



Green Choices. Healthy Communities.

EnviroStars Application/Worksheet

Auto Body Shops

BE AN ENVIROSTARS CERTIFIED BUSINESS

Program Requirements

- You do not generate large quantities of hazardous waste.
- You set a goal to reduce hazardous waste for the year.
- You receive a site visit from an EnviroStars representative to verify that your waste is properly managed.

Rating System

★★

To earn **2 stars**, you must be properly managing wastes and will need to outline a plan for reducing waste.

★★★

To earn **3 stars**, you must have an on-going system to reclaim or properly manage all key wastes mentioned in the 2-star level.

★★★★

To earn **4 stars**, you must inform customers and the public about your environmental management practices and take steps to reduce the amount of waste you generate.

★★★★★

To earn **5 stars**, you must demonstrate environment-related leadership among peers within the industry and/or the community, have a solid waste recycling program, and implement measures to save energy or protect natural resources such as air and water quality.

Renewal

Each year, you must renew your EnviroStars status by demonstrating how you made progress towards achieving your waste reduction goal(s). With renewal, you are able to use the EnviroStars logo for one more year. Continue to improve upon your pollution prevention programs and you may earn more stars and more recognition.

Benefits

- Attract customers
- Boost employee morale
- Improve our environment
- Reduce insurance costs
- Protect your long-term economic viability
- Reduce your liability from property contamination and accidents

The EnviroStars decal, logo, and certificate help you communicate your commitment to protect the environment. More proactive efforts to reduce hazardous waste may result in additional recognition:

- Highlights in radio advertisements
- Profiles in local newspapers
- Achievement award nominations
- Website listings and links

How to Apply

Tell us how you have reduced hazardous waste at your business. Simply give examples of how you have reduced hazardous waste for each section in this worksheet. Decide what you will do to add to your efforts for the coming year and set a hazardous waste reduction goal. Develop a timeline to accomplish your plans. Attach additional sheets if necessary. *Be sure to keep a copy for yourself.*

Contact your county's EnviroStars representative listed on page 2 for a certification visit. On-site consultants can go through the worksheet with you in person while checking your business's hazardous waste management practices.

Send the completed worksheet to your county's EnviroStars program (address on page 2) or give it to the on-site consultant during their visit to your business.

Please mail your completed worksheet to the appropriate county EnviroStars address below, or complete it with the representative who visits your site.

Jefferson County

EnviroStars
c/o Environmental Health Dept.
615 Sheridan St.
Port Townsend, WA 98368
Questions or information: 360-385-9444 or
www.envirostars.org/jefferson/index.shtml

King County

EnviroStars
c/o Local Haz Waste Management Program
130 Nickerson St #100
Seattle, WA 98109
Questions or information: 206-263-3063 or
www.envirostars.com/

To schedule a site consultation call:
206-263-8899

Kitsap County

EnviroStars
c/o Kitsap County Health District
345 6th St #300,
Bremerton, WA 98337-1866
Questions or information: 360-337-5604 or
www.kitsapcountyhealth.com/environmental_health/solid_waste/envirostars.htm

Pierce County

EnviroStars
Tacoma-Pierce County Health Department
c/o Environmental Health
3629 South D Street (MS:307)
Tacoma, WA 98418-6813
Questions or information: 253-798-4783 or
www.tpchd.org/eh/envirostars

Whatcom County

EnviroStars
Whatcom County Public Works
Solid Waste Division
322 N. Commercial #220
Bellingham, WA 98225
Questions or information: 360-676-7695 or
360-380-4640
www.envirostars.org/whatcom/index.shtml

General questions? Call the EnviroStars Hotline 1-877-220-7827 (STAR) or consult
www.envirostars.org

★★ Two Stars

Section 1. Waste management

Your shop must refrain from disposing of hazardous wastes in a manner that is illegal. (If you do not know what to do with certain wastes and are collecting them on-site, this is okay.)

Waste checklist: The following wastes must be handled in the appropriate manner as outlined below. You must answer “Yes” or “N/A” to qualify for 2 stars. Please explain any “N/A” responses.

- | Yes | Future | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We keep a written Environmental Management Plan/Operations and Maintenance Plan to periodically inspect shop equipment and repair defects. We train and assign responsible persons to carry out the plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We spray coat only in a spray booth or prep station with unobstructed, vertical stacks. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Filters are properly seated on dry filter spray booths and prep stations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water wash spray booths are maintained as recommended by the manufacturer. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We use High Volume Low Pressure (HVLP) spraying equipment or equivalent. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We flush cleaning solvents through spray equipment into closed containers. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous waste is stored in containers that are compatible with the waste, kept closed when not in use, kept inside or under cover, and or not in direct contact with soil or located over a drain. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous waste is contained with secondary containment made of durable and leak proof material (such as a bermed room, containment pallet, sump, or horse trough), compatible with the waste it is meant to hold, and capable of holding the largest potential spill. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous waste containers are labeled with the name/description of the waste, its hazards (toxic, flammable, etc.), and the words “Hazardous Waste” clearly marked on the label. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Spill materials and a response plan are documented and can be provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MSDSs for hazardous products are available and can be provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Receipts for all hazardous wastes being handled off-site (receipts, manifests, bills of lading, DOT shipping papers, vendor certificates, solid waste clearances) are kept and can be provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Solvents, thinners, and paint wastes are recycled or handled as hazardous waste. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fluorescent lamps are recycled or handled as hazardous waste. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Paint booth filters are stored and managed as hazardous waste or special waste, unless your local health agency has given written clearance for solid waste disposal based on test results. |

* WWTP = Waste Water Treatment Plant (your local sewer district)

Section 2. Goal statement

Set a waste improvement or pollution prevention goal for the year. Look for ways to reduce the amount of waste you generate. Be as specific as possible. Examples: *We will research and purchase closed, recirculating paint gun washers.* OR: *We will consolidate a list of spray paint primers, sealers, topcoats, and specialty coatings; and revise purchasing contracts to identify and preference lowest VOC/least hazardous products.*

★★ CONGRATULATIONS! ★★

Completion of the preceding section, along with a successful on-site consultation visit, qualifies you as a Two-Star EnviroStar business. Site consultants can answer questions and provide additional resources to help you. Please continue for higher star-ratings.

★★★ Three Stars

Section 3. Cleaning and spill prevention

Required Elements:

Yes Future N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We use reusable cloth wipes, laundered by a permitted industrial laundry, in place of disposable wipes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We use spigots, pumps, and funnels for dispensing and transferring liquids. |

Additional Activities:

Yes Future N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We sweep floors and spot-clean drips and spills, instead of mopping them with detergent and water or using a floor machine. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We schedule parts cleaning services to fit our volume and frequency needs and create a tailored contract with our vendor. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | We keep drip pans underneath potentially leaking vehicles as soon as they come on site. |
| <input type="checkbox"/> | <input type="checkbox"/> | | Please describe: What other methods we (could) do to control solvent odors in our cleaning processes: |
-
-

Section 4. Product storage and waste disposal

Required Elements:

Yes Future N/A

- We train employees regularly to keep different waste types separated for reuse, recycle, or proper disposal.

Additional Activities:

Yes Future N/A

- We avoid mixing hazardous and non-hazardous materials by identifying and labeling all products and work station containers.
- We assign specific employees to be responsible for labeling containers and for proper waste collection, storage, and disposal.
Name of responsible person: _____
- We use the Industrial Materials Exchange (IMEX) to get rid of extra materials, relocate discontinued paint lines, and/or to purchase inexpensive raw materials. What materials? _____
(For information about IMEX call 206-296-4899 or 1-888-TRY-IMEX.)
- Please describe:** Other ways we (could) prevent leaks and spills or mixing of non-hazardous with hazardous waste:

Section 5. Purchasing and inventory management

Required Elements:

Yes Future N/A

- We use a centralized inventory system and/or “just in time” purchasing to minimize excess waste.
- “Think before you buy”. All people that purchase products in our shop ask vendors to provide alternatives to hazardous products, review MSDSs to avoid re-ordering unnecessary hazardous products, and/or write this into purchasing contracts.

Additional Activities:

Yes Future N/A

- We refuse free samples from vendors unless unused portions can be returned.
- We use an inventory check-out system to assure that coatings are not removed from the shop for use elsewhere by employees.
- We enforce a policy of allowing only “approved”, least hazardous products to enter the shop.
- Please describe:** Other ways we (could) reduce our use of hazardous materials and reduce emissions; alternative products we plan to try or have tried:

★★★★ Four Stars

Section 6. Employee/Staff involvement

Required Elements:

Yes Future N/A

- We educate employees about pollution prevention in our routine meetings, training sessions, and/or newsletters.

Additional Activities:

Yes Future N/A

- We post our EnviroStars goal(s) and/or pollution prevention policy statement.
- We reward employees when paint and/or solvent waste is reduced.
- We include employees in product selection to reduce the introduction of unapproved or more hazardous materials.
- Please describe:** Other ways we (could) involve employees in coming up with and implementing new ideas to reduce hazardous waste and air pollution.
-
-

Section 7. Operations

Required Elements:

Yes Future N/A

- We cut solvent use and emissions by using enclosed spray gun washers.
- We weigh out each color/component to mix the minimum quantity of product needed for a job (through computerized paint dispensing system or manually).

Additional Activities:

Yes Future N/A

- We do on-site solvent and/or anti freeze recycling or distillation.
- We use alternatives to chlorinated paint strippers, such as dry media or baking soda blasting, and collect these waste materials for reuse or proper disposal.
- We use a paint system that eliminates or minimizes heavy metals such as chromium, lead and cadmium.
- Please describe:** Other ways we (could) reduce hazardous waste and air emissions in our production processes or new equipment purchases:
-
-
-

Section 8. Marketing and education

Required Elements:

Yes Future N/A

- We communicate our commitment to reduce hazardous waste, air emissions, and protect the environment. How? (e.g. itemize and explain haz waste fee to customers, post our environmental policy or EnviroStars goal page...)
-
-

- We monitor our facility to prevent impacts to our neighbors and will work with them to resolve any air or waste-related problems that occur.

Additional Activities:

Yes Future N/A

- We give tours of our facility and share what we have learned with other shop owners, customers, environmental groups, trade associations, etc.

- We advertise our certification/environmental awards in the phone book and/or other marketing avenues.

- Please describe:** Other ways we (could) market or promote reduction of waste and air pollution:
-
-

Section 9. Policies, management and accounting systems

Required Elements:

Yes Future N/A

- We keep disposal and recycling records and compare the amount of waste generated and shipped with past years to monitor progress.

- We explore the prevention and/or recycling potential of **all** the following wastes produced and systematically take action to improve our practices.

solvents batteries oils
paints scrap metal bumpers and covers
coatings rags paper, forms
other: _____

Additional Activities:

Yes Future N/A

- We identify the actual costs of labor, training, and waste management associated with specific wastes and charge an itemized environmental fee to customers, instead of a flat rate.

- We have someone who is responsible for regularly monitoring and updating air and waste management work practices.

- Please describe:** Other ways we (could) keep track of the time and money we save by reducing or avoiding waste all together:
-
-
-

★★★★★ Five Stars

How does your business compare with others in your industry? What makes you stand out? Are you creating changes? Are you providing encouragement to others? Do you consider impacts on air, water, land and municipal waste systems?

Section 10. Leadership

You must be able to check YES for **at least two** of the items listed below:

- | Yes | Future | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | We share successes, cost savings and environmental tips with others through trade association meetings, trade publications or industry-related conferences. |
| <input type="checkbox"/> | <input type="checkbox"/> | We educate the industry leaders of tomorrow by discussing waste & air quality management and pollution prevention in training or voc-tech programs. |
| <input type="checkbox"/> | <input type="checkbox"/> | We work with our suppliers and manufacturers to play an active role in demonstrating and introducing environmentally responsible products. |
| <input type="checkbox"/> | <input type="checkbox"/> | We have worked with our peers or another business to reduce hazardous wastes and/or become EnviroStars certified. |
| <input type="checkbox"/> | <input type="checkbox"/> | We have developed or adopted a new technology, product, or service innovation that resulted in reduced hazardous waste or air pollution. |
| <input type="checkbox"/> | <input type="checkbox"/> | Please Describe: Other leadership activities: |
| | | _____ |
| | | _____ |
| | | _____ |

Section 11. Comprehensive environmental protection

Are your efforts comprehensive? Do you consider impacts on air, water, land and municipal waste systems?

- | | |
|--------------------------|---|
| Yes | Requirement: Incorporate a recycling program for solid waste. You must be able to check at least 5 items from this list as routine practices in your shop: |
| <input type="checkbox"/> | <input type="checkbox"/> Reuse office supplies such as file folders/envelopes
<input type="checkbox"/> Make double-sided copies
<input type="checkbox"/> Communicate electronically
<input type="checkbox"/> Reuse stir sticks, mix and paint cans
<input type="checkbox"/> Use durable containers for shipping
<input type="checkbox"/> Reuse packaging materials
<input type="checkbox"/> Use rechargeable batteries
<input type="checkbox"/> Repair vs. replace equipment
<input type="checkbox"/> Member of EPA WasteWise program (www.epa.gov/wastewise)
<input type="checkbox"/> Provide recycling containers such as glass, aluminum, plastic, cardboard
<input type="checkbox"/> Purchase recycled products
<input type="checkbox"/> Set up materials reuse/exchange station
<input type="checkbox"/> Other: _____ |

Additional Activities:

Yes	Future	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We minimize vehicle travel to work by taking the bus, biking, carpooling, or walking (for assistance visit www.RideshareOnline.com).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have sponsored a neighborhood cleanup, tree-planting, storm drain stenciling or other environmental project in the community.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have developed a program to educate our employees and/or customers about steps they can take to prevent pollution at home.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have adopted storm and surface water management practices to protect nearby water bodies and salmon. (See www.salmoninfo.org for more information).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We conserve energy by participating in our local utility's conservation program (Call 202-775-6650 or see www.energystar.gov/ for more information)
<input type="checkbox"/>	<input type="checkbox"/>		Please describe: Are there any other things that you are doing now, or future plans you have to reduce waste or emissions that you'd like to mention?
<hr/>			
<hr/>			
<hr/>			

★★★★★ CONGRATULATIONS! ★★★★★

Successful completion of all of the preceding sections, along with a successful site visit, qualifies you as a Five-Star EnviroStars business!

PLEASE LOOK BACK THROUGH YOUR COMPLETED APPLICATION AND WRITE DOWN YOUR TOP WASTE MANAGEMENT GOAL(S) IN SECTION 2.

Next steps:

- Please mail your completed worksheet to the appropriate county EnviroStars address on page 2.
- An EnviroStars representative will call you to schedule a site walk-through to see if we can suggest any new pollution prevention or waste management measures.
- We will then review your application and notify you of your star rating.