

Compliance Inspection Checklist for Vehicle Service Facilities

Facility Name	
Facility Address	
Facility Contact Person	
Facility Telephone	
Inspector's Name	
Date of Inspection	

HOUSEKEEPING	YES	NO	OTHER
Are drip pans used under leaking vehicles to capture fluids?			
Are shop floors and other paved surfaces regularly swept, vacuumed, or mopped rather than hosed down?			
Are all unnecessary hoses removed to discourage washing down floors and outside paved areas?			
Are all metal filings, dust, and paint chips collected from grinding, shaving, and sanding disposed of properly?			
Is all dust from other activities (e.g. brake pad dust) collected and disposed of in compliance with local requirements?			
Are cleaning rags recycled through an industrial laundry?			
Are storm drain inlets, catch basins, and any storm water treatment systems within the facility boundary inspected and cleaned before October 1 each year?			
Are storm water treatment facilities within the facility boundary being properly maintained?			
Are storm drains labeled with "No Dumping – Discharges to Ocean"			
Are vehicles that are received to be parted or scavenged parked on a paved surface and immediately drained of gasoline and other fluids, and are these fluids properly disposed of?			
Are drip pans in place to catch leaking fluids?			
Are all fluids drained from components, such as engine blocks, which are stored for reuse or reclamation?			
Are these components kept under cover and on a drop pan or sealed floor?			
STORAGE	YES	NO	OTHER
Are hazardous materials and wastes, including waste containers of antifreeze and oil, stored in secondary containment where they are protected from rain and in a way that prevents spills from reaching the sanitary sewer or storm drain?			
Are lids kept on waste barrels and containers, and stored indoors or under cover to reduce exposure to rain?			

STORAGE (CONT'D)	YES	NO	OTHER
Are all hazardous wastes labeled according to hazardous waste regulations?			
Are wastes kept separate to increase waste recycling/disposal options and to reduce costs?			
Is waste oil prevented from being mixed with fuel, antifreeze, or chlorinated solvents?			
Are all bulk fluids and wastes double contained to prevent accidental discharges to the sewer and storm drain?			
Are all storage areas kept clean and dry, so that leaks and spills are detected as soon as possible?			
Are new and old batteries stored securely to avoid breakage and acid spills during earthquakes?			
Are all of the shelves secured to the wall?			
Are all used batteries stored indoors and in plastic trays to contain potential leaks?			
Are all old batteries recycled?			
SPILL CONTROL <i>(Note: The Best Spill Control is Prevention)</i>	YES	NO	OTHER
Is the spill response plan maintained and kept current, and are all employees trained on the elements of the plan?			
Is the distance between waste collection points and storage areas minimized?			
Are all solid and liquid wastes contained and covered, especially during transfer?			
Are absorbent materials purchased and maintained in accordance with local regulations and procedures for containment and cleanup of different spills?			
Are they easily accessible from anywhere in the shop?			
Are the leaks and drips spot cleaned routinely?			
Are the floor drains checked to ensure that they are not connected to or discharge to the storm drain system?			
OUTDOOR WASTE RECEPTACLE AREAS	YES	NO	OTHER
Are leaks and drips cleaned routinely to prevent runoff of spillage?			
Is the possibility of pollution from outside waste receptacles minimized by doing at least one of the following:			
Using only watertight waste receptacle(s) and keeping the lid(s) closed, or			

OUTDOOR WASTE RECEPTACLE AREAS (CONT'D)	YES	NO	OTHER
Grading and paving the waste receptacle area to prevent run-on of storm water, and installing a low containment berm around the waste receptacle area or installing a roof over the waste receptacle area			
EDUCATION AND TRAINING	YES	NO	OTHER
Are all employees trained upon hiring, and annually thereafter on personal safety, chemical management, and proper methods for handling and disposing of waste?			
Do all employees understand storm water discharge prohibitions, wastewater discharge requirements, and these best management practices?			
Are training logs or similar methods used to document training?			
Are instructional/informational signs posted around the shop for customers and employees?			
Are signs placed above all sinks prohibiting discharges of vehicle fluids and wastes?			
Are signs placed on faucets (hose bibbs) reminding employees and customers to conserve water and not to use water to clean up spills?			
Are drains labeled within the facility boundary, by paint/stencil (or equivalent), to indicate whether they flow to an on-site treatment device, directly to the sanitary sewer, or to a storm drain.			
Are emergency telephone numbers of the wastewater treatment plant and the fire department posted?			
CHANGING OIL AND OTHER FLUIDS	YES	NO	OTHER
Are vehicle fluids changed, whenever possible, indoors and only on floors constructed of non-porous materials?			
Are drip pans used if vehicle fluids must be removed outdoors?			
Are spills prevented from reaching the street or storm drain by working over an absorbent mat and covering nearby storm drains, or working in a bermed area? (Note: If necessary, absorbent socks can be used to create a bermed area)			
When draining fluids into a drain pan, is a larger drip pan (e.g., 3' x 4') placed under the primary drain pan to catch any spilled fluids?			
Are fluids drained from vehicles transferred to a designated waste storage area as soon as possible?			

CHANGING OIL AND OTHER FLUIDS (CONT'D)	YES	NO	OTHER
Are drain pans and other open containers of fluids covered and within secondary containment unless they are attended by personnel?			
Is antifreeze and waste oil stored separately and recycled, or disposed of as hazardous waste?			
Never pour vehicle fluids or other hazardous wastes into sinks, toilets, floor drains, outside storm drains, or in the garbage. These substances should be kept in designated storage areas until recycled or safely disposed of (see Rationale 4 at the end of section).			
Drain fluids from leaking or wrecked vehicles as soon as possible, to avoid leaks and spills.			
CLEANING ENGINES AND PARTS, AND FLUSHING RADIATORS	YES	NO	OTHER
Are discharges from engine cleaning and flushing of radiators prevented from being discharged to the sanitary sewer and storm drains? (Note: A licensed service should be used to haul and recycle or dispose of wastes)			
Is steam cleaning of engines done using a closed-loop water recycling system? (Note: No steam cleaning water may be discharged to the sanitary sewer or the storm drain)			
Are specific areas or service bays designated for engine, parts, or radiator cleaning? (Note: Parts should not be washed or rinsed outdoors)			
Are self-contained sinks and tanks used when working with solvents, and are sinks and tanks kept covered when not in use?			
Are degreasing solvent sinks inspected regularly for leaks, and are necessary repairs made immediately?			
Is soldering avoided over drip tanks, and are drippings swept up and recycled or disposed of as hazardous waste?			
Are parts rinsed and drained over the solvent sink or tank, so that solvents will not drip or spill onto the floor, and are drip boards or pans used to catch excess solvent solutions and divert them back to a sink or tank?			
Are parts allowed to dry over the hot tank, and if rinsing is required, is it performed over the tank as well?			

CLEANING ENGINES AND PARTS, AND FLUSHING RADIATORS (CONT'D)	YES	NO	OTHER
Are parts cleaning solvent solutions and water used in flushing and testing radiators collected and reused, and when reuse is no longer possible, are these solutions disposed of properly?			
Are cleaning solutions used for engines or parts prevented from being discharged into the sanitary sewer system without adequate treatment? (<u>Note</u> : Most facilities have these solutions hauled off-site as hazardous waste because of the permits necessary for on-site treatment. Rinse water may only be discharged to the sanitary sewer after adequate treatment and approval by the local wastewater authority. Wastewater from steam cleaning or engine/parts cleaning should never be discharged to a street, gutter, storm drain, or sanitary sewer)			
WASHING CARS AND OTHER VEHICLES	YES	NO	OTHER
<i>Regular Activity</i>			
If car washing is a central activity of the business, is the wash water treated and recycled?			
Is a vehicle washing area designated, and are cars and trucks washed only in that area?			
Is the “wash pad” bermed to prevent discharges to storm drains and does it discharge to the sanitary sewer after adequate treatment and approval of the local wastewater authority? (<u>Note</u> : An outside wash pad should be covered, or its area minimized to reduce the amount of rainwater reaching the sanitary sewer. Consult the local wastewater authority for guidance)			
Are acid-based wheel cleaners and other specialized cleaners prohibited, or if not, are they provided proper treatment before discharge to the sewer? (<u>Note</u> : Consult the local wastewater authority for guidance)			
<i>Occasional Activity</i>			
If soap is used in washing, is the wash water collected and discharged, preferably with treatment, to the sanitary sewer, and not discharged to a storm drain?			

WASHING CARS AND OTHER VEHICLES (CONT'D)	YES	NO	OTHER
Is rinse water from spray-on acid-based wheel cleaners prevented from flowing to a street, gutter, or storm drain?			
<i>Washing New Vehicles</i>			
Are storm drains protected from solvents used to remove protective coatings from new cars? (<u>Note</u> : Discharges of these solvents to the sanitary sewer must receive adequate treatment and approval of the local wastewater authority)			
BODY REPAIR AND PAINTING	YES	NO	OTHER
Whenever possible is body repair and painting work conducted indoors or under cover?			
Are damaged vehicles inspected for leaks when they are received, and are drip pans used if necessary?			
Are hose-off degreasers prohibited from use when cleaning auto body parts before painting? (<u>Note</u> : These should not be used, instead brush off loose debris and use rags to wipe down parts)			
Are dry cleanup methods such as vacuuming or sweeping used to clean up dust from sanding metal or body filler? (<u>Notes</u> : Debris from wet sanding can be allowed to dry overnight on the shop floor, then swept and vacuumed. Liquid from wet sanding should not be discharged to the storm drain)			
Is the use of water to control overspray or dust in the paint booth prohibited unless it is collected and treated before discharge into the sanitary sewer system?			
Are spray guns cleaned in a self-contained cleaner and is the cleaning solution recycled when it becomes too dirty to use? (<u>Note</u> : Never discharge cleaning waste to the sanitary sewer or storm drain?)			
FUEL DISPENSING	YES	NO	OTHER
Are fuel dispensing areas maintained using dry cleanup methods such as sweeping for removal of litter and debris, or use of rags and absorbents for leaks and spills? (<u>Note</u> : Fueling areas should never be washed down unless dry cleanup has been done and the wash water is collected and disposed of in the sanitary sewer system)			

FUEL DISPENSING (CONT'D)	YES	NO	OTHER
Are underground storage tanks fitted with spill containment and overfill prevention systems meeting the requirements of Section 2635(b) of Title 23 of the California Code of Regulations?			
Except where prohibited by local fire departments are fuel dispensing nozzles fitted with "hold-open latches" (automatic shutoffs)?			
Are signs posted at the fuel dispenser or fuel island warning vehicle owners/ operators against "topping off" of vehicle fuel tanks?			
ACTIONS TAKEN FOLLOWING INSPECTION	YES	NO	COMMENTS
Responsible party requested to correct any deficiencies noted above? (Include date notice was sent)			
Site reinspected following corrective action by responsible party? (Include date of reinspection)			
Deficiencies found to be corrected during reinspection?			
Further action taken or necessary following reinspection? (Describe)			