State Form 49156 (11-98)

Indiana 5-Star Environmental Recognition Program for Vehicle Maintenance Shops

The Indiana 5-Star Environmental Recognition Program awards stars based on specific criteria, which go above and beyond regulations. The Indiana Department of Environmental Management (IDEM), together with the Automotive Services Association of Indiana and other interested parties, developed this program to recognize shops that demonstrate exceptional environmental stewardship.

Why should you consider being a 5-Star participant?

- **Marketing:** You can use this program to market your environmental responsibility to your customers.
- **Recognition:** IDEM maintains a database of participants on the World Wide Web and promotes 5-Star programs through various publications.

How the program works:

Participation in Indiana's 5-Star Environmental Recognition Program is voluntary. To be eligible, vehicle maintenance shops must be in full compliance with regulations, which are outlined in a manual available from IDEM's Compliance and Technical Assistance Program (CTAP). Applicants must submit a complete and accurate application. The application form begins on the following page and contains helpful references to chapters of the vehicle maintenance compliance manual.

Shops earn stars one level at a time, up to the pinnacle five-star award. Achieving one star is a prerequisite for two stars, achieving two stars is required to earn three stars and so on. A star award remains in effect two years, at which time a shop must reapply for the following two-year period.

Shops must perform all the "mandatory" activities and earn a minimum of 20 points from the corresponding "optional" activities for each star level. To be a five-star recipient, a shop must earn a total of 100 points.

If you own more than one vehicle maintenance shop, you must submit a separate application for each location.

Applications for the four- and five-star levels are reviewed by a committee consisting of representatives from IDEM, the Automotive Service Association of Indiana, health departments and other interested parties. CTAP conducts a site visit for all four- and five-star applicants. **Note: Participation in the program will not trigger IDEM regulatory inspections. CTAP visits are broad-based shop reviews, not inspections.** If a four- or five-star applicant is not approved, the review committee determines whether the shop should receive fewer stars or reapply to the program at a later date. Because CTAP wants to recognize shops that are Indiana's environmental and worker safety leaders, CTAP considers more than environmental issues during its site visits.

If you have questions, comments or wish to receive a copy of the Compliance Manual for Indiana's Vehicle Maintenance Shops, call CTAP at (800) 451-6027, press 0 and ask for extension 2-8172, or (317) 232-8172. Information on the 5-Star program is also available on the Internet at *www.state.in.us/idem/ctap*.

Shops must be in compliance with all applicable environmental and employee health and safety rules before applying for stars.

Call IDEM's Compliance and Technical Assistance Program for confidential assistance. Note that, while compliance assistance is confidential, a completed 5-Star application is not.

(800) 451-6027

IDEM

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

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Indiana 5-Star Environmental Recognition Program for Vehicle Maintenance Shops – Application

Stars are awarded quarterly. Deadlines for applications are February 15, May 15, August 15 and November 15 of each year. Please mail your application to:

IDEM - CTAP/OPPTA
P.O. Box 6015
Indianapolis, IN 46206-6015

Owner/Manager: _____

Facility Name: _____

Mailing Address: _____ City: _____ State: ___ ZIP: _____

Phone Number: _____ FAX Number: _____

EPA ID#: _____ (number you use on hazardous waste manifests)

Facility Address (If different than mailing address) _____

Street: _____ City: _____ State: ___ ZIP: _____

Number of stars you are applying for:

- 1 star
- 2 stars
- 3 stars
- 4 stars
- 5 stars

Mandatory Activities

To qualify for one star, you must:

Compliance-Related Issues _____

- Be in full compliance with applicable regulations, including underground storage tank regulations and all local regulations.
- Ensure and provide documentation to IDEM that nonregulated underground storage tanks, including hydraulic lift supply tanks, are not leaking or are properly closed.

Product/Waste Management _____

- Not use chlorinated solvents for parts washing (Chlorinated solvents may be used in spray can applications such as upholstery fabric, brake, and circuit board cleaners. Chapter 5.)
- Manage used oil according to the Used Oil Rule option (Chapter 5 and Attachment A).
- Store all hazardous waste and material away from drains or in a manner that will prevent spills from entering floor drains.
- When wastes or recyclables will be shipped and are subject to Department of Transportation regulations, store them in containers that meet DOT requirements (Chapter 3).

- Use a hauler that: 1) has a U.S. Environmental Protection Agency ID number, 2) is registered with the Department of Transportation, and 3) has liability insurance. (Regulations require small quantity hazardous waste generators to use haulers with these credentials. Chapter 3.)

Spill Prevention Preparedness

- If you are located in a wellhead protection area, post the name and phone number of your public water supplier near all of your telephones (Chapter 2).
- Post signs or otherwise mark drains, sinks and other connections warning employees not to pour wastes such as oil, solvents, antifreeze and other automotive fluids down drains unless permitted to do so (Chapter 5 and Attachment A).

Other Criteria

- Earn at least 20 points from the Optional Activities list (pages 4-5).

To qualify for two stars, you must:

- Meet the one-star criteria listed above.

Product/Waste Management

- As a conditionally exempt small quantity generator: 1) store all liquid storage containers in secondary containment devices or on paved surfaces, 2) ensure containers will not be in standing water at any time, and 3) make monthly inspections to check for leaks, corrosion and outdated containers and correct any problems. **OR**: 1) store all containers off the ground on sturdy pallets, for example, so they will not be in standing water at any time and 2) make weekly inspections to check for leaks, corrosion and outdated containers and correct any problems. (Regulations require small quantity generators to inspect storage areas weekly.)
- Know where your waste is being shipped and understand what is being done with it. If a waste manifest is not required, get a letter from the hauler that states the destination of the waste (Chapter 3).

Employee Safety and Training

- Annually conduct hazard communication training and waste management training for all employees. Training may be informal, such as covering the material at a staff meeting or a floor discussion, but it must be documented. Keep your hazard communication plan and employee training signature page at your shop (Chapter 4 and Attachment C).

Customer Services and Education

- Communicate the vehicle maintenance industry's and your environmental protection activities to customers and offer printed materials from IDEM.
- If your shop services MVAC systems, explain to customers why they should have their leaking MVAC system repaired instead of topped off (Chapter 5).
- When customers have altered catalytic converters or emissions control devices, inform them that it is illegal and they may be subject to a $2,500 fine, and encourage them to correct the problem (Chapter 5).
- When customers have purchased a vehicle without a catalytic converter or when emissions control devices have been tampered with, encourage them to call IDEM's Office of Air Management to report the seller (Chapter 5).

Other Criteria

- Earn at least 20 more points (40 total) from the Optional Activities list (pages 4-5).

To qualify for three stars, you must:

- Meet the two-star criteria listed above.

Product/Waste Management

- Implement a basic recycling program for cardboard, paper, aluminum, plastic and glass.
- Store batteries in polyethylene trays or on acid-resistant coated concrete (Chapter 5).
- Recycle all metal parts, including aerosol cans and oil filters (Attachment A).

Employee Safety and Training

- Ensure someone from your shop receives IDEM-approved training on environmental rules and regulations annually.

Other Criteria

- Earn at least 20 more points (60 total) from the Optional Activities list (pages 4-5).

To qualify for four stars, you must:

- Meet the three-star criteria listed above.
- Follow small quantity hazardous waste generator rules if you are a conditionally exempt generator (Chapters 3-5).

Product/Waste Management

- Recycle used antifreeze, either on- or off-site. If off-site, get a letter from your service provider that states the antifreeze is being recycled (Chapter 5 and Attachment A).
- Implement a waste minimization plan that reduces the amount of waste your shop generates, including such activities as replacing paper towels in restrooms with electric hand dryers or unbleached and/or recycled content towels, purchasing products in bulk and reusing packaging materials when possible.

Other Criteria

- Earn at least 20 more points (80 total) from the Optional Activities list for the four-star level (pages 5-6).

To qualify for five stars, you must:

- Meet the four-star criteria listed above.

Other Criteria

- Earn at least 20 more points (100 total) from the Optional Activities list for the five-star level (page 6).

Optional Activities

Earn 20 points from among the following to qualify for <u>one star</u>, 40 points for <u>two stars</u>, or 60 points for <u>three stars</u>:

- **5** Collect leaking fluids from storage containers and vehicles, including those awaiting repairs, keeping different types of fluid marked and separated for proper management and recycling (Chapter 3).
- **10** Drain and replace fluids in a designated area where there are no connections to the septic system, storm drain or municipal sewer.
- **5** Provide polyethylene spill trays or another type of secondary containment for used battery storage areas and neutralize spilled material with baking soda or other neutralizing agent (Chapter 5).

- **5** Get documentation from your battery transporter that states they are delivered to an authorized recycling facility and keep a copy of this documentation filed at your shop (Chapter 5).
- **10** Recycle used antifreeze, either on- or off-site. If off-site, get a letter from your service provider that states the antifreeze is recycled (Chapter 5 and Attachment A).
- **5** If your shop handles or stores flammable materials, post signs:
  1) In each area where flammable material is transferred from one container to another reminding employees about the need for proper grounding, bonding and spill containment, and
  2) At each storage area reminding employees to use only self-closing spigots on flammable liquid storage containers (Chapter 3).
- **10** Use dry procedures to clean floors and properly manage the resulting waste (Chapter 5).

Customer Services and Education _____

- **5** Offer retreaded tires to customers.

Spill Prevention and Preparedness _____

- **10** Place inflatable plugs or absorbent pillows in or around drains to prevent wastes from entering the drains.

Employee Safety and Training _____

- **5** If your shop uses a numeric or graphical labeling system, post an explanation of the system near each work station.
- **5** Post a sign at or near each compressed air nozzle reminding employees the air must be reduced to 30 psi or lower when used for cleaning (Chapter 5).
- **5** Post the manufacturer's safety requirements for hydraulic vehicle lifts at or near each lift (Chapter 5).
- **5** Do not use solvents with a flash point less than 141°F in parts washers (Chapter 5).
- **5** Post the requirements for personal protective equipment at each machine or work area to remind employees of these requirements (Chapters 5 and 6).

Energy Conservation _____

- **5** Have a programmable thermostat in your shop and program it to achieve energy savings when no one is in the shop. (If you're installing a new thermostat, recycle your old one if it contains mercury. Call IDEM's Compliance and Technical Assistance Program or your local solid waste management district for assistance.)

____ **TOTAL POINTS**

Earn 20 additional points from among the following (80 total points) to qualify for <u>four stars</u>:

Product/Waste Management _____

- **10** Use only water-based solvents in a sink equipped with a programmable timer and skimmer (Chapter 5 and Attachment A).
- **10** Segregate petroleum-contaminated sorbents and wipes used for oil spills, and manage them according to the Used Oil Rule (Chapter 5 and Attachment A).
- **5** Send used tires to a recycler that makes new products from old tires. Get a letter from the hauler stating that the tires are being delivered to a tire recycler (Chapter 5 and Attachment A).
- **5** Recycle used fluorescent light bulbs. Get a letter from your hauler or recycling facility stating that the fluorescent tubes are being recycled (Chapter 5 and Attachment A).
- **5** Send used oil to a refinery so that it may be re-refined (Chapter 5 and Attachment A).

Customer Services and Education _____

- **5** Be a certified inspection and maintenance or vehicle emission testing shop in Clark, Floyd, Lake or Porter county. **OR** include emission testing with a four-gas analyzer as part of your tune-up procedure and encourage customers to make needed repairs.

Energy Conservation _____

- **10** Have energy-efficient lighting systems such as T-8, T-10, electronic ballasts or metal halide or sodium vapor lamps. (Many types of energy-saving light bulbs contain mercury and should be properly handled and recycled when burned out. Call IDEM's Compliance and Technical Assistance Program or your local solid waste management district for assistance.)

____ **TOTAL POINTS**

Earn 20 additional points from among the following (100 total points) to qualify for <u>five stars</u>:

Product/Waste Management _____

- **15** Discontinue use of all chlorinated solvents in your shop, including chlorinated solvents that are an ingredient in precleaners and products packaged in spray cans (Chapter 5).

Customer Services and Education _____

- **5** Offer gel cell or similar batteries to customers.
- **5** If your shop services MVAC systems, never top off systems (Chapter 5).

Education and Outreach _____

- **10** Mentor others in industry to improve environmental performance.
- **10** Be actively involved with the local wellhead protection planning team or other environmentally conscious group. **OR** actively promote environmental issues within an industry association or group (Chapter 2 and Attachment A).

____ **TOTAL POINTS**

I certify that the information on this application is accurate to the best of my knowledge, and I commit to maintaining the qualifications for my company's star level.

_____	_____	_____
Signature	Title	Date

IDEM

Office of Pollution Prevention and Technical Assistance
P.O. Box 6015
Indianapolis, IN 46206-6015

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Address Service Requested