BAY AREA
GREEN BUSINESS PROGRAM

Resource Conservation & Pollution Prevention Checklist for Auto Body

Business _____
Contact _____ _____
Phone _____ _____
Address _____ _____
_____ _____
Email _____ _____
Fax _____ _____
Web _____ _____

Common Questions

Why should my business get certified as a Green Business?

- Saving energy, water and raw materials saves you money. Sending less trash to the landfill saves you money, too.
- Developing a positive, proactive relationship with local compliance inspectors can help you avoid liability, fines and other sanctions.
- The Program promotes Green Businesses to the public and other businesses (again, for free)!
- Your company's community image is enhanced through Green Business certification.
- Your employees will enjoy a safer workplace and will have one more reason to take pride in working for you.
- The Green Business Program offers you free, convenient, time-saving assistance.

Do I get credit for the good things I'm already doing?

Yes! In fact, your company may already qualify. These Standards are designed to fit most businesses, **but** if certain measures are not applicable or feasible for your facility and operations, you may request an exemption or demonstrate alternative measures.

Do I have to do everything on the checklist to become a Green Business?

No, there are many ways to qualify. You must meet the minimum standards in each category. Beyond that, you may use the checklist to identify "next steps" to becoming even greener.

What if I haven't had an energy, water or solid waste audit already?

The Green Business Program can arrange an audit for you as part of your certification.

How do I get started?

Read the checklist and check all boxes that apply. Call xxxxxxxxxxxx, Green Business Coordinator, at xxx/xxx-xxxx with any questions.

Is there a fee to be certified as a Green Business?

No, Green Business certification is free!

GREEN NOTE:
Going Green Counters Climate Change
Climate Change results from increases in greenhouse gases, like carbon dioxide and methane, trapping heat that would otherwise escape the atmosphere. You can reduce this build-up (and your carbon footprint) by being green! Our checklist has many climate-friendly measures, such as:

- ***Conserve energy*** *with fluorescent lights and Energy Star equipment.*
- ***Reduce waste*** *at the landfill (and methane gas emissions)—recycle, compost and buy products with recycled content.*
- ***Conserve water*** *(and the energy to deliver it) with low-flow toilets and drought tolerant plants.*
- ***Invest in renewable energy*** *with renewable energy credits and solar panels.*
- ***Conserve fuel*** *by taking public transit, your bike or a high MPG vehicle.*

General Standards for All Businesses

Certification

To be certified a Green Business you must:

1. Comply with all environmental regulations applicable to your business. Please ask staff about this.
2. Implement a variety of measures to save energy, water and other materials, and reduce waste. **This checklist walks you through this step!**
3. Allow site visits to verify that your business meets the above two steps.
4. Pledge to continue these terrific efforts to prevent pollution and conserve resources (including environmental compliance).

Green Businesses practicing resource efficiency are assuming stewardship for the Earth and its resources, with the goals of achieving a successful business operation, a healthy bottom line, and sustenance of the environment and its inhabitants. A Green Business not only conserves resources but educates employees and customers about resource conservation.

Measures

The following general measures are required for all businesses:

☐ Track water and energy usage and solid and hazardous waste generation.

☐ Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Program. For example, incorporate Green Business into:
- ☐ Performance appraisals, job descriptions, training programs, employee orientations
- ☐ Staff meeting discussions
- ☐ Your employee reference materials
- ☐ Your company newsletter or bulletins
- ☐ Your company suggestion and reward programs
- ☐ Other: _____

☐ Inform your customers about your business' environmental efforts and what you are doing to meet the green business standards. For example:
- ☐ Post the Green Business logo, certification and pledge in a visible location.
- ☐ Post reminders listing steps you are taking to be a Green Business.
- ☐ Offer tours that highlight your Green Business successes.
- ☐ Offer customers "green" service or amenities options.
- ☐ Highlight your Green Business efforts and/or certification on your website, and link it to the GBP home page.
- ☐ Other: _____

☐ Assist at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program.

Solid Waste Reduction & Recycling

Measures

1. Look in your garbage dumpster annually to see if there are items that could instead be reused by someone else or recycled.

2. REDUCE waste in 5 ways:

- ☐ Replace single use paper car seat/floor cover protectors with reusable cloth covers from a laundry service or reusable plastic covers.
- ☐ Use refillable and pressurized spray cans (e.g., brake cleaners, lubricants, engine degreasers).
- ☐ Buy products in bulk (oil or antifreeze) or that are concentrated, durable, repairable, and/or recyclable, making sure that you need all you are ordering.
- ☐ Discourage the printing of emails.
- ☐ Set copier/printer defaults to double-sided.
- ☐ Practice efficient printing and copying by using the size reduction feature—print two pages of a document or book onto one page.
- ☐ Use computer fax modems that allow faxing directly from computers without printing.
- ☐ Eliminate fax cover sheets by using "sticky" fax directory notes.
- ☐ Eliminate unnecessary forms, redesign forms to use less paper, or switch to electronic forms.
- ☐ Use a bulletin board or routing lists for memos and journals to reduce printed copies.
- ☐ Reduce all unwanted mailings:
  - Eliminate duplicates by returning labels requesting all but one be removed.
  - Reduce junk mail. Guidance and a PDF kit are at http://stopjunkmail.org Reduce catalogs at www.catalogchoice.org
  - Eliminate duplicates in your own mailing lists.
- ☐ For new software, order only the number of manuals needed. Do the same with phone books. Encourage employees to share.
- ☐ Design marketing materials that require no envelope – simply fold and mail.
- ☐ Buy products in returnable or reusable containers.
- ☐ Work with vendors to minimize packaging.
- ☐ Eliminate the use of non-recyclable packaging, such as Styrafoam.
- ☐ In the lunch/break room, replace disposables with permanent items (e.g., mugs, dishes, utensils, towels/rags, coffee filters, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.
- ☐ Serve dishes at office events in reusable serving dishes.
- ☐ Eliminate single-use plastic water bottles.
- ☐ Centralize purchasing to eliminate unnecessary purchases and ensure all waste reduction purchasing policies are followed.
- ☐ Use optical scanners, which give more details about inventory, for more precise ordering.
- ☐ Lease, rather than purchase, computers and printers.
- ☐ Leave mowed grass on lawn ("grasscycling").
- ☐ Other: _____

3. REUSE materials in 3 ways.

- ☐ Print on previously printed paper, or designate a tray on printers as a "draft" tray.
- ☐ Reuse office paper as scratch paper.
- ☐ Reuse envelopes by covering old addresses and postage, and affixing new.
- ☐ Give or sell reusable cloth bags (this is required for stores over 10,000 sq.ft).
- ☐ Offer a small incentive to customers bringing their own shopping bags, coffee mugs, etc.
- ☐ Have your customers return packaging to you for reuse.
- ☐ Reuse paper or plastic packaging materials.
- ☐ Designate a reuse area for office supplies such as binders, folders and staplers.
- ☐ Reuse garbage bag liners.
- ☐ Have your toner cartridges refilled for use.
- ☐ Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items (www.ciwmb.ca.gov/CalMAX).
- ☐ Other: _____

4. RECYCLE all of the required materials and at least one additional material.

- ☐ **REQUIRED**: Cardboard
- ☐ **REQUIRED**: Newspapers, office/mixed paper, junk mail
- ☐ **REQUIRED**: Glass bottles and jars
- ☐ **REQUIRED**: Metal cans, containers, aluminum foil
- ☐ **REQUIRED**: Plastic bottles and containers
- ☐ Car seat cover and floor mats
- ☐ Empty aerosol cans
- ☐ Tires
- ☐ Metal drums
- ☐ Scrap metal
- ☐ Landscape trimmings (green waste)
- ☐ Pallets
- ☐ Other: _____

4. Buy the first required item and at least 3 more items with recycled content.
Purchasing products made from recycled materials conserves resources and is essential to support the recycling market.

- ☐ **REQUIRED**: Copier/printer paper with at least 30% post-consumer waste
- ☐ Copier/printer paper with 100% post-consumer waste
- ☐ Written policy guiding purchase that emphasizes buying recycled-content and low-toxicity products
- ☐ Folders or other paper products
- ☐ Envelopes
- ☐ Letterhead
- ☐ Business cards
- ☐ Paper towels
- ☐ Tissues
- ☐ Toilet paper
- ☐ Toilet seat covers
- ☐ Garbage bags
- ☐ Boxes or bags for retail use or shipping
- ☐ Retreaded tires
- ☐ Tire flaps
- ☐ Recycled or remanufactured laser and copier toner cartridges
- ☐ Carpet, carpet undercushion or floor mats
- ☐ Remodeling/construction materials: cabinets, fixtures, ceramic and ceiling tiles, drywall, insulation, interior paneling, composite lumber/wood, roofing, concrete, etc.
- ☐ Sell products made with recycled content.
- ☐ Purchase or obtain previously used furniture, supplies or materials (ciwmb.ca.gov/CalMAX, freecycle.org, Craig's List). List examples:
  - ☐ _____
  - ☐ _____
  - ☐ _____
- ☐ Other: _____

GREEN NOTE:
In the manufacture of "recycled" paper, 64% less energy and 58% less water is required, and 74% less air pollution is generated.

Look for recycled paper with a high post-consumer content (previously used - not manufacturing scraps). Copy paper with 30% post-consumer content is readily available and proven effective.

Energy Conservation

Measures

1 Perform regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system if your business has one:

- Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
- Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents.
- Keep condenser coils free of dust and lint.
- Keep evaporator coils free of excessive frost.

2 Save energy in 7 ways. At least 3 must come from "Equipment & Facility", and must include the two required lighting measures.

EQUIPMENT & FACILITY:

General

- ☐ Use weather stripping and caulking to seal windows and doors.
- ☐ Replace inefficient refrigerators (older than 10 yrs) with new Energy Star® ones.
- ☐ Use Energy Star® electronic equipment, ensuring that Energy Star settings are enabled (manual set-up often required).
- ☐ Use power management software programs that save energy by automatically turning off idle monitors and printers (must be purchased separate from computer).

Lighting

- ☐ **REQUIRED:** Replace any older T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts.
- ☐ **REQUIRED:** Replace any incandescent bulbs with efficient compact fluorescents.
- ☐ Reduce number of fixtures.
- ☐ Increase lighting efficiency of lamps, by installing optical reflectors or diffusers.
- ☐ Improve exit sign efficiency by using LED exit signs, compact fluorescents in exit signs or electroluminescent exit signs.
- ☐ Install lighting controls like occupancy sensors; or bypass/delay timers, photocells or time clocks (often used in security systems).

Heating and Cooling

- ☐ Apply window film to reduce solar heat gain
- ☐ Shade sun-exposed windows and walls with awnings, sunscreens, shade trees or shrubbery.
- ☐ Use ceiling fan for air circulation.
- ☐ Convert electric heating system to a natural gas system.
- ☐ Replace inefficient or broken windows with double pane energy-efficient windows.
- ☐ Replace or supplement an A/C system with an evaporative cooler.
- ☐ Install economizers on A/C to increase air circulation.
- ☐ Replace single or package A/C unit with one with a greater Energy Efficient Rating (EER)
- ☐ Install bypass timers and/or time clocks.
- ☐ Provide shade for HVAC condenser, especially roof-top fixtures

Industrial Equipment

- ☐ Control compressor system to ensure operation only during working hours
- ☐ Use energy efficient air-compressors and dryer systems. Replace compressor at end of rated life or sooner.
- ☐ Replace leaky fittings on motors.
- ☐ Install an outside air intake (cool air takes less energy to compress).
- ☐ Install Variable Frequency Drive (VFD) motor systems and/or exhaust fan control systems in paint booths.

Hot Water Use

- ☐ Insulate all pipes & hot water heaters.
- ☐ Install a booster heater for hot water use.
- ☐ Use a solar water heater or pre-heater.
- ☐ Convert electric hot water heaters to natural gas.
- ☐ Other:_____

STAFF PRACTICES:

General

- ☐ Institute a formal policy to turn off equipment when possible (e.g., in unoccupied areas)
- ☐ Plug equipment into a time switch to turn off after working hours.
- ☐ If available, use the standby mode on equipment (e.g., energy saver buttons on copiers).
- ☐ Seal off (lock doors of) unused areas.
- ☐ When repainting building exterior and roofs, choose light colors to reflect more sunlight.
- ☐ Set refrigerator temperature between 38° and 42° F (or 10°-20°C).

Lighting

- ☐ Always turn off lights when leaving.
- ☐ Use light switch reminders to remind customers and staff to turn off lights.
- ☐ Institute a policy that all lighting be turned off in unoccupied rooms.
- ☐ Clean lighting fixtures, diffusers and lamps; and replace aging fluorescent tubes.
- ☐ Use task lighting instead of lighting the entire area.
- ☐ Rearrange workspace to take advantage of areas with natural lighting
- ☐ Check and adjust lighting control devices (e.g., time clocks and photocells).
- ☐ Disconnect unused ballasts in delamped fixtures **AND** replace burned out lamps quickly to avoid ballast damage.

Heating and Cooling

- ☐ Close blinds and curtains to keep room cooler.
- ☐ Set thermostat to 78° for cooling, 68° for heating in unoccupied rooms and use the thermostat's night setback.
- ☐ Turn room-cooling units off when the weather is cooler.

Industrial Equipment

- ☐ Institute a compressed air maintenance program that includes inspecting and evaluating system components

Hot Water Use

- ☐ Drain and flush hot water tanks to the sanitary sewer every six months to prevent scale build-up and deposits (which can reduce heating efficiency).
- ☐ Set hot water heaters to standard 125-130° F.
- ☐ Check pilot lights for proper adjustment. (gas kitchen/hot water)
- ☐ Other:_____

GREEN NOTES

Because outdoor lighting often remains on for long hours, it's a great place to conserve energy. By using efficient lights (e.g. compact fluorescents) and timer controls or photo sensors your energy use may be reduced by 15%.

Energy Star® monitors have features to conserve energy, consuming up to 90% less energy. Screen savers don't save energy!

Energy Star® copiers and fax machines can reduce electricity costs by about 60% and 50% respectively.

Water Conservation

Measures

1. Save water in these REQUIRED ways.

- ☐ Assign a person to monitor each water bill for sudden rises in water use. Call your water company should this happen. You can also ask for ways to save water.
- ☐ Regularly check for and repair all leaks in your facility. Leaks in toilet tanks can be detected with leak detecting tablets, which may be available from your water company.
- ☐ Install low-flow aerators and showerheads (your water company may offer these for free):
  - As low as 0.5 gpm and no greater than 2.5 gpm for lavatory sinks
  - 2.0 gpm or less for kitchen sinks
  - 2.0 gpm or less for showerheads
- ☐ Use signs in restrooms to encourage water conservation and to report leaks.
- ☐ Use only dry methods to clean outdoor hard surfaces and post instructions for staff. Call your water company for any exceptions to this rule.
- ☐ If you have landscaping/irrigation:
  - ☐ Install matched precipitation rate sprinkler heads in turf areas.
  - ☐ Test irrigation sprinklers 4 times per year to ensure proper operation and coverage and repair all broken or defective sprinkler heads/nozzles, lines and valves.
  - ☐ Adjust sprinklers for proper coverage—optimize spacing, avoid runoff onto paved surfaces.
  - ☐ Water during early morning, pre-dawn hours to reduce water loss from evaporation.
  - ☐ Use repeat cycles when watering turf or shrubs to encourage percolation and deep root growth.
  - ☐ Adjust the irrigation schedule monthly during irrigation season, or as needed.

2. Save water in 3 other ways, including the first required way.
Consider areas of greatest water use (facility or landscaping) in choosing new measures. Be sure to ask your water company about rebates.

Facility:

- ☐ **REQUIRED:** Install toilets using 1.6 gpf (gallon per flush) or less.
- ☐ Go beyond the above 1.6 gpf toilets to 1.3 gpf HETs (High Efficiency Toilets)! Check both this measure *and* the above one. Ask your water district for rebates when replacing 3.5 gpf or higher toilets with the HETs.
- ☐ Install waterless urinals.
- ☐ Replace urinal flush mechanism with 1.0 gallon per flush diaphragms.
- ☐ Install low flow, self-closing faucets either infrared or spring–loaded.
- ☐ Change window-cleaning schedule from "periodic" to "as required."
- ☐ Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- ☐ Stop washing vehicles onsite and send them to a washing service that uses a closed loop recycling (zero discharge) system.
- ☐ For hand wash and detailing services, use high-pressure vehicle washing equipment.
- ☐ Other:_____

Landscaping Measures

- ☐ Mulch all non-turf areas.
- ☐ Plant drought tolerant plants (assistance is available from your water company).
- ☐ Hydrozone: Group plants with similar water requirements together on the same irrigation line, separating plants with different water requirements on separate irrigation lines.
- ☐ Reduce area of turf.
- ☐ If installing new turf, limit area and use drought tolerant species, space sprinkler heads such that the water from one sprinkler head reaches the adjacent sprinkler heads.
- ☐ Modify your existing irrigation system to include drip irrigation.

- ☐ Install rain shut-off devices that turn off the irrigation system during rain.
- ☐ Install irrigation controllers that have at a minimum the following features: precise 1-minute runtime capability; a minimum of 3 separate programs; and 3 cycle start time features.
- ☐ Reduce irrigation system water pressure to no higher than 50 psi (pressure-reducing valves must be installed to do this).
- ☐ Use reclaimed water for irrigation and other approved uses.
- ☐ Install a self-adjusting weather-based irrigation controller that automatically tailors watering schedules to match local weather, plant types, and other site-specific conditions. Controller must be certified under the Irrigation Association's SWAT protocol.
- ☐ Work with your water company to develop a site-specific "water budget". Track your water use to ensure efficient watering.
- ☐ Other: _____

Pollution Prevention

Measures

1 Assess your facility for ways to prevent pollution of wastewater, storm water and the air.

- Review the chemical products used at your facility, as well as any samples you may receive (refer to Material Safety Data Sheets—MSDSs).
- Use this checklist and other resources to identify alternative products and practices that are more protective of employees and the environment.
- Review your plan annually to see which new measures can be implemented.

> ***Easing the Pain of Change…***
> Be sure to discuss any planned measures that involve chemical, equipment, or process changes with your local regulators (wastewater districts, hazardous materials, fire, or wastewater or air districts). They may have regulations or concerns that need to be addressed. Involving them from the start as part of your project "team" can save you time and money by eliminating the need for "changes" at a later date—and they may have ideas on how to avoid the need for permits/conditions altogether.

2 Prevent pollution in 10 ways:

General

- ☐ Establish a system for keeping shop/store clean and orderly.
- ☐ Routinely inspect and address all potential sources of leaks, spills, accidents and emissions (material/waste storage areas, pipes, valves, hoses and process equipment, etc.). Include receiving areas and/or loading docks.
- ☐ Have no open floor drains in the process area (except designated wash rack). Do not wet sand in a wash rack or in an area with a floor drain.
- ☐ Seal shop floor with an impermeable coating such as epoxy.
- ☐ Use dry vacuum sanding whenever possible. Examples of such systems include high velocity, low volume (HVLV) ventilated systems, a vacuum unit with a HEPA filter, or a low cost portable or commercial grade HEPA vacuum.
- ☐ Sand inside only (preferably in a curtained area or a booth) and in designated areas to avoid spreading waste around the shop and outdoors.
- ☐ Conduct preventative maintenance on your spray booth and components by routinely changing filters when needed. Regularly clean fan blades and follow recommended maintenance schedule. Keep spray booth dirt and dust-free and clean booth after each job or cover with plastic.
- ☐ Wear disposable or cloth overalls and leave them at work to avoid carrying toxic particles home with you. Have cloth coveralls cleaned at an industrial launderer.
- ☐ Regularly inspect and clean out separators (at least every six months).
- ☐ Design berms, secondary containment or grading to prevent run-off or rain water from flowing across industrial and hazardous liquid storage areas where it could be contaminated.
- ☐ Install shut-off valves at storm drains on property or keep temporary storm drain plugs available at loading docks or outdoor process areas for quick spill response.
- ☐ Clean parking lots by sweeping or using equipment that collects dirty water (which must be disposed of in sanitary sewer).
- ☐ Clean private catch basins once a year, before the first rain. Regularly check and maintain storm drain openings and basins that are located on your property. Keep litter, debris and soil away from storm drains.
- ☐ Other _____

Prevent & Control Spills & Air Emissions

- ☐ Maintain written guidelines for sanding paint waste cleanup and disposal procedures. Train employees to implement these procedures and other pollution prevention practices.
- ☐ Use "dry clean-up" methods such as HEPA filtered vacuum systems for sanding/paint dust. Avoid excess sweeping of floors which

will send small sanding dust particles into the air. Only mop once floors have been vacuumed and are free of liquid spills. Dispose of mop water into sanitary sewer if it meets local discharge limits.

- ☐ Use "dry clean-up" methods for oily liquid spills in shop. Use shop towels & squeegees for small drips and spills. Maintain and use emergency spill kits (absorbent pads, mops, buckets, drain mats/plugs, etc.) for larger solvent and paint spills. Place these kits in convenient, easy-to-locate areas around the shop. Use hydrophobic systems for medium to large spills and wring out waste into a dedicated mop bucket and waste container. Use a regular mop for water-based and antifreeze spills. Dispose of mop water into sanitary sewer if it meets local discharge limits.
- ☐ Store materials near point of use to avoid spills while transporting them.
- ☐ Use fully enclosed waste transfer system for waste liquids.
- ☐ Store all hazardous materials and waste (including batteries) away from storm and sanitary sewer drains. Ensure storage area is earthquake safe, use secondary containment and keep containers and area covered and protected from the weather.
- ☐ Place drip trays under leaking autos (even if you think leak has ceased), cars with unclipped hoses, unscrewed filters or other removed parts, hot tanks, cleaning tanks, and parts washers.
- ☐ Use material transfer methods that prevent spillage: spout and funnel when adding fluids to waste drums (close container after adding fluids); pump and spigot when dispensing new product (drain residual from pump back into original container).
- ☐ Drain and replace motor oil, coolant and other fluids in a designated area which is not connected to the storm drain or sanitary sewer.
- ☐ Contain all sanding dust and collect as sanding tasks are completed, to prevent tracking to areas inside and outside the shop. Do not wash dust down sewer or storm drains. Dispose of as hazardous waste unless tested and deemed non-hazardous.
- ☐ Label all storm water drains with "No dumping, Flows to Bay".
- ☐ Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses or drains) describing proper practices.
- ☐ Install your own closed-loop vehicle washing system.
- ☐ Other _____

Inventory Storage

- ☐ Minimize the inventory of fluids and chemicals where feasible. Only stock what you need and order materials on a "just in time" basis. Consider next-day or weekly ordering for custom or slow-moving colors.
- ☐ Require vendors to take back unused samples or off-spec materials and work with vendors to return excess or expired stock.
- ☐ Store materials securely, control access and rotate stock to use oldest product first.
- ☐ Inspect shipments prior to acceptance for opened, damaged or leaking containers. Check expiration date and proper labeling.
- ☐ Store deliveries and supplies under a roof.
- ☐ Other _____

Employees

- ☐ Train your employees on pollution prevention using this checklist. Train new employees upon hire. Keep a log of attendees, training dates and topics.
- ☐ Use employee incentive programs to reduce spills and sloppy work areas (e.g., bonuses/prizes for safety and/or violation-free months, posting photographs of poor/good employee work areas, using employee spill accident record as criteria in determining pay raises).
- ☐ Provide incentive programs to encourage employees to conserve materials and provide their ideas on more efficient use of shop materials such as paint, solvents, masking and sand paper.
- ☐ Other _____

3 Reduce chemical use in 8 ways:

- ☐ Track paint use from start to finish by recording estimated amount of paint per job, the actual amount mixed and the amount leftover for each job. Compare estimate with the amount used and troubleshoot ways to reduce leftover paint.

- ☐ Perfect custom color matches & reduce paint waste by mixing small amounts on a scale and spray out on test panels. Check spray out to the vehicle in natural daylight and view color match from all angles.
- ☐ Maintain a color library using spray-out test panels to record color variants/tints/formulas.
- ☐ Use water-based primers. Use water or water-based solutions rather than paint thinner, acetone or methyl acetate to clean.
- ☐ Use low-VOC paints & paint-related materials.
- ☐ Use a waterborne paint system.
- ☐ Use a computerized mixing system to track product and VOC usage.
- ☐ Install automatic paint/tint dispensers to minimize over-pours.
- ☐ Use a newer technology high performance spray gun.
- ☐ Obtain hands-on training to improve your spray application technique and transfer efficiency, thus reducing paint waste and VOC emissions.
- ☐ Use alternative spray gun cleaning technology Use water-based technology for water and solvent-borne paints or citric based cleaners (d-limonene) for solvent coatings. Avoid using EPA exempt solvents with known or undetermined health hazards.
- ☐ Install a mixing bank to keep paint from separating while on the shelf.
- ☐ Minimize paint transfers. Use reusable Teflon mixing cups or disposable paint gun liners (dispose of properly).
- ☐ When possible, plan primer and clear coat work on multiple cars back-to-back.
- ☐ Schedule waterborne primer work for the end of the day.
- ☐ Remove body parts from the vehicle before painting whenever possible for accurate, efficient spraying.
- ☐ Streamline shop processes by moving a car part from one station to the next rather than moving a vehicle.
- ☐ Eliminate use of products containing chlorinated solvents, n-hexane, n-bromo-propane and or parachlorobenzotriflouride PCBTF (e.g., aerosol degreasers, brake cleaners, strippers and newer paints/reducers).
- ☐ Reduce the use of aromatic hydrocarbons in reducers, thinners, paints, aerosol degreasers and brake cleaners.
- ☐ Use a brush and rags instead of hose-off degreasers to clean parts prior to painting.
- ☐ Use as little water as possible with an acid-based metal cleaner/conditioner and wipe down area with a rag.
- ☐ Use re-refined oil & antifreeze.
- ☐ Use detergents and scrub wheels instead of using acid-based wheel cleaners.
- ☐ Use dent repair tools for small dents whenever practical.
- ☐ Facility maintenance: Use recycled and low VOC paint and products (adhesives, adhesive removers, cleaning agents, degreasers, etc.).
- ☐ Buy all supplies and product in optimally sized containers.
- ☐ Use a system that re-circulates and filters cleaning solution. Enzyme additives can extend life of cleaning solution.

Wet Sanding Waste Management

- ☐ Settle out sanding wastewater or transfer to separate settling unit. Unit should be able to hold double or triple the daily volume, including mop water.
- ☐ Label and appropriately locate settling buckets/units and inform employees to avoid disturbance during settling periods.
- ☐ Dispose of wet sanding waste/sludge offsite with other waste collections or as hazardous wastes.
- ☐ Remove settled sludge before it exceeds ¼ of the container's height (use a valve or spigot located no lower than half way down the side of the unit.
- ☐ Other: _____

4. Reduce office chemical use in 2 ways:

- ☐ Restrict use of hazardous products by:
  - Buying them in small quantities.
  - Limiting access to authorized staff.
- ☐ Use one or a few multipurpose cleaners, rather than many special-purpose cleaners.

Replace harmful products with safer alternatives. List specific replacements below.

- ☐ Cleaners: _____
- ☐ Disinfectants: _____

- ☐ Sanitizers: _____
- ☐ Other: _____
- ☐ Replace aerosols with pump dispensers.
- ☐ Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).
- ☐ Buy cleaners, paints, batteries, and other supplies in optimally sized containers for your office to avoid unnecessary packaging, as well as left-over and expired materials!
- ☐ Replace standard fluorescent lights with low or no mercury fluorescent lights.
- ☐ Use rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights.
- ☐ Use recycled oil for vehicles/equipment.
- ☐ Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
- ☐ Replace toxic permanent ink markers/pens with water-based ones.
- ☐ Print promotional materials with vegetable or other low-VOC inks.
- ☐ Use natural or low emissions building materials, carpet or furniture.
- ☐ Do business with other "green" vendors or services, such as certified Bay Area Green Businesses (see full listings at www.greenbiz.ca.gov).

Eliminate or reduce use of chemical pesticides by implementing an Integrated Pest Management (IPM) program:

- ☐ Specify in pest control contracts that primary pest management methods include non-chemical pest prevention and pest exclusion.
- ☐ Use traps, barriers and less toxic pesticides (such as soaps, oils, microbials and baits). Apply on an as-needed (vs. set) schedule.
- ☐ Set up storage and sanitation procedures and planting, irrigation and cultivation (e.g., pest-resistant plants) to discourage pests.
- ☐ Other: _____

5. Reuse or recycle 3 hazardous substances

- ☐ Use two-stage spray gun cleaning to extend effectiveness of solvents. Empty paint pot as much as possible, rise paint pot and equipment with used solvent, and then clean paint equipment with clean solvent. When the two-stage system stops cleaning effectively, replace the first stage solvent with the second stage solvent, and replace the second stage solvent with fresh solvent.
- ☐ Distill or regenerate spent cleaning solutions on-site.
- ☐ For popular colors, save mixed paint for later use on jambs or for more coverage under similar based colors.
- ☐ When wet sanding is required, use a spray bottle on the panel being sanded to minimize wastewater as well as drips and spills. Wring out sanding rags/sponges and collect in a shallow tray or sanding wastewater settling container.
- ☐ Use reusable/recyclable absorbent products (pads, socks, mats; not kitty litter), reusing until spent (most likely hazardous waste).
- ☐ Recover spilled fluids for reuse or recycling (wring from mop, rags or pads/mats, or discharge from vacuum). Place into appropriate waste containers.
- ☐ Operate a closed-wet sanding system where water is reused instead of discharged.
- ☐ Use a rag/uniform service that recycles its wastewater.

GREEN NOTES

The following are considered to be hazardous universal wastes, and must be recycled:

- *Spent fluorescent light tubes.*
- *Electronic equipment (computers, cell phones, pagers, etc.).*
- *Batteries (to household hazardous waste or a battery recycling program such as Rechargeable Battery Recycling Corp: **www.rbrc.org**)*

For more information, contact your county's household hazardous waste program.

- ☐ Recycle empty hazardous materials containers (including drums). Either:
  - Return to supplier for refill.
  - Recondition onsite (permit requirements may apply) or contract with drum reconditioner.
  - Reclaim scrap value onsite or contract with scrap dealer.
- ☐ Recycle spent toner and ink-jet cartridges.
- ☐ Recycle and reuse all properly recovered refrigerant from air conditioning systems.
- ☐ Donate electronic equipment (computers, cell phones, pagers, etc.)
- ☐ Other:_____

6. Reduce vehicle emissions in 3 ways:

- ☐ Join the Air District's "Spare the Air" program (see box below) and notify staff of "Spare the Air" days.
- ☐ When possible, arrange for a single vendor who makes deliveries for several items.
- ☐ Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- ☐ Carefully plan delivery routes to eliminate unnecessary trips.
- ☐ Keep company vehicles well maintained to prevent leaks and minimize emissions; encourage employees to do the same.
- ☐ Other: _____

SPARE THE AIR PROGRAM

Spare the Air Days are called in summer when conditions indicate that we may exceed state and federal air quality standards for healthy air. Participating businesses receive Spare the Air Day alerts and free information on ways to improve air quality. Join by visiting the Bay Area Air Quality Mgmt. District's website at **www.SparetheAir.org**.

Commute Alternatives

- ☐ Make transit schedules, commuter ride sign-ups, etc.available to staff. Get help from www.511.org using their "Ridematch Tool".
- ☐ Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- ☐ Hire locally.
- ☐ Other: _____

Commute Alternatives for Larger Employers

- ☐ Offer lockers and showers for staff who walk, jog or bicycled to work.
- ☐ Offer secure bicycle storage for staff and customers.
- ☐ Offer employee incentives for carpooling or using mass transit (e.g. guaranteed ride home or subsidized transit passes).
- ☐ Set aside car/van pool parking spaces.
- ☐ Provide commuter van.
- ☐ Encourage bicycling to work by offering rebates on bicycles bought for commuting.
- ☐ Offer a shuttle service to and from bus, train and/or light rail stops.

Other Greenhouse Gas Emissions

- ☐ Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.
- ☐ Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).
- ☐ Offer electric vehicle recharge ports for visitors and staff using electric vehicles.
- ☐ Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.
- ☐ Install renewable energy sources, such as solar panels or wind generators.
  System Size: _____
- ☐ Buy renewable energy credits or green tags to offset the CO2 emissions from your office's use of electricity and natural gas (see www.green-e.org).
- ☐ Offset company's vehicle CO2 emissions. See www.driveneutral.org, www.carneutral.org, or www.terrapass.org.
- ☐ Other: _____