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## Section 2: Air Pollution

Please read the entire Air Pollution Section (Section 2) in the workbook before you complete the questions below.

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### General

- 2.1 Is your shop creating an odor or nuisance outside your shop's property boundary? (Req)  
 Yes (out of compliance)     No     Don't Know

### Sanding and Painting Dust

Refer to Sections 2.4 in the workbook.

- 2.2 Does your shop generate sanding and/or painting (overspray particulate) dust?  
 Yes     No—Skip to 2.6     Don't Know
- 2.3 Do you take reasonable precautions to prevent any airborne sanding or painting dust from leaving the building? (Req)  
 Yes     No (out of compliance)     Don't Know
- 2.4 What type of dust collection measure is used? (Check all that apply)  
 Dust collection system  
 Ventilated sander (dustless vacuum) system (BMP)  
 Wet sanding  
 Other (please specify) \_\_\_\_\_
- 2.5 Does the dust collection equipment discharge to the atmosphere?  
 Yes     No     Don't Know

### Volatile Organic Compounds (VOCs) and Hazardous Air Pollutants (HAPs)

Refer to Section 2.5, 2.6 and 2.7 in the workbook.

- 2.6 Does your shop use **only** coatings that comply with state and federal VOC content limitations, as shown in the table below? (Req)  
 Yes     No (out of compliance)     Don't Know

Maximum Volatile Organic Compound (VOC) Content for Automobile Refinish Coatings		
Coating category	Grams VOC per liter	Equivalent Pounds VOC per gallon
Pretreatment wash primers	780	6.5
Primers/primer surfacers	575	4.8
Primer sealers	550	4.6
Single stage- topcoats	600	5.0
2 stage basecoat/clearcoat [topcoat]	600	5.0
3 or 4-stage basecoat/clearcoat [topcoat]	625	5.2
Multi-colored topcoats	680	5.7
Specialty coatings	840	7.0

- 2.7 Does your facility avoid any use of methylene chloride-based paint strippers? (BMP, P2)  
 Yes     No     Don't Know
- 2.8 Is all painting carried out in a spray booth using proper air pressures? (BMP)  
 Yes     No     Don't Know

2.9 **Do your painters and technicians use any of the following painting techniques and no others? If so, indicate ones used. (Req)**

- Yes       No (out of compliance)       Don't Know

(Check all that apply)

Any non-atomized application technique (e.g., Flow/curtain coating, Dip coating, Roller coating, Brush coating, Cotton-tipped swab application coating, Electrodeposition coating, etc.)

High Volume Low Pressure (HVLP) spraying;

Electrostatic spray;

Airless spray;

Any other coating application technique that you have demonstrated, and DEQ has determined achieves emission reductions equivalent to HVLP or electrostatic spray

(Please specify) \_\_\_\_\_

Airbrush application methods for graphics, stenciling, lettering, and other identification markings \*

Coatings sold in non-refillable aerosol containers or automotive touch-up finish repair materials to paint a total area of less than 1 inch in diameter. \*

(\*These two application techniques are exempt from the regulatory requirements on air emissions)

2.10 **Does your shop clean the spray guns using any of the following methods? If so, indicate ones used. (Req)**

- Yes       No (out of compliance)- Skip to 2.13       Don't Know

Check all that apply:

Use of an enclosed spray gun cleaning system that is kept closed when not in use.

The unatomized discharge of solvent into a paint waste container that is kept closed when not in use.

The disassembly of the spray gun and cleaning in a vat that is kept closed when not in use.

The atomized spray into a paint waste container that is fitted with a device designed to capture atomized solvent emissions.

2.11 Does your shop use a spray gun cleaning machine or system that recirculates the cleaning solvent, or collects the solvent for proper disposal? (BMP)

- Yes       No       Don't Know

2.12 **Does your shop store cloth and paper, or other absorbent applicators, moistened with coatings, solvents or cleaning solvents only in closed, non-absorbent, no-leaking containers? (Req)**

- Yes       No (out of compliance)       Don't Know

2.13 Does your shop use a cold solvent cleaner, such as a parts cleaning sink?

- Yes       No—Skip to 2.15       Don't Know

2.13 (a) **Is the vapor pressure of the solvent used less than 1 mm Hg at 68°F (20°C)? (Req)**

- Yes       No (out of compliance)       Don't Know

2.14 **Does your shop store fresh and used coatings, solvents, and cleaning solvents in only non-absorbent, non-leaking containers? (Req)**

- Yes       No (out of compliance)       Don't Know

2.15 **Does your shop keep containers for fresh and used coatings, solvents, and cleaning solvents closed at all times except when filling or emptying? (Req)**

- Yes       No (out of compliance)       Don't Know

2.16 **Does the shop, during handling and transfer procedures, minimize spills of coatings, solvents and cleaning solvents? (Req)**

- Yes       No (out of compliance)       Don't Know

2.17 Does your shop use detergents, high-pressure water, or other non-VOC cleaning options to clean equipment (such as booth walls, hoses and containers) when practical? (BMP, P2)

- Yes       No       Don't Know

2.18 Does the shop reuse excess coating? (BMP, P2)

- Yes       No       Don't Know

- 2.19 Does your auto body shop have any stationary fuel-burning equipment that is used in your shop for your spray booth(s), or for building heat, or pieces of equipment such as compressors and generators. Please list the equipment, fuel type and maximum output of each piece of equipment.

Type of Equipment	Fuel	Maximum Fuel Use Capacity/Output Rating

**Record Keeping**

Refer to Section 2.9 in the workbook.

- 2.20 Does your shop keep the following records at the shop for a period of at least 2 years:
2. 20 (a) the name, identification number, manufacturer and monthly volume of each coating, reducer, catalyst, surface preparation product, and cleanup solvent used at the shop? (BMP)
- Yes       No       Don't Know
2. 20 (b) Certified Product Data Sheets showing the VOC content, in pounds of VOC per gallon of each material (coating and surface preparation product used? (BMP)
- Yes       No       Don't Know
- 2.20 (c) **documentation showing the VOC content of the coatings calculated according to formulas found in the compliance assistance workbook, or the manufacturer's specification sheet for your coatings? (Req)**
- Yes       No (out of compliance)       Don't Know
- 2.21 **Do you have records of all refrigerant purchases, sales, on-site recycling and on-site or off-site reclamation for the last 3 years? (Req)**
- Yes       No (out of compliance)       Don't Know       N/A
- 2.22 **Do you have records to show that the recover/recycle or recover-only equipment for motor vehicle air conditioners is approved by EPA? (Req)**
- Yes       No (out of compliance)       Don't Know       N/A

**Training**

Refer to Section 2.9 in the workbook.

- 2.23 **Does your shop use a training program approved by manufacturer demonstrating the proper use and handling of coatings, solvents and waste products to minimize air emissions? (Req)**
- Yes       No (out of compliance)       Don't Know
- 2.24 Are the auto body painters in your shop fully trained in proper spraying techniques to minimize overspray? (P2)
- Yes       No       Don't Know
- 2.25 **Are your employees who handle refrigerants (like CFCs) from air conditioning systems trained and certified by an EPA-accredited program? (Req)**
- Yes       No (out of compliance)       Don't Know       N/A

### Section 3: Hazardous Waste, Universal Waste and Used Oil

Please read the entire Hazardous Waste section (Section 3) of the Workbook and complete the Hazardous Waste Identification Worksheet in Appendix 3 before you complete the questions below.

Review the types of waste that you checked Yes in column 1 of the Hazardous Waste Identification Worksheet. For each type of waste you generated in the last 12 months, you must determine whether or not the waste is hazardous by taking one of the following steps:

- Examine the ingredients and the hazardous characteristics for your wastes by reviewing the Workbook;
- Review product labels and/or Material Safety Data Sheets (MSDS) for ingredients and warnings of dangerous characteristics (i.e. flammable, corrosive, reactive, toxic) of the products you use;
- Testing a representative waste sample; or
- Using others methods, such as consulting your hazardous management vendors or asking DEQ.

- 3.1 Does your shop generate any hazardous waste?  
 Yes       No-Skip to 3.47       Don't Know
- 3.2 **Has your shop determined if the wastes generated are regulated hazardous wastes? You can make the determination using your knowledge, or by reviewing MSDS, or other technical specification data sheet provided by your vendor. Appendices 2 and 3 can help you with this process. (Req)**  
 Yes       No (out of compliance)       Don't Know
- 3.3 **Have you had potentially hazardous waste tested by a laboratory (TCLP Test) to determine if they are hazardous? This question refers to waste that you generate that you do not know if they are hazardous material or not, such as your booth filters, masking paper, tape etc. (Req)**  
 Yes       No (out of compliance) - Skip to 3.4       Don't Know
- 3.3 (a) **Has your shop retained records of all test results utilized to make a hazardous waste determination for 3 years? (Req - SQG)**  
 Yes       No (SQG-out of compliance)       Don't Know
- 3.4 Does your shop track hazardous waste accumulation totals? (BMP)  
 Yes       No       Don't Know
- 3.5 Does your shop generate any acute hazardous waste? See Section 3.1.2 in workbook.  
 Yes       No - Skip to 3.7       Don't Know
- 3.6 If yes, is the maximum amount of acute hazardous waste accumulated on site less than 1 kg (2.2 pounds)?  
 Yes       No       Don't Know
- 3.7 What is your shop's hazardous waste generator status?  CESQG  SQG  LQG\*

GUIDELINES FOR DETERMINING GENERATOR STATUS			
	CESQG	SQG	LQG
Maximum Amount of Hazardous Waste Generated in any calendar month	Less than 25 gallons (220 pounds)	25-300 gallons (220-2,200 pounds)	More than 300 gallons (2,200 pounds)
Amount of Hazardous Waste Accumulated at any one time	Less than 300 gallons (2,200 pounds)	Less than 1595 gallons (13,000 pounds)	More than 1595 gallons (13,000 pounds)
Amount of Acute Hazardous Waste Accumulated in any calendar year, or at one time	Less than 1 kg (2.2 pounds)	Less than 1 kg (2.2 pounds)	More than 1 kg (2.2 pounds)

**Generator Status** (refer to Section 3.1 and Appendices 2 and 3 in the workbook):

**CESQG-** Conditionally Exempt Small Quantity Generators of Hazardous Waste

**SQG-** Small Quantity Generators of Hazardous Waste

**\*LQG-** Large Quantity Generators of Hazardous Waste — This checklist is designed for small shops. It does not specify requirements for LQGs. If your business is an LQG, and you are not familiar with the requirements, call the Northern Virginia Regional Office Waste Division at (703) 583-3818.

- 3.8 **Does your facility have an EPA identification number? (Req – SQG)**  
 Yes       No-Skip to 3.47 (SQG out of compliance)       Don't Know
- SQG (Req) – Please list the number: \_\_\_\_\_
- CESQG (not Req) – If your shop has a number, please list it \_\_\_\_\_
- NA—No EPA Identification Number

If your shop is close to any of the threshold levels for determining generator status, you will need to go back and recalculate your numbers if you used the conversion factor of 8.5 to convert your pounds of liquid waste into gallons. The conversion factor of 8.5 for liquid wastes is only an estimate provided for the convenience of most shops, and may not be precise enough for your particular shop to determine its generator status. As a result, you may need to use more exact numbers to convert pounds to gallons or weigh the containers. The total weight [including the container] of the shipment listed on the manifest/bill of lading will determine your classification. Refer to Section 3.1.2 in the workbook.

### **Hazardous Waste Shipment**

If you are a CESQG, refer to Section 3.2.4 in the workbook. If you are a SQG, refer to Section 3.3.4 in the workbook.

- 3.9 **Does your shop send all hazardous wastes to a permitted hazardous waste treatment, storage, or disposal facility, or a state authorized facility? (Req – CESQG and SQG)**  
 Yes       No (out of compliance)       Don't Know
- 3.10 **Does your shop maintain required\* waste shipment records? (Req – CESQG and SQG)**  
 Yes       No (out of compliance)       Don't Know

**\*Requirements specific to each generator status are noted below:**

- SQGs are required to maintain hazardous waste manifests
- CESQGs may maintain either hazardous waste manifests or other documentation (e.g., bill of lading, receipts, tolling agreement, letter of acceptance)

- 3.11 **Does your shop maintain required records for hazardous waste shipment for at least 3 years? (Req – CESQG and SQG)**  
 Yes       No (out of compliance)       Don't Know

### **Hazardous Waste Management**

If you are a CESQG, refer to Section 3.2.2 in the workbook. If you are a SQG, refer to Section 3.3.1 in the workbook.

- 3.12 **Are all hazardous waste containers properly\* labeled? (Req – CESQG and SQG)**  
 Yes       No (out of compliance)       Don't Know

**\*Requirements specific to each generator status are noted below:**

- SQGs are required to label all hazardous waste containers in the storage area with the words "Hazardous Waste"
- SQGs are required to label all hazardous waste containers at the satellite accumulation area with the words "Hazardous Waste" or with other words that identify the contents of the container
- CESQGs may label hazardous waste containers with the words "Hazardous Waste" or with other words that identify the contents of the container

- 3.13 **Have you, the generator, ensured that incompatible wastes have not been placed in the same container? (Req –SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know

- 3.14 **Are all hazardous waste containers closed except when materials are being added or removed? (Req – CESQG and SQG)**  
 Yes       No (CESQG and SQG- out of compliance)       Don't Know

- 3.15 **Are containers in good condition (no leaks, corrosion, bulges, etc.)? (Req – SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.16 **Are containers handled in a manner to prevent rupture, leaks, and spills? (Req – SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.17 **Are containers and/or their liners compatible with the hazardous waste they hold? (Req – SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.18 **Are all used containers cleaned before adding hazardous wastes that would be incompatible with materials previously stored in the containers? (Req – SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.19 **Are containers holding incompatible waste kept apart by physical barriers (e.g., a dike, berm, or wall)? (Req – SQG) (If the shop has no incompatible waste, mark "N/A")**  
 Yes       No (SQG- out of compliance)       Don't Know       N/A

### **Hazardous Waste Accumulation and Storage**

If you are a CESQG, refer to Sections 3.2.2 and 3.2.3 in the workbook. If you are a SQG, refer to Sections 3.3.2 and 3.3.3 in the workbook.

- 3.20 Where is the hazardous waste being accumulated/stored?  
 Check all that apply, and then fill in appropriate section(s).  
 Satellite Accumulation Area(s) - Answer Questions 3.21-3.25 and then skip to 3. 30  
 A less-than-180-Day Accumulation Area – Skip to Question 3.26

### **Satellite Accumulation Area:**

- 3.21 Are all satellite accumulation containers under control of the operator generating the waste and at or near the point of generation?  
 Yes       No (out of compliance)       Don't Know
- 3.22 Is the amount of hazardous waste stored at each satellite accumulation area 55 gallons or less?  
 Yes       No (out of compliance)       Don't Know
- 3.23 Is the amount of acute hazardous waste stored at each satellite accumulation area 1 kg or 2.2 lbs, or less?  
 Yes       No (out of compliance)       Don't Know       NA
- 3.24 Is the satellite accumulation container closed?  
 Yes       No (out of compliance)       Don't Know
- 3.25 Is the satellite accumulation container in good condition?  
 Yes       No (out of compliance)       Don't Know
- 3.25 (a) Have all containers or waste quantities in excess of 55-gallons been properly labeled, dated and moved to a <180-day accumulation area within 3 days of exceeding that quantity?  
 Yes       No (out of compliance)       Don't Know       NA

### **Hazardous Waste Accumulation Area**

- 3.26 **Is the accumulation area inspected weekly for signs of spills, leaks or container deterioration? (Req- SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.27 Does your shop keep written records of its weekly inspections of the hazardous waste accumulation area for 5 years? (BMP)  
 Yes       No       Don't Know
- 3.28 **Is each container labeled with the appropriate\* date? (Req - SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know

\*If the storage container is not for satellite accumulation, the date needs to be recorded as soon as the first drop of waste is added. If the container is a satellite accumulation container, it needs to be dated as soon as it reaches 55 gallons and is moved to the accumulation area.

- 3.29 **Is your shop shipping the hazardous waste off-site according to the 180-day storage time limit (i.e., no container can remain on site for more than 180 days after its accumulation start date unless the receiving TSD (Treatment-Storage-Disposal facility) is 200 or more miles away)? (Req-SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.30 **Has information on your shop and its waste accumulation areas been submitted to local police, fire departments, and hospitals? (Req- SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.31 **Does your shop maintain an internal communication system if the accumulation area is remote? (Req - SQG) (If there is an accumulation area but it is not remote, mark "NA")**  
 Yes       No (SQG- out of compliance)       Don't Know       NA
- 3.32 **Does your shop have a telephone, which can be used to contact emergency response teams? (Req - SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.33 **Does your shop maintain fire extinguishing or other fire control equipment? (Req - SQG)**  
 Yes       No (SQG- out of compliance) -Skip to 3.35       Don't Know
- 3.34 **Does your shop periodically test fire extinguishing/fire control equipment? (Req - SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.35 Is the accumulation area itself secure and protected from storm water? (BMP)  
 Yes       No       Don't Know
- 3.36 Does the hazardous waste storage area employ secondary containment (i.e. spill/leak containment capability)? (BMP)  
 Yes       No       Don't Know
- 3.37 Does the storage area contain ignitable or reactive wastes?  
 Yes       No –Skip to 3.40       Don't Know
- 3.38 **Are ignitable and reactive wastes protected from any materials or conditions that could cause them to ignite or react? (Req- SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.39 Are flammable material drums grounded? (BMP)  
 Yes       No       Don't Know
- 3.40 **Does aisle space allow unobstructed movement of personnel and emergency equipment? (Req- SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.41 Does your shop have a hazardous waste tank?  
 Yes       No –Skip to 3.43       Don't Know
- 3.42 **Are all hazardous waste containers (tanks, drums or pails) labeled and closed? (Req - SQG)**  
 Yes       No (SQG- out of compliance)       Don't Know
3. 42 (a) Does the hazardous waste container have secondary containment, such as a dike or a berm?  
 Yes       No       Don't Know
3. 42 (b) Is the container inspected daily and inspections recorded?  
 Yes       No       Don't Know
3. 42 (c) Does the container have an automatic overfill alarm or overfill protection mechanism?  
 Yes       No       Don't Know

Note: The tank requirements are quite extensive. It is recommended facilities contact DEQ's Northern Virginia Regional Office Hazardous Waste Inspectors at (703) 583-3800.

## **Hazardous Waste Emergency Planning and Training**

If you are a CESQG, refer to Sections 3.2.5 and 3.2.6 in the workbook. If you are a SQG, refer to Sections 3.3.5 and 3.3.6 in the workbook.

- 3.43 **Does your shop have a program that trains employees who handle hazardous waste in proper waste management procedures? (Req - SQGs)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.44 **Does your shop have records indicating that an employee-training program is occurring? (Req-SQGs)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.45 **Does your shop have a sign by the telephone that lists telephone numbers of the local fire department, location of emergency equipment, and the phone number of one of more people who are on standby and who will coordinate an emergency response? (Req-SQGs)**  
 Yes       No (SQG- out of compliance)       Don't Know
- 3.46 Does your shop have a written contingency plan designed to help the shop reduce hazards associated with the possibility of an explosion, fire, or unplanned/accidental release of hazardous materials? (BMP)  
 Yes       No       Don't Know

## **Pollution Prevention**

Refer to Section 3.4 in the workbook. Note: Answer the following questions based on current practices

- 3.47 Does your shop pre-clean parts with mechanical techniques (e.g., a squeegee, rag or wire brush) to reduce use of solvent? (P2)  
 Yes       No       Don't Know
- 3.48 Does your shop use solvent recycler to reuse thinners, gun cleaners, or other solvents? (P2)  
 Yes       No       Don't Know
- 3.49 Does your shop keep spill absorbent material available to clean up spills (P2)?  
 Yes       No       Don't Know
- 3.50 Does your shop store partially used absorbents in closed, labeled containers for reuse? (P2)  
 Yes       No       Don't Know
- 3.51 Does your shop keep containers of liquids, including parts washers, covered and cool to reduce evaporation? (P2, BMP)  
 Yes       No       Don't Know
- 3.52 Does your shop reuse or recycle all used electronics? If the shop does not generate waste electronics, mark "N/A." (P2– for more information go to: <http://www.deq.virginia.gov/ecycling/>)  
 Yes       No       Don't Know       NA
- 3.53 Does your shop label all waste containers to prevent contamination of non-hazardous waste? (P2)  
 Yes       No       Don't Know

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## Section 4: Universal Waste and Used Oil

Please read the entire Universal Waste and Used Oil Section (Section 4) in the workbook before you complete the questions below.

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### Universal Waste

- 4.1 Does your shop dispose or recycle any of the following materials?  
 Yes       No—Skip to 3.56       Don't Know
- 4.1 (a) Check all that apply  
Batteries: \_\_\_ Recycle \_\_\_ Dispose  
UV Lights: \_\_\_ Recycle \_\_\_ Dispose  
Mercury Thermostats: \_\_\_ Recycle \_\_\_ Dispose  
Mercury Switches : \_\_\_ Recycle \_\_\_ Dispose  
Mercury containing fluorescent lights : \_\_\_ Recycle \_\_\_ Dispose  
Other universal wastes - Please specify: \_\_\_\_\_
- 4.1 (b) If you dispose of all of your universal wastes as hazardous waste, please specify items \_\_\_\_\_, and then skip to 4.10.
- 4.2 Are your shop employees aware that these materials need to be disposed or recycled according to requirements for universal wastes?  
 Yes       No       Don't Know
- 4.3 Are all universal wastes stored in closed containers that prevent the release of the waste or waste components? (Req)  
 Yes       No (out of compliance)       Don't Know       NA
- 4.4 **Are all universal waste containers labeled with the type of waste contained? (Req)**  
 Yes       No (out of compliance)       Don't Know
- 4.5 **Are all universal wastes accumulated for no longer than one year from the date generated? (Req)**  
 Yes       No (out of compliance)       Don't Know
- 4.6 **Does your shop maintain records of the generation date for universal wastes? (Req)**  
 Yes       No (out of compliance)       Don't Know
- 4.7 **Does your shop ensure all employees handling universal wastes have been provided information on proper handling and emergency procedures? (Req)**  
 Yes       No (out of compliance)       Don't Know
- 4.8 **Does your shop give all universal wastes to another universal waste handler, a permitted facility, or a foreign destination? (Req)**  
 Yes       No (out of compliance)       Don't Know       NA
- 4.9 Does your shop maintain shipping manifests or other shipping papers for universal wastes?  
 Yes       No       Don't Know

### Used Oil and Fuel Tanks

- 4.10 Does your shop have one or more aboveground storage tanks (ASTs) for used fuel or oil?  
 Yes       No       Don't Know
- 4.11 Does your shop have one or more underground storage tanks (USTs) for used fuel or oil?  
 Yes\*       No       Don't Know
- If the shop has USTs greater than 110 gallons or an AST that is greater than 660 gallons that contains used oil or fuel oil that you are burning for heat, the UST and AST regulations do not apply to you. For more information, contact DEQ at (703) 583-3800, and ask for the UST/AST Tank Program Coordinator.
- 4.12 Does your shop generate used oil?  
 Yes       No-Skip to 3.64       Don't Know
- 4.13 **Are all used oil containers and tanks labeled with the words "Used Oil"? (Req)**  
 Yes       No (out of compliance)       Don't Know

- 4.14 Does your shop send used oil for recycling? (P2, BMP)  
 Yes       No       Don't Know
- 4.15 Does your shop keep manifests or bills of lading for shipments of used oil? (BMP)  
 Yes       No       Don't Know
- 4.16 Does your shop mix used oil with other hazardous wastes?  
 Yes       No       Don't Know
- 4.17 Do you burn used oil that has been generated by your shop?  
 Yes       No       Don't Know       NA
- (a) Do you burn used oil that has been received from household Do-it-Yourselfers (DIYs)? (BMP)  
 Yes       No       Don't Know       NA
- (b) Have you read the used oil factsheet (Appendix 13) that outlines what is required by 40 CFR Part 279?  
 Yes       No       Don't Know       NA
- 4.18 **If you burn used oil in a space heater and you receive the oil from an offsite facility, is the facility an authorized distributor of used oil? (Req)**  
 Yes       No (out of compliance)       Don't Know       NA

### **Pollution Prevention**

- 4.19 Does your shop avoid buying high mercury florescent lamps? (P2)  
 Yes       No       Don't Know
- 4.20 Does your shop take steps to avoid drips and spills of used oil? (P2)  
 Yes       No       Don't Know

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### **Section 5: Solid Waste**

Please read the entire Solid Waste Section (Section 5) in the workbook before you complete the questions below.

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- 5.1 **Does your shop dispose of solid waste separately from hazardous waste? (Req)**  
 Yes       No (out of compliance)       Don't Know
- 5.2 Does your shop have access to municipally provided solid waste pick-up/disposal services in Virginia?  
 Yes       No –Skip to 5.3       Don't Know
- 5.2 (a) Does your shop hire a contractor to pick up and dispose of solid waste or does your shop properly dispose of solid waste yourself?  
 Yes       No       Don't Know
- 5.2 (b) **Is solid waste managed in proper containers (e.g., trash can, dumpster, roll-off)? (Req)**  
 Yes       No (out of compliance)       Don't Know
- 5.2 (c) **Do you have a regularly scheduled collection system for your normal solid waste (non-decaying) that is less than 90 days? (Req)**  
 Yes       No (out of compliance)       Don't Know
- 5.3 Does your shop avoid storing parts or scrap material for long periods (i.e., longer than one year)? (BMP)  
 Yes       No       Don't Know
- 5.4 Are lead acid batteries reclaimed or recycled in one year?  
 Yes       No       Don't Know
- 5.5 Does your shop store between 0-100 tires?  
 Yes       No       Don't Know

5.5 (a) **If 100 or more tires are stored on-site, then does your shop have a tire-storage permit? (Req)**

- Yes       No (out of compliance)       Don't Know

### **Best Management Practices for Pollution Prevention and Waste Reduction (BMP)**

Refer to Section 5.3 in the workbook.

- 5.6 Does your shop keep storage and work areas clean and well organized?  
 Yes       No       Don't Know
- 5.7 Does your shop inspect materials upon delivery, and immediately return unacceptable materials to the supplier?  
 Yes       No       Don't Know
- 5.8 Does your shop keep accurate records of material usage to measure reductions in use?  
 Yes       No       Don't Know
- 5.9 Does your shop assign someone to distribute and keep track of supplies and raw materials?  
 Yes       No       Don't Know
- 5.10 Does your shop locate and repair all leaks to prevent losses?  
 Yes       No       Don't Know
- 5.11 Does your shop practice preventive maintenance to avoid future losses from leaks?  
 Yes       No       Don't Know
- 5.12 Does your shop keep waste streams separate to increase their potential for reuse, recycling, or treatment?  
 Yes       No       Don't Know
- 5.13 Has your shop installed flow meters, flow control devices, and/or shut-off nozzles to cut down on water usage?  
 Yes       No       Don't Know
- 5.14 Has your shop made raw material changes in the last twelve months that reduced or eliminated hazardous materials used in its operations?  
 Yes       No       Don't Know
- 5.15 Does your shop have a first-in first-out policy for product storage areas to prevent materials from becoming outdated? (P2)  
 Yes       No       Don't Know

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### **Section 6: Water Pollution**

Please read the entire Water Pollution Section (Section 5) in the workbook before you complete the questions below.

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6.1 Does your facility have any floor drains in the shop area? - Refer to Section 5.3.1 in the workbook.  
 Yes       No-Skip to 6.2       Don't Know

6.1 (a) Does your shop have any open floor drains?  
 Yes       No-Skip to 6.1(d)       Don't Know       NA

6.1 (b) **Are all open floor drains connected to a public sewer? (Req)**  
 Yes       No\* (out of compliance)       Don't Know       NA

\*If none of the open floor drains are connected to a public sewer, skip to 6.1 (d)

6.1 (c) **Are those open floor drains connected to a public sewer permitted to discharge to the sewer? (Req)**  
 Yes       No (out of compliance)       Don't Know       NA

6.1 (d) Does your shop have any closed floor drains?  
 Yes       No-Skip to 6.2       Don't Know

6.1 (e) **Have all closed floor drains been inspected by US EPA's Underground Injection Control (UIC) Program? (USEPA Req)**  
 Yes       No (out of compliance)       Don't Know       NA

Visit [www.epa.gov/safewater/uic/index.html](http://www.epa.gov/safewater/uic/index.html) for more information on EPA's Underground Injection Control (UIC) Program.

6.1 (f) **Are all closed floor drains properly closed or sealed, according to the UIC Program? (USEPA Req)**  
 Yes       No (out of compliance)       Don't Know       NA

6.2 Is your shop on a public sewer system? (Refer to Section 6.3.2 in the workbook.)  
 Yes       No       Don't Know

6.3 Does your shop generate any industrial wastewater from wet sanding, washing auto body tools and equipment, work area washing, or car washing), or any other containing solvents, thinners, paint strippers, paints, cleaners, degreasers, auto fluids or any other pollutant?  
 Yes       No - Skip to 6.6       Don't Know

6.4 Is industrial wastewater discharged to: (Refer to Section 6.2 in the workbook.)

6.4 (a) An open floor drain to a holding tank that is pumped and sent to a treatment facility for proper disposal?  
 Yes       No       Don't Know

6.4 (b) Bathroom/ kitchen sinks, toilets, showers, shop wash basins, emergency showers, eyewash stations, or other non-industrial drainage outlets?  
 Yes       No       Don't Know

6.4 (c) Storm drains or other runoff outlets (e.g., water runs down the street, water runs off to soil or sand area, or water just puddles up and evaporates)?  
 Yes       No       Don't Know

6.4 (d) Streams, ditches, swales, or wetlands?  
 Yes       No       Don't Know

6.4 (e) Other (specify) \_\_\_\_\_

## Wastewater

6.5 Does your shop discharge wastewater  
 Yes       No       Don't Know

6.5(a) Where does your shop's sanitary wastewater go? Refer to Sections 6.3 and 6.3.3 in the workbook.

- A septic system (i.e., a wastewater treatment or pretreatment system) — Skip to 6.7
- A drywell or other subsurface leaching system (i.e. French drain) — Skip to 6.7
- Direct discharge to a waterway — Skip to 6.7
- A holding tank — Skip to 6.7
- A cesspool — Skip to 6.7
- A sewer system — **Answer 6.6**
- Other (Please Specify: \_\_\_\_\_) — Skip to 6.7

6.5 (b) Does your shop discharge industrial wastewater to any of the receiving points (septic system, drywell, direct discharge to waterway, holding tank, cesspool, sewer system) listed above?

Yes       No       Don't Know

If Yes, please specify: \_\_\_\_\_

## Sewer System

- 6.6 Does your shop have authorization, such as a process wastewater discharge permit, pre-treatment permit, or other proper documentation, from your local sewer authority to discharge process wastewater to the local sewer? (Req)  
 Yes       No (out of compliance)       Don't Know       NA

## Other Wastewater Management Practices

Refer to Section 6.4 in the workbook.

- 6.7 Does your shop discharge only industrial wastewater to the subsurface (underground) by way of a septic system? (Req)  
 Yes       No - Skip to 6.8       Don't Know
- 6.7 (a) Does your shop have Health Department or USEPA approval/permit to discharge industrial wastewater to the subsurface (underground) by way of a septic system? (Req)  
 Yes       No (out of compliance)       Don't Know
- 6.8 Does your shop post signs prohibiting the discharge of industrial chemicals and/or wastewater to bathroom/ kitchen sinks, toilets, showers, shop wash basins, emergency showers, eyewash stations, or other non-industrial drainage outlets? (Req)  
 Yes       No (out of compliance)       Don't Know
- 6.9 Does your shop prevent discharge of concentrated paints, fuels, oils and other vehicle fluids, solvents, thinners, strippers, cleaners (including concentrated soaps), and solid materials generated from sanding operations and other auto body repair preparation materials to Publicly Owned Treatment Works (POTW), underground and surface waters? (Req)  
 Yes       No (out of compliance)       Don't Know
- 6.10 Does your shop use dry cleaning methods, such as sweeping and vacuuming, when cleaning the shop? (P2)  
 Yes       No       Don't Know
- 6.11 Does your shop avoid sweeping, blowing, or washing floor dirt, dust, and/or other debris ("sweepings") down open floor drains, sink drains, or some other access way to water sources? (Req)  
 Yes       No (out of compliance)       Don't Know
- 6.12 Does your shop keep paints, cleaners, and any chemicals or materials that can cause runoff (indoors or otherwise) protected from rainwater? (P2 & Stormwater BMP)  
 Yes       No       Don't Know

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## Section 7: Recycling and Best Management Practices for Recycling (BMP)

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- 7.1 Is your shop recycling any of its waste products?  
 Yes       No       Don't Know  
If Yes, please provide example: \_\_\_\_\_
- 7.2 Is your shop undertaking any reclamation activities?  
 Yes       No       Don't Know  
If Yes, please provide example: \_\_\_\_\_
- 7.3 Has your shop purchased or used recycled products in the last twelve months?  
 Yes       No       Don't Know  
If Yes, please provide example: \_\_\_\_\_
- 7.4 Is your shop claiming that anti-freeze, used oil, oil filters, etc. are not solid waste and are being recycled?  
 Yes       No       Don't Know