



Green & Clean Program Auto Shop Application



Name of Business	
Owner Name	
Manager Name	
Business Address	
Business Phone Number	
Secondary Phone Number	
Website Address (URL)	
Services Provided	<input type="checkbox"/> Body <input type="checkbox"/> Repair <input type="checkbox"/> Both
Number of Staff	Full Time: Part Time:

Qualification

To be considered for membership to the Green & Clean Program, you must meet all criteria listed in Section I. Items listed in Sections II and III earn you up to four leaves. To qualify for Green & Clean recognition, you must achieve at least one leaf. Additional items earn you additional leaves.

Number of Leaves Received	Number of Items from Section II	Number of Items from Section III
1	5	6
2	6	8
3	7	11
4	8	13

Certification: I volunteer to uphold the standards of the Green & Clean Business Recognition Program by properly managing and reducing hazardous waste. If my business no longer meets program requirements, I will notify the Boston Public Health Commission of the issue. I will also refrain from promoting my business as Green & Clean to my customers and using the Green & Clean logo in promotional efforts until the issue is resolved. I understand that the use of the Green & Clean logo is a privilege and that the Green & Clean Business Recognition Program owns the rights to the logo. I understand that Green & Clean recognition does not constitute a recommendation or endorsement by the Boston Public Health Commission of the quality of my business's goods or services.

Owner Signature

Date

Print Name

I. Mandatory items.	
	1. Have a current license from the Boston Inspectional Services Department.
	2. Maintain proper housekeeping at all times, including separating, storing, and labeling waste appropriately.
	3. Have a MA DEP Hazardous Waste Generator Number, separate your waste fluids, and have a contract with a hazardous waste disposal company to pick up waste for recycling. Provider's name and contact information _____
	4. Car washing: <input type="checkbox"/> Do NOT offer car washing OR <input type="checkbox"/> Use a closed loop vehicle washing system that recycles and reuses the wash or rinse water OR <input type="checkbox"/> Send cars to a service that uses a closed loop system Provider's name and contact information _____
	5. All shop laundry must be: <input type="checkbox"/> Cleaned by the shop OR <input type="checkbox"/> Cleaned by each employee at home OR <input type="checkbox"/> Cleaned via a contract with a professional cleaning company that uses professional wet methods rather than dry cleaning that uses perchloroethylene or other solvents Provider's name and contact information _____
	6. Have received Safe Shops training from the Environmental Health Office within the past 3 years. Date of training _____
	7. ONE employee (NOT the owner or manager) must be able to give an example of a Green & Clean practice. Name of employee: _____ Answer: _____
	8. ONE employee (NOT the owner or manager) must be able to explain what an MSDS is and locate the MSDS in the shop Name of employee: _____ Answer: _____

II. Reduce chemical and dust exposure.	
	1. Shop uses ONLY cleaning products that are Green Seal Certified, EcoLogo Certified, or EPA Safer Choice Certified. Tip: Look on the back of the bottle for a logo indicating that the product has met the certification standards for one of these three certifications.
	2. Shop uses a dedicated local source capture system to pull welding gases/fumes or exhaust fumes from running cars from the work area to directly outside.
	3. Shop uses minimal aerosol or chlorinated solvents and uses majority non-chlorinated or EPA Safer Choice (formerly Design for the Environment) certified solvents in paint spray gun washers, parts washers, or for otherwise cleaning and degreasing. Please list all solvents here: _____ _____

Body shops only.	
	1. Shop uses vacuum-equipped sanders and grinders for all body work.
	2. Shop uses ONLY collapsible, closable plastic paint cups on all paint guns.
	3. Shop uses supplied air respirator system in the paint spray booth that supplies fresh outdoor air through a hose and mask to employees working in the spray booth.
	4. Shop uses a respirator with appropriate filters when welding or cutting.
	5. Shop uses only water-based paints for all paint work other than clear/top coat.
	6. Shop uses alternatives to chlorinated paint strippers, such as dry media or baking soda blasting, and collects these waste materials for reuse or proper disposal.

	7. Shop uses enclosed spray gun washers.
Repair shops only.	
	1. Shop uses ONLY brake pads specifically labeled “asbestos free.”
	2. Shop uses ONLY wheel weights that are lead free.
	3. Shop uses ONLY water-based products for brake cleaning.
	4. Shop does NOT use brake cleaning products that contain hexane.
	5. Shop uses an aqueous (water-based) parts washing sink/product, rather than a chemical solvent parts washing sink/product.
	6. ___ Shop uses a solvent parts washer with a filter system that is covered and closed to reduce evaporation OR ___ Shop cleans parts in closed containers using a two stage process: (1) pre-soak with used solvent, and (2) wash with new solvent.

III. Protect the environment.	
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	1. Shop uses only low mercury fluorescent or LED light bulbs.
	2. Shop uses ONLY paper towels and toilet paper made from unbleached and/or chlorine-free paper and/or paper made of at least 30% post-consumer recycled content. Tip: Look for logos indicating “chlorine free,” “printed on recycled paper,” Green Seal Certification, or Eco Logo Certification. Paper that <i>can be recycled</i> does not qualify.
	3. Shop supplies Green & Clean handouts and reading materials in customer waiting area.
	4. At least 50% of shop lighting is controlled by sensor-activated light switches.
	5. At least 50% of shop sinks use sensor-activated or spring-operated self-closing faucets.
	6. Shop has programmable digital thermostats for temperature control
	7. Shop owner purchases green energy to supplement or offset National Grid or Eversource energy usage.
	8. Shop recycles all cardboard waste. Provider’s name and contact information _____
	9. When recommending or implementing windshield replacement, the shop uses services from a provider that recycles glass. Provider’s name and contact information _____
	10. Shop floor is completely sealed with an impermeable epoxy coating.
	11. It is shop practice to sweep floors and spot-clean drips. Shop limits mopping with detergent and water and does not use a floor machine or hose.
	12. Shop recycles radiators.

Body shops only.	
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	1. Shop recycles solvents, thinners, and paint wastes.
	2. Shop recycles all scrap metal and headlights.

Repair shops only.	
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	1. Shop recycles CFCs/refrigerants and condensers.
	2. Shop recycles oil: used motor, transmission & brake fluid, compressor, gear.
	3. Shop recycles tires.
	4. Shop recycles mercury switches.
	5. Shop recycles wheel weights.
	6. Shop workers puncture, drain, and crush used oil filters AND recycle filter oil and/or metal filter shells.
	7. Shop stores new AND used batteries off the floor AND turn in used batteries for recycling.
	8. Shop uses a sink that recirculates and filters solvent solution OR a company that cleans, filters, and recycles solvent for you.
	9. Shop offers recycled antifreeze that meets ASTM quality standards to customers.
	10. Shop recycles and reuses radiator flush with an on-site closed loop recirculating flush system AND disposes of filter/solid waste appropriately.

Appendices

Section I Appendix

1. The outreach worker will look for your shop's license from ISD. This should be posted where customers and inspectors can see it right away.
2. The outreach worker will look to see if the shop is kept in a clean and organized fashion. If the outreach worker notices any areas that need some improvement, the outreach worker will take pictures of the areas. The shop will not be able to become recognized as Green and Clean until the corrections have been made to these areas.
3. The Massachusetts DEP Hazardous Waste Generator Number (see <http://www.mass.gov/eea/agencies/massdep/recycle/hazardous/hwgen.html> for details) should be posted with the shop's license from ISD. The shop should keep a records binder at the front desk or in the office that includes copies of the current contracts with all the licensed waste disposal companies you use for trash and shop waste (fluids, oil, etc.). Make sure the contract specifies that all shop waste (oil, antifreeze, etc.) is to be recycled. The outreach worker will check for separated shop waste during the assessment visit as well as ask to see the contracts to make sure they state recycling. If you do not recycle your hazardous waste, you are not eligible for recognition by the Green & Clean Program.
4. If cars are sent for off-site washing, you will need to provide the outreach worker with the name and address of the business that does the washing to check to see if they use a closed-loop system to conserve water. If the shop washes cars, the shop must use a closed-loop system that retains wash water to earn credit. This will usually look like a system that has floor drains and tanks to catch wash water before running it through filters and back through the wash spray nozzle. If you do not meet the car-washing criteria, you are not eligible for recognition by the Green & Clean Program.
5. If uniforms are sent out for professional cleaning, you will need to provide the name and contact information of the cleaning company. The outreach worker will contact the cleaning company to see if they use dry cleaning or professional wet cleaning methods. If the cleaner does not offer wet cleaning, consider other companies that offer wet cleaning service.
6. New Green & Clean businesses must have received a training before being eligible for recognition by the Green & Clean Program. You can sign up for a Green & Clean training by calling 617-534-5965. The outreach worker will check the training records in the office before coming to do your Green & Clean business assessment to make sure you meet this requirement. Businesses that have received past recognition must receive training every three years.
7. Self-explanatory.
8. Self-explanatory.

Section II Appendix

1. Look for the following logos on the back label of your cleaning products. All cleaning products must show this label to receive credit for this item.



2. The shop should have exhaust fan and hose system that can be connected to a car's tailpipe to pull exhaust out of the shop, or an exhaust fan system (a hose or a hood) in the welding area. You will not receive credit for a general fan in the window or basic ventilation (or opening the doors). It must be a dedicated system that draws fumes from the shop to the outside.

They often look like this:



OR



OR



3. The majority of solvents used for paint spray guns, degreasers, parts washers, etc. should:
 - a. Have a Design for the Environment/Safer Choice logo on them
 - b. Not contain chlorine (look on the ingredient label)
 - c. Not be contained in an aerosol spray can

Body Shops Only

1. Sanders and grinders should have vacuum hose attachments and vacuums that can be used for this purpose, and employees need to use them over a sander/grinder that does not have a vacuum attached. No credit is earned if an employee is observed using a sander or grinder that does not have a vacuum attached.
2. Collapsible, closable plastic paint cups are used on all paint guns. Check the paint guns and paint mixing rooms to see that cups like these are being used:



3. The paint spray booth should have a mask connected by a hose to a pump outside of the spray booth that allows the worker to breathe fresh outside air or should use a full-face respirator with an oxygen tank (typically contained in a backpack).



4. Use a respirator with the appropriate filters, such as a 3M 2091, or a respirator and hood.



5. Self-explanatory.
6. Soda blasting uses bicarbonate soda and compressed air to remove paint. You can also use a non-chlorinated paint stripper, such as one made with soy gel, or a paint scraper.
7. Self-explanatory.

Repair Shops Only

1. All replacement brake pads should be labeled “asbestos free”. Asbestos is still used in some brake pads and it is not always declared on the label, so it’s important to look for labels that say “asbestos free”.
2. Look for packaging labeling that says “lead free.” You can find out more about lead wheel weights here: <http://www.epa.gov/osw/hazard/wastemin/nlffwi.htm> You can find where to buy lead wheel weights here: <http://www.leadfreewheels.org/sources.shtml>.
3. The process must:

- Use a water-based cleaning system that contains less than 5% volatile organic compounds. The most commonly available system uses a reservoir of soapy water under a basin that is pumped up through a tube to a brush nozzle to wash the brakes and run back down to the pan.
- Not use aerosol sprays of any kind.
- Not use compressed air or aerosol sprays to dry the brakes.

You should have a contract with a company to collect and replace spent cleaning solution and filters.

Review the EPA Asbestos Exposure Prevention for Brake and Clutch Repair brochure at:

<http://www.epa.gov/asbestos/pubs/brakesfinal-3-07.pdf>

4. Self-explanatory.
5. Self-explanatory.
6. Your parts cleaning sink should recirculate and filter the solvent or cleaning solution. Have available a current contract from the service company documenting that used solvent is collected on a regular basis for recycling.

Section III Appendix

1. Energy Star light bulbs meet certain standards for efficiency, consistency, quality, and energy usage. Look for the Energy Star logo on your LED light bulbs or when purchasing LED light bulbs.



Some examples of LED and fluorescent bulbs include:



LED bulb



LED lights on a string



Fluorescent tube



Fluorescent bulb

2. Both toilet paper and paper towels must be made of unbleached and/or chlorine-free paper with at least 30% recycled content in order to receive credit for this item. Logos that say “recyclable” or have the “recycle” logo mean that the product can be recycled, not that it’s made of recycled materials. Look for logos such as:



3. Self-explanatory.
4. At least half of the business’s light switches must be able to automatically shut off when the room is empty. Switches that run on a timer also count. An example of a sensor switch:



5. At least half of the business’s faucets must have auto-off sensors. These will have an infrared sensor on them, usually near the bottom that looks like the one shown. Spring-loaded faucets also count. An example of an automated faucet:



6. Thermostats should all be digital and programmable. Space heaters should be connected to timers. Thermostats should be set for a season-appropriate nighttime drop in temperature and not just on “manual” setting.



7. Businesses may consult the following website, maintained by the US government’s Department of Energy, to identify where they can buy green energy for their business. To claim these points, we require a copy of their bill indicating purchase of green energy. You may also take a photo of their bill and provide it to the outreach worker.
http://apps3.eere.energy.gov/greenpower/buying/buying_power.shtml?state=MA&print
8. In the shop’s records binder at the front desk or in the office, you should have a contract that indicates a licensed waste disposal company that specifies cardboard pickup in the contract. A separate dumpster or area must be used for cardboard collection, in between pickups.
9. Self-explanatory.
10. The shop floor should look ‘painted’ with a thick layer of epoxy that makes a solid sealed surface with no major cracks. Just bare concrete/cement does not earn you credit, as epoxy will stop chemicals that can seep through cement.



11. Detergent adds chemicals to the water system and to the air you breathe. A floor machine releases exhaust fumes. Limiting water use is good environmental practice.
12. Some scrap metal yards accept radiators for recycling. Check with your scrap metal company to see if they accept radiators. Your local recycling center is unlikely to accept radiators. Please provide proof (a copy of your receipt or contract) specifying that you turned in a radiator to a scrap metal company.

Body Shops Only

1. In the shop’s records binder at the front desk or in the office, you should have a contract that indicates a licensed waste disposal company that specifies hazardous waste pickup in the contract. A separate area must be used for hazardous waste collection, in between pickups, with appropriate labeling and separation of hazardous waste.
2. Please provide proof (a copy of your receipt or contract) specifying recycling at a scrap company.

Repair Shops Only

1. In the shop’s records binder at the front desk or in the office, you should have a contract that indicates a licensed waste disposal company that specifies hazardous waste pickup in the contract. A separate area must be used for hazardous waste collection, in between pickups, with appropriate labeling and separation of hazardous waste.
2. In the shop’s records binder at the front desk or in the office, you should have a contract that indicates a licensed waste disposal company that specifies hazardous waste pickup in the contract. A separate area must be used for hazardous waste collection, in between pickups, with appropriate labeling and separation of hazardous waste.
3. Check to see if your tire company recycles tires. Please provide proof (a copy of your receipt or contract) specifying tire recycling.
4. End of Life Vehicle Solutions (www.elvsolutions.org) collects removed mercury-added vehicle switches and recycles them free of charge to those who participate. You can sign up to participate on their website or by calling 877-225-3587. Please provide documentation that you participate in this program, or show us the collection bucket they provided you for storing your mercury switches.
5. Please provide proof (a copy of your receipt or contract) specifying recycling at a scrap company.
6. In addition to a catch basin and barrel for oil, there should be a screen or draining area where filters can be left overnight. Whole oil filters in the trash/dumpster are evidence that the shop does not drain and recycle while crushed oil filters in a recycling container are evidence that they do.
7. The battery storage area must have all of the following features to qualify for points:

- a. The area is away from ignition sources (not near the welding or grinding areas, not near a furnace or heater, etc.) and out of the weather (inside where it is room temperature).
 - b. Batteries must be stored on a non-metallic, leak-proof container to catch any spills from battery leaks.
 - c. Batteries are on shelves or otherwise elevated off the floor and away from soil or water.
 - d. Batteries are intact and stored upright. Any cracked batteries are stored separately on a non-metallic watertight secondary containment.
 - e. Batteries are picked up regularly for recycling – You must have a contract with a waste company that includes pickup at least once every six months.
8. If you have a company that recycles your solvent for you, please provide a copy of your contract or bill.
 9. Antifreeze should be collected and held separate from other waste fluids. There should be a system/equipment in place to clean/filter the antifreeze so that it can be sold to customers. This is different from having a company to collect the antifreeze to be recycled off-site, which is covered in Section I, Item 3.
 10. Be prepared to demonstrate or describe how radiators are flushed when coolant is changed. The liquid used for flushing the radiator after the coolant has been drained must be collected, filtered, and re-used. The shop must have a contract with a waste hauler in place that covers collection of filters/solid filtered material from this process on a regular basis.