



# Auto Repair EnviroStars Application Worksheet

GOOD FOR BUSINESS. GOOD FOR THE ENVIRONMENT. GOOD FOR YOU.

## Program Requirements

- Your business does not generate large quantities of hazardous waste.
- You set a goal to reduce hazardous materials/waste\* and improve practices.  
*\*for example chemicals, solvents, pesticides, coatings, acids, caustics, and metals.*
- You receive a site visit from an EnviroStars representative to verify that you meet qualification standards.

## Rating System

★★

To earn **2-Stars**, you must properly manage all wastes and outline a plan for reducing waste and hazardous materials.

★★★

To earn **3-Stars**, you must have routine, on-going systems in place to reclaim and/or properly manage all materials and wastes, and for going beyond compliance.

★★★★

To earn **4-Stars**, you must inform customers and the public about your commitment to environmentally responsible practices and demonstrate you have eliminated hazardous materials and wastes.

★★★★★

To earn **5-Stars**, you must show environment-related leadership among peers within your industry and/or the community, have a solid waste reduction program, and implement measures to save energy, protect air and water quality, and incorporate a broad array of "greener" business practices.

## Renewal

You must renew your EnviroStars status by demonstrating how you've made progress towards achieving your stated goal(s). With renewal, you are able to continue using the EnviroStars logo. Continue to improve upon your "green business" practices and you may earn more stars and more recognition. **We will contact you for periodic review visits.**

## Benefits

- Create safer, healthier work environment
- Save on disposal and material costs
- Attract new customers
- Improve staff retention & awareness
- Increase efficiencies in operations
- Reduce liability from property contamination and accidents

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

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

## How to Apply

**Tell us how you have reduced hazardous materials, emissions and waste at your business, and which greener practices are in place.** Give examples and describe your practices for each section in this worksheet. Decide what you will do to add to your efforts for the coming year and set a goal to increase environmentally responsible practices. Attach additional sheets if needed.  
*Be sure to keep a copy for yourself.*

**Contact your county's EnviroStars representative for your free consultation/verification visit.**

On-site consultants will go through the worksheet with you in person while checking your business policies and practices, making recommendations on how to qualify and ways to improve.

**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.**

**Jefferson County**

EnviroStars  
c/o Jefferson County Public Health  
615 Sheridan St.  
Port Townsend, WA 98368  
*Questions or information: 360-385-9444 or*  
[www.jeffersoncountypublichealth.org/index.php](http://www.jeffersoncountypublichealth.org/index.php)

**King County**

EnviroStars  
c/o King County Hazardous Waste  
130 Nickerson St #100  
Seattle, WA 98109  
*Questions or information: 206-263-3063 or*  
[www.envirostars.org](http://www.envirostars.org)

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

**Kitsap County**

EnviroStars  
c/o Kitsap Public Health District  
345 6<sup>th</sup> St #300,  
Bremerton, WA 98337-1866  
*Questions or information: 360-337-5604 or*  
[www.kitsapcountyhealth.com/environmental\\_health/solid\\_waste/envirostars.htm](http://www.kitsapcountyhealth.com/environmental_health/solid_waste/envirostars.htm)

**Pierce County**

EnviroStars c/o Environmental Health  
Tacoma-Pierce County Health Department  
3629 South D Street (MS:307)  
Tacoma, WA 98418-6813  
*Questions or information: 253-798-6429 or*  
[www.tpchd.org/envirostars](http://www.tpchd.org/envirostars)

**Skagit County**

EnviroStars c/o  
Skagit County Public Health Department,  
1800 Continental Place  
Mount Vernon, WA 98273  
*Questions or information: 360-419-3404 or*  
[www.skagitcounty.net/p2](http://www.skagitcounty.net/p2)

**Spokane County**

EnviroStars  
c/o Spokane River Forum  
2206 S Sherman St  
Spokane, WA 99203  
*Questions or information: 509-847-4337 or*  
[www.spokaneriverforum.com](http://www.spokaneriverforum.com)

**Whatcom County**

EnviroStars  
Whatcom County Health Department  
c/o Environmental Health  
509 Girard St  
Bellingham, WA 98225  
*Questions or information:*  
360-676-6724 x50814  
[www.whatcomcounty.us](http://www.whatcomcounty.us)



# EnviroStars Certification Checklist for Auto Repair Shops

## ***Use the checklist below to determine your shop's eligibility for EnviroStars.***

You must be able to check all of the following items to meet EnviroStars qualification standards. This is an overview of what we will verify during our site visit. For more information on hazardous waste requirements and best practices for vehicle repair shops, see <https://fortress.wa.gov/ecy/publications/publications/0904015.pdf>

### **Minimum Hazardous Waste Requirements**

- The business is a small quantity generator of hazardous waste (SQG). An SQG generates less than 220 pounds (about 27 gallons, or half a drum) of hazardous waste per month and accumulates no more than 2,200 pounds (about 5 drums) of hazardous waste on site at any time (WAC-173-303-070(8)).

### ***Waste Disposal***

- Chemical, petroleum, solvent, paint, metal, battery, and fluorescent lamp wastes are recycled or handled as hazardous waste.
- Hazardous waste is not disposed down sanitary, storm, or septic system drains, nor disposed as solid waste in the garbage - unless specifically approved by the appropriate agency in writing.

### ***Store hazardous waste in containers that are:***

- Compatible with the waste, kept inside or under cover, and/or not in direct contact with soil or located near an open drain.
- Kept closed when not in use, with lids, bungs and/or clamping funnels on containers.

### ***Keep hazardous waste in secondary containment that is:***

- 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 container's contents.

*Note: Secondary containment may be required for product containers based on the potential risk for a spill to the environment or for human exposure.*

### ***Label each hazardous waste container with:***

- The name/description of the waste, its hazards (toxic, flammable, etc.), and the words "Hazardous Waste" or "Dangerous Waste" clearly marked on the label.
- Oil and antifreeze are labeled: "Used Oil Only" and "Spent Antifreeze Only".

### ***Provide and maintain the following:***

- Spill clean-up and containment materials on-site near high use areas and in vehicles used to transport hazardous wastes.
- Spill response plan with emergency contact information posted in visible location.
- Material Safety Data Sheets (MSDSs)/or new Globally Harmonized System Safety Data Sheets for hazardous products.
- Documentation for hazardous wastes being handled off-site (Examples: receipts, manifests, bills of lading, DOT shipping papers, vendor certificates, solid waste clearances, self tracking log).
- Vehicle-washing is done in accordance with local storm water and sewer discharge requirements.
- We have completed all the corrections identified in our on-site visit.**

## Tips for Completing the Application Worksheet

**Rating System: BOLD items are required for each star level**

**2-Stars:** *Meet all checklist requirements on page 4. Set a Goal on page 11.* Outline your plans to reduce hazardous materials and waste, and look for ways to improve practices.

**3-Stars:** *and meet BOLD requirements on pages 6-7.* Identify the systems you have in place to ensure practices are routine, employees are trained and are following them.

**4-Stars:** *and meet BOLD requirements on pages 7-9.* Identify ways you have changed your operations to eliminate hazardous materials and prevent, reduce, recycle and track waste changes; and publicly share your commitment.

**5-Stars:** *and meet BOLD requirements on pages 9-10.* Demonstrate that you are a proactive leader, committed to preventing hazards and waste, and extending environmentally-responsible best practices beyond your own facilities.

EnviroStars representatives will make recommendations during your FREE on-site consultation about how to qualify for certification and ways to go beyond where you are now.



### **2-Star Certification**

- Meet all minimum hazardous waste requirements in the checklist on page 4.**
- Write a Goal Statement on page 11.**

This application worksheet should spark some new ideas and help you identify areas where you could improve or go beyond what you are doing now.

We recommend that you look for goal ideas as you fill out the worksheet. Did you check items in the "Goal" column that you can start on? Your on-site consultant may also make suggestions at the time of your visit. Add your Goal Statement on the last page of this application.

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**★★ CONGRATULATIONS! ★★**

**Successful completion of the preceding section, along with a successful site visit, qualifies you as a 2-Star EnviroStar business. Continue for higher star-ratings.**



## 3-Star Certification

### Maintenance & General Housekeeping

*Our business follows Best Management Practices.*

YES GOAL NA

YES	GOAL	NA	
			Floors are swept and spot-cleaned, to minimize mopping with detergent and water, using a floor machine, or using a hose.
			Vehicles are checked for leaking fluids and drained or contained right away when they arrive at the facility.
			Wastes, emissions, and the property's perimeter are routinely checked to avoid or address unintended releases and potential exposures.
			Flammable materials are kept in a fireproof, chemical safety storage unit and/or meet fire department requirements.
			The Oil/Water Separator is inspected and cleaned of sludge build-up regularly. Vendor: _____
			Battery racks are secured to the wall for employee safety and earthquake spill protection.
			Reusable cloth wipes laundered by a permitted industrial laundry, are used instead of disposables rags.

### Purchasing and Inventory Management

*Our business uses the least hazardous products available and manages product inventory to prevent waste.*

YES GOAL NA

YES	GOAL	NA	
			Vendors are asked to provide alternatives to hazardous products and/or we write this into purchasing contracts (e.g. non-chlorinated brake cleaners or cleaners without MEK).
			Product labels are reviewed to avoid purchasing and/or eliminate those marked "Danger", "Poison", and "Warning" whenever possible.
			A centralized inventory system streamlines product purchasing, prevents overstock, and controls for non-approved products being brought in by employees.
			Stock is organized to be used or sold based on purchase or "use-by" date to avoid products expiring and becoming waste.
			NO brake cleaners with Hexane are used due to the potential for serious health impacts, including paralysis and loss of sensation.
			NO degreasers with Trichloroethylene (TCE) or Methylene Chloride (DMC) are used due to the potential for serious health impacts.

## Employee Involvement

*Our business educates, informs and involves our employees in reducing waste, following best practices, and encourages new ideas for “greening” our operations.*

YES	GOAL	NA	
			<b>Regular safety meetings incorporate pollution prevention, environmentally responsible practices and products, waste reduction, chemical management and emergency preparedness topics.</b>
			<b>Employees are trained and held accountable for proper storage, handling, disposal and spill cleanup of hazardous materials and wastes.</b>
			<b>At least one employee is assigned to be responsible for routine inspections of product and waste containers. Name:</b>
			Employees are involved in selecting the least hazardous products which help to create a safer, healthier workplace.
			Employees are trained to be constantly vigilant with the use of solvents and look for ways to minimize their use.
			Employee areas have a place to post and/or view pollution prevention information and successes (examples: industry publications, agency case studies, your EnviroStars goal).
			We hire new employees who have been trained or have experience in implementing environmentally responsible auto repair practices – such as those coming from EnviroStars certified shops or EnviroStars certified technical college programs.



## Systematic Waste & Hazards Reduction/Prevention in Operations

*Our business has systems in place to keep waste to a minimum and continues to look for ways to increase reduction, recycling, and use of the least hazardous products.*

YES	GOAL	NA	
			<b>A dishwasher-style aqueous spray cabinet washer is used rather than a chemical solvent parts washer OR</b>
			<b>A solvent parts washer with an effective filter system, which is covered and closed to reduce evaporation, is used to reduce the amount of cleaning product wasted OR</b>
			<b>Parts are cleaned, in closed containers, using a two stage process 1) pre-soak with used solvent, 2) wash with new solvent.</b>
			<b>High-flash point solvents (140 degrees and above: check the MSDS or product label) or aqueous solutions are used to reduce evaporation and fire hazards.</b>

			<b>Solvents, degreasers and detergents are not discharged into the oil/water separator system to prevent emulsification and pass through of collected oil.</b>
			<b>Used oil burners/heaters are operated according to Department of Ecology and manufacturer requirements.</b>
			Vehicles are washed on a pad with a re-circulating water wash system.
			Parts cleaning services are scheduled to fit actual volume and frequency needs rather than on a calendar-based schedule.
			Used oil filters are punched or crushed and drained to reclaim the maximum amount of oil.
			Aerosol brake cleaner containers are re-charged and re-used.

## Recycling

*Our business recycles the items checked below.*

YES		YES		YES		YES	
	Antifreeze		Condensers		Oil: used motor, transmission & brake fluid, compressor, gear		Scrap metal
	Batteries		Fuels: Gasoline/diesel		Oil filters		Tires
	Cardboard		Headlights		Parts washer solvent *		Wheel weights
	CFCs/refrigerants		Mercury switches		Radiators		Other:

\*If we have a still, we keep a log of the amount of spent solvent distilled and spent solvent awaiting distillation.

## Marketing

*Our business promotes our environmentally responsible practices and commitment to customers, the community and our industry.*

YES	GOAL	NA	
			<b>Our EnviroStars Certified status is visible to the public</b> for example by posting the window decal, displaying the certificate of recognition, using the logo in our marketing and materials (website, letterhead, business cards, e-mail signature, promotional flyers, at trade shows and public event booths).
			Tours of the facility are given to trade associations, colleagues, students, and/or others.
			Our newsletter, website, and/or Facebook page, include environmental or waste management features and/or examples from our business.
			Proper hazardous waste management is explained to customers if we charge them a fee (Example: "we ensure that all waste resulting from the work on your vehicle is recycled or managed according to compliance requirements and best environmental protection practices; we charge \$5 and recycle your waste oil, antifreeze, and distill parts cleaning solvents.")
			We affirm our commitment to environmentally responsible business practices with customers/ the public in the following ways: _____

**Management and Accounting Systems**

*Our business tries to account for all costs of waste management and savings from prevention and we have enough information to chart a course for improvement.*

YES GOAL NA

			<b>Solvent use and waste is tracked and has been minimized to the greatest extent possible. We treat solvents more like gold, less like water.</b>
			Disposal, recycling, and use records are analyzed to monitor the amount of waste generated or resource used, and to evaluate progress in waste reduction and areas for conservation.
			Costs for labor, training, permits, equipment, and waste management associated with specific waste types is calculated, and customers are charged an itemized environmental fee instead of a flat rate.



**Leadership**

*Our business works within our industry and community to spread environmentally responsible practices. How does your business compare with others in your industry? Are you creating change? **You must be able to check YES and provide evidence for at least 2 items listed.***

YES GOAL NA

			We have eliminated all chlorinated solvents in our shop and operations.
			We share successes, cost savings and environmental tips with others through trade association meetings, trade publications or industry-related conferences. <i>Where:</i>
			We partner in educating the industry leaders of tomorrow by discussing waste management and pollution prevention in on-the-job training or voc-tech programs. <i>Where:</i>
			We work with our suppliers and manufacturers to test, demonstrate, and/or create demand for the least hazardous, safest products. <i>With who/on what:</i>
			We have created a new technology, product, or service innovation that reduces waste or prevents pollution. <i>For example:</i>
			We have helped other specific businesses or shop owners to improve their practices. <i>Who:</i>
			We have converted to a paperless invoicing and/or service scheduling system.
			Other environmental leadership examples:

**Provide documentation** for items checked above (copy of agenda, article, business names, event or publication):

## Comprehensive Environmental Protection

*Our business has a solid waste reduction, recycling, reuse program to prevent unnecessary waste to the landfill. Minimum requirement: 5 items that are routine practices.*

	Make double-sided copies		Reuse office supplies such as file folders or envelopes
	Communicate electronically		Reuse containers for shipping
	Reuse packaging materials		Purchase durable, long-lasting, quality products
	Use rechargeable batteries		Repair vs. replace equipment
	Purchase recycled products		Provide -containers for recycling including glass, aluminum, plastic, cardboard
	Get off unwanted mail lists		Set up materials reuse/exchange station
	Other:		Other:

## Additional Waste Prevention and Conservation Activities

Minimum requirement: 2 items.

YES GOAL

		We provide materials to educate employees and/or customers about steps they can take to prevent to prevent pollution and conserve resources at home.
		We minimize vehicle travel by encouraging employees to take the bus, bike, carpool, or walk and by managing our company vehicle travel to conserve fuel.
		We have mapped our storm water drain system and/or posted "dump no waste" signage around outdoor drains.
		We participate in or sponsor neighborhood cleanup, car care fairs, or other projects in our community to encourage environmental stewardship.
		We conserve energy and water by monitoring and changing our consumption e.g., participate in the EPA Green Lights/Energy Star program or local provider rebate and incentive programs.
		We have installed energy efficient T-5 fluorescent lights, LED lights, or lighting controls such as occupancy sensors or by-pass/delay timers.
		We provide services that maintain and extend vehicle life e.g., alignment, tire rotation, extended oil change and service maintenance schedules.
		We have incorporated "green" building design or materials into our facilities. <b>Describe:</b>
		Other ways we prevent waste, conserve resources, and are environmentally-sustainable:

★★★★★ CONGRATULATIONS! ★★★★★

Successful completion of all of the preceding sections, along with a successful site visit, qualifies you as a 5-Star EnviroStars business!

*Now look back through your completed worksheet to identify what you will work on this year and WRITE DOWN YOUR GOAL(S) here*

**Requirement: Business Goal Statement.** Try to prevent or reduce any waste you generate. Consider alternatives to hazardous products. Can you operate more efficiently, resulting in less material used? Be specific; assign someone to be responsible for implementation. We will check on your progress at the next renewal visit.

Begin Date	Steps, Tasks or Action Items	Responsible Person	End Date

**Example Goals:**

1. Establish and follow a preventative maintenance program to avoid, detect and repair leaks in shop equipment. Assign an employee to work with owner to find and review operations and maintenance materials for each piece of equipment (by March); write up procedures creating a shop plan to check equipment on a routine basis (by May); create and use a log to track equipment checks and any maintenance needed/completed (by June); review log records to see if specific equipment creates problems or if specific problems are recurring, identify ways to resolve problems (by December).
2. Consolidate list of aerosol solvents, brake cleaners, lubricants, etc; revise purchasing contracts to identify and preference lowest hazard products (no chlorinated ingredients).
3. Establish an employee incentive plan: reduced solvent waste is tracked to each employee, and a monetary bonus is paid based on savings.

**Next step**

Mail, email or fax your application worksheet to the EnviroStars representative in your county: see page 2 of this worksheet, or go to [www.envirostars.org/contact.aspx](http://www.envirostars.org/contact.aspx).

An EnviroStars representative will contact you to schedule a free consultation /qualification visit. Following the visit, we will review your application and notify you of your star rating, or let you know what else needs to be in place in order to qualify.

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 Alternate formats available. Voice 206-263-3050 or TTY relay: 711.