




# Auto Body & Repair Shops

## CHECKLIST


| №  |   | <input checked="" type="checkbox"/> |
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| 1  | Set computer and laptop monitor settings to turn off after 10 minutes of inactivity and go into sleep mode after 15 minutes of inactivity.   |                                     |
| 2  | Insulate all exposed hot water pipes and refrigeration system cold suction lines in unconditioned spaced only. (i.e.- in a garage outdoors). This measure is required for pipes carrying hot water out of the water heaters and for pipes coming in and out of AC units.                                       |                                     |
| 3  | Use energy efficient lighting. Replace all halogen, incandescent, T-12, high-pressure sodium, and metal halide lighting with LEDs. T-8s should be replaced with T-8 LEDs/integrated LEDs as they burn out.   |                                     |
| 4  | Complete regularly scheduled maintenacne on your HVAC at least twice a year. This includes: cleaning and replacing filters, inspecting damaged suction lines, addressing leaks, checking condenser and evaporator coils for proper airflow, and maintaining the proper function of economizers.                |                                     |
| 5  | Complete regularly scheduled maintenance on air compressors. Check for and repair air line leaks.  |                                     |
| 6  | Use a 365-day programmable thermostat, or smart thermostat, to control heating and air conditiong. Recommended thermostat settings: 78 degrees for cooling, 68 for heating. Use setbacks (allowing temperatures to reach a certain max before cooling and a certain min. before heating) for unoccupied hours. |                                     |
| 7  | Have (or commit to purchase) Energy Star office equipment, refrigerators and dishwashers, and EPEAT SILVER or GOLD printers, computers and laptops, monitors, and mobile phones.   |                                     |
| 8  | Replace your gas furnace with an efficient electric heat pump, or obtain a quote for future replacement and provide it to your coordinator for verification.   |                                     |
| 9  | Replace your gas water heater with an electric heat pump water heater, or obtain a quote for future replacement and provide it to your coordinator for verification.   |                                     |
| 10 | Use a thermos or pump pot instead of electric burners to maintain hot liquids.   |                                     |


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| 1  | Use certified non-toxic laundry, cleaning and building maintenance products in non-aerosol containers such as Green Seal certified, Environmental Working Group with an "A" or "B" rating, US EPA Safer Choice, SF approved, or EcoLogo.  |  |
| 2  | Properly store and dispose of hazardous and "universal waste" as required by law. Label a storage area and notify employees. These types of waste include: fluorescent bulbs/tubes, aerosol cans, paint, electronic equipment, and batteries. Ensure ink/laser toner cartridges are recycled. Visit <a href="http://search.earth911.com">search.earth911.com</a> or ask your coordinator about recycling and drop-off locations near you. |  |
| 3  | Dispose of filter/solid waste appropriately.  |  |
| 4  | Use drip pans inside and outside to capture fluid leakage.  |  |
| 5  | 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.   |  |
| 6  | Maintain written guidelines for sanding wet paint waste cleanup and dispose procedures. Train employees to implement these procedures and other pollution prevention practices.   |  |
| 7  | Use dry clean-up methods such as HEPA filtered vacuum systems for sanding/paint dust. 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.   |  |
| 8  | 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.  |  |
| 9  | Use drop pans inside and outside to capture fluid leakage.  |  |
| 10 | Never hose down the shop as a routine cleaning measure.   |  |
| 11 | Eliminate the use of powdered or granular absorbent for routine cleanup. Clean up spilled fluids with rags if the spill can be cleaned with 3 rags or fewer. For larger oil spills, use a hydrophobic mop or pads to collect oil first, then dry with rags. For antifreeze spills, use a regular mop dedicated to antifreeze, then dry with rags. The spilled oil and antifreeze must be collected and recycled.                          |  |
| 12 | When wet sanding, catch all drips from the car with a drop pan and pour the collected water back into the wet sanding bucket.   |  |
| 13 | If you offer a car washing service, you must treat the used water with a clarifier. If you do not wash cars, seal the drains in all bays and remove the clarifier.  |  |
| 14 | Use an aqueous-based cleaning system that re-circulates and filters cleaning solution for auto parts.   |  |



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| 15 | Use a low hazard cleaner that contains no petroleum distillates or volatile organize compounds.  |  |
| 16 | Segregate, drain and recycle used oil filters.   |  |
| 17 | Recycle waste oil and coolant.   |  |
| 18 | Properly dispose of spent solution and filters.  |  |
| 19 | Collect wet sanding drips in a pan or, if dry sanding, attach a vacuum to the sander.  |  |
| 20 | Do not use hose-off type degreasers when cleaning auto body parts before painting.   |  |
| 21 | Clean spray guns in a self-contained system where cleaning solution is recycled until it becomes too dirty to use.   |  |
| 22 | Limit the use of disinfectants to only surfaces in restrooms or on door handles. When necessary, use a hydrogen peroxide-based disinfecting product with an automatic dilution system.   |  |
| 23 | Use Integrated Pest Management. If contracting with a pest control operator, specify in contracts the use of IPM at your facility. Check with your pest control operator to see if they offer IPM services or look for a provider at <a href="http://EcoWiseCertified.com">EcoWiseCertified.com</a> , <a href="http://GreenShieldCertified.org">GreenShieldCertified.org</a> , or <a href="http://WhatIsGreenPro.org">WhatIsGreenPro.org</a> . |  |



| № |  <b>SOLID WASTE</b>  |  |
|---|---|---|
| 1 | Work with your coordinator, waste hauler, or building manager to perform a waste audit to maximize recycling and composting (if applicable).  |   |
| 2 | Use reusable dishware in breakroom.   |   |
| 3 | Purchase office/copy paper that is either: 100% recycled or FSC Certified with at least 30% post-consumer waste recycled content.   |   |
| 4 | Designate a storage area for spent batteries, and ensure that they are turned over to an appropriate recycler.  |   |
| 5 | Set up easily accessible waste stations with landfill, compost, and recycle bins co-located. Add clearly marked educational signage.  |   |
| 6 | Reduce paper use in your office by providing digital reports, sending electronic contracts, keeping digital records, signing-up for online statements from banks/ credit cards, sending electronic invoices, and offering receipts via text or email. |   |
| 7 | Train staff and custodians/janitorial staff annually on proper sorting for recycling and composting.  |   |
| 8 | Eliminate individual, single-use bottles of water for employees and guests. Switch to alternatives such as using tap water, buying water filters, providing water coolers, or installing water fill stations.   |   |

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| 9  | Eliminate the use of polystyrene, such as Styrofoam, in breakrooms, food/beverage to-go containers, packaging materials, and during any company event. |  |
| 10 | Make two-sided printing and copying standard practice in your business.  |  |
| 11 | Purchase bathroom and kitchen papers with a minimum of 30% post-consumer waste recycled content (e.g.- toilet paper, paper towels).                    |  |

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| No |  <b>TRANSPORTATION</b>          | <input checked="" type="checkbox"/> |
| 1  | Offer employee commuting options like a Commuter Benefits Program and telecommuting.                             |                                     |
| 2  | If your business uses a fleet of vehicles, purchase electric vehicles or commit to purchasing EVs in the future. |                                     |
| 3  | Install EV charging station for staff and fleet.   |                                     |

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| No |  <b>WASTEWATER</b>  | <input checked="" type="checkbox"/> |
| 1  | Only allow rain down the storm drain. Ensure that no wastewater, debris, or litter enters the storm drains near your business. Never hose down floor mats, equipment, or vehicles in an area where wastewater may flow into a storm drain. If you have debris catch basins, clean them annually and as needed after rain storms. |                                     |
| 2  | 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.  |                                     |
| 3  | Keep dumpsters and any other potential pollutants, such as paint cans, other chemical drums, etc., covered and impermeable to rainwater. If no covers are available, provide overhead storage. Keep outdoor areas clean and report leaking dumpsters to your waste hauler.   |                                     |
| 4  | To prevent spills around drums and tanks, use spout and funnel when adding fluids to waste drums and pump and spigot when dispensing new product. Drain residual from pump back into original container. Alternatively, demonstrate a better spill-proof method of fluid transfer.   |                                     |
| 5  | Change vehicle fluids in bermed or contained indoor areas.   |                                     |
| 6  | Always use drop pans or portable storage containers while changing vehicle fluids.   |                                     |
| 7  | Do not leave drop pans and open containers containing vehicle fluids unattended for longer than 2 hours unless they are covered securely and within secondary containment.   |                                     |
| 8  | Park wrecked vehicles inside over concrete unless they have been drained of all vehicle fluids.  |                                     |

| № |  <b>WATER</b>   |  |
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| 1 | Replace all existing faucet aerators and showerheads with low flow fixtures. Bathroom aerators should not exceed 0.5gpm; kitchen sinks should not exceed 1.5GPM; showerheads with flow rates higher than 1.8GPM should be replaced with high-efficiency showerheads with rates of 1.5GPM or less. |  |
| 2 | Check for and repair all leaks, including in toilets.   |  |
| 3 | Regularly inspect and repair all broken or defective sprinkler heads/nozzles, meter, and water pipes, lines and valves. Verify heads/nozzles are the proper rating/type for that application and positioned to prevent hardscape areas from being sprayed.  |  |
| 4 | Adjust the schedule and duration of your irrigation system according to seasons. Water during non-daylight hours.   |  |
| 5 | Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less).   |  |
| 6 | Replace all urinals flushing at greater than 1.0 gallons with a high-efficiency urinal, flushing at less than or equal to .125 gallons, or waterless urinals.   |  |

| № |  <b>COMMUNITY</b>   |  |
|---|--|---|
| 1 | Post signage encouraging resource conservation.  |   |
| 2 | Have an environmental policy statement that outlines the organization's commitment to sustainability and distributed to all employees. The policy must address waste reduction, water/energy conservation, and education.  |   |
| 3 | Research upgrading the 100% renewable energy option from your community choice aggregation (CCA) provider or utility.  |   |
| 4 | Encourage employee participation in sustainability efforts by adopting programs like sustainability best practices in employee on-boarding, establishing a "Green Team", measuring and communicating the progress on sustainability initiatives, and awarding staff with financial and non-monetary incentives for their sustainability initiatives. |   |
| 5 | Register your business with the IL Green Business Tracker to calculate your carbon footprint and other energy metrics.   |   |