

# Self-Certification Package

## Contents:

Self Certification Checklist  
Self-Certification Statement  
Return to Compliance Form

## Directions:

Please read the Auto Body Compliance Assistance Workbook, which will assist you in answering the questions in checklist. Answer all questions, unless you are directed to skip a question. Do not answer questions that you are directed to skip. Mark each box with a dark check mark and avoid stray marks on the checklist pages.

For each requirement question (Req) on the Facility Self-Certification Checklist that you answer as “out of compliance”, you must complete and submit a Return-to-Compliance (RTC) Plan on the RTC form(s) at the end of the checklist. A section for notes is provided at the end of each section of the checklist for your convenience, if you wish to take notes.

If you have any questions, call DEQ’s Northern Virginia Regional Office at (703) 583-3831, or (703) 583-3800 and ask for the Auto Body Self-Certification Program.

## Checklist Sections:

General Facility Information  
Section 1 Environmental Release  
Section 2 Air Pollution  
Section 3 Hazardous Waste  
Section 4 Universal Waste and Used Oil  
Section 5 Solid Waste  
Section 6 Water Pollution  
Section 7 Recycling

## Checklist Codes:

The following codes are used to designate different types of questions:

<b>(Req)</b>	Required Compliance Measure
<b>(Req - CESQG)</b>	Compliance Measure is required only for Conditionally Exempt Small Quantity Generators of Hazardous Waste (CESQGs)
<b>(Req - SQG)</b>	Compliance Measure is required only for Small Quantity Generators of Hazardous Waste (SQGs)
<b>(Req - CESQG and SQG)</b>	Compliance Measure is required both for CESQGs and SQGs
<b>(BMP)</b>	Best Management Practice. This practice is not required by regulations, but strongly suggested.
<b>(P2)</b>	Pollution Prevention Measure. A question marked (P2) is not required by regulations, but the measure or practice may reduce the overall amount of waste created or the toxicity of the waste.

Note that questions marked in **bold** print indicate requirements.

All questions are referring to the current conditions at the shop.