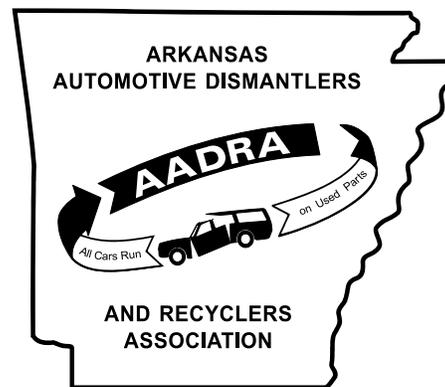


Environmental Guidebook

For Arkansas's Automotive Dismantlers and Recyclers
with Stormwater Pollution Prevention Plan Template



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Dismantlers and Recyclers Association

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HOW TO USE THIS BOOK

The Arkansas Department of Environmental Quality compiled this information as a reference guide for Arkansas's auto recyclers and dismantlers. It does not contain a comprehensive list of all applicable regulatory requirements. Use it as an aid to help you comply with the environmental regulations that govern your business. Each chapter lays out a set of requirements and Best Management Practices (BMPs) that will assist you in protecting the environment, reducing waste, meeting regulatory requirements, and maintaining a cleaner yard.

If you have specific questions or need additional information, you can contact the ADEQ Business Assistance Program directly at 501-682-0820.

ADEQ's Business Assistance Program is non-regulatory and all assistance is provided on a confidential basis.

TABLE OF CONTENTS

Acknowledgements	ii
How to Use This Book.....	ii
Table of Contents.....	iii
The Dirty Dozen	v
Facility Emergency Contact List.....	vi
Spills That Must Be Reported Within 24 Hours	vi
OVERVIEW AND GENERAL WASTE MANAGEMENT PRACTICES	7
Where to Start.....	7
Incoming Vehicles.....	7
Processing Vehicles.....	7
Vehicle Crushers.....	8
Housekeeping	8
Spills and Leaks	9
Spill Prevention	9
Spill Control Equipment.....	10
Spill Procedures	10
Spill Prevention Control and Countermeasures (SPCC) Plan.....	11
Does your facility need a SPCC Plan?.....	11
Container Management and Storage	11
Container Management.....	11
Labels	12
Hazardous Waste Inspections & Recordkeeping	13
Storage	13
Training.....	13
Transport and Disposal.....	14
Bulk Storage Tank Requirements	14
Hazardous Waste Generator Status	15
Conditionally Exempt Small Quantity Generators	15
As a CESQG, you must:	15
Small Quantity Generators.....	16
Testing/Analytical Waste Determinations.....	16
Identifying Hazardous Waste	17
Types of Hazardous Waste.....	17
Other Regulatory Programs	18
Material Safety Data Sheets (MSDS).....	18
MSDS Files	18
OSHA Compliance.....	18
Emergency Planning and Community Right-to-Know Act (EPCRA).....	18
SPECIFIC WASTES	19
Waste Streams.....	19
Vehicle Fluids.....	20
Antifreeze	20
Brake Fluid.....	21
Gasoline/Diesel.....	21
Waste Fuel.....	21
Gear Oil, Power Steering Fluid, Transmission Fluid.....	21
Used Oils	22
Windshield Washing Fluid.....	22

Filters	23
Used Oil Filters.....	23
Transmission Filters.....	23
Fuel Filters	23
Processing Refrigerants.....	24
Lead Acid Batteries.....	25
Lead Parts.....	26
Mercury	26
Fluorescent and High Intensity Discharge Lamps.....	26
Automotive Applications of Mercury.....	27
Mercury Switches.....	27
Scrap Metal.....	27
Aluminum Sweat Furnaces	28
What does the sweat furnace regulation mean to you?	28
Waste Tires.....	29
Cleaning Solutions	30
Aqueous Parts Washers/Wastewater Management.....	30
Hot Tank Solutions.....	31
Parts Washers.....	31
Pressure Washing.....	32
Sump Sludges.....	32
Absorbents: Granular Clay, Pads, Booms (Pigs)	33
Aerosol Spray Cans	33
Contaminated Soil.....	34
Dust.....	34
Shop Towels	35
To Report a Spill	36
NPDES STORM WATER PERMIT POLLUTION PREVENTION PLAN AND GUIDANCE.....	37
NPDES Stormwater Permit	37
Do you need a NPDES permit?.....	37
How to get a Permit?.....	37
What is required by the Permit?.....	38
What is a Stormwater Pollution Prevention Plan?	38
Examples of potential pollutants at an auto salvage yard:	38
How to write a Stormwater Pollution Prevention Plan?	39
What are the Sampling Requirements?	39
What is an Annual Report?	39
Stormwater Pollution Prevention Plan.....	40
Section 1 - Pollution Prevention Team.....	40
Section 2 – Assessment of Site Activities	41
Section 3 – Site Map	42
Section 3 – Site Map (Continued)	43
Section 4 – Inventory of Exposed Materials.....	44
Section 5 – List of Significant Spills and Leaks	45
Section 6 – Sampling Data.....	46
Section 7 – Best Management Practices	47
Section 8 – Site Inspection.....	50
Section 9 – Spill Prevention and Response Procedures.....	53
Section 10 – Annual Stormwater Pollution Prevention Training.....	54
Section 11 – Non-Stormwater Discharge Certification	55
Section 12 – Sediment and Erosion Control Measures.....	56
Section 13 – Management Review and Certification.....	56

THE DIRTY DOZEN

By addressing the 12 activities below, you will be well on your way toward protecting Arkansas's environment and staying away from regulatory enforcement problems. Use this checklist to identify areas that may need work and to track your progress.

1. New vehicle arrivals are checked for fluid leaks; batteries and mercury switches are removed. Mercury switches are placed in a bucket and shipped for recycling within one year of collection date.
2. Core storage areas are regularly inspected to make sure fluids are not leaking onto the ground or exposed to rainwater.
3. Used oil tanks/containers are labeled "Used Oil" and inspected regularly.
4. Antifreeze tanks/containers are labeled as "Good Antifreeze" or "Waste Antifreeze" and inspected regularly.
5. Gasoline tanks/containers are labeled "Good Gasoline" or "Hazardous Waste" and inspected regularly.
6. You have an Industrial Stormwater General Permit and a Stormwater Pollution Prevention Plan (SWPPP) has been developed and implemented.
7. Batteries are stored inside on a pallet or outside in a leak-proof container away from traffic areas and are properly labeled.
8. Refrigerant recovery machines (R12 and R134a) are in working condition and in good repair.
9. All drums and storage containers are marked with proper contents and there are no mystery drums.
10. Disposal records for used oil, waste gasoline, batteries, refrigerant, etc. are maintained in order at a central location on site for a minimum of 3 years.
11. Spills are addressed immediately and any contaminated soils are removed quickly and stored in a separate, labeled container.
12. Waste tires are stored in a central location and transported to an authorized processing, or disposal facility on a frequent basis in order to avoid the harborage of mosquitoes and other vectors. In no event should the number of tires reach 1,000.

FACILITY EMERGENCY CONTACT LIST

<p>Emergency Coordinator:</p> <p>Name: _____</p> <p>Telephone:</p> <p>Work: _____</p> <p>Home: _____</p> <p>Cell: _____</p> <p>FIRE EXTINGUISHER LOCATIONS:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Spill Control Materials and Locations:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>FIRE DEPARTMENT PHONE DIAL 911</p> <p>SPILL REPORTING 1-800-322-4012 AND 1-800-424-8802</p>
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Spills That Must Be Reported Within 24 Hours:

- Spills of more than 25 gallons of fuel or oil onto the land
- Any spill of oil or fuel to a body of water that results in a visible sheen on the water surface
- Discharges or leaks of 25 gallons or more from a registered storage tank

Overview and General Waste Management Practices

WHERE TO START

The following list offers some helpful Best Management Practices (BMPs) for any size vehicle recycler.

Incoming Vehicles

- **Inspect** incoming vehicles for leaks in engines, radiators, transmissions, differentials, fuel tanks and damaged areas. Place drip pans under leak to collect all fluids. Immediately stop the leaks.
- **Remove** fuel, refrigerant and the battery as soon as possible.

Processing Vehicles

- **Drain** all fluids from vehicles into appropriate containers over an impervious surface before crushing or storing on the ground. This includes fluids in engines, radiators, transmissions, heater cores, brake lines, differentials, all lines and hoses, fuel tanks, air conditioning units and window washing fluid tanks.
- **Remove** and capture refrigerant.
- **Remove** mercury switches and store in labeled bucket. Switches must be recycled within one year from collection date.
- **Remove** used engines without tipping vehicles on their sides to prevent fluids running out or spilling on the ground.
- **Situate** vehicles off the ground.
- **Store** vehicles in a manner so that they can be inspected for leaks.
- **Store** fluid-containing parts that have been drained in covered secondary containment to minimize exposure of potential pollutants to stormwater.

Vehicle Crushers

- Vehicle crushers and drain racks should be situated on a bermed or self-contained impervious surface, preferably under a roof and protected from the weather. The floor surface should be sloped to contain and collect fluids. Position crushers and drain racks toward the center of the surface or concrete pad rather than along the edge.
- Mobile crushers should always be situated on an impervious surface. Containers designed to be fitted to the crusher can help capture fluids.
- Vehicles should be adequately drained prior to crushing in order to minimize the volume of waste fluids to manage.
- Maintain disposal receipts from mobile crusher operators for all wastes generated and transported off-site for disposal.

Housekeeping

- Do not let liquids evaporate.
- Use drip racks, drip tables, screen tables and trays to capture fluids. Drained parts should be stored on an impervious surface and protected from weather.
- **LABEL everything** in a container to avoid cross-contamination and to facilitate recycling.
- Keep all chemicals in closed, covered or sealed containers.
- Always use **funnels or pumps** when transferring or dispensing fluids.
- Place a **platform or step** next to storage drums so employees do not have to lift drain pans above their waists.
- **Maintain** equipment to prevent leaks and spills.
- Maintain trash dumpsters on-site and dispose of solid waste regularly.
- Do not burn or bury any vehicle waste.
- Do not store empty, open containers, drums or tanks on site. Recycle/dispose of material regularly.

SPILLS AND LEAKS

Spill Prevention

- Inspect, drain and dismantle vehicles in one area.
- Drain vehicles, parts and cores as soon as possible after vehicles come in.
- Dismantle vehicles, parts and cores on a curbed, impervious surface with drip pans and absorbent materials available.
- Do not crush vehicles on unprotected ground.
- Plug engine and all hoses after draining.
- Place all fluids in proper storage containers immediately after draining.
- Store vehicles, parts and cores with proper spill containment.
- Secondary containment must be adequate to contain 110% of the volume of fluid of the largest container in the area.
- Clean up small spills right away. Use the smallest amount of absorbent possible or drain into a sump or oil/water separator.
- Store all used absorbents in closed, covered, leak-proof containers, and dispose of properly.
- Store all waste fluids in closed containers to prevent spills. Close tightly to prevent evaporation.
- Inspect containers regularly for leaks.
- Develop a maintenance plan for all facility equipment such as crushers, forklifts and hydraulic lifts.
- Clean crusher regularly by wiping off accumulated grease and oil - this helps prevent runoff.
- Keep spill control equipment/absorbent materials in a central location accessible to all employees.
- Train all employees on spill response.

Spill Control Equipment

- Fire extinguishers are required in all vehicle recycling areas. They should be kept where any cutting torches are used.-
- Safety equipment for employees should include rubber or latex gloves and safety glasses.
- Use brooms, shovels and dustpans to remove clean-up materials.
- Containers to hold spill waste such as drip pans, pails and drums should be available.

Spill Procedures

- **Observe** the safety precautions associated with the material spilled.
- **Stop** the source of the spill if possible and clean up the spill right away.
- **Call** your local fire and/or police departments if fire or public safety hazards are created.
- **Contain** the spilled material. Dirt, sand or any semi-impermeable material may be used to create a containment structure to prevent material from moving.
- **Report** any spill of used oil or fuel that discharges to a water body or any spill more than 25 gallons to the National Response Center at **1-800-424-8802** and the Arkansas Department of Emergency Management at **1-800-322-4012**

Recover the spilled substance while observing safety precautions. Professional contractors may need to be hired if large quantities or dangerous substances are involved or if long-term cleanup and investigation is required.

SPILL PREVENTION CONTROL AND COUNTERMEASURES (SPCC) PLAN

SPCC Plans are designed to describe your facility's spill response plan in the event that you have a spill or release of oil, used oil or fuel. The plan should **outline** controls to prevent spills, **define** who will respond to spills, **identify** ways that oil could reach a water body, and describe equipment and materials to be used to respond.

Does your facility need a SPCC Plan?

- You have a combined storage capacity of 1,320 gallons in multiple containers, **or**
- You have an underground storage capacity of 42,000 gallons, **and**

The spill has the potential to reach a water body.

For additional information on SPCC regulations:

<http://www.epa.gov/oilspill/index.htm>.

CONTAINER MANAGEMENT AND STORAGE

Container Management

- Maintain containers in good condition and routinely inspect for sign of rust, leaks or defects.
- Prevent leaks, ruptures and the accumulation of rainwater on top of drums.
- Keep containers **closed** when not actively adding or removing material.
- Never place incompatible wastes, such as wastes that react with each other, in the same container (e.g. do not store acids and bases in the same container.).
- Wastes must be compatible with the container in which they are being stored. For example, use plastic containers for corrosive wastes.
- **Label** all containers properly.
- Container leaks or spills must be **stopped, contained and managed** immediately and the container repaired or replaced.

Labels

- Label every container with the **contents** and type of waste.
- Label every container as “Hazardous Waste” or “Non-hazardous Waste.”
- For containers used to store hazardous waste, record on the container the date the first waste was placed in the container.

Use the following words on labels for hazardous wastes:

HAZARDOUS WASTE

STATE & FEDERAL LAW PROHIBITS IMPROPER DISPOSAL
 IF FOUND, CONTACT NEAREST POLICE OR PUBLIC SAFETY AUTHORITY, OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY

GENERATOR INFORMATION:
 NAME _____
 ADDRESS _____ PHONE _____
 CITY _____ STATE _____ ZIP _____
 EPA ID NO. / MANIFEST DOCUMENT NO. _____ / _____
 EPA WASTE NO. _____ CA WASTE NO. _____ ACCUMULATION WASTE NO. _____
 CONTENTS COMPOSITION _____

PHYSICAL STATE | HAZARDOUS PROPERTIES FLAMMABLE TOXIC
 SOLID LIQUID | CORROSIVE REACTIVITY OTHER

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX

HANDLE WITH CARE!
 CONTAINS HAZARDOUS OR TOXIC WASTES CP-3

Use the following words on labels for mercury switch storage and transport:

UNIVERSAL WASTE

CONTENTS Mercury Switches

ACCUMULATION START DATE _____

SHIPPER _____

ADDRESS _____

CITY, STATE, ZIP _____

UNIVERSAL WASTE
PRINTED BY: G.C. LABEL / 1-800-897-6966 / PRINTED IN U.S.A. / ITEM# HWL 626 VINYL

Hazardous Waste Inspections & Recordkeeping

Inspect containers at least once a week and keep a written log of container inspections. Keep training and inspection records for **three (3) years**.

Storage

- Store containers in an area protected from weather and on a curbed impervious surface. Hazardous waste storage requires a secondary containment area.
- Do not combine hazardous waste with non-hazardous waste.
- Store ignitable and reactive wastes within property limits, at least 50 feet from property boundaries.
- Store containers of incompatible wastes in separate areas.
- Maintain **aisle space** between containers to allow for inspection for leaks and damage.
- Be aware of allowable time limits for storage of any hazardous wastes. A small quantity generator may store for 180 days, and a large quantity generator may store for up to 90 days.
- **Inspect** containers at least once a week and keep a written log of container inspections.
- Keep manifests and shipping receipts for **three (3) years**.
- Keep records of lab tests for **three (3) years**.
- Keep completed land disposal restriction forms for **three (3) years**.
- Keep receipts to verify payment for disposal.

Training

- **Train** all employees to identify, reduce and properly handle wastes.
- **Train** new employees before they handle hazardous wastes.
- **Train** new employees on SWPPP and all employees annually on the SWPPP.

Transport and Disposal

- Make sure your transporter and disposal facility has EPA identification numbers and permits.
- Use manifests for all hazardous wastes shipped offsite.
- Ensure used oil transporters are authorized per APC&E Regulation 23.
- A hazardous waste transporter must also be permitted by the Arkansas State Highway and Transportation Department.

Bulk Storage Tank Requirements

- Storage tank systems with specified volumes and contents are regulated and must be registered with the Arkansas Department of Environmental Quality (ADEQ). For more information, contact the ADEQ Regulated Storage Tank Division at (501-682-0992) or visit their web site at <http://www.adeq.state.ar.us/rst/default.htm>
- Register underground storage tanks (USTs) larger than 110 gallons that contain petroleum such as motor fuel, new or used oils, new or used transmission fluids, and new or used hydraulic fluids.
- Register aboveground storage tanks (ASTs) larger than 1,320 gallons that contain petroleum such as motor fuel, new or used oils, new or used transmission fluids, and new or used hydraulic fluids, or hazardous substances.
- **Label** tanks and fill pipes with words identifying the contents.
- Assure that the tanks are in compliance with leak detection requirements.
- Assure that the storage tanks meet the appropriate secondary containment requirements.
- Upgrade the tanks to meet spill, overflow and corrosion protection requirements.
- Notify the Arkansas Department of Emergency Management immediately (within 24 hours or before the close of the next business day) in the event of a discharge of 25 gallons or more from a registered storage tank.
- Do not remove, close or upgrade any regulated storage tank without first notifying the Regulated Storage Tank Division of ADEQ.
- Keep the secondary containment drain valve **closed** when not in use.
- Maintain the secondary containment structures by keeping them free of debris.

- Manage the liquids collected in the secondary containment structures appropriately.
- Routinely **inspect** the integrity of the secondary containment structures by checking for cracks, holes, etc.
- Maintain written documentation of secondary containment inspections.
- Assure financial responsibility and/or provide third party liability insurance for tank cleanup activity

HAZARDOUS WASTE GENERATOR STATUS

The Hazardous Waste Regulations that apply to your facility are determined by the amount of hazardous waste that you generate in a calendar month or accumulate on site.

Conditionally Exempt Small Quantity Generators

If you generate less than 220 lb (100 kg) of hazardous waste per calendar month (about half a drum) and do not accumulate more than 2200 lb (1000 kg), you are classified as a “**Conditionally Exempt Small Quantity Generator (CESQG)**,” of hazardous waste.

As a CESQG, you must:

- **Evaluate** your hazardous wastes and ensure proper disposal of all wastes.
- **Maintain** records of waste disposal for a minimum of three (3) years.
- **Label** hazardous waste containers as "Hazardous Waste".
- **Keep containers closed** and in good condition.
- **Manifest** and send the hazardous waste via a permitted transporter.

Small Quantity Generators

If you generate more than 220 lb (100 kg) but less than 2200 lb (1000 kg) per calendar month, you are considered a **Small Quantity Generator (SQG)** of hazardous waste. (220 lbs are approximately 25 gallons or about one-half of a 55-gallon drum).

- As a SQG you must apply to ADEQ for a U.S. EPA Identification number, and meet additional requirements for waste storage, employee training and emergency procedures.
- If you generate more than 2200 lb/month of regulated hazardous waste, contact ADEQ's Hazardous Waste Division or Business Assistance office for additional information.

For additional information concerning hazardous waste requirements, you may contact ADEQ's Hazardous Waste Division at 501-682-0833.

Identify Your Waste

When a material is destined for disposal, it is classified as a waste. You must determine whether the waste is hazardous or non-hazardous. There are several ways to identify hazardous wastes.

- Obtain and read Material Safety Data Sheets (MSDS).
- Talk to product suppliers and manufacturers.
- Read product labels.
- Compare the product to hazardous waste characteristics and to wastes listed in federal regulations.
- A non-hazardous material may become hazardous if contaminated during use. In this case, lab testing may become necessary.

Testing/Analytical Waste Determinations

Sometimes sending a sample of waste to a laboratory for analysis is the only way to determine if the waste is hazardous. Important tests for vehicle recyclers may include pH, ignitability (flash point), volatile organics, corrosivity, reactivity, Toxicity Characteristic Leaching Procedure (TCLP), and heavy metals. If you test a waste once, and continue to use the same industrial process, you may apply those test results when designating future batches of the same waste.

IDENTIFYING HAZARDOUS WASTE

A **hazardous waste** is a solid, liquid or gas with certain properties that could cause injury or death to a person or could damage and pollute land, air, surface water or groundwater. Some wastes are specifically **listed** in "Identification and Listing of Hazardous Wastes," APC&E Regulation No. 23 Section 261. Other wastes may be regulated because they exhibit certain **characteristics** (ignitability, corrosivity, reactivity, toxicity). APC&E Regulation No. 23 is available online at www.adeq.state.ar.us, or information can be obtained by calling the ADEQ Hazardous Waste Division at 501-682-0833.

TYPES OF HAZARDOUS WASTE

Major Category	Hazardous Waste Type	Examples
Listed Wastes	<i>F</i> - Non-specific sources	Chlorinated solvents (methylene chloride), toluene...
	<i>K</i> - Specific sources	Wood preservation chemicals
	<i>U</i> - Chemical product	Expired chemicals
	<i>P</i> - Acutely hazardous chemical product	Waste Cyanide
Characteristic Wastes	D-Characteristic wastes	
	Ignitable wastes are easily combustible or flammable. If they have a flashpoint of less than 140 degrees Fahrenheit or an alcohol content of 24% or more, they are hazardous wastes.	Spent solvents Solvent still bottoms Mineral spirits Waste oil-based paints Waste gasoline
	Corrosive wastes corrode metals or other materials or burn the skin. These liquids have a pH of ≤ 2 or a pH ≥ 12.5 .	Acid from lead acid batteries Acids/Bases Caustics
	Reactive wastes are unstable and may explode or react rapidly or violently with water or other materials.	Sodium azide in undeployed air bags
	Toxic wastes contain certain toxic organic chemicals or certain heavy metals, such as chromium, lead, mercury, or cadmium.	

OTHER REGULATORY PROGRAMS

Material Safety Data Sheets (MSDS)

A material safety data sheet should be available for each of the chemical products you purchase from a manufacturer or vendor. They are used to relay chemical hazard information. As a business, you are required to keep MSDSs for all products available to employees. The ability to scan through an MSDS and pick out the following information is important. MSDSs are valuable because they describe:

- The physical and chemical properties of the hazardous substances contained in the product
- Spill cleanup instructions,
- Health hazards and appropriate first aid
- Fire and explosion hazards
- Proper management and disposal practices

MSDS Files

The MSDS file should be located so that all employees have easy access. If you keep MSDSs on file in a computer, a hard copy should also be available in the event of a computer failure or loss of electrical power. Indicate to your employees how and where your MSDSs are located and any access procedures necessary. Assign someone the responsibility to obtain, maintain and update MSDS information.

OSHA Compliance

Small business owners have a variety of problems in dealing with workplace safety and health hazards. It is important for business owners to establish their own safety and health programs in order to minimize worker injury and illness. For more information, contact the Occupational Safety and Health Administration at 800-321-6742 or the Arkansas Department of Labor at 501-682-4535. The “OSHA Handbook for Small Businesses” is available at <http://www.osha.gov/Publications/osha2209.pdf> .

Emergency Planning and Community Right-to-Know Act (EPCRA)

Title III of the Superfund Amendments and Reauthorization Act (SARA) sets the procedures for government and industry emergency response planning. It also establishes the guidelines for notifying the community-at-large on the hazardous chemicals in their community. Many hazardous waste generators have requirements under EPCRA. For more information on the programs governed by these acts, call 800424-9346 or 800 535-0202. More information is available on the internet at this website: <http://www.epa.gov/agriculture/lcra.html>.

Specific Wastes

WASTE STREAMS

Waste	Best Handling Method
Airbag cartridges	Sell; dispose of properly.
Antifreeze	Reuse; recycle on-site or off-site.
Batteries	Recycle; avoid storing for more than 6 months.
Brake Fluid	Collect in a separate container or, with written permission from your waste hauler, manage with your used oil. Otherwise, conduct a waste determination and, if hazardous, dispose of brake fluid through a hazardous waste company.
Empty containers	Reuse on-site after all free product has been removed and the container cleaned. Recycle larger metal containers such as drums. Check with local solid waste landfill to see if they accept empty containers.
Mercury switches	Remove and dispose of as universal waste. See label page 12.
Parts washer solvent	Recycle through service provider or conduct a waste determination and, if hazardous, dispose of parts washer solvent as hazardous waste. Extend change-out time until solvent is unusable.
Refrigerants	Recover using certified recycling equipment and recycle on-site or send off-site. The technician must be certified to put refrigerant back into vehicles
Shop towels	Use a commercial service that provides laundered cloth towels.
Solvents	Conduct a waste determination, and if hazardous, dispose of solvents as hazardous waste.
Sump sludge	Sump sludge should be tested to determine if it is a hazardous waste due to heavy metal or solvent content. If hazardous, manage as a hazardous waste until it is sent to a hazardous waste management facility
Tires	Recycle, sell or dispose of appropriately.
Transmission filter	Drain fluid; recycle through scrap metal dealer.
Transmission fluid	Recycle.
Used oils	Recycle.
Used oil filters	Drain oil; recycle filter through scrap metal dealer.
Used fuel	Reuse in a vehicle, recycle or dispose of waste fuel through a hazardous waste company.
Windshield washer fluid	Reuse; sell

VEHICLE FLUIDS

Antifreeze

Antifreeze is exempt from hazardous waste regulations **if it is recycled**. Antifreeze often becomes contaminated with traces of fuel, metal particles and grit. If antifreeze filters or antifreeze solids are not recycled, a waste determination must be conducted. Used antifreeze must be tested at a minimum for lead, benzene, tetrachlorethylene and trichloroethylene using the Toxicity Characteristic Leaching Procedure (TCLP). If determined **hazardous**, used antifreeze must be managed as a hazardous waste. Reusable or recycled antifreeze can be used in facility vehicles, sold or given away. If you use an off-site recycler, you **MUST ENSURE** that the antifreeze is being recycled!

- Use separate equipment for the collection of used antifreeze (funnels, pads, storage containers).
- **Label** used antifreeze collection equipment and containers “**Used Antifreeze.**”
- Drain antifreeze from radiators and heater cores as soon as possible.
- Keep used antifreeze free from cross-contamination with other wastes including used oil, fuels, degreasers or radiator flush chemicals.
- Determine if the antifreeze is waste fluid or reusable and can be recycled.
- Consider keeping antifreeze in two separate, closed containers: one for antifreeze that cannot be reused marked “**Used Antifreeze,**” and one marked “**Good Antifreeze.**” Do not accumulate used antifreeze for longer than 180 days.
- Recycle by reuse. Methods of processing waste antifreeze include distillation, filtration or ion exchange. Recycling can be done on-site or offsite by an antifreeze recycling service.
- Conduct a waste determination on used antifreeze filters generated from recycling process equipment, or handle as a hazardous waste.
- Maintain waste analyses and waste disposal receipts for at least 3 years.

Brake Fluid

Brake fluid becomes hazardous when it is contaminated with chlorinated solvents. If brake fluid becomes hazardous, manage it as a separate waste stream, performing a waste determination and disposing of the waste accordingly.

- **Do not** spray brake cleaner around containers of brake fluid.
- **Do not** dispose of brake fluid down any drain, into a septic system, on the ground, or in a Dumpster.

Gasoline/Diesel

Facilities may add diesel to used oil as long as the mixture does not become hazardous for ignitability. Prior notification that diesel is added to used oil should be provided to your used oil hauler if the oil is to be used as a fuel. Fuel may also be disposed of as a hazardous waste.

- Remove fuel tanks as soon as possible after the vehicle enters the facility.
- Determine if fuel is reusable or waste fuel.
- Label containers of reusable fuel clearly: “Good Gasoline” or “Good Diesel.”
- Reusable fuel may be used in facility or employee vehicles.

Waste Fuel

- Manage contaminated fuel in designated containers and **label containers** of waste fuel clearly “**Waste Fuel**,” and apply appropriate hazardous waste labels.
- Do not mix fuel with any other waste streams.
- Properly dispose of contaminated fuel and maintain the disposal receipts for at least 3 years.

Gear Oil, Power Steering Fluid, Transmission Fluid

Gear oil, power steering fluid and transmission fluid are not regulated as a hazardous waste if they are recycled. Crude-based petroleum products can be managed like or with your used oil **ONLY IF** they have not been mixed/contaminated with hazardous wastes such as solvents, brake cleaner or carburetor cleaner.

Do not dispose of crude-based petroleum products in a storm drain, septic tank, dry well, sewer system or dumpster. Refer to the USED OIL guidelines.

Used Oils

Used oil is exempt from hazardous waste regulations if it has not been mixed or contaminated with hazardous wastes, or it is sent for recycling or burned for energy recovery. Proper records must be maintained. Used oils must be petroleum based and include but are not limited to the following:

Cutting oil	Gear oil	Differential oil
Transmission fluid	Motor oil	Power-steering fluid
Lubricating oil	Hydraulic oil	Transaxle fluid

- **Label** containers clearly: **“Used Oil”**
- Fill pipes used to transfer used oil into underground storage tanks (USTs) must be labeled **“Used Oil.”**
- Used oils can be mixed together and stored in the same container for collection by a state registered used oil transporter.
- Do not contaminate used oil with even small amounts of brake cleaner, carb cleaner or solvents. Even small amounts of chlorinated solvents turn recyclable used oil into a hazardous waste.
- Do not mix antifreeze, solvents, gasoline, degreasers, paint or anything else with used oil.
- Do not pour used oil on the ground or use for weed control.
- Do not mix used oil with other solid waste destined for a landfill.

Windshield Washing Fluid

Although window washing fluid is mainly alcohol, water and detergent, it may contain small amounts of antifreeze. Manage windshield washing fluid as a separate waste stream.

- Reuse window washing fluid in business or employee vehicles
- Sell or give away reclaimed window washing fluid to customers

FILTERS

Used Oil Filters

Arkansas law prohibits disposal of used oil/transmission filters in a landfill or in any trash destined for a landfill. Check with ADEQ for a list of approved used oil/used oil filter transporters and processors.

- Used oil filters should be punctured and drained for 24 hours prior to disposal.
- Consider crushing drained filters to reduce costs. They can be managed as scrap metal
- Keep drained filters in a separate container labeled “**Used Oil Filters.**”
- Maintain storage containers in good condition, indoors, protected from weather or sealed/closed, on an impervious surface.
- Maintain disposal/recycling receipts for at least three (3) years.

Transmission Filters

Transmission filters made of metal should be handled with used oil filters.

Fuel Filters

Most fuel filters should be handled as hazardous waste and disposed of accordingly.

- Drain excess fuel from filters into a proper fuel container.
- Metal fuel filters can be handled with used oil filters if the filters are drained and dry.
- Glass filters should be managed separately and require a waste determination.
- Glass filters that are determined to be non-hazardous can be disposed of in a dumpster or recycled with other glass.

Processing Refrigerants

Refrigerants are processed by using one of these methods:

Recovery — removing refrigerant from air conditioning units and storing it in a container without testing or processing it

Recycling — filtering refrigerants to remove impurities such as oil, air and moisture

Reclaiming — processing refrigerant, usually by distillation, until all impurities are removed and it meets resale specifications.

It is illegal to knowingly vent refrigerants into the environment during repair, service, maintenance, reclamation, recycling or disposal of refrigeration and air conditioning equipment. Spent refrigerants that are not reclaimed or recycled and refrigerants used as solvents are regulated wastes.

Contact the U.S. EPA's Ozone Protection Hotline at (800) 296-1996 for additional information on refrigerants.

- Refrigerants must be recovered prior to crushing vehicles or appliances (white goods).
- Remove refrigerants from all vehicles using EPA-approved recycling/recovery equipment.
- Do not evaporate or vent refrigerants to the atmosphere.
- Maintain records that the refrigerants were recovered on-site **or**
- Maintain records that the vehicle/appliance was brought into the facility free of refrigerants and that the refrigerants were removed using the proper methods prior to entering the facility.
- Store refrigerants in tanks that meet U.S. Department of Transportation (DOT) or Underwriters Laboratory (UL) standards. Label tanks according to their contents: "**Refrigerant/Freon.**"
- Sell refrigerant only to U.S. EPA certified technicians or U.S. EPA authorized reclaiming facilities that will reclaim it to its original purity specifications. Keep records of refrigerant sales.
- Do not recharge a vehicle's system with recovered refrigerants unless a U.S. EPA certified technician is recharging the vehicles on-site.

- Conduct a waste determination on filters from recovery equipment and dispose of properly.
- Maintain records documenting the volume and final destination of recovered refrigerants.

Lead Acid Batteries

Batteries pose a potential threat to human health and the environment if improperly discarded. Spent lead acid batteries contain lead and corrosive acids that are considered hazardous waste. Lead acid batteries are exempt from hazardous waste regulations if recycled or returned to a battery manufacturer and documentation is maintained. Otherwise, lead acid batteries must be managed as a hazardous waste. Under Reg. 23 section 266 subsection E-waste lead acid batteries may be handled as hazardous waste or universal waste.

- Remove batteries before crushing any vehicles.
- Test batteries to determine usability or resale quality.
- If lead acid batteries are recharged for resale, remove lead cable ends from batteries. Store lead parts in a covered container that is strong enough to hold the weight of the lead. Recycle the lead with a reputable scrap metal recycler.
- If spent lead acid batteries are going to be recycled as scrap batteries, leave lead battery cable ends attached to the scrap batteries.
- Check batteries for leaks, cracks, etc. prior to storing. Store batteries upright, on wooden pallets, in a secure, covered location, on a bermed impervious surface or in watertight, acid resistant containers.
- Do not pile batteries higher than four (4) batteries high.
- Keep spill control equipment near batteries to neutralize any acid release (e.g. baking soda, lime).
- Do not place lead acid batteries in the garbage or incinerate batteries.
- Do not pour battery acid on the ground or into a drain, septic system or storm drain.
- Ensure that battery cores are disposed of through a battery wholesaler/retailer, a permitted secondary lead smelter, a collection center or a reputable recycler.
- Maintain recycling or disposal receipts for at least three (3) years.

Lead Parts

- Remove lead tire weights and battery cable ends before crushing vehicles. Battery cable ends may be left on usable batteries and recycled along with the batteries. If not recycled then they must be treated as hazardous waste.
- Store lead parts in a covered container that is strong enough to hold the weight of the lead.

MERCURY

Fluorescent and High Intensity Discharge Lamps

Spent lamps have been banned from solid waste incineration since 1994. Arkansas law prohibits businesses from sending spent mercury-containing lamps to municipal landfills for disposal.

- To recycle lamps, store them in a manner that prevents them from breaking, and label each container with “Universal Waste; Spent Mercury-Containing Lamps.”
- Conduct a waste determination on spent lamps if you choose not to recycle your lamps.
- Lamps destined for recycling do not count towards a facility’s hazardous waste generator status, if properly managed.
- Be able to demonstrate that you have not had the lamps stored for more than one year. This can be done by keeping a log, shipping papers, or by labeling storage containers with the accumulation start date.
- Do not break or crush lamps. A broken lamp is considered hazardous waste.
- Maintain records of analytical waste determinations, shipping papers, disposal or recycling receipts for at least three (3) years.

Automotive Applications of Mercury

- Mercury Tilt Switches used on under-hood and trunk lighting
- Four Wheel Drive Anti-Lock Braking Systems, usually three (3) per vehicle
- Active Ride Control or Ride Leveling Sensor, two (2) to four (4) mercury switches used to adjust suspension on cornering events
- High Intensity Discharge Systems, headlights and tail lamps
- Virtual Image Instrument Panel

Mercury Switches

All auto salvage facilities/vehicle recyclers are required by Act 649 of 2005 to remove three (3) mercury switches from certain years and makes of end-of-life vehicles before they are crushed or shredded. Automakers will supply buckets, recycle the mercury switches and pay \$5 per switch to the auto salvage facility/vehicle recyclers to help offset removal costs. To receive more information about this program please contact the ADEQ Solid Waste Division at 501-682-0594.

Each vehicle contains three mercury switches; two of these are light switches located under the hood and trunk and the third is an ABS G-Force Sensor. The ABS G-Force Sensor is commonly found in one of the five areas on the drive tunnel, below the rear seat on the floor pan, on the right front wheel apron, rear seat center, and on the left frame rail, right below the driver. If you need further information about locating these switches or identifying the year, makes and models of those containing mercury switches please visit the following web site: <http://www.elvsolutions.org/arkansas.htm>.

SCRAP METAL

- Catalytic converters may be removed prior to crushing and recycled for their platinum content.
- Maintain receipts for all scrap metal shipped off-site (including vehicles for shredding) for at least three (3) years.

ALUMINUM SWEAT FURNACES

On March 23, 2000 a new federal air emission standard came into effect. It states that:

“Dioxin/furan (D/F) emissions from each sweat furnace must be controlled to 0.80 nanograms of D/F toxic equivalent per dry standard cubic meter at eleven percent oxygen.”

What does the sweat furnace regulation mean to you?

- If you operate a sweat furnace at your facility, you are subject to this standard, **regardless** of size or location of the sweat furnace.
- You must either retrofit your existing sweat furnace with an afterburner (estimated cost according to EPA: \$8,000 to \$58,000) **or**
- Purchase a new sweat furnace that already meets the new standard, **or**
- Discontinue the use of the sweat furnace.

For more information:

Consult the EPA brochure titled “New Regulations Controlling Emissions from Secondary Aluminum Production (Sweat Furnace Operations).”

Contact the ADEQ Business Assistance Program at 501-682-0820.

Log on to <http://www.epa.gov/ttn/atw/alum2nd/alum2pg.html>

WASTE TIRES

In landfills, tires take up a large amount of space, harbor rodents and collect gases. Therefore, they are banned from landfills unless cut-up or shredded.

Illegally dumped tires or tire piles can pose serious health hazards by providing a breeding ground for mosquito infestation and the potential for fires. Citrus oil or baking soda can be used to reduce larvae in water collecting in tires.

- Store waste tires indoors per National Fire Protection Association (NFPA) standards or outdoors with a cover to prevent the collection of standing water and to prevent mosquito larvae from thriving.
- If waste tires cannot be processed in a timely manner, leave waste tires on the rims to avoid problems with mosquitoes until the waste tires can be properly managed.
- Do not accumulate more than a few hundred waste tires on site. If mosquitoes are a problem, even a few hundred tires may be too many. Check with your local health department for recommendations on mosquito control. Transport waste tires regularly to minimize accumulations.
- Only permitted waste tire collection centers, processing facilities or waste tire monofills are authorized to accumulate 1,000 or more waste tires.
- Do not burn, bury or illegally dump waste tires.
- Transport stored waste tires regularly to prevent large accumulations.
- All haulers of 25 or more waste or used tires must be licensed with the ADEQ. Use only transporters licensed by ADEQ.
- Dispose of tires at a district authorized collection center or an ADEQ-permitted facility authorized to accept waste tires. Check with ADEQ for a list of facilities.
- Maintain disposal/recycling receipts for at least one (1) year.

CLEANING SOLUTIONS

Aqueous Parts Washers/Wastewater Management

Aqueous parts washers provide environmental benefits because they do not use solvents that contain volatile hydrocarbons. However, some precautions must be taken concerning disposal of wastewater, sludge (see section on sump sludge) and filters. Wastewater is water that has been used for a purpose such as engine cleaning and is destined for disposal. All process wastewater should go to a sanitary sewer. No wastewater should ever be discharged to the ground. Check with your local sewage plant for information on discharge limits and to obtain a discharge permit if required. **Find out where the drains in your shop lead.**

- Use either an on-site capture and reuse system for wastewater or have a connection to a city sewer and wastewater treatment facility with the proper permitting.
- Notify and get written approval from the sanitary sewer system prior to discharging any wastewater.
- Floor cleaning wastewater may be contaminated with heavy metals and grease that need to be treated before discharging to the sewer. If not contaminated, the water may go to an oil/water separator (or another appropriate system) and then the sanitary sewer.
- Keep floors clean to begin with. Catch leaks before they hit the floor.
- Recycle floor mop water into cabinet washers.
- Steam cleaning, pressure washing and spray cabinet wastewater should go to an oil/water separator (or another appropriate system) before discharging to the sanitary sewer.
- Re-circulate and reuse water until unusable.
- Do not dispose of spent parts washer fluids on the ground, down a drain or in a dumpster or septic system.
- Conduct a waste determination on spent parts washer fluid and filters and dispose of properly.
- Maintain records of analytical waste determinations and disposal receipts for three (3) years.

Hot Tank Solutions

A solution of caustic (alkaline) cleaners and water is commonly used in tanks for cleaning engines and parts. Spent solution and sludge may be hazardous waste due to corrosivity (pH greater than or equal to 12.5) or high metal content.

- Accumulate spent cleaning solution and sludge removed from hot tanks in closed, labeled containers that are compatible with the waste placed in them.
- Conduct a waste determination on spent solution and sludge and dispose of properly.
- Maintain records of analytical waste determinations and disposal receipts for 3 years.
- Notify and get written approval from the sanitary sewer system prior to discharging any wastewater.

Parts Washers

Mineral spirits, Stoddard solution, petroleum naphtha, gasoline, kerosene or diesel fuel may be hazardous due to ignitability. Other solvents may be toxic if they contain toluene, methyl ethyl ketone (MEK) or 1,1,1-trichloroethane. Spent parts washer fluids may also be hazardous due to elevated metal content from oils and greases.

- Do not dispose of spent parts washer fluids on the ground, into drains, into a septic system or by evaporating.
- Do not use aerosol spray cans near your parts washers.
- Conduct a waste determination on spent parts washer fluid, sludge and filters and dispose of properly.
- Maintain records of analytical waste determinations and disposal receipts for three (3) years.

Pressure Washing

Pressure washing should be performed on a curbed concrete pad. Wastewater may contain heavy metals and greases which, if improperly managed, could contaminate soil and/or groundwater.

- Pressure wash parts and engines over a contained, impervious surface such as a wash table that drains to an oil/water separator.
- Do not allow wastewater, oils or greases on the ground.
- Do not allow wastes to flow into a septic tank or a drain leading to a ditch, stream, lake or dry well.
- Check with your local sewer utility to verify that drains in your pressure washing containment area are connected to a sanitary sewer system.
- Notify and receive written authorization prior to discharging wastewater to a sanitary sewer system.
- Maintain an oil/water separation system or sump regularly.
- Equip the oil/water separator with an emergency shut-off to prevent spills from entering the sewer or discharging directly to surface waters.

Sump Sludges

Sludges from your sump or oil/water separator may be hazardous waste. You will need to conduct a waste determination on sludge at a certified laboratory to determine if it is hazardous.

- If sludge tests as a hazardous waste, manage it as a hazardous waste and dispose of the sludge through a hazardous waste management facility.
- Do not put hazardous sludge in the dumpster or on the ground, down a drain or into a septic system.
- Do not use a septic tank pumping service to dispose of sludge.
- Maintain records of analytical waste determinations for three (3) years.

Absorbents: Granular Clay, Pads, Booms (Pigs)

Check with your solid waste management district whether you may dispose of your oily wastes in the trash dumpster.

- Do not put spent absorbent in vehicles to be crushed or shredded, in drains or on the ground.
- Maintain absorbent material in areas where fluids are generated, managed or stored.
- Soak up leaks and spills as soon as they occur and remove them in a timely manner.
- Manage absorbent that comes in contact with hazardous waste as a hazardous waste.
- Do not mix spent non-hazardous absorbent with spent hazardous absorbent.
- Maintain records of analytical waste determinations and disposal receipts for at least three (3) years.

Aerosol Spray Cans

Partially empty spray cans may be regulated as hazardous waste if discarded because they contain ignitable propellants or chlorinated solvents. Empty spray cans are exempt from hazardous waste regulations and can be recycled as scrap metal.

Please Note: An aerosol can that is empty of product may still contain propellant. The aerosol can is still reactive (hazardous) until the propellant is completely discharged and the can is equal to atmospheric pressure.

- Use the entire spray can before starting another and empty cans completely before discarding.
- If a spray can malfunctions, handle as a hazardous waste or consider returning it to your supplier.
- Do not spray in or around other solvents, waste or open containers to prevent contamination.
- Never spray a product in the air in lieu of proper disposal.
- Collect and conduct waste determinations on spray cans that are not empty.
- Maintain records of analytical waste determinations and disposal receipts for at least three (3) years.

Contaminated Soil

At some facilities, soil has become contaminated by past or ongoing vehicle handling practices. Improving daily work practices can alleviate the cost to remediate and dispose of contaminated soils.

- Prevent spills before they happen. Clean up spills as soon as they happen or are discovered.
- Excavate contaminated soil as spills and leaks occur to prevent migration of the contamination.
- Collect the soil in appropriate, labeled containers and store the containers on a covered, impervious containment area until it can be cleaned or transported to a waste treatment facility.
- Do not dispose of contaminated soil in vehicles to be crushed or shredded.
- Do not store contaminated soils for an indefinite amount of time. Dispose of contaminated soil promptly to avoid additional contamination.
- Contact ADEQ for information on disposing of contaminated soil.
- Maintain records of analytical waste determinations and disposal receipts for at least three (3) years.

Dust

Dust from your facility can pollute the air and cause complaints from your neighbors. Listed below are some techniques to prevent and suppress dust.

- Apply gravel or rock, sod, seed or mulch.
- Do not clear more vegetation than is necessary to provide ample work areas.
- Construct natural or artificial wind breaks or wind screens.
- Lower speed limits on roads.

Shop Towels

Dirty rags can become hazardous if used to soak up hazardous substances. However, dirty rags may be exempt from regulation if managed correctly and picked up for laundering by an industrial rag/laundry service that is connected to a sanitary sewer. If a rag service is not used, then you must determine that your rags are not hazardous before putting them in the trash.

- Do not dispose of dirty shop towels in vehicles to be crushed or shredded.
- Avoid use of disposable towels.
- Do not throw dirty wipes, paper towels or rags into the dumpster if they have come into contact with hazardous solvents or waste.
- Keep waste shop towels in a closed fireproof container labeled **“Used Shop Towels.”**
- Maintain records of analytical waste determinations and disposal receipts for at least three (3) years.

For Arkansas Auto Dismantlers and Recyclers

Important Phone Numbers

To Report a Spill

- Arkansas Department of Emergency Management – 800-322-4012
- EPA National Response Center – 800-424-8802

ADEQ Business Assistance Program – 501-682-0820

ADEQ Hazardous Waste Program – 501-682-0856

- Fluorescent Lamps – 501-682-0876
- Used Oil – 501-682-0876
- Used Batteries – 501-682-0876

EPA Hazardous Waste Generator ID Numbers - 501-682-0848

ADEQ Storm Water Protection Program – 501-682-0621

ADEQ Environmental Loan Program – 501-682-0820

ADEQ Pollution Prevention Program – 501-682-0015

ADEQ State Tax Recycling Credit Information – 501-682-0588

ADEQ Waste Tire Program Information – 501-682-0585

Important internet addresses

Arkansas Dept. of Environmental Quality (ADEQ) – www.adeq.state.ar.us

EPA Home Page – www.epa.gov

EPA Region 6 Home Page – www.epa.gov/earth1r6/index.htm

Arkansas Automobile Dismantlers and Recyclers Association – www.aradra.com

NPDES Stormwater Permit Pollution Prevention Plan and Guidance

NPDES Stormwater Permit

The following guidance pages include a step-by-step procedure, including forms, for developing and maintaining your facility-specific Stormwater Pollution Prevention Plan (SWPPP).

Do you need a NPDES permit?

You need an NPDES Stormwater permit if your facility:

- Dismantles automotive vehicles to recover, use or sell used parts
- Has a *primary* or *secondary* Standard Industrial Classification (SIC) Code of 5015 or 5093 (for example, if your primary source of income is the sale of used vehicles [SIC Code 5521] but your second most important source of income is the sale of used parts [SIC Code 5015]), **and**
- Rainwater (stormwater) runs off your business' property or could run off the property to any ditch, canal, stream, lake or to a city storm sewer (different from sanitary sewer) through a curb, gutter, ditch, drain inlet, wetland or other surface water body.

How to get a Permit?

To obtain coverage under the Arkansas Stormwater Industrial Permit you must fill out and mail in a document called a Notice of Intent (NOI). A copy of the NOI is attached to this document. The NOI can also be obtained from the ADEQ website at:

http://www.adeg.state.ar.us/water/branch_permits/general_permits/stormwater/industrial/industrial.htm

or

Water Division – Stormwater Section
Arkansas Department of Environmental Quality
5301 Northshore Drive
North Little Rock, AR 72118

or

Call ADEQ Stormwater Section at (501) 682-0623

Send ADEQ a completed NOI, SWPPP and check for \$200. You will be covered by the permit two weeks from the date you mail the NOI, unless notified otherwise from ADEQ.

What is required by the Permit?

The General Stormwater Permit requires facilities to write and implement a Stormwater Pollution Prevention Plan (SWPPP), conduct employee training on spill control and pollution prevention and conduct quarterly and annual inspections of their property.

What is a Stormwater Pollution Prevention Plan?

A Stormwater Pollution Prevention Plan (SWPPP) is a document that:

- describes the facility and its operations,
- identifies potential sources of stormwater pollution at the facility,
- specifies appropriate Best Management Practices (BMPs) or pollution control
- measures to reduce the discharge of pollutants in stormwater runoff, and provides for periodic review of the SWPPP.

The SWPPP outlines your plans to continually ensure that “potential pollutants” are not exposed to rain or stormwater. The goal is to eliminate or minimize the chances of polluting stormwater that would leave your facility. You will be expected to review the success of your SWPPP and to make changes to the SWPPP as needed.

Examples of potential pollutants at an auto salvage yard:

Pollutant	Pollutant
Used oil	On-road diesel
Used transmission fluid	Off-road diesel
Used brake fluid	Metals
Used wiper fluid	Solvents/detergents

Used antifreeze	Hydraulic fluid
Gasoline	Lubricating fluids
Batteries	Mercury
Oily water	Refrigerants

How to write a Stormwater Pollution Prevention Plan

You can either use the attached “fill-in-the-blank” plan or write a plan using the instructions in the Stormwater Permit. The SWPPP must be kept on-site and routinely updated.

What are the Sampling Requirements?

All facilities are required to sample twice per year between January-June and July-December. The samples must be analyzed by a certified laboratory to check for the following; oil and grease, pH, total suspended solids, and chemical oxygen demand. Additional tests may be required depending on the facility’s Standard Industrial Classification (SIC) Code. The most common Industrial Sector for Auto Salvage Yards is N1, which has additional sampling requirements of total aluminum, total copper, total iron, total lead and total zinc. The measurement must be taken for pH within 15 minutes of collecting the sample. For additional information regarding sampling, please reference the Industrial Stormwater General Permit Section 3.

What is an Annual Report?

All facilities are required to submit an Annual Report even if monitoring requirements have been waived, that includes findings from site inspections (including visual monitoring of outfalls) and any corrective action plans written under Part 3.11.2. Reports are due by January 31 each year for the previous January-December reporting period. Facilities must submit lab results from sampling events and any Discharge Monitoring Reports (DMRs). A template is available online at:

http://www.adeg.state.ar.us/water/branch_permits/general_permits/stormwater/pdfs/ARR0000_IGP_Annual_Report_Template.doc

STORMWATER POLLUTION PREVENTION PLAN

Name of Facility: _____

Address: _____

Filled out by: _____ Title: _____

Permit Number: _____ Expiration Date: _____

SIC Code: _____

Description of Site Activities: _____

Emergency Contact: _____ Title: _____

Work Phone #: _____ Emergency Phone #: _____

Section 1 - Pollution Prevention Team

The stormwater pollution prevention team is responsible for developing, implementing, maintaining and revising this SWPPP. The members of the team are familiar with the management and operations of the company.

The member(s) of the team and their primary responsibilities (implementation of SWPPP, maintaining the SWPPP, record keeping, submitting reports, conducting quarterly inspections, employee training, conducting the annual compliance evaluation, testing for non-storm water discharges and signing the required certifications) are as follows:

Name & Title	Responsibility

Section 2 – Assessment of Site Activities

Use the following checklist to identify processes and areas of concern at your facility that may allow pollutants to come into contact with stormwater. Any item checked “yes” must be included in the Site Plan Drawing of your facility in Section 3.

Yes	No	Activity	Possible Pollutants
		Vehicle Holding Area	Oil & grease, assorted fluids, metals, suspended solids
		Dismantling Inside	Oil & grease, assorted fluids, metals
		Dismantling Outside	Oil & grease, assorted fluids, metals
		Fluid Removal Area	Used oil, transmission fluid, brake fluid, wiper fluid, antifreeze, diesel, gasoline
		Outside Fluid Storage Area	Used oil, transmission fluid, brake fluid, wiper fluid, antifreeze, diesel, gasoline, oily water, solvent, hydraulic fluid
		Inside Motor & Transmission Storage	Oil & grease, metals
		Outside Motor & Transmissions Storage	Oil & grease, metals, suspended solids
		Battery Storage Area	Metals, battery acid
		Tire Storage Area	Suspended solids
		Vehicle Storage Area	Oil & grease, assorted fluids, metals, suspended solids
		Scrap Storage Area	Oil & grease, metals, suspended solids
		Pressure Washing Area	Solvents, detergents, suspended solids
		Parts Cleaning Area	Oil & grease, assorted fluids, metals, suspended solids, solvents
		Crushing Area	Oil & grease, metals, suspended solids
		Soil Contamination Areas	Used oil, transmission fluid, brake fluid, wiper fluid, antifreeze, diesel, gasoline, oily water, solvent, hydraulic fluid
		Areas of Soil Erosion	Suspended solids
		Mercury Switch Storage Container	Mercury

Identified Potential Pollutants

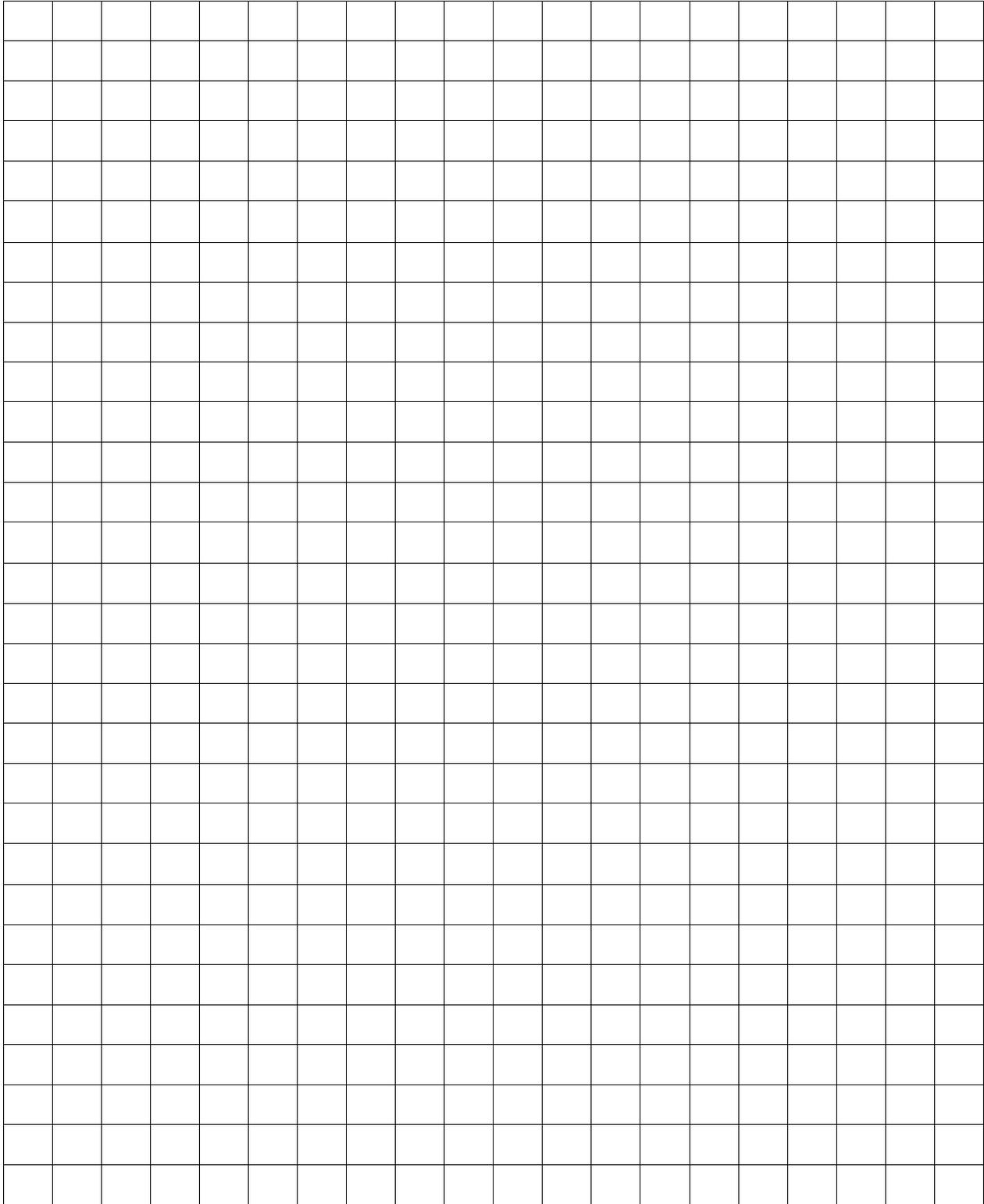
Pollutant	Yes or No	Pollutant	Yes or No
Used oil		On-road diesel	
Used transmission fluid		Off-road diesel	
Used brake fluid		Batteries/Battery acid	
Used wiper fluid		Solvents	
Used antifreeze		Hydraulic fluid	
Gasoline		Oily water	
Mercury		Detergents	
Suspended solids			

Section 3 – Site Map

Use the following page to complete the Site Map of your facility. Any item checked “Yes” in the Assessment of Site Activities must be included. Also, include:

- “North” direction
- Property lines
- Property dimensions or scale
- Adjacent streets, roads, entrances
- Existing buildings and structures
- Asphalt or concrete pads
- Vehicle maintenance areas
- Loading/unloading areas
- Drainage areas
- Areas of vegetation
- Retention ponds, streams, wetlands, etc.
- Direction of stormwater flow and any storm drains
- Where stormwater leaves the property and where it goes (ditch, creek, etc.)
- Stormwater sampling location (label with Outfall 001, 002, etc.)
- Municipal Separate Storm Sewer Systems (MS4) if stormwater discharges to them (city/county storm drains)
- Locations and descriptions of all non-stormwater discharges identified

Section 3 – Site Map (Continued)



Section 4 – Inventory of Exposed Materials

The permit requires a general inventory of significant materials on site and an evaluation is to be conducted to determine the potential for these materials to contribute to the runoff being discharged from the facility. Areas to focus on should include:

- loading and unloading areas
- scrap processing areas [receiving, sorting, storage, processing (bale press, shearing, shredding, wire chopping, crushing, flattening), shipment, etc.]
- other material handling operations (fuel pumps, etc.)
- outdoor storage areas (scraps, solvents, parts, etc.)
- processes that generate dust or particulate matter
- roof vents, stacks and blowers
- waste generating areas
- waste disposal practices (tanks for oils, fuels, hydraulic fluid, antifreeze and lubricating oils; trash dumpsters, etc.)
- maintenance and cleaning practices for vehicles and equipment
- sites of environmental contamination
- areas where spills of polluting materials have occurred in the past three years
- any other areas deemed appropriate

Include the ways in which these materials might be exposed to the stormwater runoff. Also identify the outfalls from which the materials may be discharged if a release should occur.

Area/Process	Material	Method of Exposure	Outfall

Section 5 – List of Significant Spills and Leaks

The permit requires a listing of oil and other polluting materials that have been spilled or leaked over the three years prior to the completion of the SWPPP be included in the plan. Also, include the date, volume of materials, the exact location of each release, and the actions taken to clean up the materials and/or prevent exposure of the materials to stormwater runoff or contamination of surface waters of the state. (If there have been no spills of polluting materials, state that in this section).

Date	Material	Volume	Location	Actions Taken

Section 7 – Best Management Practices

BMP	Implemented? Yes, No or N/A
BEST MANAGEMENT PRACTICES	
Substances used to wash/clean parts are replaced by less volatile/less harmful products whenever possible.	
Cleaning fluids are recycled and reused whenever practical.	
MINIMIZE EXPOSURE	
Vehicles are inspected as they come in and are checked for cracked batteries and fluid leaks.	
All fluids are removed from vehicles before they are stored in the main storage area.	
Used oil is kept in clearly labeled containers (“Used Oil”) separate from parts cleaning solvents, antifreeze and fuel.	
Engine oil is drained and stored in clearly labeled tanks or containers. Tanks and containers are kept in good condition, free of any visible spills or leaks, structural damage or deterioration.	
Antifreeze is drained and reused or disposed of properly and stored in clearly labeled containers. Waste antifreeze and usable antifreeze is stored separately.	
Windshield washer fluid is drained for reuse or disposal with antifreeze.	
Batteries are removed as soon as feasible after vehicle enters the facility. Batteries are stored inside on a pallet or outside in a leak-proof covered container away from traffic areas.	
All pressure washing operations are performed indoors or in covered and bermed outside cleaning areas.	
Parts washing water is captured and recycled or disposed of by a disposal company and NEVER allowed to run onto the ground, down a drain or into a septic system.	
Substances used to wash/clean parts are replaced by less volatile/less harmful products whenever possible.	
Cleaning fluids are recycled and reused where practical.	
Crusher fluids are captured to prevent spillage. This mixture of fluids is collected in a spill-proof covered container and disposed of properly. It is not allowed to run onto the ground, down a drain or into a septic system.	

BMP	Implemented? Yes, No or N/A
A preventative maintenance program that involves timely inspections and/or maintenance of all facility equipment has been developed.	
The crusher and other equipment is kept clean.	
Periodic inspections of equipment for leaks and spills and malfunctioning, worn or corroded parts are conducted. Tanks, valves, hoses and containers are regularly inspected and checked for signs of wear or weakness.	
Valves on secondary containment are kept in the "closed" position and locked at all times, except when collected water is removed.	
Labeled spill clean-up equipment is provided at locations where spills are most likely to occur.	
Clean-up procedures are in place, including the use of dry absorbent materials or other methods used to collect, dispose of or recycle spilled/ leaked fluids. An adequate supply of dry absorbent is kept on-site and disposed of properly.	
Oil or other fluids spilled during parts removal are immediately contained and collected, and the cleaning material is disposed of properly.	
When parts are removed, they are drained.	
When refueling, vehicles and equipment are parked as close to the pump as possible. The fuel nozzle is kept upright when not in use and replaced securely in the pump.	
Any spills that may occur around fueling areas are immediately controlled, cleaned up, and the cleaning materials is disposed of properly.	
All fluid and waste containers are labeled, kept closed and stored away from traffic areas, preferably under cover.	
All tanks, drums and containers are inspected regularly as required for leaks, spills and labeling.	
Vehicle fluids, oils or fuels are not used for dust or weed control.	
Parts are removed on a concrete pad, under cover.	
Training on pollution prevention is provided annually to all employees.	
The SWPPP is reviewed annually and modified as needed.	
No solvents, detergents, wash water or other fluids are poured down a drain, into a septic system or allowed to run onto the ground.	
Hoods are kept down where any vehicles are stored.	

BMP	Implemented? Yes, No or N/A
GOOD HOUSEKEEPING	
Used oil is kept in clearly labeled containers ("Used Oil") separate from parts, cleaning solvents, antifreeze and fuel.	
The crusher and other equipment is kept clean.	
All fluid and waste containers are labeled, kept closed, and stored away from high traffic areas, preferably under cover.	
PREVENTATIVE MAINTENANCE	
Engine oil is drained and stored in clearly labeled tanks or containers. Tanks and containers are kept in good condition, free of any visible spills or leaks, structural damage or deterioration.	
A preventative maintenance program that involves timely inspections and/or maintenance of all facility equipment has been developed.	
Periodic inspections of equipment for leaks, spills and malfunctioning, worn or corroded parts are conducted. Tanks, valves, hoses and containers are regularly inspected and checked for signs of wear or weakness.	
All tanks, drums and containers are inspected regularly as required for leaks, spills and labeling.	
SPILL PREVENTION AND RESPONSE PROCEDURES	
Labeled spill cleanup equipment is provided at locations where spills are most likely to occur.	
Cleanup procedures are in place, including the use of dry absorbent materials or other methods to collect, dispose of or recycle spilled/leaked fluids. An adequate supply of dry absorbent is kept on-site and disposed of properly.	
Any spills that may occur around fueling areas are immediately controlled, cleaned up, and the cleaning materials are disposed of properly.	
All fluid and waste containers are labeled, kept closed and stored away from high traffic areas, preferably under cover.	
EMPLOYEE TRAINING	
Training on pollution prevention is provided annually to all employees.	
The SWPPP is reviewed annually and modified as needed.	
SALT STORAGE (PUT N/A IF YOU DO NOT HAVE STORAGE PILES)	
Salt piles are enclosed or covered to prevent exposure to precipitation, except for exposure resulting from adding or removing materials from the pile.	

Section 8 – Site Inspection

Inspections of the facility (equipment, plant areas and structural controls) are required by the permit. Once per quarter, a visual site inspection must be performed and once per year (can also count as one of the quarterly inspections) a more complete inspection called a comprehensive site evaluation must be performed. One of the quarterly inspections must be performed while the facility has a stormwater discharge. Records of the inspections must be kept on file with the SWPPP for a minimum of three (3) years. During inspections, you should examine areas of the facility that have a risk of contributing pollutants as well as the outfalls where stormwater leaves the facility. Use the following inspection checklist to note areas that require corrective action and what corrective action was taken.

Quarterly Inspection Checklist

Date: _____ Inspected by: _____ Title: _____

Area/Action	What did you see?	What did you do about it?
HOLDING AREA		
Look at each vehicle for leaks, clutter, hoods down		
DISMANTLING AREA		
Check for stains, spills, leaks of fluids		
Is dismantling being done in the designated area		
Drain gasoline when vehicles come in so it can be reused or recycled		
FLUID STORAGE AREA		
Check all fluid containers for leaks, levels, labeling and housekeeping		
INSIDE PARTS STORAGE AREA		
Ensure drip pans are in place if needed		
Inspect for leaks and spills		
Ensure parts are stored on racks or pallets		
OUTSIDE PARTS STORAGE AREA		
Ensure parts are completely drained before storage		
Ensure parts are stored off the ground		
Inspect for leaks and spills		
VEHICLE STORAGE AREA		
Ensure all fluids have been removed from vehicles		
Ensure all batteries have been removed from vehicles		
Ensure hoods are kept down		
Ensure vehicles are stored in rows or in an appropriately organized manner		

Area/Action	What did you see?	What did you do about it?
PARTS WASHING/PRESSURE WASHING AREA		
Ensure no wash water runs onto the ground, down a storm drain or into a septic system		
Ensure all equipment is in good working order		
If solvent sink is used, ensure regular servicing and proper disposal of spent solvent		
CORE AND SCRAP STORAGE AREAS		
Ensure cores are completely drained before storage		
Ensure cores are stored under cover over an impervious surface or out of the rain		
CRUSHING AREA		
Ensure all fluids and batteries have been removed from vehicles before crushing		
Inspect crusher for leaks and spills		
Stormwater Sampling Location		
Ensure the sample point is accessible and clean		
Ensure nothing is stored around the sample point		
Look at the vegetation for signs of oil		
EQUIPMENT MAINTENANCE		
Evaluate each piece of equipment for leaks		
Repair any hydraulic lines, hoses, cylinders, etc. promptly		

Section 9 – Spill Prevention and Response Procedures

Spills and leaks together are the largest industrial source of stormwater pollution. This SWPPP specifies material handling procedures and storage requirements for significant materials. Equipment and procedures necessary for cleaning up spills and preventing the spilled material from being discharged have also been identified. All employees have been made aware of the proper procedures.

The following procedures have been developed for spill response for our facility.
(Examples of areas to include: vehicle dismantling areas, waste fluid storage areas, parts cleaning areas, solvent storage areas, etc.)

Area	Materials Present	Handling/Storage Spill Response Plan

Section 10 – Annual Stormwater Pollution Prevention Training

Topics to be covered during the annual training include:

- the purpose and requirements of the Stormwater Pollution Prevention Plan;
- spill prevention and response procedures;
- reporting procedures;
- automotive fluids, used oil and spent solvent management;
- good housekeeping practices;
- lead-acid battery management;
- current and proposed Best Management Practices;
- parts handling and storage.

Have each employee at the training sign a sheet (sample below) and give the date and instructor of the training.

Annual Stormwater Pollution Prevention Training

Facility Name: _____

Location: _____

Print Name	Sign Name

Comments: _____

Instructor: _____ Date: _____

Section 11 – Non-Stormwater Discharge Certification

The permit requires that all discharge locations be evaluated for the presence of non-storm water discharges. Non-stormwater discharges are illicit discharges connected to the storm sewer, i.e., floor drains, sinks and closed loop wash water recycling systems.

Any unauthorized stormwater discharges must be eliminated or covered under another National Pollutant Discharge Elimination System (NPDES) permit. Certification that there are no unauthorized discharges must be documented. The following table summarizes the evaluation results:

Date	Outfall	Method	Evaluator	Observations (Non-Stormwater Discharges?)	Date Corrected

Each facility is required to have a Non-Stormwater Discharge Certification signed by an authorized representative of the facility.

Certification of Evaluation of Non-Stormwater Discharges

I certify under penalty of law that the stormwater drainage system in this SWPPP has been tested or evaluated for the presence of non-stormwater discharges either by me or under my direction and supervision. To the best of my knowledge and belief, the information submitted is true, accurate and complete. At the time this plan was completed, no unauthorized discharges were present. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations.

(Signature)

(Date)

(Printed Name)

(Title)

Section 12 – Sediment and Erosion Control Measures

There may be certain areas at the facility that are prone to soil erosion. These areas need to be protected and the soil kept out of the stormwater discharge. (If there are no areas prone to soil erosion, state that in this section.)

Area of Concern	Control Measures

Section 13 – Management Review and Certification

“I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

(Signature of Corporate Officer)

(Date)

(Printed Name)

(Title)

(A signed copy of this certification must be kept with the SWPPP.)