

Certified Green Garage Program

Overview

This ARA Green Garage certification for collision repair shops sets out the best management practices for the safe storage, and handling of waste products. Certified Collision Repair providers who wish to become Green Garage certified must complete the self-audit and meet the minimum requirements before being designated a certified ARA Green Garage.

Each category on the self-audit relates to a key area in the program. Shops must measure their current practices against the recommended best practice standards in this section.

Shops may be subject to external audits as required in order to maintain program integrity.



Shops that do not meet requirements must complete the pollution prevention action plan included in this section. The shop must list in which areas they are deficient and then detail specific actions required to bring them into full compliance. The shop may only conduct a re-evaluation of their environmental practices once each deficiency has been addressed.

Program Requirements

Staff training and environmental awareness

All employees within a certified Green Garage collision repair shop must be aware of the company environmental policy.

Shop owners are required to ensure all employees receive training in the following areas and are aware of the appropriate environmental procedures:

- Worker Orientation – new and young workers
- Workplace Hazardous Materials Information System (WHMIS) training
- Transportation of Dangerous Goods
- Waste disposal procedures
- Spill response procedures

Employees must be briefed regularly on safety and environmental policies and procedures.

Worker orientation

All employers must ensure that before a young or new worker begins work in a workplace, they are given a health and safety orientation and training specific to the workplace.

A review of shop policies and procedures concerning treatment and disposal of hazardous waste must be included in their orientation.

WHMIS training

All employees will receive WHMIS training as part of their orientation.

Transportation of dangerous goods

All employers and employees who handle or transport dangerous goods must satisfy one of following requirements;

- They must be adequately trained and hold a training certificate in accordance with WorkSafeBC regulations
- or
- They must perform those activities in the presence and under the direct supervision of a person who is adequately trained and who holds a training certificate in accordance with WorkSafeBC regulations

Spill response

All employees must receive adequate training in spill clean-up procedures and spill response, including how to handle used oil, spill prevention and spill control, and what to do in the event of a large spill

Record keeping

All Green Garage collision repair shops must maintain documentation related to the safe storage and handling of waste products. The following is a list of required records and documentation:

- A Standard Operating Procedures manual that is accessible to all employees
- Written records of all staff training, external and internal training, and copies of any certificates awarded
- Written records of the discussions employers or managers have with staff regarding operating procedures, spill prevention, and spill control
- Written records and procedures for the disposal of chemical wastes (including solvents and paints) posted in the areas where these materials are present
- Spill procedures summarized on signs and posted where the materials are stored and used
- Local and Provincial Emergency Program phone numbers (1-800-663-3456) posted in an obvious location
- Environmental management plans and audit reports kept on file
- Records from transporters licensed to transport hazardous wastes—must put manifest numbers on invoices and keep invoices in a central file for a minimum of 2 years
- A copy of each transporter's current licence to transport hazardous waste kept on file
- Copies of Special Waste Transport licences kept on file for the following:
 - Used oil and oil filters
 - Used Coolant
 - Used Batteries
 - Used Tires
 - CFC & HFC

- O/W Separator Sludge
- Parts Washer

Spill reporting

Environmental spill reporting regulation requires that all persons managing hazardous waste must report significant spills to the Provincial Emergency Program at 1-800-663-3456. A spill is considered reportable if it exceeds the thresholds tabled below:

Hazardous Wastes	Spill Reporting Threshold
Oil and Oil Related Products	100 Litres
Antifreeze	5 Litres
Waste Fuel	100 Litres
Refrigerants	10 Kilograms

Spill response plan

In the event of a spill adhere to the following steps;

- Shut off source of spill.
- Prevent the spill from entering any drains.
- Confine the spill to one area.
- Use absorbent materials to dry area.
- Sweep up and dispose of the absorbent material properly (absorbent material is considered hazardous waste).
- Report spill to manager.
- Report spill to the Provincial Emergency Program if it exceeds legal thresholds.

Waste storage areas

All hazardous waste must be stored in a safe manner and must adhere to all environmental laws and regulations:

- Keep the containers under cover with tight fitting lids to avoid precipitation into the containers.
- Ensure any drains in the storage area are sealed to prevent spilled wastes from getting into drainage.
- Ensure a large funnel is available for employees to drain used oil into containers without spillage.
- Ensure containers are adequately labeled to avoid cross contamination.
- Ensure the area does not flood during rain or snowmelt.
- Avoid use of underground storage tanks.
- Ensure the storage area has adequate cover, an impervious floor, and adequate secondary containment.

- Store batteries in acid-proof tubs. Damaged or leaking batteries must be stored in closed container to prevent releasing toxic materials to the environment.
- Keep all solvent-based wastes including thinners, waste paints, and paint booth filters closed and contained when not in use. They must be stored, counted, and labeled.

Waste tires

Waste tires are considered to be an environmental risk, in the event that they catch on fire as well as enhance the spread of mosquitos during summer months. It is recommended that no more than 125 waste tires be located at a single shop at any one time.

Waste tires are managed in British Columbia by the Tire Stewardship BC.

On average, 80-90 percent of the scrap tires collected are recycled into products. Most are recycled into crumb rubber, which is made up of granules of rubber with the steel and fibre removed. This recycled rubber is then used to create a variety of products including athletic tracks, synthetic turf fields, and playground surfacing; colourful, resilient flooring in recreational facilities; flooring and mats for agricultural and industrial use; and coloured landscaping mulch. The remaining scrap tires collected are used as a fuel supplement in the cement and pulp and paper industries.

Tire Stewardship BC will pick up used tires at no cost if they have been removed from the rim. For more information, visit: <http://www.tsbc.ca>

Environmental Policy

Every shop must have a posted environmental policy expressing their commitment towards environmental sustainability and towards becoming certified as an ARA Green Garage shop. The following template may serve as your company's policy. Simply add your business name and post in a central, visible location accessible to customers and staff. Or create your own.

_____ (Your Company) _____ believes in protecting the environment. This is why we continually strive to be a "greener" and more environmentally friendly shop. As an active certified ARA Green Garage shop, we endeavour to manage and dispose of all waste products in full compliance with legislated environmental standards. As a certified Green Garage shop, (Your Company) commits to the following:

- Minimizing waste by evaluating operations and ensuring we are as efficient as possible
- Actively promoting recycling both internally and amongst our customers and suppliers
- Sourcing products that minimize environmental impact
- Meeting or exceeding all government environmental legislation that relates to our company
- Using only licensed transporters to haul wastes

It is our priority to encourage our customers, suppliers, and all business associates to do the same. This practice is not only common sense for all but also a matter of delivering on our duty of care towards future generations.

Sincerely

_____ (SHOP OWNER) _____

Green Garage compliance agreement

As a participant in the ARA Green Garage program, we agree to meet all environmental standards with respect to the operations of our shop as described below:

All waste products and raw materials will be stored, transported, and disposed of in accordance with all applicable federal, provincial, and municipal laws.

We will only use suppliers that meet all applicable laws in handling and transportation of our waste products.

We will, whenever possible, endeavour to use less toxic materials in the repair of automobiles.

I agree to abide by all program rules and acknowledge that as laws may change from time to time program requirements may also change.

If for any reason I cease to be a member in good standing, fail a random audit, or discontinue remaining environmentally compliant, I will immediately cease all use of promotional materials and identification as a certified ARA Green Garage shop.

Dated and signed this _____ day of _____ 20 _____

I, _____ of _____

Agree to follow the above requirements of the Green Garage Program:

Signature