



Get Certified!

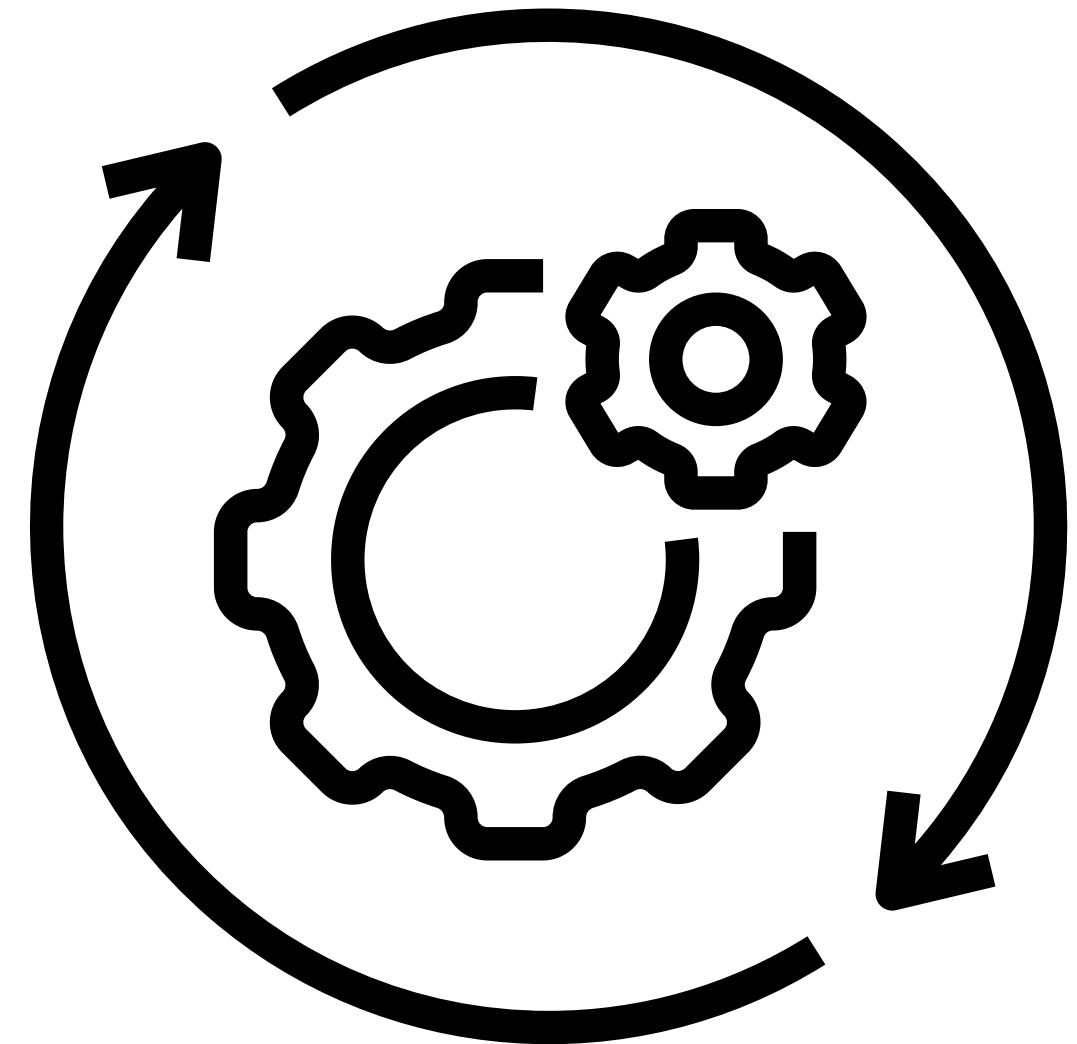
Benefits of Certification

- ✓ Reduces Pollution
- ✓ Safer for Employees
- ✓ Attracts New Clientele
- ✓ Exceeds Compliance Standards
- ✓ Saves Money for Businesses



Steps to Certification

- ✓ Baseline Survey
- ✓ P2 Plan Development
- ✓ Take Action
- ✓ Submit Certification
- ✓ On-Site Assessment



GreenWrench Program Pollution Prevention for Vehicle Maintenance Activities



Business Name: _____ Contact Name: _____
 Name: _____ Address: _____
 Phone: _____ Email: _____
 Best way to contact you? _____
 This questionnaire allows GreenWrench to identify how it can best help your shop reduce pollution and save money. Fill out the form to the best of your knowledge, using estimation when needed.

Plans and Permits Operations

Does your shop have environmental plans? <small>Check all that apply</small>	What type of activities take place onsite? <small>Check Yes or No YES</small>	
<input type="checkbox"/> None	1. Brake Repairs	
<input type="checkbox"/> SPCC Plan (Spill Prevention, Control, and Countermeasure Plan)	2. Transmission Repair	
<input type="checkbox"/> SWPPP (Stormwater Pollution Prevention Plan) or Stormwater Management Plan	3. Body Repair	
<input type="checkbox"/> HMMP (Hazardous Material Management Plan) or HMIS (Hazardous Materials Inventory Statement)	4. Routine Services	
<input type="checkbox"/> Other:	5. Vehicle Refinishing	
	6. Electrical	
	7. Engine Repair/ Replacement	
	8. Fuel and Ignition Systems	
	9. Tire Replacement/ Repair	
	10. Car washing	
	11. Painting Services	
	12. AC Services	
	13. Other:	

Does your shop have existing environmental permits?
 District of Columbia Air Quality Permit (e.g. paint booth)
 Multi-Sector General Permit (MSGP) for industrial stormwater runoff
 Other: Please list _____

Materials Management Energy and Heat

Mark which the strategies your shop uses.

Maintain a hazardous material inventory
 Use a "First-in First-out" system

Place liquid containers in secondary containment

Label containers to identify contents
 Have spill kits/absorbent

Keep Material Safety Data Sheets (MSDS)
 Keep Manifests/Receipts from waste or recycling pick ups

How much energy does your shop use?
Provide monthly energy usage, which can be found in your last bill.

Describe how your shop heats its bay(s)

Additional Management Strategies

Regular Employee Trainings
 Briefly describe what is taught: _____
 Frequency: _____

Self Inspections/Audit
 Briefly describe what is inspected: _____
 Frequency: _____

Material and Waste Management

What materials does the shop use and/or dispose of throughout the month? Provide estimates if exact amounts are unknown.

Material/Waste	Type	Amount Used (per month)	Amount Disposed (per month)	Disposal method (recycling, hazardous waste transfer, etc.)	Comments
Rags/Paper towels					
Degreasers					
Solvents					
Motor Oil					
Oil Filters					
Antifreeze					
Brake/transmission fluid					
Electrical components					
Alternators & starters					
Batteries					
Tires					
Wheel weights					
Scrap metal					
Cleaning fluid (e.g. for part washer)					
Paint					
Light bulbs					
Other:					

Heating / Cooling

What types of refrigerants do you handle?
 How do you collect and store refrigerants?

Vehicle and Equipment Washing

What type of detergent/soap do you use to wash vehicles?
 Where does the wash water go? Unknown Storm Drain Sanitary Sewer Drain Other _____

Structures

What structures does the shop have to contain materials?

Type	Contents	Size	Location	Secondary Containment	Overflow Prevention	Comments
Aboveground Storage Tank (AST)						
Underground Storage Tank (UST)						
Painting/Sanding Booths						
Other						

*Secondary containment is a means of surrounding storage containers to collect any spills in case there are leaks or a container failure. Some tanks have built-in systems, such as a double-wall.

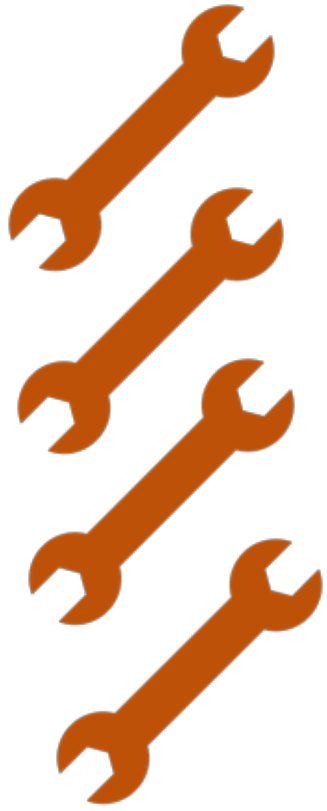
What structures does the shop have to contain pollution?

Type	Location	Size	General Features	Maintenance Schedule	Comments
Oil/Water Separator					
Secondary Containment System					
Other					



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Environmental Compliance Checklist

In order to be eligible for GreenWrench Certification, the facility must be in compliance with environmental regulations.

Environmental Regulation	In Compliance	N/A	Comments
Hazardous and Universal Waste, Used Oil Regulations			
Air Quality Regulations			
Water and Land Regulations			

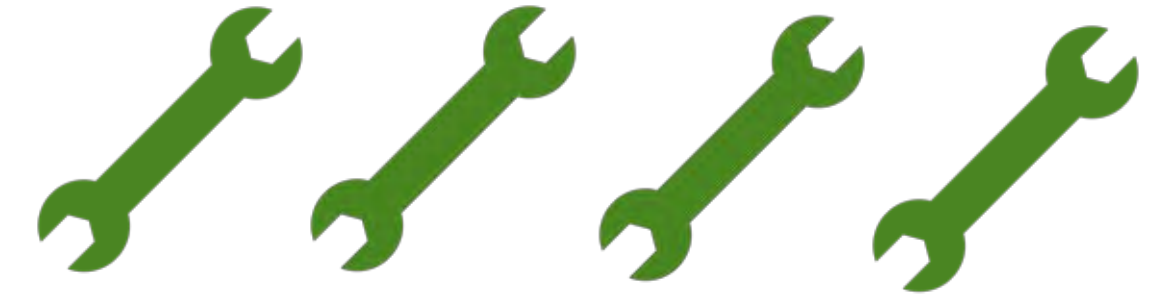
Qualifying & Additional Activities

Qualifying Activities: Shops will need to complete all three of the activities from this list.

Activity	Complete	Comments
Shop rags are commercially managed		
Adequate, clearly marked, spill containment kits are available and maintained in all areas where fluids are stored or handled		
Environmental compliance documents are maintained and are easily accessible		

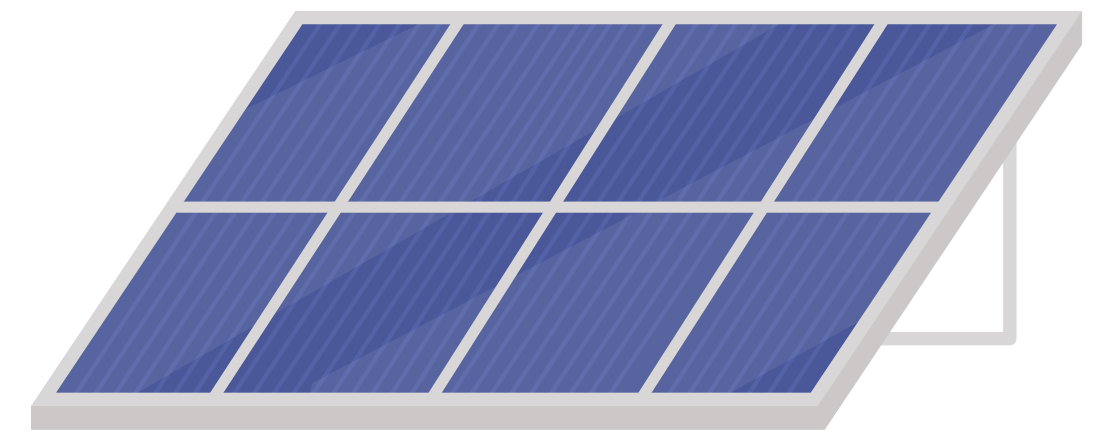
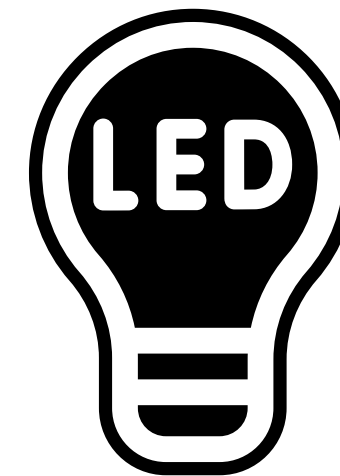
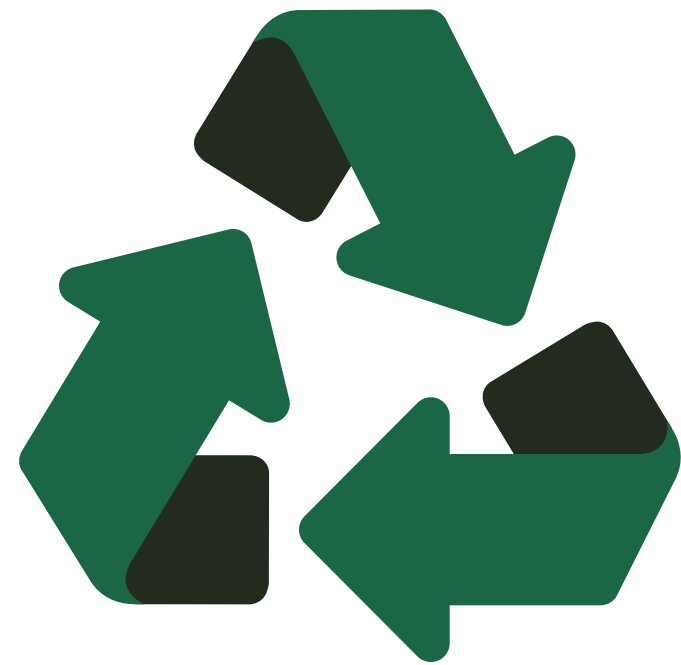


YELLOW Activities (choose at least 2)	Complete	Comments
Recycled coolants are used (either recycled in-house or by vendor)		
Copper-free brake pads used for brake pad changes		
Low pressure/wet cleaning methods are used when performing brake or clutch jobs		
No VOC degreasers are used		
Non-toxic lubricants and corrosion inhibitors are used		
Lead-free tire balancing weights are used		
Solar panels have been installed for energy efficiency		
Water efficient products are used where possible (Ex. low flow toilets)		
Total activities		



GREEN Activities (choose at least 4)	Complete	Comments
Re-refined motor oil is used for oil changes		
Anti-idling signage is installed at shop		
Stickers are applied near light switches to remind staff to turn off lights		
Automatic setback thermometers are installed to save on heating/cooling costs		
Energy efficient products are used where possible (ex. LED lightbulbs)		
Chemical paint stripper usage is minimal or eliminated through mechanical methods		
Storm drains are stenciled/marked to remind staff and customers that site drains to a local waterway		
Methods to reduce waste are used (Set your printers to default double sided, provide electronic invoices, provide durable dishware for staff, etc.)		
Total activities		

Simple vs Larger Tasks



GreenWrench Certification Application



The GreenWrench Technical Assistance Program provides free pollution prevention guidance and training to mechanics and auto body shops in the District of Columbia. This voluntary program is offered free of charge by the District Government's Department of Energy and Environment (DOEE) thanks to grant funding from the U.S. Environmental Protection Agency. GreenWrench is designed to help businesses become compliant with local and federal environmental regulations, protect the environment and improve their bottom line.

Shops can apply to become GreenWrench Certified. Certification can be achieved by both being in compliance with environmental regulations and taking action to further reduce sources of land, air, and water pollution. To become certified, shops that are in compliance with all appropriate environmental regulations will need to complete the three qualifying activities and an additional six activities that are listed in this application. Shops can propose other activities to DOEE for consideration.

Once certified, shops will be listed on DOEE's GreenWrench website and will receive a window decal to advertise to customers that the shop meets and exceeds environmental standards.

Further guidance on environmental regulations and actions to reduce pollution can be found in the GreenWrench Guidebook (doee.dc.gov/service/greenwrench)

For any questions about DOEE's GreenWrench Program and the certification process, email GWE@dc.gov or call 202-645-4231.

Application Process

- Submit completed applications:
Email: GWE@dc.gov
Mail: Department of Energy and Environment
GreenWrench c/o Watershed Protection Division
1200 First Street NE, 5th Floor
Washington, DC 20002
- DOEE will review and contact for follow-up and approval
- Apply each year to keep certification current

Contact Information

Business Name: _____
Contact Name: _____
Address: _____
Phone #: _____
Email: _____
Business License #: _____

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Adequate, clearly marked, spill containment kits are available and maintained in all areas where fluids are stored or handled		
Environmental compliance documents are maintained and are easily accessible		

See next page to complete application.



1200 First Street NE, 5th Floor, Washington, DC 20002 | (202) 535-2600 | doee.dc.gov



GreenWrench Certification Application



Additional Activities

Shops will need to complete two activities in the "YELLOW" category and four activities in the "GREEN" category. To have other activities considered towards the certification, submit with application and list the actions that were taken and why you think they should be counted.

YELLOW Activities (choose at least 2)	Complete	Comments
Recycled coolants are used (either recycled in-house or by vendor)		
Copper-free brake pads used for brake pad changes		
Low pressure/wet cleaning methods are used when performing brake or clutch jobs		
No VOC degreasers are used		
Non-toxic lubricants and corrosion inhibitors are used		
Lead-free tire balancing weights are used		
Solar panels have been installed for energy efficiency		
Water efficient products are used where possible (Ex. low flow toilets)		
Total activities		
GREEN Activities (choose at least 4)	Complete	Comments
Re-refined motor oil is used for oil changes		
Anti-idling signage is installed at shop		
Stickers are applied near light switches to remind staff to turn off lights		
Automatic setback thermometers are installed to save on heating/cooling costs		
Energy efficient products are used where possible (ex. LED lightbulbs)		
Chemical paint stripper usage is minimal or eliminated through mechanical methods		
Storm drains are stenciled/marked to remind staff and customers that site drains to a local waterway		
Methods to reduce waste are used (Set your printers to default double sided, provide electronic invoices, provide durable dishware for staff, etc.)		
Total activities		

By signing below you are certifying that the information in this application is accurate and complete to the best of your knowledge. The making of a false statement is punishable by criminal penalties in accordance with DC Official Code § 22-2405.

Applicant Signature: _____ Date: _____

Optional: Would you be interested in having your efforts highlighted in the GreenWrench Toolbox Newsletter? Interested



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Dylan Whitlock & Julia Ayati

dylanwhitlock@designgreenllc.com

juliaayati@designgreenllc.com