



Small Business Assistance Office

Environmental Compliance Guide for Auto Service Shops

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Introduction

If you operate an auto service business, it is important for you to know the Ohio EPA regulations that apply to your activities. You may need permits for air pollution sources or wastewater discharges. You may also be required to notify Ohio EPA if you generate any hazardous waste.

Complying with some regulations, such as getting a permit, may take some time. So, the earlier you look into your responsibilities under the rules the better.

This guidebook summarizes some of the major environmental requirements that could apply to your auto service shop. It may not cover every requirement, and should not be used as your only source of information on the regulations. It provides you with a starting point to identify areas where your business might be subject to regulation.

If you need more information or have additional questions about the environmental regulations, contact the Small Business Assistance Office at (800) 329-7518. You can also contact your local Ohio EPA district office. See the map at the end of this guidebook to find the district office which covers your area.

It is important that you are aware of and in compliance with the regulations to ensure that your company does not face environmental violations or penalties.

Under Ohio's laws, a company can be fined up to \$10,000 per day for environmental violations!



Air Pollution Requirements

Under Ohio's regulations, it is your responsibility to obtain all environmental permits that are needed for your business. Air pollution permits are required for "air contaminant sources." An air contaminant source is anything that emits air pollutants, such as particulates, dust, fumes, gases, mist, smoke, vapors or odors.

While this definition covers many different processes, there are four rules of thumb that can often help identify an air contaminant source. Does your business:

- Have something with a stack, dust collector or vent? Examples: shotblasters, grinders, storage tanks.
- Have a process that uses paints, solvents, adhesives or other chemicals? Examples: paint booths, degreasers, solvent cleaning tanks.
- Have a process that burns fuel (e.g., oil, natural gas, coal)? Examples: boilers, furnaces, process heaters.
- Have a process that produces visible dust, smoke or odors? Examples: unpaved roadways, material handling areas.

You may have activities at your auto repair shop that are subject to Ohio EPA's air pollution control regulations. If your business involves collision repair or painting, a permit may be needed, especially for units such as spray booths. Paints and solvents are regulated because they often contain volatile organic compounds (VOCs) and hazardous air pollutants (HAPs). VOCs contribute to photochemical smog. HAPs are harmful to human health and many are suspected to cause cancer. For these reasons, Ohio EPA regulates the emission of paints and solvents through permits.

There are two permits required for an air pollution source: the permit-to-install (PTI) and permit-to-operate (PTO). The permit-to-install is required before installing equipment. The permit-to-operate is needed to operate the equipment after installation. Please note that if you are already operating your business and discover that you need an air permit, you must still complete and submit PTI and PTO applications. Most permits will require you to limit air pollutant emissions (e.g., pounds per day or pounds per hour of VOCs). The permit will often require that daily or monthly operating records be kept on site.



Paints and solvents are regulated because they often contain volatile organic compounds (VOCs) and hazardous air pollutants (HAPs).

There are some exemptions from permitting for small air pollution sources (de minimis sources). Whether a unit is exempt depends on factors such as the size of the operation and the types of materials used in the process (e.g., low VOC coatings).

Gasoline Dispensing Facilities

Gasoline dispensing facilities (GDFs) are subject to Ohio's air pollution control requirements. GDFs include retail service stations or private facilities where gasoline is dispensed into vehicle fuel tanks. The regulations require emission controls to reduce gasoline vapors. These emission controls are called Stage I and Stage II emission controls. These emission control measures depend on annual gasoline throughput and the county your business is located in. Some GDFs are also required to obtain air permits from Ohio EPA.

Contact your local Ohio EPA district office, Division of Air Pollution Control or Small Business Assistance Program at (614) 644-4830 for more information on the air pollution control and permitting requirements.

Open Burning

Business owners need to be aware of Ohio EPA's open burning regulations, found in Chapter 3745-19 of the Ohio Administrative Code (OAC). "Open burning" is burning materials like trash, leaves, tree trimmings, tires and construction debris outdoors. When these materials are burned, they can release harmful air pollutants. Gases released by open burning can also corrode metal siding and damage paint on buildings.

Under Ohio's air pollution control regulations, a business cannot burn trash or any other waste for the purpose of waste disposal. A common violation Ohio EPA sees at small businesses is open burning wastes like pallets, trash or used shop rags.

A few types of open burning are allowed by businesses. In these situations, the business does not need to notify Ohio EPA or obtain permission from the Agency before burning. However, fires must be kept to a minimum size, cannot be used for waste disposal and the fuel burned must help minimize the emission of air contaminants. Examples of acceptable open burning include:

- heating tar;
- welding and acetylene torches;
- smudge pots and similar occupational needs; and
- heating for warmth of outdoor workers or strikers.

Ohio EPA can also authorize other open burning activities such as: fires for controlling diseases/pests, ceremonial fires, fire fighting training, managing land clearing wastes and emergency management of ignitable or explosive wastes. Before conducting any of these activities, the company must first contact Ohio EPA's Division of Air Pollution Control. Special conditions may apply to some activities. In addition, the business may be required to complete an application and obtain written approval from the Agency before open burning.

There may also be local laws in your area regarding open burning. These local ordinances may be more strict than Ohio EPA's regulations. Knowing the open burning regulations can help your company avoid violations or penalties.

"Open burning" is burning materials like trash, leaves, tree trimmings, tires and construction debris outdoors.



Under Ohio's rules, you **CANNOT** open burn waste at your business.

If you have any questions about the open burning requirements, contact your local Ohio EPA district office, Division of Air Pollution Control.

Freon Recovery

U.S. EPA regulates how freon is handled from motor vehicle air conditioners. The rules also set standards for freon recovery and disposal.

Technician Training

Technicians who recover freon from motor vehicles must be trained and certified by a U.S. EPA-approved organization. Training must include instruction on the proper use of equipment, regulatory requirements, importance of refrigerant recovery and the effects of ozone depletion. To be certified, technicians must pass a test demonstrating their knowledge in these areas. A list of approved testing programs is available from the U.S. EPA ozone hotline and Web site.



Approved Equipment

Technicians who service motor vehicles must use U.S. EPA-approved equipment for refrigerant recovery and recycling. Recover/recycle equipment cleans the refrigerant so that contaminants like oil, air and moisture reach acceptably low levels. A list of approved recovery and recycling equipment is available from U.S. EPA's ozone hotline and Web site. Service shops performing recovery/recycle operations must certify to U.S. EPA that they own approved equipment.

Disposal and Recordkeeping

Freon recovered from vehicles must either be sent off-site to a reclamation facility or recycled on-site. For any recycling done on-site, there are specific procedures in the regulations that you must follow. For refrigerants sent to a reclamation facility, you must keep records, including the name and address of the reclaimer.

U.S. EPA's Ozone Protection Program
Hotline: 800-296-1996
www.epa.gov/ozone/index.html

Prohibition on Venting Refrigerants

The Clean Air Act prohibits venting freon into the atmosphere.

For more information on the freon recovery requirements, contact U.S. EPA's Ozone Protection Program at (800) 296-1996.

Scrap Tires

Ohio EPA has regulations in place for businesses that handle scrap tires. These regulations are found in Chapter 3745-27 of the Ohio Administrative Code (OAC). As an auto service shop, you could be subject to these regulations if you remove scrap tires from vehicles. Tires that are removed from vehicles (both those on and off rims) are defined as scrap tires. A tire that is still on a vehicle is not defined as a scrap tire.

Scrap tire generators are exempt from most of Ohio EPA's scrap tire regulations. This means that generators are not required to get a license or permit. To stay within the exemption, however, generators must meet certain requirements.

Scrap tire generators can store only up to 1,000 tires in an outdoor location. If the tires are kept inside a secure building or container, there is no storage limit.

All tires need to be stored and handled in a manner that prevents health and fire hazards. For outdoor storage, these requirements include having adequate mosquito control measures (e.g., using a pesticide/larvicide, covering piles, keeping tires dry). All tires must also be stored safely to prevent fires, with adequate aisle space and protection from sources of ignition.

When scrap tires are shipped off-site, you must use a transporter that is registered by Ohio EPA. Scrap tire shipping papers must be completed and kept for three years.

If you transport scrap tires yourself, you may need to register as a scrap tire transporter. Whether you need to register depends on how many tires are transported in a load. The transporter requirements also include completing shipping papers and obtaining financial assurance.

Finally, you can dispose of scrap tires only at facilities that have been approved by Ohio EPA. Contact Ohio EPA's Division of Solid and Infectious Waste Management for more information on scrap tire requirements. In some areas, the local health department may be responsible for the scrap tire program. You can contact your local health department for information and assistance.

Tires that are removed from vehicles (both those on and off rims) are defined as scrap tires.



Outdoor tire piles can create a health and fire hazard.



Poorly managed scrap tires can create a breeding ground for disease-carrying mosquitoes.

Used Oil

If you generate used oil from your auto service shop, you are subject to Ohio's used oil regulations, found in Ohio Administrative Code (OAC) Chapter 3745-279. Some examples of used oil include engine oil, lubricating oil, brake fluid, transmission fluid and hydraulic fluid.

Many of the used oil regulations relate to good housekeeping practices. As a used oil generator, you must:

- Label containers or tanks with the words used oil.
- Ensure containers or tanks are in good condition (not rusting, leaking).
- If there is a leak or spill of used oil: stop the leak, contain it, clean it up and properly manage cleanup materials.
- Use a transporter with an EPA identification number to ship used oil off-site.



Although these drums are labeled, they are stored in a poor location outside. **DON'T** do this at your business!

As a generator, you must ensure that used oil is properly managed by a recycling or disposal company. The best way to manage used oil is to send it off site to a recycling company. The regulations encourage different recycling options such as reconditioning, refining, reusing or burning for energy recovery. You should also be aware that under Ohio's used oil regulations, it is also illegal to use used oil as a dust suppressant on roadways, drives or on other areas of your property.

If you have questions about the used oil regulations, contact your local Ohio EPA district office, Division of Hazardous Waste Management (DHWM). See appendix for a list of commercial used oil recyclers.

Handling Used Oil

DON'T throw your used oil on the ground, down the sewer, into a dry well, in a septic tank or down a floor drain.

DON'T put liquid used oil in the trash dumpster with your solid waste. Solid waste landfills can't take liquids.

DON'T mix your used oil with materials that might cause the whole mixture to become a hazardous waste, such as solvents or brake cleaner.

DON'T use used oil as a dust suppressant on your property.

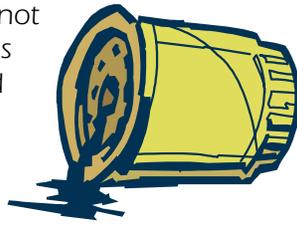
DO inspect your used oil areas for leaks or spills and take quick action if clean-up is needed.

DO train employees on the correct methods for handling used oil.

DO look for ways to recycle used oil. If the used oil can't be recycled, it must be properly disposed of.

Used Oil Filters

Under Ohio's used oil regulations, you do not need to handle used oil filters as hazardous waste if the filters are non terne-plated and have been properly drained of used oil.



Under Ohio's regulations, four different methods are acceptable for "hot-draining" used oil filters. Hot draining means that you remove and drain the filter at close to engine temperature. Acceptable hot-draining methods include:

Gravity Draining

When the filter is removed from the engine, it is placed with its gasket side down in a drain pan. If the filter has an anti-drain valve, the "dome end" of the filter is punctured with a screwdriver (or similar device) so the oil can flow freely. The filter needs to drain for 12-24 hours.

Crushing

The filter is crushed by a mechanical, pneumatic, or hydraulic device to squeeze out the used oil. The remaining filter material is compacted.

Disassembly

The filter is separated into its different parts using a mechanical device. Then, metal, rubber and paper can be recycled separately.

Air Pressure

The filter is placed into a device where air pressure forces the used oil out of the filter.

Once you have properly drained non terne-plated filters, you can send these filters to a recycling facility as scrap metal, or dispose of them as non-hazardous waste. If you properly drain terne-plated filters, you can also send these filters to a scrap metal recycler.

If terne-plated filters are not recycled as scrap metal, you must determine whether the filters are hazardous wastes. If they are hazardous, you must manage them according to Ohio EPA's hazardous waste requirements. This includes sending the filters to a permitted hazardous waste facility for disposal.

Please note that you must manage any oil removed from a filter according to Ohio EPA's used oil rules.

Terne is an alloy of lead and tin. The lead in terne plating can make a used oil filter hazardous. Terne-plated filters are used more commonly with heavy-duty vehicles such as buses and trucks.

If you are not going to drain your used oil filters, you must evaluate the filters to see if they are hazardous before disposal. You cannot throw any undrained filters into the trash dumpster unless you have evaluated the filters first and found them to be non-hazardous.

Also note that even if the filters are non-hazardous, a solid waste landfill will not accept them if they contain free liquids. Because of this, your best option for handling used oil filters is to drain them and send them to a recycling facility.

If you have questions about used oil filters, contact your local Ohio EPA district office, Division of Hazardous Waste Management (DHWM). See appendix for a list of used oil filter recyclers.



DON'T throw undrained oil filters into your trash dumpster.

Burning Used Oil in Space Heaters

During colder months, some auto service businesses help heat their shops by burning used oil in space heaters. It's important these businesses are aware of Ohio EPA's used oil and air pollution requirements. The used oil regulations state that used oil may be burned in a space heater if the following conditions are met:

- the space heater is only used to burn oil that is generated at the business or received from a do-it-yourself oil changer who generated it as a household waste;
- the space heater does not exceed a capacity of 500,000 (.5 million) British Thermal Units (BTUs) per hour; and
- combustion gases from the unit are vented to the outside.



It's also important to know that burning used oil in space heaters causes air pollution. The level of air pollution released depends on the amount of oil burned. Space heaters that have a burner rating of less than 500,000 BTUs per hour may qualify for the "de minimis exemption" under OAC Rule 3745-15-05.

Qualifying for the de minimis exemption means an air permit from Ohio EPA is not required to install or operate the space heater. If the space heater qualifies for this exemption, you should, however, keep a monthly record of the amount burned and the origin of the used oil (either generated on-site or received from a do-it-yourselfer). Records of any lab testing performed on the oil should also be kept in file.

The burner rating (BTU capacity) is usually found on the space heater or in the manufacturer's literature. Many space heaters on the market are rated less than 500,000 BTU per hour. If the heater rating is unknown, you can contact the manufacturer for this information.

It's important to know that burning used oil in space heaters causes air pollution.

Acceptable oils for burning include used crankcase oils from autos and trucks, lubricating oils, 90 W. gear oil, automatic transmission fluid and hydraulic oil. Burning other types of waste oil may require approval from Ohio EPA's Division of Air Pollution Control (DAPC).

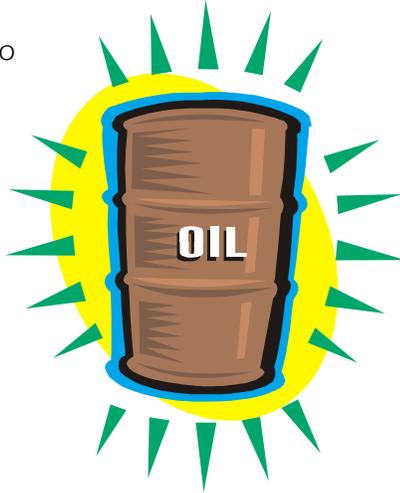
Contact the DAPC Small Business Assistance Program at (614) 644-4830 to get a copy of the de minimis exemption, or for additional information on the air pollution requirements for space heaters. For more information on the used oil rules, contact the Compliance Assurance Section in the Division of Hazardous Waste Management at (614) 644-2917 or your local Ohio EPA district office.

Oil Spill Prevention

If you handle oil or oil products at your facility, you could be subject to the Spill Prevention Control and Countermeasure (SPCC) regulations. These regulations require that companies prevent and contain discharges of oil or petroleum products. If you have any of the following storage capacities, you are subject to the SPCC regulations:

- a total aboveground storage capacity of 1,320 gallons; or
- greater than 660 gallons capacity in a single aboveground container; or
- more than 42,000 gallons underground storage capacity.

In determining whether these regulations apply, you must consider the capacity of your tanks or containers and not the actual amount of oil stored. If you are subject to the SPCC rules, you must provide secondary containment for oil or petroleum product storage units to contain any releases. You must also prepare a written SPCC plan.



Under the SPCC rules, the definition of oil is very broad and includes animal, vegetable and soluble oils. Other common oil and petroleum products that are regulated include heating oil, crude oil, mineral oil, gasoline and diesel fuel.

Secondary containment must be sufficient to contain precipitation and the volume of the largest tank or container in each storage area. To meet these criteria, containment systems must be designed to hold 110 percent of the volume of the largest tank or container in the area.

You must also have a written SPCC plan which describes all measures taken at your facility to prevent and control a release of oil or petroleum products.

The SPCC plan must be written within six months after you begin to store oil and it must be updated every three years, or whenever significant changes in oil storage occur. You must also train employees on the contents of the plan.

The SPCC plan must be signed by your management and certified by a professional engineer (PE). Your management must review and sign the plan every three years, even when there are no changes. The SPCC plan must be kept on-site and be available for review.

Contact your local Ohio EPA district office, Division of Emergency and Remedial Response for more information on the SPCC requirements.



Poor management of oil and other wastes led to a costly cleanup for this company. DON'T let this happen at your business!

Antifreeze

Antifreeze drained from autos, trucks or other engines is considered a waste. Ohio EPA does not regulate used antifreeze as hazardous waste unless it contains high enough levels of certain metals, such as lead, cadmium or chromium. It can also be a hazardous waste if it has been mixed with other wastes such as gasoline or solvents. If you generate antifreeze, you must evaluate it to determine if it is a hazardous waste. You must also properly manage and dispose of spent antifreeze.

You **CANNOT** dispose of used antifreeze by pouring it into your septic system, on the ground, or in the trash. Also, in most areas of Ohio, you cannot dispose of antifreeze by putting it down floor drains into the sanitary sewer.

One option for handling used antifreeze is to have it recycled. There are three ways you can recycle used antifreeze. You can hire a mobile recycling company to come to your business, recycle the antifreeze and leave the recycled product for you to reuse. You can also hire a company to pick up your used antifreeze and recycle it at a central facility. Or, you can purchase a small antifreeze recycling system to use at your facility. If you recycle your own antifreeze on-site, you must make sure that any wastes from recycling (e.g., sludges, filters) are also evaluated to see if they are hazardous.

If your used antifreeze is a hazardous waste and you do not have it recycled, you must dispose of it at a hazardous waste facility. In addition, prior to sending it off-site for recycling or disposal, the used antifreeze must be managed properly on-site as a hazardous waste (e.g., keeping closed containers, labeling, inspections, etc.).

If you have questions about antifreeze, contact your local Ohio EPA district office, Division of Hazardous Waste Management (DHWM) or DHWM's Compliance Assurance Section at (614) 644-2917. See appendix for a list of antifreeze recycling services.



Handling Used Antifreeze

DON'T mix cleaning solvents, degreasers or waste fuel with used antifreeze, because this can result in a hazardous waste mixture.

DON'T dispose of used antifreeze by pouring it into your septic system, into a dry well, on the ground, or in the trash.

DO store used antifreeze in a dedicated container.

DO train employees on the proper way to handle antifreeze.

DO consider either on-site or off-site recycling.

Hazardous Waste

Under Ohio EPA's regulations, all wastes generated from a business must be evaluated to see if they are hazardous or not. If your company generates a hazardous waste, you are required to manage and dispose of that waste according to Ohio's hazardous waste regulations.

If your company generates more than 100 kilograms (220 pounds) of hazardous waste in any month, you must obtain a generator identification number from Ohio EPA. A permit is not required to generate hazardous waste. A permit is only needed in Ohio if a company wants to treat, store or dispose of hazardous waste. All hazardous waste must be sent to a permitted hazardous waste facility for treatment or disposal.

If you have a material that can no longer be used, it is considered a waste. There are two ways in which your waste can be classified as a hazardous waste:

Listed hazardous wastes

If your waste appears on any one of the lists published in Ohio's hazardous waste regulations, it is a hazardous waste. These hazardous waste lists are in the Ohio Administrative Code (OAC), rules 3745-51-31 through 3745-51-33.

Characteristic hazardous wastes

If you find that your waste does not appear on any of the lists in Ohio EPA's regulations, your waste may still be regulated if it possesses a hazardous characteristic. Under the regulations there are four characteristics that make a waste hazardous: ignitability, corrosivity, reactivity, toxicity.

Hazardous waste generated by auto service shops may include:

- spent solvents
- solvent contaminated wipers/shop towels
- waste paints
- spent fluorescent bulbs (containing mercury)
- used antifreeze containing metals, solvents or fuels
- used oil contaminated with metals, solvents or fuels
- lead acid batteries



Drums of hazardous waste need to be stored to prevent leaks and spills. Leaking drums, especially in outdoor areas could lead to a costly cleanup!

Many small businesses are hazardous waste generators. Even if you generate only a small amount of waste, the waste must still be evaluated and, if it is hazardous, properly managed. To determine if you have a hazardous waste, you must know about ALL the wastes that come from your business.

Go through your business and make a list of all your wastes (include even those you think are not hazardous). Go through the list and carefully evaluate each waste stream.

Keep any information that you use to make your waste evaluation in your files. If you do not have enough information from the process to evaluate a waste, you may need to have the waste sampled and sent to an environmental testing lab for analysis. Keep any lab results you have on your waste in a file.

If you would like more information about the hazardous waste regulations, contact your local Ohio EPA district office, Division of Hazardous Waste Management (DHWM). See appendix for a list of hazardous waste disposal companies in Ohio.

Solvent Contaminated Wipers

Many small businesses use solvents and wipers to clean equipment. When disposed of, the solvents used for cleaning often meet the definition of a listed or characteristic hazardous waste under Ohio's regulations. Solvent wipers include both disposable and reusable rags and towels. After use, these wipers are contaminated with solvents.

If you generate solvent wipers, these wipers must be evaluated to see whether they are hazardous or not BEFORE you dispose of them. Under Ohio's regulations, you cannot throw solvent wipers in the trash unless you have information showing the wipers are not hazardous. And, in many cases, solvent wipers are hazardous, even if they seem dry when you dispose of them. There are two ways in which solvent contaminated wipers can be handled. They can either be disposed of or sent off-site to a commercial laundry for recycling.

Any company that sends contaminated wipers for disposal must evaluate those wipers to determine whether they are hazardous before they are disposed of. This includes determining whether the wipers are listed or characteristic hazardous wastes. If you have wipers that are hazardous and you want to dispose of them, you must send them to a permitted hazardous waste disposal facility.

A better option to manage solvent wipers is to send them off-site to a commercial laundry for cleaning. Under this scenario, Ohio EPA has determined solvent wipers that will be cleaned and reused are not subject to the hazardous waste regulations because they are not being discarded. All wipers are eligible for this exclusion if they contain no free liquids and are sent to a commercial laundry that is subject to regulation under the Clean Water Act or a dry cleaner.

If you would like more information about solvent contaminated wipers, contact your local Ohio EPA district office, Division of Hazardous Waste Management (DHWWM) or DHWWM's Compliance Assurance Section at (614) 644-2917.

Evaporating Solvent Wipers

Many small business owners ask whether it is acceptable to dry out solvent wipers by leaving drum lids off or evaporating off solvents. Under Ohio's hazardous waste regulations, you CANNOT evaporate solvent contaminated wipers. In many cases, this is considered hazardous waste treatment and is not acceptable without a hazardous waste treatment permit. In addition, evaporating wipers can release air pollutants, a possible violation of Ohio's air pollution control requirements. When collecting wipers, you need to ensure that they are kept in containers that are in good condition. The containers must be kept closed, except when adding or removing wastes.

Burning Solvent Wipers

It is important to know that Ohio's waste and air pollution control regulations also prohibit the burning of solvent contaminated wipers. Therefore, you CANNOT burn wipers (or other wastes from your business) in burn barrels or trash piles.



DON'T throw solvent wipers into your trash dumpster unless you know they are not hazardous.

Lead Acid Batteries

If you remove lead acid batteries from vehicles, you need to be aware of Ohio's hazardous waste regulations that apply to this activity. If lead acid batteries are handled improperly, they can pose environmental and health hazards. Battery components are toxic and corrosive. Lead and sulfuric acid can contaminate the air, soil and water.

Companies that generate spent lead acid batteries are encouraged to send them to a recycling facility. Through recycling, both the lead and sulfuric acid can be recovered from batteries. Lead acid batteries are commonly used in cars, trucks, and other vehicles.



This company has an indoor battery storage area which is well ventilated. An impervious floor helps contains spills and leaks.

If you are removing lead acid batteries from vehicles and sending them to a recycling facility, they are not subject to the full scope of Ohio's hazardous waste rules. For batteries that will be recycled, you can manage them under Ohio's existing lead acid battery rules in OAC 3745-58-70. Or, you can manage them under Ohio's hazardous waste regulations as a "universal waste." The universal waste regulations are found in OAC Chapter 3745-273. Both regulations have reduced standards for batteries that will be recycled.

If you are not recycling lead acid batteries, you must evaluate them before they are disposed of to determine if they are hazardous. Because of the lead and acid contained in these batteries, they will likely be a characteristic hazardous waste. And, if not recycled, these must be sent to a permitted hazardous waste disposal facility.

You should also be aware that if you are reclaiming batteries yourself on-site by opening batteries and removing acid and/or lead, you are subject to additional hazardous waste regulations. There may also be surface water and air pollution regulations that apply to these activities.

Tips for Handling Spent Lead Acid Batteries

- Do not open, handle or store batteries in a way that could rupture the battery case or cause it to leak.
- Separate batteries from other wastes like paper, rags, garbage and flammable or hazardous chemicals.
- Consider using a dike or other form of secondary containment to help prevent spills, reactions or fires. If storing batteries outside, protect them from the elements and consider placing them on an impervious surface to prevent discharges.
- Monitor your battery storage area for leaks or deterioration. Take quick action to address any spills or leaks.
- Make sure employees know how to safely handle batteries.
- Don't reclaim battery components yourself, unless you are sure that you are in compliance with the hazardous waste regulations that apply to this activity.

If you would like more information about handling lead acid batteries, contact your local Ohio EPA district office, Division of Hazardous Waste Management (DHWM) or DHWM's Compliance Assurance Section at (614) 644-2917.

Wastewater Discharges

Auto service shops may generate process wastewater from equipment cleaning, car washing, paint spray booths or other sources. Under Ohio EPA's regulations, options for handling process wastewater include direct and indirect discharges.

Industrial Wastewater: Direct Discharges

Any discharge of industrial wastewater to "waters of the state" will require a discharge permit (NPDES permit) from Ohio EPA's Division of Surface Water. Examples of waters of the state include: streams, rivers, lakes, ponds, marshes, watercourses, waterways, wells and springs. Wastewater discharges entering a conveyance system (like a ditch or storm sewer) that leads to a waterway may also require an NPDES permit.

You may also be required to treat wastewater to remove harmful contaminants (e.g., metals, chemicals, oils or grease) before it is discharged. If treatment is required, a separate permit is needed to construct wastewater treatment units, called a permit-to-install (or PTI). The PTI application is reviewed by Ohio EPA's Division of Surface Water.

Industrial Wastewater: Indirect Discharges

Often, the local wastewater treatment plants (POTWs) are responsible for regulating the companies that discharge wastewater to them. A large POTW may be able to handle the wastewater from your business. However, even large wastewater treatment plants are not generally designed to handle industrial wastes like chemicals, metals, oils, etc. They are designed to handle sewage related wastes and wastewater. Because of this, the treatment plant may require you to conduct "pretreatment" (e.g., remove of metals, oil or grease, etc.) before discharging your wastewater to them.

If you want to discharge industrial wastewater to a local POTW, you need to discuss these activities with the treatment plant directly. Permission to discharge to the POTW and/or obtaining a permit may be necessary. If you are required to construct wastewater treatment or storage units, this activity requires a permit to install (or PTI) from Ohio EPA.



If you discharge wastewater to waters of the state, you **MUST** have an NPDES permit for this activity.

NOTE

It is illegal to discharge process wastewater outside your business onto the ground!

There are also prohibitions against discharging industrial wastewater into an injection well. Examples of injection wells include dry wells, drain fields and cesspools. In addition, a septic tank, mound system or leaching line is also defined as an injection well system.

Contact the Division of Surface Water at your local Ohio EPA district office for more information on wastewater discharges and permit requirements.

Floor Drains

Floor drains are found at many small businesses. A common floor drain system can include a concrete trench which runs down the center of a shop floor. The trench is designed to capture water, cleaners, oil, dirt or other materials. Some shops have small rectangular or round floor drains connected to underground piping.

Some floor drains are necessary for day-to-day operations. Others are used for emergency purposes only. And, some floor drains don't seem to have any apparent use. Do you know where the floor drains in your business go? Are you discharging wastewater or other fluids into your floor drains?

It is very important that you know where all your floor drains lead, and are aware of Ohio EPA's regulations that apply to your discharge activities. If you do not know where your drains lead, or if you are using floor drains improperly, you could be contaminating nearby surface waters or drinking waters.

Some floor drains lead into a sanitary sewer, where wastewater goes directly to a public wastewater treatment plant (POTW). Other floor drains lead to an on-site sewage treatment system like a septic tank. Sometimes floor drains lead directly to an underground holding tank or discharge to a waterway or to the ground outside. Ohio EPA's water pollution control regulations apply to all of these activities.

Any company that wants to discharge an industrial wastewater to waters of the state needs to get a permit (NPDES permit) from Ohio EPA. Examples of waters of the state include streams, rivers, lakes, ponds, marshes, waterways, wells and springs. If your floor drains lead to any waters of the state, you must have a discharge permit for this activity.

Companies that discharge industrial wastewater directly to a POTW are also regulated. Often, the POTW regulates the discharge activities. If you are discharging to a POTW, you need to contact them and discuss your activities with them. You may be required to obtain a permit for the discharge. In addition, you may be required to treat the wastewater before discharging (e.g., oil/water separation, removing solids, chemicals, etc.).

A common floor drain system can include a concrete trench which runs down the center of a shop floor.



Make sure you know where your floor drains go. Make sure floor drains DO NOT discharge outside onto the ground or into an injection well system such as a septic tank or dry well.

NOTE

It is illegal to discharge process wastewater outside your business onto the ground! Make sure your floor drains don't lead outside where wastewater could end up on the ground.

Discharges to Injection Well Systems

If you have a floor drain which leads to an injection well, you are subject to Ohio's underground injection control (UIC) regulations. The UIC regulations are in place to protect underground drinking water sources from becoming contaminated. If you are discharging industrial wastewater to a floor drain that leads to a septic system or other injection well system, you could be in violation of Ohio's water pollution control laws. Examples of injection wells include dry wells, drain fields and cesspools. In addition, a floor drain that is tied to a septic tank, mound system or leaching lines is defined as an injection well system.

Under Ohio EPA's water pollution control regulations, a company CANNOT discharge industrial wastewater into an injection well. This activity is strictly prohibited unless a company has obtained a permit to drill and a permit to operate (UIC permit) from Ohio EPA's Division of Drinking and Ground Waters. This includes discharging industrial wastewater to an on-site sewage treatment system (e.g., septic tank, leach field). Not only would this activity be a violation without a permit, the discharged materials (chemicals, solids, oil, etc.) could also damage your on-site system.

Some types of disposal wells have been banned, including the use of motor vehicle waste disposal wells.

Important Points to Remember

- Check all your floor drains and make sure you know where they drain to.
- If you are using floor drains to discharge industrial wastewater onto the ground or into an injection well system such as a dry well or septic system, you need to stop these discharge activities immediately. You must find another way to manage your wastewater. Contact Ohio EPA's Division of Drinking and Ground Water, UIC Program to find get more information about closing your injection well.

- If you are using floor drains to discharge industrial waste water to waters of the state, and you do not have an NPDES permit, you must stop these discharge activities immediately. You must either obtain a permit or find another way to manage wastewater.
- If you are using floor drains to discharge wastewater to a local wastewater treatment plant, make sure the treatment plant knows about this activity. You may be required to treat the wastewater before discharging it. You may also need to get a permit for the discharge.
- DO NOT put other fluids like oil, solvents, paints or chemicals into a floor drain. This could contaminate your property and expose you to large fines and clean up costs.
- Think about installing an emergency shut-off on the drain pipes to prevent accidental spills from entering the sewer.
- If you have floor drains at your company that you are not using, think about having them capped or plugged. Good housekeeping and planning can help avoid costly problems later.

If you have any questions about floor drains and Ohio's water pollution control requirements, contact your local Ohio EPA district office, Division of Surface Water (DSW) for assistance. You can contact Ohio EPA's Division of Drinking and Ground Water, UIC Program at (614) 644-2752 for more information about UIC permits.

Underground Storage Tanks

It is estimated that there have been about 1.1 million underground storage tanks (USTs) buried at over 400,000 sites nationwide. And, until the mid-1980s, most USTs were made of bare steel, which is likely to corrode and allow UST contents to leak into the environment over time.

Faulty installation or inadequate operation/maintenance can also cause USTs to leak. Potential hazards from leaking USTs include soil and groundwater contamination, fire and explosion. For these reasons, U.S. EPA established the UST regulations in the mid-1980s.

Companies in Ohio that have USTs for storage of petroleum or hazardous substances are regulated by the Division of State Fire Marshal, Bureau of Underground Storage Tanks (BUSTR). A UST is a tank and any underground piping connected to the tank that has at least 10 percent of its combined volume underground. The UST regulations apply only to underground tanks and piping that store either petroleum or certain hazardous substances.

If you are using an underground tank for storage of petroleum or hazardous substances, you could be subject to these regulations. Some tanks are exempt from the regulations, including certain farm/residential units, small tanks (storing 110 gallons or less) and some process-related tanks. Specific information on these exemptions is included in Ohio's UST rules.

A company subject to the UST rules must ensure that underground tanks meet certain technical specifications. The technical regulations for USTs are designed to reduce the chance of releases. To meet the requirements, owners were required to upgrade, replace, or close existing UST systems by 1998. Tanks remaining in operation and any newly installed tanks are now required to have leak detection systems.



UST owners and operators are responsible for reporting and cleaning up any releases.

UST systems must be registered with the State Fire Marshal's Office. Financial assurance is also required for UST operators to ensure that adequate funds are set aside to cover the costs associated with a leak or cleanup.

In addition, a certified tank installer must oversee any installation, removal or repair of an underground tank. A permit from BUSTR is also required for any installation, upgrade, major repair or closure of an underground tank. There are also closure guidelines for tanks that are taken out of service, removed or closed.

For more information about the UST requirements, contact the Department of Commerce, State Fire Marshal's Office, Bureau of Underground Storage Tank Regulation (BUSTR) at (614) 752-7938.

Ohio EPA
Division of Hazardous Waste Management

Ohio Commercial Facilities Accepting Hazardous Waste

The following is a list of commercial facilities in Ohio accepting hazardous waste. Users should contact each facility for a complete description of services. Users should also check the compliance status of the facility they work with. For additional information, contact Ohio EPA's Division of Hazardous Waste Management at (614) 644-2917.

Company Name

Ashland Distribution Co.
2854 Springboro Road
Dayton, Oh 45439
(800)637-7922
Storage/Transfer

Chemical Solvents
1010 Denison Ave.
Cleveland, OH 44109
(216) 741-9310
Solvent Recycling, Fuel Blending

Chemtron Corporation
35850 Scheneider
Avon, Ohio 44011
(800)676-5091
Solvent Recycling, Fuel Blending,
Mercury Recovery

Clean Harbors
4879 Spring Grove
Cincinnati, Ohio 45232
(513)681-5738
Fuel Blending, Stabilization, Aqueous
Treatment

Clean Harbors of Cleveland
2900 Broadway
Cleveland, Ohio 44115
(216)429-2402

Detrex Corporation
1410 Chardon Road
Euclid, Ohio 44117
(216)692-2464
Storage/Transfer

Envirite of Ohio Inc
2050 Central Ave. SE
Canton, Ohio 44707
(330)456-6238
Chemical Precipitation, Chemical Treatment

Environmental Enterprises
4650 Spring Grove
Cincinnati, Ohio 45232
(513)541-1823
Fuel Blending, Treatment, Stabilization

Environmental Purification
2111 Champlain Street
Toledo, Ohio 43611
(419)727-0495
Thermal Treatment

Envirosafe Services of Ohio
876 Otter Creek Road
Oregon, Ohio 43616
(419)698-3500
Landfill

Hukill Chemical
7013 Krick Road
Bedford, Ohio 44146
(440)232-9400
Fuel Blending, Solvent Recycling

Klor Kleen Inc.
3118 Spring Grove Ave.
Cincinnati, Ohio 45225
(513)681-0060
Storage/Transfer

Ohio EPA
Division of Hazardous Waste Management

Ohio Commercial Facilities Accepting Hazardous Waste
(continued)

Onyx Environmental Recycling
4301 Infirmary Road
West Carrollton, Ohio 45449
(937)859-6101
Fuel Blending, Solvent Recycling

Systech Environmental Corp.
11397 CO. RD. 176
Paulding, Ohio 45879
(419)399-4835
Fuel Blending

Perma-Fix of Dayton
300 S. West End Ave.
Dayton, Ohio 45247
(937)268-6501
Storage/Transfer, Aqueous Treatment

Von Roll America Inc.
1250 Saint George St.
East Liverpool, Ohio
(330)385-7336
Incineration

General Environmental Management
2655 Transport Road
Cleveland, Ohio 44115
(216)621-3694
Aqueous Organic & Inorganic Treatment

Vickery Environmental
3956 State Route 412
Vickery, Ohio 43464
(419)547-7791
Underground Injection

Reserve Environmental Services
4633 Middle Road
Ashtabula, Ohio 44004
(440)992-2162
Chemical Precipitation

Re-Gen Inc.
1040 Pine Ave. SE
Warren, Ohio 44481
(330)841-8200
Acid Regeneration

Ross Incineration
36790 Giles Road
Grafton, Ohio 44044
(440)748-2200
Incineration Services

Safety Kleen
581 Milliken Drive SE
Hebron, Ohio 43025
(740)929-3532
Solvent Recycling

**Ohio EPA
Office of Pollution Prevention**

Commercial Used Oil Marketers and Recyclers

The used oil processors/handlers below were obtained from the list of companies that have notified Ohio EPA as used oil marketers. Please note that this list is only a partial representation of recyclers and is updated periodically. This list should not be seen as an endorsement or approval of the businesses by Ohio EPA. Users of this list are encouraged to research the compliance status of any business they utilize. For additional information, contact Ohio EPA, Office of Pollution Prevention at (614) 644-3469 or visit OPP's Web site at www.epa.state.oh.us/opp/wastex.html.

Company Name

American Energy Products
of Indiana, Inc.
375 Columbus Road
Mount Vernon, Ohio 43050
Telephone: (800) 201-0988
Fax: (740) 397-3943

American Energy Products
of Indiana, Inc.
310 Huron Street
Elyria, Ohio 44035
Telephone: (800) 322-6139
Fax: (440) 322-4520

Best Solutions Environmental, Inc.
120 Citycentre Drive, Box 7
Cincinnati, Ohio 45216
Telephone: (513) 821-2600
Fax: (513) 821-2649

Central Ohio Oil, Inc.
795 Marion Rd.
Columbus, Ohio 43027
Telephone: (614) 443-9728
Fax: (614) 444-5552

Chemical Solvents, Inc.
1010 Old Deinson Ave.
Cleveland, Ohio 44109
Telephone: (216) 741-9310
Fax: (216) 741-4080

Clean Harbors
2940 Independence Road
Cleveland, Ohio 44115
Telephone: (216) 429-2402
Fax: (216) 883-1918

Cousins Waste Control Corp.
1801 East Matzinger Road
Toledo, Ohio 43612
Telephone: (419) 726-1500
Fax: (419) 729-8501

DISC Environmental Service, Inc.
151 E. Andrus Rd.
P.O. Box 530
Walbridge, OH 43465
Telephone: (419) 691-3451
Fax: (419) 691-4390

First Recovery
3737A Fisher Rd.
Columbus, Ohio 43228
Telephone: (800) 545-3520
Fax: (800) 362-1494

Hazleton Oil Salvage
Route 309
Hazleton, PA
Telephone: (800) 458-3496

**Ohio EPA
Office of Pollution Prevention**

**Commercial Used Oil Marketers and Recyclers
(continued)**

Heritage Environmental Services
2851 South Ave.
Toledo, Ohio 43609
Telephone: (419) 389-1451
Fax: (419) 389-1702

Hukill Chemical Corporation
7013 Krick Rd.
Bedford, Ohio 45430
Telephone: (440) 232-9400
Fax: (440) 232-9477

Peerless Oil Service
P.O. Box 173
North Olmsted, Ohio 44070
Telephone: (216) 777-6629

Perma-Fix, Inc.
300 5. West End Ave.
Dayton, Ohio 45427
Telephone: (513) 268-6501
Fax: (937) 268-5734

Petroleum Products, Inc.
4608 Central College Rd.
Westerville, Ohio 43081
Phone: (614) 882-2278

Petroleum Products, Inc.
628 Keen St.
Zanesville, Ohio 43701
Telephone: (614) 855-3934
Fax: (614) 855-7407

Research Oil
2655 Transport Rd.
Cleveland, Ohio 44115
Telephone: (216) 623-8383
Fax: (216) 623-8424

Safety Kleen Corp
4465 Marketing Pl.
Groveport, Ohio 43125
Telephone: (614) 836-2505
Fax: (614) 836-1336

Systech Environmental Corporation
11397 Road 176
Paulding, Ohio 45879
Telephone: (419) 399-4835
Fax: (419) 399-4876

Commercial Ulman Lubricants Co.
2846 E. 37th St.
Cleveland, Ohio 44115
Telephone: (216) 441-7200
Fax: (216) 441-7205

Ohio EPA
Office of Pollution Prevention

Used Oil Filter Transportation and Recycling Services

The companies listed below provide used oil filter transportation or recycling services in Ohio. Please note that this list is only a partial representation of companies, and it should not be seen as an endorsement or approval of the businesses by Ohio EPA. Users of the list are encouraged to research the compliance status of any business they utilize. For additional information, contact Ohio EPA, Office of Pollution Prevention at (614) 644-3469 or visit OPP's Web site at www.epa.state.oh.us/opp/wastex.html.

Company Name

Advanced Recycling Technology, Inc.
5238 Broadway
Lancaster, New York 14086
Telephone: (716) 681-7938

American Resource Recovery, Ltd.
P.O. Box 306
Maywood, Illinois 60153
Telephone: (800) 841-6900 or (708) 681-3999
Fax: (708) 681-5583

Crystal Clean Parts Washer Service
7817 West Morris Street
Indianapolis, Indiana 46231
Telephone: (317) 486-2770

Detrex Corporation
322 International Parkway
Arlington, Texas 76011
Telephone: (800) 727-6461
Fax: (817) 633-6834

Drug and Laboratory Disposal, Inc.
331 Broad Street
Plainwell, Michigan 49080
Telephone: (616) 685-9824
Fax: (616) 685-1130

Northeast Environmental Services, Inc.
732 Smithtown Bypass, Suite 200
Smithtown, N.Y. 11787
Telephone: (516) 724-9496
Fax: (516) 724-0184

Environmental Enterprises
10163 Cincinnati-Dayton Road
Cincinnati, Ohio 45241
Telephone: (513) 541-1823 or (800) 453-7230
Fax: (513) 541-1638
Contact: Gary Davis

First Recovery- Ecoguard, Inc.
301 East Main Street
Lexington, Kentucky 40507
Telephone: (606) 357-7389

Key Environmental
287 Lackawanna Drive
Andover, New Jersey 07821
Telephone: (800) 821-9741

Liquid Waste Removal, Inc.
500 South Polk Street, Suite 100
Greenwood, Indiana 46142
Telephone: (317) 881-9754
Fax: (317) 889-0383

M & M Chemical & Equipment Company, Inc.
1229 Valley Drive
Attalla, Alabama 35954
Telephone: (256) 538-3800
Fax: (256) 541-1638

Metropolitan Diesel Supply, Inc.
18211 Weaver Street
Detroit, Michigan 48228
Telephone: (313) 272-6370
Fax: (313) 272-9280

**Ohio EPA
Office of Pollution Prevention**

**Used Oil Filter Transportation and Recycling Services
(continued)**

Phillip Services Corporation
515 Lycaste St.
Detroit, Michigan 48214
Telephone: (313) 824-5534 or 5836
Fax: (313) 824-5423

Tonawanda Tank Transport Service, Inc.
1140 Military Road
Buffalo, New York 14217
Telephone: (716) 873-9703
Fax: (716) 877-0227

Oil Filter Recyclers of Illinois
P.O. Box 72
Easton, Illinois 62633
Telephone: (309) 329-2131
Fax: (309) 329-2355

Tri-Star Environmental, Inc.
257 West South
Salt Lake City, Utah 84115
Telephone: (800) 967-6993
Fax: (801) 269-0335

Research Oil Company
Site Address: 2655 Transport Road
Cleveland, Ohio 44115
Telephone: (216) 623-8383
Fax: (216) 623-8424

United Recyclers Services of Texas, Inc.
1340 Manufacturing Street
Dallas, Texas 75207
Telephone: (800) 886-5657 or (214) 748-5764
Fax: (241) 761-1039

Safety-Kleen Corporation
1000 North Randall Road
Elgin, Illinois 60123
Telephone: (800) 669-5740

Ohio EPA
Office of Pollution Prevention
Antifreeze Recycling Services

The following list identifies companies that provide antifreeze recycling services. Services may include on-site pick-up and transportation to a recycling facility or actual on-site recycling with recovered antifreeze being returned to the customer. Service areas may be limited and minimum quantities may apply. Please note that this list is only a partial representation of providers and is updated periodically. This list should not be seen as an endorsement or approval of the businesses by Ohio EPA. Users of this list are encouraged to research the compliance status of any business they utilize. For additional information, contact Ohio EPA, Office of Pollution Prevention at (614) 644-3469 or visit OPP's Web site at www.epa.state.oh.us/opp/wastex.html.

Company Name

American Energy Products of Indiana, Inc.
375 Columbus Road
Mount Vernon, Ohio 43050
Telephone: (800) 201-0988

Glycol Specialists, Inc.(GSD)
5915 N. Broadway
Denver, Colorado 80216
Phone: (303) 292-2000

American Energy Products of Indiana, Inc.
310 Huron Street
Elyria, Ohio 44035
Telephone: (800) 322-6139

Hi-Tech Antifreeze Recycling & Recovery
RR2, Box 2528
Brewick, PA 18603
Phone: (717) 759-7843

Colyeco, Inc.
P.O. Box 60064
Harrisburg, PA 17106
Phone: (717) 232-1122

Max-Tech Antifreeze Recycling
P.O. Box 345
Toledo, OH 43697
Phone: (800) 360-6299

Crystal Clean/Petroleum Management
3970 West 10th Street
Indianapolis, Indiana 46222
Phone: (800) 769-7622

Research Oil
2777 Rockefeller Avenue
Site Address: 2655 Transport Road
Cleveland, Ohio 44115
Phone: (216) 623-8383

Dickinson Antifreeze Recycling
975 Plymouth East Road
Greenwich, OH 44837
Phone: (419) 752-2691

R. Harris Services
1440 Harding Avenue
Hershey, PA 17033
Phone: (717) 533-6353

EnviroFreeze Inc.
9009 Quince Street
Henderson, CO 80640
Phone: (303) 289-7227

Safety Kleen
581 Milliken Dr. SE
Hebron, Ohio 43025-9687
Phone: (740) 929-3532

First Recovery
3737A Fisher Road
Columbus, Ohio 43228
Phone: (800) 545-3520

TDA Antifreeze Recycling
Phone: (800) 587-4009
Fax: (614) 587-2280

Environmental Compliance Screening Checklist for Auto Service Shops

The Environmental Compliance Guide for Auto Service Shops and this checklist highlight the major environmental requirements that might apply to your business. They don't, however, cover every requirement, and should not be used as your only source of information on environmental regulations. The guide and checklist are good starting points to identify regulations that may apply to you and areas where you can improve compliance.

This checklist is for your use and you are not required to send it to the Ohio EPA when you are finished. However, if you check any circles on this checklist, you likely have environmental compliance problems at your business. If you need help with the regulations or have additional questions, you should contact your local Ohio EPA district office (see map in guidebook) or the Small Business Assistance Office at (800) 329-7518.

| Air Pollution Control | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| • Do you have anything that has stacks, vents or dust collectors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have a paint spray booth or solvent degreasing tanks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have a boiler, furnace or space heater? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have any processes that produce visible dust, smoke or odors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have gasoline dispensing units? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • If you answered yes to any of the questions above, have you checked into whether you need an Ohio EPA air permit for these activities? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| | | | |
| Open Burning | | | |
| ▪ Do you burn waste from your business outside (e.g., trash, tires, pallets, rags)? | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | |
| Freon Recovery | | | |
| If you remove air conditioner refrigerants from vehicles: | | | |
| ▪ Are your freon recovery technicians certified by U.S. EPA? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Do technicians use U.S. EPA-approved refrigerant recovery equipment? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Do you send refrigerants to an approved reclamation facility? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Do you make sure that refrigerants are not vented into the air? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| | | | |
| Scrap Tires | | | |
| If you remove tires from vehicles: | | | |
| ▪ Do you store scrap tires outside? | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Are you storing more than 1,000 tires outside? | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Do you provide mosquito control for outdoor piles? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Do you protect tires from sources of ignition? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ If you transport scrap tires, have you checked into whether you need to register with Ohio EPA as a transporter? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| • Do you make sure that scrap tire shipping papers are kept on-site? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |

Environmental Compliance Screening Checklist for Auto Service Shops

Used Oil

Yes **No** **N/A**

If you remove used oil from vehicles:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| ▪ Are used oil storage containers or tanks in good condition? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Are storage containers or tanks labeled with the words "used oil?" | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Are you storing used oil in an underground tank? | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Do you have used oil shipped off-site for recycling or disposal? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Does your used oil transporter have an EPA identification number? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Is used oil put on the ground to control dust on your property? | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Do you mix used oil with solvents, brake cleaners or other wastes? | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Is used oil dumped on the ground or thrown away in your trash? | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ If you've had any spills of used oil, have these been promptly cleaned up? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |

If you store used oil or petroleum products (e.g., gas, diesel fuel):

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| ▪ Do you have a single container with a capacity of 660 gallons or more? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Do you have a total above ground capacity of 1,320 gallons or more? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Do you have more than 42,000 gallons of underground storage capacity? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ If you have any of the above capacities, are you in compliance with Ohio EPA's spill prevention (SPCC) requirements? [This includes having secondary containment and developing a spill prevention plan for your company.] | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |

Oil Filters

If you remove used oil filters from vehicles:

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| ▪ Is used oil removed from filters before they are recycled or disposed of? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Are you following EPA's guidelines for hot draining oil filters? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Do you have used oil filters recycled as scrap metal? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Do you throw undrained used oil filters in the trash? | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Burning Used Oil in Space Heaters

If you burn your used oil in a space heater:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| ▪ Is the capacity of your space heater less than 500,000 BTUs per hour? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Is your space heater vented outside the building? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |
| ▪ Do you accept used oil from other businesses to burn in your space heater? | <input type="radio"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Do you keep records of how much used oil you burn in your space heater? | <input type="checkbox"/> | <input type="radio"/> | <input type="checkbox"/> |

Environmental Compliance Screening Checklist for Auto Service Shops

Spill Prevention

Yes **No** **N/A**

- Do you use drip pans around your fluid recovery areas to collect spills?
- Do you have a spill kit for hazardous waste and other liquids?

Antifreeze

If you remove antifreeze from vehicles:

- Do you send antifreeze off-site to a disposal or recycling company?
- Are containers of collected antifreeze in good condition and managed to prevent leaks or spills?
- Is antifreeze put into the sewer or septic system?
- Is antifreeze dumped on the ground or put into your trash?

Hazardous Waste

- Have you evaluated all of your waste streams to determine whether they meet Ohio EPA's definition of hazardous waste?
- Do you have your waste evaluation information in your files?
- Have you evaluated your spent solvents to see if they are hazardous?
- Are all hazardous wastes sent to an Ohio EPA-permitted disposal company or recycling company?
- Do you know how much hazardous waste you generate in a month?
- Do you know if you need a hazardous waste identification number?
- Do you know if you are complying with all of the Ohio EPA hazardous waste generator requirements?

Solvent Contaminated Shop Rags/Wipers

If you generate solvent contaminated shop rags:

- Have you evaluated shop rags to see if they're hazardous waste?
- Are used shop rags put in a closed container so solvents don't evaporate off?
- Do you burn any of your shop rags in a burn barrel?
- Do you dispose of your solvent contaminated shop rags in the trash?

Lead Acid Batteries

If you remove lead acid batteries from vehicles:

- Are lead acid batteries stored on-site in a manner to prevent leaks or spills?
- Do you send lead acid batteries off-site to a recycling company?
- Do you reclaim any lead acid battery components yourself?

Environmental Compliance Screening Checklist for Auto Service Shops

Wastewater Discharges

Yes No N/A

If you have floor drains or generate wastewater from your service operations (e.g., clean up, washing, oil/water separator):

- Do you know where your wastewater and floor drain discharges go?
- If your wastewater goes to a creek, river or other water of the state, do you have a discharge (NPDES) permit from Ohio EPA?
- If your wastewater goes to a public wastewater treatment plant, do you have permission or a permit for the discharge?
- Does wastewater go to a dry well, septic tank, or leach field?
- Does your wastewater go to a storm drain?
- Does your wastewater go outside onto the ground?
- Do you put other materials like oil, solvent, paints or chemicals into your drains?

If you have constructed a wastewater treatment unit at your auto service shop:

- Have you checked with Ohio EPA to see if a permit-to-install is required for the unit?

On-Site Septic System

If your business has its own on-site septic system:

- Has the system been approved and permitted by Ohio EPA?
- Do you make sure that only sanitary wastewater from restrooms and sinks is sent to the septic system? (No process wastewater)

Underground Storage Tanks

If you have underground storage tanks for petroleum or hazardous substances:

- Do you know if your business is in compliance with Ohio's underground tank (UST) regulations?

If you've checked any circles on this checklist, you likely have environmental compliance problems at your business. If you need help with the regulations or have additional questions, you should contact your local Ohio EPA district office (see map in guidebook) or the Small Business Assistance Office at (800) 329-7518.

Environmental Compliance Guide for Auto Service Shops



Central District Office (CDO)

3232 Alum Creek Drive
Columbus, Ohio 43207
(614) 728-3778

Northeast District Office (NEDO)

2110 E. Aurora Road
Twinsburg, Ohio 44087
(330) 963-1200

Southeast District Office (SEDO)

2195 Front Street
Logan, Ohio 43138
(740) 385-8501

Northwest District Office (NWDO)

347 N. Dunbridge Road
Bowling Green, Ohio 43402
(419) 352-8461

Southwest District Office (SWDO)

401 East 5th Street
Dayton, Ohio 45402
(937) 285-6357