

## Section 1: Best Practices

### This Section will:

- List the top ten things you can do to improve your shop through pollution prevention;
- List the “Do’s and Don’ts” for materials you may have in your shop; and
- List suggestions on recycling auto body shop materials.

### 1.1 Pollution Prevention: Simple Ways to Save Money and Protect the Environment

Pollution prevention means reducing waste and reducing the use of pollutants in your shop. Pollution prevention is usually the easiest and cheapest way to protect the environment and maintain a safe, healthy environment for you, your workers, and your neighbors. You can prevent pollution by reducing your use of hazardous materials, handling these materials carefully, and conserving water and energy.

Pollution can waste money and resources. Preventing pollution can help you to:

- Reduce operating costs of your business, including the cost of materials, energy, water, and sewer;
- Reduce waste disposal costs;
- Reduce long-term liability for environmental problems;
- Protect the environment;
- Improve workplace safety and health; and
- Project a positive public image to your customers and neighbors.

#### Top Ten Tips for Improving Your Shop

The following list describes ten very important things you can do to prevent pollution in your auto body shop. If you follow these ten tips, you will be well on your way to having a clean, safe and efficient auto body shop. Be sure you also read the rest of this workbook to understand additional steps you must take to be in compliance with Virginia and federal law.

1. **Choose less toxic and less polluting products.** You can identify the toxic content of your materials by checking the Material Safety Data Sheets (MSDS) and the labels.

Your materials supplier can help you find better materials to use in your shop. Ask your supplier to help you:

- **Eliminate methylene chloride paint strippers.** Methylene chloride is a regulated hazardous waste that can cause cancer and worsen heart problems. The best way to avoid the risks and costs of dealing with methylene chloride is not to use it. Instead, you can remove paint from cars with a ventilated sander. If you have to use a chemical paint stripper, make sure it doesn’t contain methylene chloride.
- **Use low volatile organic compound (VOC) paints.** VOCs are chemicals that evaporate readily into the air from materials like paints and sol-

vents. VOCs contribute to ground level ozone, which is a public health concern (for example, ground level ozone can worsen asthma attacks). See Section 2 (page 2-6) for a table of allowable VOC limits.

- **Use water-based/low VOC cleaners and solvents.**
  - **Consider using waterborne primer and basecoat.** This technology is becoming more common in auto body shops as a way of replacing solvent-based paint systems. Though additional equipment is needed, waterborne coating technology can reduce pollution and make workplaces healthier.
  - **Make sure your yellow, orange, and red tints do not contain lead, lead chromates, or other inorganic metals like cadmium and zinc.** These metals are toxic and should be avoided wherever possible. These metals will be regulated by EPA in the near future.
2. **Manage and store materials carefully.** Keep your shop organized and follow the good housekeeping tips described in this workbook. Only order the amount of materials you need to prevent your materials from expiring or becoming obsolete. It is a good idea to have just one person responsible for ordering materials and keeping track of inventories. Be sure you follow the requirements for hazardous and universal wastes and waste oil described in Sections 3 and 4. These materials cannot be put in the regular trash. It is your responsibility to identify these wastes and handle them properly.
  3. **Reduce your use of solvents.** Use an enclosed spray gun cleaner that recirculates solvent. This type of system reduces solvent fumes, the amount of solvent you need for cleaning spray guns, and the amount of solvent waste you generate. Consider using a solvent recycling still (“thinner recycler”) to reduce the costs of both waste disposal and buying new solvent. Also, do not use solvents to clean your hands or skin. Solvents can soak through your skin and make you sick. Instead, use a commercial soap solution made for paint cleanup purposes. Finally, reduce your use of solvents for cleaning your paint spray booth. If you have to clean up excess paint, scrape off as much as possible, and then use water-based or low VOC cleaners instead of concentrated solvent-based cleaners.
  4. **Minimize exposures to auto body dust.** Sanding dust may contain toxic metals such as lead, lead chromates, cadmium and zinc. Most shops use disc sanders to remove paint/body filler compound from cars, and these sanders create dust that can be dangerous for your workers and neighbors. The best way to minimize exposure to dust is to use a ventilated sander and to do sanding work in an enclosed area with a ventilation system. See Section 2 for more information on how to control dust from auto body work.
  5. **Use High Volume Low Pressure (HVLP) spray guns.** Use High Volume/Low Pressure (HVLP) spraying equipment to make your painting more efficient. HVLP spray guns can achieve a paint transfer efficiency of at least 65%, which means you will use less paint, have less waste, and save money.
  6. **Know where your wastewater goes.** In most cases, there are only two

**TIP:** HVLP spray guns reduce overspray, making them cost-effective and environmentally-friendly.

places where you are allowed to send wastewater from your shop operations: a public sewer or your septic system. In either case, you must make sure that you are meeting the requirements described in Section 6. For example, if you are on a public sewer, you must have permission from your local sewage treatment plant. If you are on septic system you must have an oil/water separator.

Remember there are some things that should never be flushed down a drain, such as flammable materials. Also, if you have a floor drain in your shop, it should have been closed by April 2005, unless you met certain requirements. The requirements for wastewater and floor drains are explained in Section 6 of this workbook.

7. **Train your workers.** Make sure your painters are trained in how to minimize overspray when painting. This will save paint and money, and prevent air pollution. Each year, train workers to safely and properly handle hazardous waste. Workers should understand how to prevent spills by not overfilling containers. Employees should be trained to use funnels with lids that are kept closed when not in use. Workers should also be trained in what to do in case of a spill. Further information can be found in Section 3. Finally, give employees simple incentives to keep their work areas clean and minimize chemical use.
8. **Manage shop towels according to regulation.** You should reduce the amount of paints and solvents on your shop towels as much as possible. Shop towels should either be sent off-site for laundering at a properly licensed commercial laundry facility, or treated and disposed of as hazardous waste. Do not air dry. Put towels in closed container. Do not take towels home and launder.
9. **Consider using paintless dent removal (PDR).** In certain applications, PDR can replace conventional refinishing, thereby reducing waste and pollution. PDR is a purely mechanical process that uses special tools to restore sheet metal back to its original form by removing small dents, creases, and surface imperfections without the need for repainting.
10. **Use energy and water efficiently.** Improving energy and water efficiency will save you money and help protect the environment. Make sure air compressor lines don't leak air or oil. Leaks cost money. Keep garage doors closed to save on heating and cooling costs. Limit your use of wash water wherever possible, as described in Section 5. Also, turn off the lights when they are not in use, and use energy efficient light bulbs and fixtures. Avoid buying light bulbs and tubes with high mercury content, as described in Section 4.



When buying new electrical equipment (e.g., computers or air conditioners), look for the ENERGY STAR symbol, which tells you that the equipment is energy efficient. Consider using spray booths or prep stations that are insulated and recirculate air to avoid the expense of heating so much outside air.

For additional tips on how to prevent excess pollution at your shop, please call

DEQ's Pollution Prevention Program at (804) 698-4344.

## 1.2 Do's and Don'ts for Common Materials in Auto Body Shops

The following list provides suggestions for how to properly manage materials commonly found in auto body shops. The guidelines below are not requirements, but all are recommended practices. Requirements are described later in this workbook.

### **Antifreeze — What to Do**

- Recycle your own antifreeze or use a recycling service.
- Consider keeping antifreeze in two separate, closed containers: one for antifreeze that can't be reused marked "Waste Antifreeze Only," and one for antifreeze that can be reused marked "Usable Antifreeze Only."
- Manage antifreeze recycling waste appropriately. If you recycle antifreeze on the premises, the filters and other recycling by-products may be a hazardous waste.
- If you have waste antifreeze you cannot recycle and you must discard, use licensed disposal contractors.

For more information, call Steve Coe, VA DEQ, at (804) 698-4029, visit [www.deq.virginia.gov/recycle/usedoil.html](http://www.deq.virginia.gov/recycle/usedoil.html).



### **Antifreeze — What NOT to Do**

- Don't dispose of antifreeze to a septic tank or the sewer.
- Don't dispose of antifreeze to a storm drain, or dry well, and never pour antifreeze on the ground.
- Don't mix waste antifreeze with any other waste. Keep it separate.

### **Brake Fluid — What to Do**

- Recycle brake fluid. Brake fluid can be mixed with other used oils for recycling.
- Mark the container "Used Oil Only."

### **Brake Fluid — What NOT to Do**

- Don't put brake fluid down any drain or on the ground.
- Don't spray brake cleaner around brake fluid.

### **Car Batteries — What to Do**

- Send used lead-acid batteries to a battery manufacturer for regeneration or to a battery recycler. If you do, your waste batteries will not be regulated as hazardous waste. Send your batteries for recycling at least every six months. See page 1-10 for more information.
- Store batteries upright in a designed area that is secure and covered. Check often for leaks.

- Mark all batteries with a tag or sign stating “Used Battery.”

**Car Batteries — What NOT to Do**

- Don’t store batteries outside.
- Don’t store used batteries for more than six months.
- Don’t put batteries in the garbage.
- Don’t drain batteries into a drain or on the ground.

**Part; Washer; and Other Solvent Containers — What to Do**

- Consider switching to a less hazardous, non-chlorinated cleaner, e.g. detergent or citrus based cleaner. Consider using dry ice for cleaning. Dry ice freezes dirt and the dirt comes right off.
- Keep the container closed when not in use to avoid evaporation. Keep different types of solvents in separate, labeled, closed containers.
- When spent, label the container “Hazardous Waste – Spent Solvents.”
- Accumulate all sludge and “pucks” from cleaning solvent containers in a closed, labeled container and dispose of as hazardous waste.
- Consider purchasing your own solvent still and recycling solvent onsite. (Sludges, filters and still bottoms generated from onsite solvent recycling are hazardous waste.)
- Make sure solvent is actually too dirty to use anymore before it is exchanged for new solvent.
- If you recycle onsite, keep a log of dates, recycled amounts and batch make-up amounts.
- Install a filter on your parts washer to greatly increase the life of the solvent (but remember to dispose of the filters as a hazardous waste).

**Part; Washer; and Other Solvent Containers — What NOT to Do**

- Don’t use chlorinated solvents for any kind of cleaning or clean-up in your shop. If you do, you may be subject to additional air and waste regulations.
- Don’t dispose of spent solvent or cleaner down any storm drain, septic system, dry well, sewer, or on the ground.
- Don’t evaporate solvents as a means of disposal.
- Don’t put sludge from your cleaning solvent containers into the trash, or on the ground.
- Don’t mix solvents with any other waste.
- Don’t keep or handle solvents near used oil.

**Freon (CFCs) — What to Do**

- Recycle waste Freon on the premises using EPA certified recycling or recovery equipment.
- Keep records of the dates and amounts of onsite Freon recycling.
- Manage filters from Freon recovery equipment as hazardous waste.

**Freon (CFCs) — What NOT to Do**

- Don't evaporate, or vent Freon. This is illegal.
- Do not mix different types of refrigerants.

**Paint — What to Do**

- Mix paint only as needed and only as much as needed. Use digital scales if possible.
- Reuse paint recycling sludge as a rough coat for other applications, such as undercoating.
- Apply tinted primers to reduce basecoat usage.
- Separate waste paint and paint sludges from waste thinner.
- Reduce paint cup size on spray guns to reduce amount of wasted paint.

**Paint — What NOT to Do**

- Mix waste paint with other waste.

**Paint Solvents and Thinners — What to Do**

- Place all waste paint solvent in a drum labeled "Waste Paint Solvent" and "Hazardous Wastes."
- Make sure solvent is actually too dirty to use anymore before placing in waste container.
- Consider purchasing a spray gun cleaning unit that recirculates solvent. This reduces the amount of solvent used and the amount of waste solvent generated.
- Consider purchasing your own solvent still and recycling solvent onsite for re-use. If you recycle onsite, keep a log of dates, recycled amounts and batch make-up amounts. (Still bottoms and sludges are hazardous waste, but this approach can substantially reduce the amount of hazardous waste you generate.)
- Decant waste thinner for reuse as a precleaning solvent for spray guns and other equipment, then use a small amount of fresh solvent for final cleaning. Paint thinner life may be prolonged by using multiple cleaning steps, which may reduce spoilage of "clean" thinner baths. Waste thinners may also be recycled for use as a precleaning step for parts cleaning.
- Keep the container closed when not in use to avoid evaporation.
- Keep different types of solvents in separate, labeled, closed containers.

**Paint Solvents and Thinners — What NOT to Do**

- Don't dispose of spent solvents to drains, the air, or the ground.
- Don't mix paint solvents with other waste.
- Don't evaporate solvents as a means of disposal.
- Don't place sludges from solvent stills in the garbage.

**Paint Spray Booth Filters — What to Do**

- Always use spray booth filters. Reusable metal or Styrofoam paint booth fil-

ters are best.

- Always make sure that the filters are installed properly and cover all openings.
- Consider using cheaper pre-filters to prolong the life of filters.
- Change filters only when needed.
- If you use paints with heavy metals, such as lead, lead chromates, cadmium, or zinc, make a hazardous waste determination so you know whether you have to dispose of spray booth filters as hazardous waste. See Section 3 for more information.
- Non-hazardous filters can be disposed with the solid waste if okay with your waste hauler.

### **Paint Spray Booth Filters — What NOT to Do**

- Don't use a spray booth without a filter.
- Don't use a spray booth with the wrong type of filter.
- Don't dispose of spray booth filters used with paint containing heavy metals until you have made a hazardous waste determination.
- Don't use clogged spray booth filters—they will result in increased emissions to the atmosphere and significant cost increase for paint.

### **Shop Towels — What to Do**

- Use cloth towels that can be cleaned and reused.
- Use less hazardous cleaning solvents (ones without chlorinated compounds) when possible.
- Use a commercial laundry/recycling facility that is able to process these types of towels. Do not take home to launder.
- Keep waste shop towels in a closed container marked "Contaminated Shop Towels Only."
- Dispose of towels as hazardous waste, if they are paper, or nonreusable.

### **Shop Towels — What NOT to Do**

- Don't throw dirty towels into trash receptacle.
- Don't saturate towels. If you do, wring them out and reuse the liquid or dispose of the liquid properly.
- Don't use disposable paper towels or rags if you can avoid it.
- Don't dispose of solvents by pouring into containers of used shop towels.

### **Spray Cans — What to Do**

- Consider phasing out spray cans.
- When you are using up a spray can, turn it upside-down to keep the nozzle from clogging.
- Use an entire spray can before starting another.
- If a spray can malfunctions (for example, the tip breaks off), handle as haz-

ardous waste, or consider returning it to your supplier.

- Empty spray cans are considered hazardous waste unless punctured (in a commercially available spray can puncturing device) and the empty cans are recycled as scrap steel/metal.
- Any filters associated with a spray can puncturing device may be hazardous waste.
- The liquids collected within the spray can puncturing device or associated container may be hazardous waste.

### **Spray Cans — What NOT to Do**

- Don't throw any spray cans into trash receptacle.
- Don't empty the can by just spraying it into the air without actually using the product.

### **Fuel Filters — What to DO**

- Accumulate used fuel filters in a separate, marked, fireproof container.
- Determine through testing if your fuel filters are hazardous waste, and dispose of them accordingly.

### **Fuel Filters — What NOT to DO**

- Put used fuel filters in the trash, unless they have been tested and found to be nonhazardous.

### **Transmission Filters — What to Do**

- Remove oil by draining for 24 hours.
- Keep drained filters in a container marked "Used Transmission Filters Only" and locate an oil filter recycler who will take them.
- Put oil drained from filters in your "Used Oil Only" container.

### **Transmission Filters — What NOT to Do**

- Don't put any filters in the trash.

### **Used Engine Oil, Transmission Fluid and Other Oil; — What to Do**

- Keep used oil in a separate container marked "Used Oil Only."
- Place your container in a secure area and train your workers to keep it secure.
- Make sure used oil is tested to be "on spec" if you receive (or give) oil for burning from another business.
- Keep records of used oil testing and shipments.
- Used oil can be burned in a space heater that is on-site and owned by the generator. Burning only their own generated used oil or oil from off-site that meets the specifications established under 40 CFR Part 279 is permitted.
- If you have waste oils and fluids you cannot recycle and you must discard, use licensed disposal contractors.



For more information, contact Steve Coe at (804) 698-4029, or visit [www.deq.virginia.gov/recycle/usedoil.html](http://www.deq.virginia.gov/recycle/usedoil.html)

### **Used Engine Oil, Transmission Fluid and Other Oils — What NOT to Do**

- Don't dispose of used oil to a storm drain, septic tank, dry well, sewer or trash receptacle.
- Don't contaminate used oil by mixing it with even small amounts of brake cleaner or carburetor cleaner. This could turn the whole load into a hazardous waste.
- Don't pour used oil on the ground, even for dust suppression.
- Don't mix used oil with incompatible wastes such as used antifreeze.
- Don't mix your used oil or "do-it-yourselfer" used oil with any other waste if you plan to burn it in your shop for heating.

### **Used Oil Filters — What to Do**

- Remove oil by puncturing filter and draining for 24 hours.
- Keep drained filters in a separate container marked "Used Oil Filters Only."
- Put oil drained from filters into your "Used Oil Only" container.
- Send drained oil filters to recycling center, or test.



For more information, contact Steve Coe at (804) 698-4029, or visit [www.deq.virginia.gov/recycle/usedoil.html](http://www.deq.virginia.gov/recycle/usedoil.html).

### **Used Oil Filters — What NOT to Do**

- Don't put any filters in the trash.

### **Wastewater — What to Do**

- Avoid contaminating water with shop waste. Close off all drains leading to storm sewers, dry wells, or septic systems.
- Get permission from your local sewer utility before any wash water enters the sewer.
- Use dry methods, like sweeping and vacuuming, to clean your shop floor.
- Catch leaks before they hit the floor, and place in an appropriate waste container.
- Clean up small, non-hazardous spills immediately with absorbent. Sweep and save for reuse until absorbing ability is gone.
- Use absorbent pads and wring out to appropriate waste container when saturated.

### **Wastewater — What to NOT Do**

- Don't use absorbents to clean up hazardous wastes (like chlorinated solvents) and then dispose to the trash. These absorbents must be properly disposed of as hazardous wastes.
- Don't let wastewater go to an outside, or inside storm drain, or to a dry well.

## 1.3 Recycling Auto Body Shop Materials

State and federal requirements for recycling relate only to servicing air conditioners. Other recycling practices can save you money, while helping protect the environment.

### Requirements for Recycling

You must recycle Freon (chlorofluorocarbons, or CFCs) from air conditioning units:

- Recycle refrigerant for reuse on-site or send recovered refrigerant to an EPA-approved reclaimer.
- Use EPA-approved equipment for recycling. For more information and detailed fact sheets, call EPA Stratospheric Ozone Hotline at 1-800-296-1996.
- Review additional requirements for handling Freon/CFCs in Section 2.8 (pages 2-12 and 2-13) of this workbook.



### Additional Good Ideas for Recycling

- **Consider purchasing a solvent recycler.** If your shop generates large quantities of spent spray gun cleaning solvent, then you may be losing money if you don't have a solvent recycling system. For example, suppose your shop generates 15 gallons per week (780 gallons per year) of waste solvent with \$5 per gallon purchase cost and \$9 per gallon disposal cost. Then a \$3,700 solvent recycling system (with a 90% recovery rate) would save you more than \$5,000 in the first year alone. Using a solvent recycler may also help you reduce your hazardous waste use, which may give you a better hazardous waste generator status with fewer regulatory requirements. See Appendix 13 for Loan Fund information.
- **Recycle/reuse antifreeze.** You can filter and reuse antifreeze yourself, or send it off to a recycling service. Remember that filters and other recycling by-products may be hazardous waste.
- **Recycle car batteries.** You can often get paid a small sum (about \$5) for each battery you recycle. If you recycle batteries, they will not be considered hazardous waste. You must make sure you store your batteries correctly (in a secure, covered location) and check them for leaks. Send them off to a reclaimer at least every six months.
- **Recycle used oils and oil filters.** You can obtain information about oil recycling from the National Oil Recyclers Association (NORA) at (703) 753-4277, or visit [www.noranews.org](http://www.noranews.org). Contact Steve Coe at (804) 698-4029, or visit [www.deq.virginia.gov/recycle/usedoil.html](http://www.deq.virginia.gov/recycle/usedoil.html).
- **Recycle fluorescent and high-intensity discharge lamps.** For more information, see Section 4: Universal Waste and Used Oil and Appendix 11: List of Recyclers for Fluorescent Lamps and Ballasts.
- **Recycle computer systems and monitors, or donate for reuse.** Computer systems and monitors contain components that must be managed as hazardous waste if they are disposed of. Contact Steve Coe at (804) 698-4029, or visit





[www.deq.virginia.gov/ recycling/](http://www.deq.virginia.gov/ recycling/) for more information about organizations and companies that may recycle or reuse your computer systems and monitors. Your donation may be tax deductible.

- Recycle metals, plastics, glass, paper and cardboard. You might want to use a trash compactor to compress cardboard and waste paper for offsite recycling.
- Purchase used materials or items made of recycled material.

## 1.4 Energy Efficiency

Saving money is important to all businesses, but especially small businesses. One strategy for maintaining a competitive business is energy management. Managing your energy usage can help decrease energy demand and pollution generation, while saving your business money.

Helping the environment is great. Increasing your bottom line is even better. The following Energy Conservation Good Ideas will help you to conserve Virginia's precious natural resources AND increase your profits.

### **Energy Conservation Good Ideas**

- Keep garage doors closed to save on heating and cooling expenses.
- Repair leaks and properly maintain compressed air systems. Leaks cost money.
- Use spray booths or prep stations that are insulated and recirculate air to avoid the expense of heating outside air.
- Turn off lights and equipment when they are not in use.
- Use programmable thermostats or adjust thermostats when a space is unoccupied.
- Use fans to improve air circulation and employee comfort, instead of turning that thermostat down another degree. Each degree of higher temperature can save you about 3 percent on cooling costs.
- Replace incandescent light bulbs with compact fluorescent bulbs. Compact fluorescent bulbs cost about 75 percent less to operate, and last about 10 times longer. They also run cooler, lowering air conditioning expense.
- Consider upgrading your fluorescent lighting system. Up-to-date fluorescent lights with electronic ballasts use less power and avoid the hum and flicker of older systems.
- Clean or replace air filters in your heating and cooling systems, every three months, or monthly during peak heating and cooling periods.
- Caulk and weather-strip windows and exterior doors to prevent leaks.
- Install motion-sensor lighting in areas used infrequently, such as bathrooms or break rooms.
- Buy ENERGY STAR qualified office equipment, HVAC systems, refrigerators, and other products when needed. For a complete listing of products, visit [www.energystar.gov/products](http://www.energystar.gov/products).

- Partner with the ENERGY STAR for Small Business program. It's free and they provide you with unbiased information and support. (It also projects a great image to your customers!) Visit [www.energystar.gov/smallbiz](http://www.energystar.gov/smallbiz), for more information.
- Get help from the DEQ's Virginia Information Source for Energy (VISE) Program. Visit [www.deq.virginia.gov/p2/vise/homepage.html](http://www.deq.virginia.gov/p2/vise/homepage.html), or call Keith Boisvert, VA DEQ, at (804) 698-4225 to find more energy saving advice.



## 1.5 Housekeeping for Auto Body Shops

### Do:

- Keep your floor clean and dry.
- Collect all unused paints for reuse or proper disposal.
- Make sure spill clean-up equipment is well marked and easily available at all times.
- Prevent spills from reaching the floor.
- Use secondary containment for all chemicals, including paints, thinners, strippers, cleaners and automotive fluids. This means that if the waste container leaks, there will be a second container to hold the spill.
- Install drip pans and trays throughout the shop, e.g., under vehicles and wherever liquids are transferred.
- Clean up spills immediately:
  - **For small spills**, use rags to clean small spills. Workers should carry rags for that purpose then properly dispose or launder the used rags.
  - **For larger oil spills**, Use a "hydrophobic mop" if available (one that only absorbs oil, not water). Transfer used oil to a drum for recycling.
  - **For larger antifreeze spills**, Use a cloth mop to mop up any antifreeze. Transfer antifreeze to a drum for recycling. Use rags to dry the floor; once floor is dry, then wet mop.
- Use less water:
  - Consider using a wastewater collection system to collect and recycle car wash water.
  - Make sure hose bibs are water-tight, and water is not leaking from valves or fixtures.
- Keep good records

**TIP:** to clean an oil spill, use a hydrophobic mop that absorbs oil, but repels water. Use cotton mop for a coolant spill, and a third mop for water clean-up.

### Don't:

- Don't hose down work areas. Hosing creates a lot of extra industrial wastewater.
- Don't leave sprayers or hoses running when not in use.

## 1.6 Reporting Releases of Petroleum Products or Chemicals

The State of Virginia requires that your shop report any releases to the environment of petroleum products and chemicals, like the solvents contained in paint thinner and paints. You can report releases by calling the DEQ Pollution Response Program Representative in the Northern Regional Office at (703) 583-3864.

**When you are finished reading this section, you should be able to answer the following questions on the Body Self-Certification Form:**

Self-Certification Package  Checklist Section 1 Environmental Releases	1.1 Has your shop had any releases of petroleum products or chemicals in the last 12 months?  1.2 If your shop has had any releases of petroleum products or chemicals, have you reported them to DEQ?
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Any petroleum product, chemical, paint, or paint thinner that leaks into surface water or groundwater must be reported. This includes releases to asphalt or concrete surfaces that drain to storm sewers or surrounding soil. Small discharges or releases inside a building are exempt from reporting if the discharge does not immediately or eventually result in a release to the outside environment. That means small spills of paint, paint thinner or petroleum products inside a building, appropriately cleaned up, are exempt from reporting.

### Requirements for Reporting Releases

You must report all releases of petroleum products and chemicals to the environment.

- If you have a spill or discharge of a petroleum product from an Underground Storage Tank (UST) or an Above Ground Storage Tank (AST) that is 25 gallons or less which does not reach state waters and the spill is cleaned up immediately, you must keep a written record the spill. If it reaches state waters and is less than 25 gallons and does not cause a sheen on the surface of the water, it must be cleaned up with in 24 hours.
- If you have a spill of solvent in your shop that is less than 1000 lbs, which does not contact a drain, you should clean it up immediately, taking necessary precautions for your employees (protective gloves, inhalation protection, etc). You should also keep a record of the spill: name of solvent, quantity, location of spill, time and date.
- If your spill is above the limits indicated above or you are not sure, then you should call the DEQ Northern Regional Office at (703) 583-3864 and report the substance and approximate quantity spilled.



### Spill Prevention

Prevent spills from reaching the floor by:

- Using secondary containment for all chemicals, including paints, thinners, strippers, cleaners and automotive fluids. This means that if the waste con-

tainer leaks, there will be a second container to hold the spill.

- Installing drip pans and trays throughout the shop (e.g., under vehicles and wherever liquids are transferred).
- Use funnel drum covers to minimize spills when transferring liquid.
- Install bulk, pressurized, overhead fluid delivery systems.