



Business Name	
Contact	
Phone Number	

**MONTEREY BAY AREA GREEN BUSINESS PROGRAM**

**Supplemental Checklist: Vehicle Service Facilities**

The following measures are intended to supplement those in the Minimum Measures and Office/Retail checklist. In addition to completing the Minimum Measures and Office/Retail checklist, this checklist must also be completed prior to certification.

Remember, the program offers free, non-enforcement, technical assistance to help meet the criteria. We will send out professional technical staff to assist you in meeting the energy, water, resource conservation, and pollution prevention requirements.

- On line applications are now being accepted for businesses located in Santa Cruz and Monterey Counties. Please visit: <http://www.montereybaygreenbusiness.org/HowToBecomeGr.html> to fill out an application.
- For businesses located in the unincorporated areas of Santa Cruz County, Scotts Valley, and Capitola, or Watsonville call (831) 477-3976 or email: [greenbusiness@co.santa-cruz.ca.us](mailto:greenbusiness@co.santa-cruz.ca.us)
- For businesses located in Monterey County, call Monterey County Environmental Health at (831) 755-4579 or email: [NapalanJA@co.monterey.ca.us](mailto:NapalanJA@co.monterey.ca.us)
- For businesses located in the City of Santa Cruz, call (831) 420-5160 or email: [shealy@ci.santa-cruz.ca.us](mailto:shealy@ci.santa-cruz.ca.us)

**Green Business Checklist**

Business must meet compliance with regulatory requirements as well as all of the criteria outlined below to obtain Green Business Status, except where a choice is given. If a certain section does not apply to your business, mark it with N/A for Not Applicable. For instance, if there are no company owned vehicles mark that section N/A.

**A. Pollution Prevention**

**A. Changing Vehicle Fluids**

(Before GB program)(After GB program)

1.   Waste oil and coolant are recycled.
2.   Used oil filters are segregated, drained, and recycled.
3.   Used oil filters are crushed to extract another 3-4 oz. of oil per filter to be recycled **OR** less toxic propylene glycol is substituted for ethylene glycol **OR** re-refined oil is used in all vehicles and machinery.
4.   Drip pans or portable storage containers are always in use while changing vehicle fluids.
5.   Fluids are changed in bermed or contained indoor areas.

6.   Drip pans and open containers containing vehicle fluids are not left unattended for longer than 2 hours unless they are covered securely and within secondary containment.
7.   Wrecked vehicles are parked inside over concrete unless they have been drained of all vehicle fluids.
8.   To prevent spills around drums and tanks use: spout and funnel when adding fluids to waste drums, and pump and spigot when dispensing new product. Drain residual from pump back into original container. Alternatively, demonstrate a better spill-proof method of fluid transfer.

### Compliance Notes

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- Waste fluids are contained in waste drums in secondary containment and are appropriately labeled. *H&SC 25124, CCR 66262.34*
- There is adequate spill cleanup material to prevent migration of a spill. *CCR 66265.32*
- No vehicle fluids are entering or have the potential to enter a storm drain, creek, sump, or sanitary sewer drain at any time.

### B. Chemical/Hazardous Materials Inventory

(Before GB program)(After GB program)

1.   Review the chemical products used at your facility (refer to Material Safety Data Sheets – MSDSs). Create an inventory.
2.   Use this checklist, your Green Business Program Coordinator’s knowledge, and other resources to identify alternative products and practices that are more protective of employees and the environment. Review your inventory annually and see if there are further opportunities for replacement chemicals to prevent pollution.
3.   Locate the storage of all hazardous materials and waste away from storm and sanitary sewer drains.
4.   Inspect inventory, storage and/or shipping areas for potential accidents on a regular basis.

### C. Perform at least three of the following:

(Before GB program)(After GB program)

1.   Require vendors to take back unused samples or off-spec materials.
2.   Work with vendors to return excess or expired stock.
3.   Minimize the inventory of fluids and chemicals-stock only what you need and order materials on a “just-in-time” basis. In general, keep no more than a 3 month supply of hazardous materials on stock.
4.   Store hazardous materials securely, controlling access to stock, and rotating so as to use oldest material first.
5.   Use an industrial laundry service for shop rags and uniforms (Keep rags in a covered container and do not saturate). Use rag/uniform service that recycles its wastewater.
6.   Recycle empty hazardous materials containers (including drums). Either return to supplier for refill, recondition onsite (permit requirements may apply), contract with a drum reconditioner, or reclaim scrap value onsite or contract with a scrap dealer.
7.   Filter and reuse parts cleaning liquid onsite.
8.   Recycle and reuse all properly recovered refrigerants from air conditioning systems.
9.   Become a State Certified Used Oil Collection Facility (the State reimburses 16 cents/gallon if you become certified and collect used oil from the public).
10.   Other \_\_\_\_\_

D. Use 3 safer products or processes

(Before GB program)(After GB program)

1.   Eliminate the use of powdered or granular absorbent for routine cleanup. Refer to Dry Cleanup Methods in the Floor Cleanup section of this checklist.
2.   Eliminate the use of cleaners and lubricants containing n-hexane in aerosol brake cleaners and degreasers.
3.   Use a water-based brake washing method.
4.   Do not contaminate cleaning solution by washing parts sprayed with chlorinated cleaners or petroleum distillates.
5.   Use no or low copper brake pads whenever possible.
6.   Use longer-lasting synthetic oils.
7.   Purchase re-refined oil and antifreeze for use in your shop.
8.   Use a detergent-based rather than caustic-based solution in a hot tank.
9.   Buy low-VOC or recycled paint and other products (check with household hazardous waste at your local landfill as they typically have free paint to give away).
10.   Other \_\_\_\_\_

E. Car Washing/Auto Detail

(Before GB program)(After GB program)

1.   Acid-based wheel cleaners are not used.
2.   Power washing wastewater is routed to a clarifier or is done in a self-contained system.

**Compliance Notes**

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- Vehicles are not washed on-site and are sent to a washing service that uses a water recycling or zero discharge system, **OR**; Exterior vehicle washing is conducted using detergents and/or cleaners in an approved wash pad area. This area must be a concrete pad sloped or bermed to drain the rinse water to a proper clarifier before going to the sanitary sewer. *Santa Cruz County District Code Title 7 Section 7.04.510, Part J Best Management Practices.*
- Storm water is prevented from entering the sanitary sewer drain where cars are washed. *Santa Cruz County District Code Title 7 Section 7.04.510, Part J Best Management Practices*
- Cleaning of engines, parts, and flushing radiators is only done in self-contained areas. None of the waste from these operations is released to either the storm drain or sanitary sewer. *Santa Cruz County District Code Title 7 Section 7.04.310, Prohibited wastes designated Part U.*
- Be sure to discuss any planned changes that involve chemical, equipment, process, or facility changes with your local regulators (wastewater districts, hazardous materials, fire, or air districts) They may have regulations or concerns that need to be addressed. They may also have ideas on how to avoid costly changes and/or permits altogether. Involving regulators from the start as part of your project “team” can save you time and money by eliminating the need for changes at a later date.

F. Body Repair & Painting

(Before GB program)(After GB program)

1.   Demonstrate that at the start of each paint job, the amount of paint and paint thinner needed is carefully calculated and the appropriate sprayer cup size is used.
2.   Spray guns are cleaned in a self-contained system where cleaning solution is recycled until it becomes too dirty to use.
3.   Hose-off type degreasers are not used when cleaning auto body parts before painting.
4.   When wet sanding, all drips from the car are caught with a drip pan. The collected water is poured back into the wet sanding bucket.

5.  Wet sanding drips are cleaned up with a rag, or the drips are let to dry and the dust is swept or vacuumed up OR wet sanding wastewater is collected in a clarifier attached to the sanitary sewer, which is cleaned out as needed.
6.  Dry cleanup methods are used as a preference or norm and are always used prior to mopping floors. If possible, only spot mopping occurs.

### Compliance Notes

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- All wastewater emanating from painting operations including paint gun cleaning wastes are prevented from entering the storm drain or sanitary sewer.
- Water is not used to control over-spray or dust in the paint booth unless the wastewater is collected.
- All sanding, body repairs, and painting work are done indoors.
- Dispensing and painting equipment is permitted with the Monterey Bay Unified Air Pollution Control District.
- Paint overspray is recovered through an area exhaust. Overspray is contained and treated and/or recycled through a licensed vendor

### G. Parts Washing

(Before GB program)(After GB program)

1.  Aqueous-based cleaning systems are in use that re-circulate and filter cleaning solution.
2.  A low hazard cleaner is used that contains no petroleum distillates or volatile organic compounds.
3.  Cleaning solution is not contaminated by washing parts sprayed with chlorinated cleaners or petroleum distillates.
4.  Spent solution and filters are being properly disposed.

### Compliance Notes

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- Spent solvent is documented to have been transported, recycled or disposed as a hazardous waste. *H&SC 25163 CCR 66262.11&20*

### H. Radiator Maintenance

(Before GB program)(After GB program)

1.  Filter/solid waste is disposed of appropriately.
2.  When removing the solids, liquids are reused and, the solution for process tanks is reprocessed.
3.  Only zinc-free flux and lead-free solder are used.
4.  Soldering is done over a drip pan (not test tank), and drips are recycled.
5.  Pumps and spigots are used on new product to control spills.
6.  Fully enclosed waste transfer systems are used for waste liquids.
7.  Drip pans are used indoors to control fluid leakage.
8.  Drip pans are used and maintained in outside areas to control fluid leakage.
9.  All hazardous materials and waste are located and stored away from storm and sanitary sewer drains and protected from weather.

### Compliance Notes

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- Radiator flush is recycled and reused with a closed-loop, re-circulating flush system. *Santa Cruz County District Code Title 7 Section 7.04.310, Part T*

**I. Brake Service**

(Before GB program)(After GB program)

1.   Wet-cleaning brake systems are used that re-circulate and filter water and detergent-based cleaning solution.
2.   Solvents are not used for drying.
3.   Spent solution is recycled.
4.   Chlorinated cleaners such as brake cleaner aerosol spray cans are not used. Instead refillable and pressurized spray cans are used for brake cleaning.

**GREEN NOTES**

n-Hexane was once used in solvent aerosol cans. This has been found to be extremely hazardous to exposed workers and its use has been outlawed. Make sure that there are no old cans of aerosol cleaners in your inventory that may have n-hexane in them.

**J. Floor Drains and Floor Cleaning**

(Before GB program)(After GB program)

1.   Shop floor is sealed with an impermeable coating such as epoxy **OR** wet mopping is used on a limited basis.
2.   The shop is never hosed down as a routine cleaning measure.
3.   Spills of gasoline or solvent are cleaned up using absorbent (absorbent pads, kitty litter, or rice hulls) and disposed of as a hazardous waste.
4.   All other fluids are cleaned up using dry cleanup methods. Spills are cleaned up with rags if they can be cleaned up with 3 or fewer rags. Larger spills are cleaned up using a hydrophobic mop to collect oil first. Antifreeze is then cleaned up using a regular mop dedicated to antifreeze spills. Rags are then used to dry surface. Oil and antifreeze must be collected and recycled. See the DTSC “Four Step” Floor Cleanup as part of their suggested Best Environmental Practices at <http://www.dtsc.ca.gov/PollutionPrevention/vsrfactsheets/vsr-floor-cleanup.pdf>
5.   Cleaning of fuel dispensing island and adjoining areas is done using dry methods only.
6.   Floor spills are cleaned up immediately after they occur or are discovered to prevent the spill from spreading or being tracked through the shop on shoes.

**Compliance Notes**

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- o The wastewater from outdoor pressure washing and steam cleaning of surfaces is routed to the sanitary sewer or to landscaping. None of the wastewater is entering a storm drain or neighboring water body. Engines are not steam cleaned unless using a self-contained re-circulating system. None of the wastewater is entering a storm drain or neighboring water body.
- o There are no floor drains present in service bays **OR** floor drains are permanently plugged.

**K. Spill Prevention Control & Response**

(Before GB program)(After GB program)

1.   There are posted, abbreviated Emergency Response or Spill Response Postings in areas where hazardous materials are used and stored and by phones.

**GREEN NOTES**

One pint of oil can produce a toxic slick on approximately one acre of surface water. One gallon of used oil can pollute one million gallons of drinking water.

**Compliance Notes**

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- o Demonstrate that the business practices spill prevention (training or inspection logs, periodic spill drills, carrying carboys with spill protection, etc.) *CCR 66265.16, H&SC 25509*
- o There is adequate spill response material to contain the largest possible spill from entering a storm or sewer drain. *CCR 66265.32.*
- o All materials with the potential to spill are secondarily contained.

**L. Clarifier Maintenance**

(Before GB program)(After GB program)

1.  If there is no need for a clarifier (no drains in the shop, and no wet cleaning), the clarifier is properly abandoned.

**Compliance Notes**

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- o All clarifiers, car wash water treatment and recycling systems are pumped out as specified by an Industrial Pretreatment inspector (at least once a year). *Santa Cruz County District Code Title 7 Section 7.04.510, Part J Best Management Practices*
- o Prove that the waste is tracked to its final destination (Treatment, Storage, & Disposal Facility [TSDF] copy of the manifest or recycle certification). Copies of the manifest demonstrating that the clarifier has been cleaned on a regular basis must be maintained for at least 3 years. *CCR 66262.40*

**B. Energy Efficiency**

**Use the items below and measures found on the Minimum Measures and Office Retail checklist to complete at least *ten* measures with at least *four* coming from Equipment/Facility Changes.**

**A. Equipment/Facility Changes:**

(Before GB program)(After GB program)

1.  Apply window film to reduce solar heat gain
2.  Shade sun-exposed windows and walls with awnings, sunscreens, shade trees or shrubbery.
3.  Convert electric heating system to a natural gas system.
4.  Replace inefficient or broken windows with double pane energy-efficient windows.
5.  Replace or supplement an A/C system with an evaporative cooler.
6.  Install economizers on A/C to increase air circulation.
7.  Replace A/C unit(s) with models with Energy Efficiency Rating (EER) greater than current Title 24 standard.
8.  Install bypass timers and/or time clocks.
9.  Provide shade for HVAC condenser, especially roof-top fixtures
10.  Control compressor system to ensure operation only during working hours
11.  Install engineered nozzles and fittings to reduce “waste” compressed air.
12.  Choose a 220-volt electric motor over a 110-volt motor (more powerful and efficient).
13.  Install an outside air intake (cool air takes less energy to compress).

**B. Employee Practices**

(Before GB program)(After GB program)

1.  Plug equipment into a time switch to turn off after working hours.
2.  If available, use the standby mode on equipment (e.g., energy saver buttons on copiers).
3.  Seal off (lock doors of) unused areas.
4.  When repainting building exterior and roofs, choose light colors to reflect more sunlight. Preferably, install Energy Star rated cool roofing products.
5.  Set refrigerator temperature between 38° and 42°F (or 10°-20°C).
6.  Disconnect unused ballasts in de-lamped fixtures **AND** replace burned out lamps quickly to avoid ballast damage.
7.  Institute a compressed air maintenance program that includes inspecting and evaluating system components

**C. Solid Waste Reduction**

**Use the items below and measures found in the Other Waste Reduction section in the Minimum Measures and Office Retail checklist to complete at least *two* measures.**

**A. Other Waste Reduction**

**Recycle or reuse materials in 2 additional ways:**

(Before GB program)(After GB program)

1.  Used oil and antifreeze are accepted from the public to recycle.

**D. Water Conservation**

**Use the items below and measures found in the General Water Conservation Measures and Practices section in the Minimum Measures and Office Retail checklist to complete at least *three* measures.**

**A. Fixtures and Equipment**

(Before GB program)(After GB program)

1.  Use closed-loop water recycling (recirculating) systems for radiator flushing, car washing, steam cleaning, and/or parts washing (or send cars to a facility that does).
2.  Stop washing vehicles onsite and send them to a washing service that uses a closed loop recycling (zero discharge) system.
3.  For hand wash and detailing services, use high-pressure vehicle washing equipment.

All criteria have been met as of the following date: \_\_\_\_\_

Signature of authorized Green Business Program Coordinator:

\_\_\_\_\_

Printed Name: \_\_\_\_\_