

CERTIFIED
GreenGarage



Self-Audit Evaluation Form

Company Name _____

Program Contact _____



Automotive Retailers Association
Certified Green Garage Program
Unit 1 8980 Fraserwood Court Burnaby, BC V5J 5H7
Phone: 604-432-7987 | Fax: 604-432-1756 | Email: mrd@ara.bc.ca

Administrative

<p>Staff Training</p> <p>Guidebook</p> <p>Pages</p> <p>6,11</p>	<p>Workers have received necessary training.</p> <ul style="list-style-type: none"> <input type="checkbox"/> WHMIS. <input type="checkbox"/> TDG (optional). <input type="checkbox"/> Spill Response. <input type="checkbox"/> Written Records are kept on file. 	Yes	No	N/A
---	--	-----	----	-----

<p>Health & Safety</p> <p>Worker</p> <p>Orientations</p> <p>Guidebook</p> <p>Page 6</p>	<p>New workers receive health and safety orientation.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written Records are kept. 	Yes	No	N/A
--	--	-----	----	-----

<p>Environmental</p> <p>Awareness</p> <p>Guidebook</p> <p>Pages 6,19</p>	<p>Employees are made aware of company environmental policy.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy is placed in a visible location. 	Yes	No	N/A
--	---	-----	----	-----

<p>Waste Disposal</p> <p>Procedures</p> <p>Guidebook</p> <p>Pages 6,8</p>	<p>Employees are trained in waste handling / disposal procedures.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Procedures are written. <input type="checkbox"/> Procedures are placed near areas where activities take place. 	Yes	No	N/A
---	--	-----	----	-----

<p>Records & Administration</p> <p>Guidebook</p> <p>Pages 8, 10, 12, 13, 14</p>	<p>A copy of the transporter's current license to transport hazardous waste is kept on file.</p> <p><input type="checkbox"/> Oil.</p> <p><input type="checkbox"/> Anti-Freeze.</p> <p><input type="checkbox"/> Batteries.</p> <p><input type="checkbox"/> Other.</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>
--	--	------------	-----------	------------

<p>Records & Administration</p> <p>Guidebook</p> <p>Pages 8, 10, 12, 13, 14</p>	<p>Invoices with manifest numbers are stored on site for a period of two years.</p> <p><input type="checkbox"/> Oil.</p> <p><input type="checkbox"/> Anti-Freeze.</p> <p><input type="checkbox"/> Batteries.</p> <p><input type="checkbox"/> Other.</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>
--	---	------------	-----------	------------

<p>Spill Response</p> <p>Guidebook</p> <p>Pages 6, 7, 11</p>	<p>Spill procedures are posted in a visible location.</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>
---	---	------------	-----------	------------

Best Management Practices

Waste Storage Areas Used Oil Used Antifreeze Guidebook Pages 9, 10, 11	Containers of oil and anti-freeze are under cover with tight fitting lids to avoid precipitation into the containers. <input type="checkbox"/> Used oil filters are disposed of as hazardous waste.	Yes	No	N/A
---	--	-----	----	-----

Waste Storage Areas Guidebook Pages 9, 10, 11	Containers are adequately labeled to avoid cross contamination.	Yes	No	N/A
--	---	-----	----	-----

Waste Storage Areas Guidebook Pages 9, 11	Storage areas have adequate cover, an impervious floor, and adequate secondary containment. <input type="checkbox"/> Drains in the storage area are sealed to prevent spilled wastes from getting into drainage. <input type="checkbox"/> Area does not flood during rain or snowmelt.	Yes	No	N/A
--	--	-----	----	-----

Waste Storage Areas Lead Acid Batteries Guidebook Pages 9, 13	Batteries are stored in acid proof tubs. <input type="checkbox"/> Damaged or leaking batteries are stored in closed containers to prevent releasing toxic materials into the environment.	Yes	No	N/A
--	--	-----	----	-----

Waste Storage Areas Guidebook Page 9	Large funnel is available for employees to drain used oil and anti-freeze into containers without spillage.	Yes	No	N/A
---	---	-----	----	-----

Waste Storage Areas Guidebook Page 9	Solvent-based wastes including: thinners, waste paints and paint booth filters, must be kept closed and contained when not in used. <input type="checkbox"/> Stored and labeled.	Yes	No	N/A
---	---	-----	----	-----

Spills and Spill Reporting Guidebook Page 11	Adequate spill kits are kept on site, placed in a visible and accessible location, and clearly labeled. Spill Kit includes: <input type="checkbox"/> Personal protective equipment. <input type="checkbox"/> Absorbent materials. <input type="checkbox"/> Shovels or scoops.	Yes	No	N/A
---	---	-----	----	-----

Spills and Spill Reporting Guidebook Page 7, 11	Drip pans are used to catch residual oils.	Yes	No	N/A
--	--	-----	----	-----

Spills and Spill Reporting Guidebook Page 7, 11	Absorbents used to soak up oils are placed in a double sealed bag (or metal container) and disposed of as hazardous waste.	Yes	No	N/A
--	--	-----	----	-----

<p>Spill Response Staff Training</p> <p>Guidebook</p> <p>Page 6, 11</p>	<p>The spill response plan is posted in a visible location.</p> <p><input type="checkbox"/> Staff are able to locate where plan is posted.</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>
<p>Spill Reporting</p> <p>Guidebook</p> <p>Page 6, 11</p>	<p>Small spills are attended to in a reasonable time frame and large spills are attended to immediately.</p> <p><input type="checkbox"/> Spills over threshold are reported to the Provincial Emergency Program.</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>
<p>Refrigerants</p> <p>Guidebook</p> <p>Page 14</p>	<p>A service log is used to record the evacuation of R12 or R134.</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>
<p>Refrigerants</p> <p>Guidebook</p> <p>Page 14</p>	<p>Containers storing evacuated R12 or HFC134A are properly labeled.</p> <p><input type="checkbox"/> Service log is maintained.</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>
<p>Oil / Water Separators</p> <p>Guidebook</p> <p>Page 15</p>	<p>Oil/water separators are cleaned of sludge every six months.</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>
<p>Oil / Water Separators</p> <p>Guidebook</p> <p>Page 15</p>	<p>Separators are tested annually and meet effluent criteria.</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>

<p>Shop Rags, Towels & Coveralls</p> <p>Guidebook</p> <p>Page 15</p>	<p>Shop rags, coveralls, and towels that may contain solvents paints and other hazardous wastes are disposed of properly.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Soiled towels and coveralls are sent to an offsite laundry facility that can accept them. <input type="checkbox"/> Contaminated rags, towels, and coveralls are collected and properly stored. <input type="checkbox"/> Laundry facility meets environmental standards and other applicable regulations. 	<p>Yes</p>	<p>No</p>	<p>N/A</p>
---	---	------------	-----------	------------

<p>Cardboard & Paper</p> <p>Guidebook</p> <p>Page 16</p>	<p>Company has a cardboard and paper recycling program.</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>
---	---	------------	-----------	------------

<p>Waste Tires</p> <p>Guidebook</p> <p>Page 16</p>	<p>No more than 120 waste tires are stored on location.</p>	<p>Yes</p>	<p>No</p>	<p>N/A</p>
---	---	------------	-----------	------------

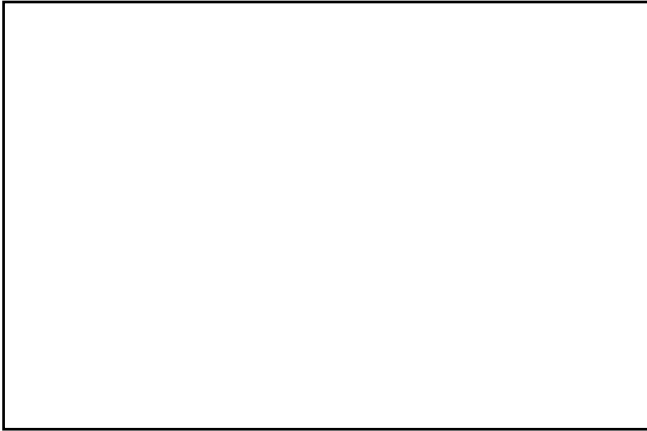
<p>Plastics, Plastic Containers, Metal, and Glass</p> <p>Guidebook</p> <p>Page 17</p>	<p>Company recycles:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plastics. <input type="checkbox"/> Plastic containers. <input type="checkbox"/> Has a recycler pick up metal or recycles metals at metals recycler. <input type="checkbox"/> Glass. <input type="checkbox"/> Batteries (other). 	<p>Yes</p>	<p>No</p>	<p>N/A</p>
--	---	------------	-----------	------------

Outdoor Service Area Guidebook Page 18	Outdoor service area is roofed and/or concreted.	Yes	No	N/A
---	--	-----	----	-----

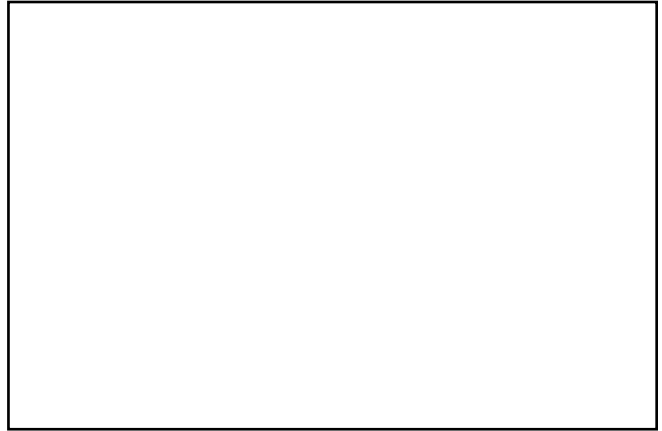
Outdoor Service Area Guidebook Page 18	Area is bermed to prevent run off into sewage drains.	Yes	No	N/A
---	---	-----	----	-----

Required Photos *(insert)*

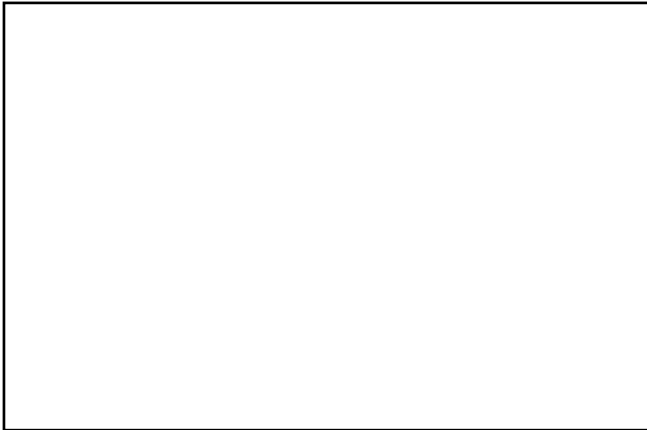
1. Waste storage areas demonstrating proper containment and identification of materials.



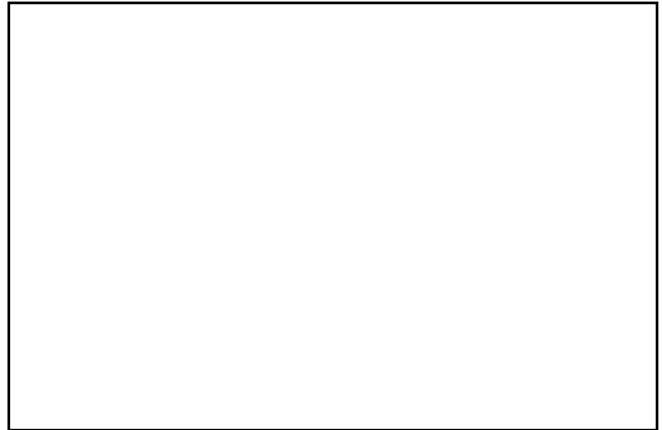
2. Waste batteries storage area.



3. Waste tire storage area.



4. Posted Environmental Policy



5 Posted spill response plan.



6. Outdoor vehicle maintenance area
(if applicable.)

