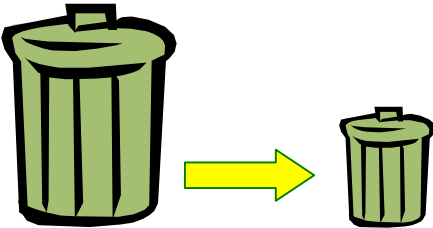




VEHICLE MAINTENANCE AND REPAIR
SELF-ASSESSMENT

VEHICLE MAINTENANCE AND REPAIR SELF-ASSESSMENT

This self-assessment worksheet can help you start an environmentally responsible program at your business. Information that you derive from this self-assessment can help save you money and keep your shop competitive and in compliance with environmental regulations. The questions on this worksheet are designed to both evaluate your current practices and help you think about opportunities for waste reduction. This worksheet can help you identify opportunities for improving your waste reduction and management efforts.



Waste Reduction

Reducing your waste and wasteful practices will help reduce the burden of regulatory requirements. It will also help your shop be more efficient and competitive. **Try to incorporate waste reduction practices in as much of your shop as possible:**

- Do you practice good housekeeping and agree that an organized and clean-looking shop is important to your image and can greatly affect sales, employee safety and labor costs?
- Do you conduct on-going employee training on the correct ways to perform the job in order to reduce mistakes and wastefulness?
- Have you implemented a preventive maintenance program for quick leak detection and repair of shop equipment?

2. Inventory

- Are container lids tight-fitting to prevent loss of materials through evaporation or spills?
- Is inventory properly purchased, mixed, stored and tracked to avoid expired or unusable materials?
- Do you use spigots, pumps and funnels when dispensing and transferring materials to reduce spills?
- Are oils and solvents labeled properly and segregated to prevent cross-contamination and to enhance reusing or recycling?
- Do you keep chlorinated solvents separate from nonchlorinated solvents?
- Do you use pans and/or trays for capturing and retrieving liquids?

3. Clean-up

- Do you first clean-up spilled liquids for recycling with reusable tools like a squeegee and dustpan?
- Are floors swept before washing to keep soils out of the drains?
- Do you use a recyclable absorbent product to complete your spill cleanup after using cleanup tools?

4. Parts Cleaning

- Have you reviewed your parts-cleaning practices recently? Are there ways you can avoid cleaning some parts?
- Can you mechanically clean by dry brushing, or wiping before a solvent or water cleaning step?
- Have you tried two-stage parts cleaning —first with dirty solvent, then with cleaner solvent?
- If you use a parts-washer service, does the service schedule fit your needs and uses?
- Is it cost-effective to recycle parts-cleaning solvent or paint thinners on-site?

5. Painting

- Do you minimize color changes to reduce the number of times equipment must be cleaned?
- Are you using high transfer efficiency painting systems?
- Have you evaluated the use of spray-booth coatings, masking liquids and reusable booth filters?
- Have you considered purchasing a gun washer for cleaning spray guns and reusing paint thinner?
- Have your painters had recent training on their technique and procedures?

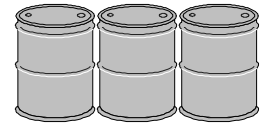
Waste Management and Regulatory Compliance

Many vehicle maintenance and repair activities result in producing (generating) **hazardous waste**, or in **air emissions**, which are both regulated. Generating hazardous waste may require an identification number from the U.S. Environmental Protection Agency (EPA) as well as special labeling and storage.



Have you identified your hazardous wastes? Examples include:

- *spent absorbent*
- *waste aerosols*
- *spent solvent*
- *used oil*



- Do you inspect your storage areas weekly to discover and correct problems early?
- Do you keep a log of the weekly inspections?

Disposal of hazardous waste typically requires special shipping papers (**manifests**) and the use of a licensed transporter and a permitted disposal site.

- Are the hazardous wastes at your shop properly shipped and handled?
- Is your paper documentation for the proper management of hazardous waste (evaluation, licensing, testing, storing, shipping, and disposal) organized and available for inspection by regulatory personnel?

Painting, solvent cleaning, or certain vehicle servicing activities may require you to determine whether or not you need a DEQ **Air Quality permit**.

- Do you have an air permit or have you made calculations to determine you do not need one?
- Are your documents on file and available for review?




Safety and Training

Having trained and well-informed employees makes good business sense, and it is also required by environmental regulations for handling certain materials or performing certain tasks. Any hazardous product should come with a material safety data sheet (MSDS), which helps everyone in the shop understand the safety concerns of the chemicals they are working with.

Your employee training file should be current and well documented for:

- *Chemical hazards*
 - *Emergencies & spills*
 - *Waste handling*
 - *Personal protection*
- Is your MSDS information organized and available for everyone to review when they have questions or when there is an emergency?
 - Do you need to file a Tier II Report? Have you provided your local hospital, and police and fire departments with details of hazardous materials and wastes stored on-site?
 - Do employees know what to do in case of fire or other emergencies?



-  **How many of these questions raised flags for you?**
-  **Do you think that now you have more questions and need more answers?**
-  **If you need more detailed information, or assistance with understanding the issues involved, call the DEQ Customer Assistance program. We can help you.**

For More Information

The Pollution Prevention Program has prepared this self-assessment worksheet to assist you and your employees with waste reduction and waste management. Additional help with using this worksheet for identifying your **waste reduction and management** opportunities is available from the Pollution Prevention Program at (405) 702-9100 or (800) 869-1400.

You may also receive answers to **regulatory questions regarding your waste** by calling the Customer Services Division at (405) 702-9100 or (800) 869-1400.

More detailed answers to **safety and workplace questions** can be obtained from the Oklahoma Department of Labor OSHA Consultation Division at (405) 528-1500 Ext. 276 (in Oklahoma City), (918) 581-2400 (in Tulsa), or (888) 269-5353.

All services mentioned above are provided at no charge to the facility.

Much of the information in this worksheet was derived from a publication entitled, "Vehicle Maintenance and Repair Self Assessment," from the Solid and Hazardous Waste Education Center, University of Wisconsin-Extension.