQG cannot store hazardous waste for more than 180 days. A waste is considered "stored" from the day the first drop of hazardous waste enters the container. An SQG is required to obtain an EPA identification number used in preparation of a hazardous waste manifest.

LQG Category - The Large Quantity Generator category is the most stringent regulatory level. Facilities generating hazardous waste in excess of 2,200 pounds per calendar month on either a regular or intermittent basis are considered LQGs.

Fee

$75.00 per shop (non-refundable) – valid for two years

❑ **Check Enclosed (payable to "CCAR")**

❑ **Credit Card (MasterCard, Visa, American Express, Discover)**

Card Number _____

Expiration Date _____

CSV Code _____

Name on Card _____

Billing Address _____

_____

CERTIFICATION

The undersigned hereby represents and warrants that all of the information provided in this application is true, correct and complete. The undersigned permits CCAR to publish information regarding the undersigned in various formats, including an online directory. Please note that your signature on this application also grants CCAR the right to perform an onsite compliance inspection for attainment of the application criterion.

By (signature): _____

Name (please print): _____

Title (please print): _____

Submit completed application, fee and supporting documentation to:

CCAR
Attn.: GreenLink Shop
P.O. Box 26741
Overland Park, KS 66225-6741
Overland Park, KS 66225-6741