CCAR's "*Green*Link Shop"

Established Environmental and Safety Excellence for Automotive Repair

The Coordinating Committee For Automotive Repair (CCAR®), as an extension of its "CCAR-*Green*Link®" Environmental Compliance Assistance Center and "S/P2" (Safety and Pollution Prevention) E-learning Program, has developed the **"*Green*Link Shop"** recognition to promote consumer confidence in their local automotive repair facilities' environmental and safety awareness and stewardship. Businesses must attain a standard of excellence in environmental, health and safety (EHS) operations – including employee training and shop management - to earn the **"*Green*Link Shop"** recognition.

The **"*Green*Link Shop"** program encompasses four categories: Business Operations, Employee Training, Safety Compliance, and Environmental Management. Together, these criteria provide a basic framework of expectations by which **"*Green*Link Shops"** are guided.

Application – Collision Repair

Facility Name _____

Contact Person _____

Street Address _____

City/State/Zip Code _____

Telephone _____

E-mail Address _____

URL _____

Is this a GEICO Auto Repair Xpress® (ARX) facility? o **Yes** o **No**

Is this facility a customer of Sherwin-Williams Automotive Finishes? o **Yes** o **No**

Business Operations (check one for each item)

✓ **EPA "ENERGY STAR" qualified office equipment is used and/or purchased when replacing existing equipment.**

Incorporate cost-effective energy efficiency techniques into regular business practices. Pollution prevention opportunities exist for general business practices that can reduce energy use and save the facility money, as well as furthering the environmental stewardship of a business. Simple, but proven, energy-efficient recommendations include:

- Compact Fluorescent Light (CFL) bulbs, which can be recycled with other fluorescent bulbs generated at the facility
- LED exit sign lighting
- Programmable thermostats
- Motion-sensitive lighting to automatically turn lights off in empty rooms
- Used oil furnace (where state/local regulations allow)
- EPA "ENERGY STAR" copier, fax machine, computer monitors, and other office equipment

o **Yes** o **No**

✓ **Appropriate signage displayed at the shop includes signs and posters and that convey safety information to employees and customers.**

Example:

The OSHA "Job Safety and Health: It's the Law" poster (OSHA 3165) is available for free from the OSHA Office of Publications. Employers do not need to replace previous versions of the poster, however, all covered employers are required to display and keep displayed, a poster prepared by the Department of Labor informing employees of the protections of the Occupational Safety and Health Act P.L. 91-596, December 29, 1970 and its amendments. **To order a free copy of the poster in English or Spanish go to:** http://www.osha.gov/Publications/poster.html

o **Yes** o **No**

✓ **Has the shop been cited for environmental or safety violations in the past three years?**

An important aspect of being a good environmental and safety steward is awareness, coupled with preventive actions. Through the **"*Green*Link Shop"** program, customers, suppliers and other vendors to participating collision repair facilities may have confidence in their commitment to "doing the right thing."

o **Yes** o **No**

Either answer is acceptable, if the violation has been cured or remediated.

Employee Training (enclose copy of S/P2 certificates)

✓ **Employees are trained annually for awareness and best practices using CCAR's "S/P2" Safety & Pollution e-learning program.**

To qualify as a **"*Green*Link Shop,"** each shop must have **at least one employee** complete the three parts – Safety course, Pollution Prevention course and Supervisor's course – that comprise the S/P2 program, and have **all other shop employees** complete the Safety and Pollution Prevention courses.

- **Submit copy of S/P2 Certificates of Completion for at least one employee at this facility that has completed all three courses**

Safety Compliance (check one for each item)

✓ **Utilization of basic personal protective equipment including goggles, gloves, hard hats, safety shoes, safety clothing, and safety shields when required.**

o **Yes** o **No**

✓ **OSHA approved 15-minute eye wash station(s) readily accessible near corrosive materials.**

o **Yes** o **No**

✓ **Readily available, appropriately typed and fully charged fire extinguishers.**

o **Yes** o **No**

✓ **A stocked first aid kit is maintained on-site.**

o **Yes** o **No**

- ✓ **Spill kit(s) is maintained on-site.**

  o **Yes** o **No**

- ✓ **A safety program in which a particular individual is in charge of regularly scheduled safety meetings and safety inspections.**

  o **Yes** o **No**

- ✓ **Compliance with applicable OSHA requirements pertaining to Material Safety Data Sheets (MSDS), right-to-know, and employee safety.**

  o **Yes** o **No**

- ✓ **Establish and maintain a Material Safety Data Sheets (MSDS) program.**

  o **Yes** o **No**

- ✓ **Conduct monthly safety training as recommended by OSHA.**

  o **Yes** o **No**

Environmental Management

- ✓ **Completion of the EPA "Consolidated Screening Checklist for Automotive Repair Facilities"**

  The U.S. Environmental Protection Agency (EPA) has developed the "Consolidated Screening Checklist for Automotive Repair Facilities Guidebook" as a public service to the automotive service and repair industry. EPA's Office of Compliance, through various meetings with industry representatives, facility owners, and technicians, determined there was a need for compliance assistance to automotive repair shops to help them attain or remain in compliance with applicable federal environmental regulations. The checklist and guidebook highlight important or key environmental requirements as they apply to the various federal environmental programs.

  To qualify as a **"*Green*Link Shop,"** a completed copy of the Consolidated Screening Checklist must be submitted to CCAR. [Please click on the above link to download a copy of the checklist.] All information will remain confidential.

  - o **Submit a completed EPA Consolidated Screening Checklist (two pages)**

Compliance with NESHAP Standards (check one for each item)

On January 9, 2008, EPA issued the final rule for 40CFR63 Subpart HHHHHH of the National Emission Standards for Hazardous Air Pollutants (**NESHAP**) for *Paint Stripping and Miscellaneous Surface Coating Operations at Area Sources*. The purpose of this rule is to reduce emissions of lead, nickel, cadmium, chromium and manganese. These chemicals are designated hazardous air pollutants known or suspected to cause cancer and other adverse health effects and can be found in paint used in the automotive refinishing industry.

This rule will impact automotive body shops painting operations that use paint that contain Hazardous Air Pollutants (HAPs). The NESHAP 6H Rule encompasses all of the aspects of environmental regulations for auto body shops. The **"*Green*Link Shop"** program standards meet the new regulatory burden:

✓ **Paint Booth Air Emissions Permit Required**

All spray-applied painting must be conducted in a paint booth. Spray-applied painting outside of a paint booth is prohibited. Air emission from a paint booth is a regulated activity that requires an Air Quality permit from the state agency.

o **Yes** o **No**

✓ **98% Efficient Exhaust Filters and Other Paint Contaminated Waste are managed correctly**

All exhaust filters used in the paint booths will have to be at least 98% efficient and will be required to have documentation that they meet this efficiency. Any waste contaminated with paint or overspray is potentially hazardous waste due to the HAPs present in paint. These wastes require hazardous waste identification using TCLP analysis prior to choosing a disposal option. If non-hazardous per test result, the waste may be managed in accordance with state solid waste rules. If Hazardous, the waste must be disposed of through an EPA-approved hazardous waste management company and logged on the monthly Hazardous Waste Inventory Log.

o **Yes** o **No**

- ✓ **Gun wash solvent for paint gun cleaning and waste paint is managed as hazardous waste**

  Paint guns are required to be cleaned by hand or in a fully enclosed gun washing machine. Atomizing solvent through the paint gun for cleaning purposes will no longer be allowed, unless it is in a fully enclosed gun washing machine. Waste paint thinner is an ignitable hazardous waste solvent, and once spent, it must be managed as a hazardous waste along with any waste paint generated. Hazardous waste must be disposed of through an EPA-approved hazardous waste management company and logged on the monthly Hazardous Waste Inventory Log.

  o **Yes** o **No**

- ✓ **All coatings will be required to be applied using HVLP spray guns or other technologies.**

  Acceptable type spray gun technology includes; High Volume, Low Pressure (HVLP); Electrostatic; Airless; or Air-Assisted Airless. High transfer-efficient spray equipment, such as HVLP spray guns, has successfully reduced the amount of sprayable material used while providing a high quality finish.

  o **Yes** o **No**

- ✓ **Train Painters to Reduce Air Emissions**

  The one requirement that may have the most long-term impact is that all painters will be required to go through a specific training program every five years. The training must cover; Spray gun equipment selection, set up, and operation; **Routine booth and filter maintenance**, **filter selection and installation**; **compliance with the rule**; and **best spray technique to improve transfer efficiency and minimize overspray**. Simply stated good spray technique includes:

  1) Choose the appropriate fluid tip for the coating to be sprayed by determining the flow rate.
  2) Choose the appropriate air cap, which is dependent on the fluid tip size and the air consumption of the gun. It is also important that the orifices remain free from obstruction to assure proper atomization and spray pattern uniformity.
  3) Set the air pressure at the lowest possible setting that will provide the required degree of atomization.
  4) Vary the size of the fan pattern with the size and configuration of the surface to be coated.
  5) Always hold the spray gun perpendicular to the surface to be coated. Never arc the spray gun except when coating extremely large panels that exceed the length of the painter's reach and when performing panel spotting or blending operations.

6) Hold the spray gun 6 - 8" from the substrate using a 50% overlap for each pass, feathering the trigger at the beginning and end of each stroke at a comfortable pace.
7) Always paint small and medium size panels without breaking the stroke. With larger panels, use a 4-5" overlap of the strokes, arcing the gun at the end of each pass. When spotting or blending a panel, keep the blend as small as possible. To help insure proper coverage of edges while reducing overspray, spray the outer boundaries of the panel first. This technique, called ***banding***, allows the painter to maintain adequate coverage at the edges of panel without extending the spray stroke beyond the end of the panel surface.
8) Use color hiding power labels to determine the thickness of the applied paint film. These markers will also indicate when adequate coverage has been achieved.

o **Yes** o **No**

If "Yes," provide copy of training log or certificate of completion.

✓ **Notification to EPA of compliance with the NESHAP 6H Rules**

Most state Air Quality Agency are managing the new NESHAP 6H rule which requires Initial Notification by January 11, 2010 that the shop is governed by the new rule and Final Notification by March 11, 2011 that all requirements have been met.

o **Yes** o **No**

If "Yes," to what agency was notification sent? **_____**

✓ **Wastewater from Wash Bay**

Sump sludge from wash bay floor drains may contain toxins introduced from the vehicles. TCLP testing is the best method to determine toxicity.

o **Yes** o **No** o **Not Applicable**

- ✓ **Refrigerant is evacuated from each vehicle in accordance with applicable regulations, or contracts for refrigerant removal with a licensed vendor.**

  Section 609 of the Clean Air Act requires service practices that maximize the recycling of chlorofluorocarbons (CFCs) during the service of air conditioning equipment. The regulations also set certification requirements for equipment, restricted the sale of refrigerants, and established safe disposal requirements.

  o **Yes** o **No** o **Not Applicable**

- ✓ **Identify all hazardous waste through appropriate analytical laboratory testing or verify documentation of thorough knowledge as non-hazardous waste. Maintain a Hazardous Waste Inventory Log.**

  Every business must determine whether its wastes are hazardous or non-hazardous. Proper waste characterization is essential in determining applicable waste handling and disposal options.

  o **Yes** o **No**

Fee

$75.00 per shop – valid for two years

o **Check Enclosed (payable to "CCAR")**

o **Credit Card (MasterCard, Visa, American Express, Discover)**

Card Number _____

Expiration Date _____

CSV Code _____

Name on Card _____

Billing Address _____

_____

CERTIFICATION

The undersigned hereby represents and warrants that all of the information provided in this application is true, correct and complete. The undersigned permits CCAR to publish information regarding the undersigned in various formats, including an online directory. Please note that your signature on this application also grants CCAR the right to perform an onsite compliance inspection for attainment of the application criterion.

By (signature): _____

Name (please print): _____

Title (please print): _____

Submit completed application, fee and supporting documentation to:

CCAR
Attn.: GreenLink Shop
P.O. Box 26741
Overland Park, KS 66225-6741