



POLLUTION PREVENTION CHECKLIST FOR AUTO BODY SERVICES FACILITIES

To become a San Francisco Department of Public Health Clean & Green business, you must take these steps:

1. Be in compliance with all environmental regulations. Please ask your district inspector about this step.
2. Implement a variety of measures to reduce the amount of chemicals stored, the hazards of the chemicals used, and how much hazardous waste you generate while minimizing your employee exposure and lessening your environmental impact. See attached checklist for assistance achieving these measures.
3. Mark measures you are taking at your shop on the attached checklist. Mark the **Pre-existing** column for those measures you were already implementing, **New Practice** column for measures you learned about from the Clean & Green Program, **N/A (not applicable)** column for those measures not applicable to your business and **leave blank if you are not implementing that measure**. If you meet the minimum number of measures in each section, you qualify as a Clean & Green business.
4. Pledge to continue complying with the pertinent regulations and implementing the measures chosen from the checklist. Please note- this award is not transferable to new owners or locations, but you may enroll again and begin the application process at that time.
5. Call Virginia St. Jean of the Department of Public Health, Hazardous Materials Unified Program Agency (HMUPA) at (415) 252-3907 if you have questions or are ready for your Clean & Green award. Email this completed checklist to **Virginia.stjean@sfdph.org**, fax to (415) 252-3910 or send to Virginia St. Jean, HMUPA, 1390 Market St., Ste 210, San Francisco, CA 94102. Re-verification of this status will occur when you get your routine HMUPA inspection.

Business Name	Site Address	Site Contact	Date	HMUPA Facility ID#
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Verified by Green Programs Staff	Name	Date
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Conduct a Pollution Prevention Assessment

Assess your facility to identify all hazardous materials at the worksite and determine if those items are used regularly. This will allow you to identify ways to eliminate hazardous waste, and prevent contamination of wastewater, storm water and the air. Review the chemical products used at your facility by referring to Material Safety Data Sheets (MSDS). Use this checklist and other resources available from the Clean & Green Program to identify alternative products and practices that are more protective of employees and the environment. **Record your findings and establish an implementation plan.** Review your assessment annually to prompt additional measures for implementation. If some hazardous materials are not longer being used at your facility, you may qualify to bring them the City's VSQG drop-off facility (Call 330-1425) if you are a small generator of hazardous waste. Large businesses can contract with an approved hazardous waste service provider to have hazardous materials collected.

Implement the following pollution prevention and hazard reduction measures in the following categories:

- A. Prevent pollution in at least 10 ways.
- B. Reduce chemical use in at least 12 ways.
- C. Reduce office/facility maintenance chemical use in 3 ways.
- D. Reuse or recycle at least 3 hazardous materials/wastes that cannot be eliminated.
- E. Prevent air emissions in at least 3 ways.

A. Complete at least 14 Pollution Prevention Practices.

[R] Indicates a required measure in San Francisco and measure cannot count as a point.

GENERAL	Pre-existing	New Practice	N/A
A1. Establish a system for keeping shop/store clean and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2. Routinely inspect and address all potential sources of leaks, spills, accidents and emissions (material/waste storage areas, pipes, valves, hoses and process equipment, etc.). Include receiving areas and/or loading docks. Increase preventative maintenance schedules if warranted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A3. [R] Protect sanitary sewer and storm drains from spills. Have no open floor drains in the process area, except designated wash rack. If floor drains are not permanently sealed used drain mats or plugs. Do not wet sand in a wash rack or in an area with a floor drain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4. Seal shop floor with an impermeable coating such as epoxy or other sealant. This makes floor clean-up easier and saves clean-up time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A5. Use dry vacuum sanding whenever possible. Examples of such systems include high velocity, low volume (HVLV) ventilated systems, a vacuum unit with a HEPA filter, or a low cost portable or commercial grade HEPA vacuum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A6. [R] Sand inside only (preferably in a curtained area or a booth) and in designated areas to avoid spreading waste around the shop and outdoors. Collect sanding dust at the source- if wet sanding, collect waste water in drip pan and evaporate water; If dry sanding, use vacuum sander or contain dust in immediate vicinity and vacuum area between jobs to avoid spreading dust around shop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A7. Conduct preventative maintenance on your spray booth and components by routinely changing filters when needed. Regularly clean fan blades and follow recommended maintenance schedule. Keep spray booth dirt and dust-free and clean booth after each job or cover with plastic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A8. Wear disposable or cloth overalls and leave them at work to avoid carrying toxic particles home with you. Have cloth coveralls cleaned at an industrial launderer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A9. Design berms, secondary containment or grading to prevent run-off or rain water from flowing across industrial and hazardous liquid storage areas where it could be contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A10. Install shut-off valves at storm drains on property or keep temporary storm drain plugs available at loading docks or outdoor process areas for quick spill response.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A11. Clean parking lots by sweeping or using equipment that collects dirty water (which must be disposed of in sanitary sewer).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A12. Clean private catch basins once a year, before the first rain. Regularly check and maintain storm drain openings and basins that are located on your property. Keep litter, debris and soil away from storm drains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PREVENT AND CONTROL SPILLS AND AIR EMISSIONS	Pre-existing	New Practice	N/A
A13. Maintain written guidelines for sanding paint waste cleanup and disposal procedures. Train employees to implement these procedures and other pollution prevention practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A14. Use “dry clean-up” methods such as HEPA filtered vacuum systems for sanding/paint dust. Avoid excess sweeping of floors which will send small sanding dust particles into the air. Only mop once floors have been vacuumed and are free of liquid spills. Dispose of mop water into sanitary sewer if it meets local discharge limits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A15. Use “dry clean-up” methods for oily liquid spills in shop. Use shop towels and squeegees for small drips and spills. Maintain and use emergency spill kits (absorbent pads, mops, buckets, drain mats/plugs, etc.) for larger solvent and paint spills. Place these kits in convenient, easy to locate areas around the shop. Use hydrophobic systems for medium to large spills and wring out waste into a dedicated mop bucket and waste container. Use a regular cloth mop for water-based and antifreeze spills. Dispose of mop water into sanitary sewer if it meets local discharge limits. Avoid using loose absorbent material when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A16. Store materials near point of use to avoid spills while transporting them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A17. Store all hazardous materials and waste (including batteries) away from storm and sanitary sewer drains. Ensure storage area is earthquake safe, use secondary containment and keep containers and area covered/protected from weather.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A18. Place drip trays under leaking autos (even if you think leak has ceased), cars with unclipped hoses, unscrewed filters or other removed parts, hot tanks, cleaning tanks and parts washers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A19. Use liquid material transfer methods that prevent spillage: spout and funnel when adding fluids to waste drums (close container after adding fluids); pump and spigot when dispensing new product (drain residual from pump back into original container); fully enclosed material transfer methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A20. Drain and replace motor oil, coolant, and other fluids in a designated area which is not connected to the storm drain or sanitary sewer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A21. Contain all sanding dust and collect as sanding tasks are completed to prevent tracking to areas inside and outside the shop. Do not wash dust down sewer or storm drains. Dispose of as hazardous waste unless tested and deemed non-hazardous.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A22. If wet sanding (use only when necessary) control waste water so it does not flow into gutters, streets or drains. Use a spray bottle to wet a small surface and collect waste in a drip pan. Place this waste into a clarifier or settling containers to separate out solids prior to discharging into sewer. Do not dispose of sludge or hazardous waste in sewer. Call 415-695-7340 for specific requirements for discharging the water portion of this waste stream.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A23. Install and maintain storm drain protection devices such as particulate filter inserts, but only use filter inserts as the “last line of defense” to prevent particulates from entering drain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A24. Keep dumpsters covered when not in use and routinely inspect for leaks and rust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A25. Routinely check for vehicle leaks (parking lots, shop floor, sidewalks) and establish a “ground staining” inspection routine. Place drip pans under any leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A26. Label all storm water drains with a message such as "No dumping – Protect our Bay and Ocean".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A27. Post signs at trouble spots (e.g. loading docks, dumpster areas, outside hoses or drains) describing proper practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A28. Keep dumpster, receiving, parking, landscape and loading dock areas clean and free from litter, oil drips and debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A29. [R] Perform all vehicle maintenance under cover or indoors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A30. [R] Do not wash cars, equipment, floor mats or other items outside where run-off water flows straight to the storm drain. This water should be directed to a sewer drain and not storm drain. [Note: Spent steam cleaning solutions and cleaning solutions from dirty/greasy equipment clean up are most likely hazardous waste. Use a licensed waste hauler, ideally one who reclaims water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A31. Install your own closed-loop vehicle washing system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INVENTORY STORAGE	Pre-existing	New Practice	N/A
A32. Minimize the inventory of fluids and chemicals where feasible. Only stock what you need and order materials on a “just in time” basis. Consider next-day or weekly ordering for custom or slow moving colors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A33. Require vendors to take back unused samples or off-spec materials and work with vendors to return excess or expired stock.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A34. Store hazardous materials securely, control access and rotate stock to use oldest material first.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A35. Inspect shipments prior to acceptance for opened, damaged or leaking containers. Check expiration date and proper labeling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A36. Store deliveries and supplies under a roof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEES	Pre-existing	New Practice	N/A
A37. Train your employees on pollution prevention using this checklist. Train new employees upon hire. Keep a log of attendees, training dates and training topics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A38. Use employee incentive programs to reduce spills and sloppy work areas (e.g. bonuses/prizes for safety and/or violation-free months, posting photographs of poor/good employee work areas, using employee spill accident record as criteria in determining pay increases).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A39. OTHER - Demonstrate your own alternative pollution prevention technique:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Reduce chemical use in at least 12 ways. Avoid changes which merely replace one form of waste generation or hazardous waste with another.			
[R] Indicates a required measure in San Francisco and measure cannot count as a point.			
GENERAL	Pre-existing	New Practice	N/A
B1. Track paint use from start to finish by recording estimated amount of paint per job, the actual amount mixed and the amount leftover for each job. Compare estimate with the amount used and troubleshoot ways to reduce leftover paint.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2. Perfect custom color matches while minimizing paint waste by mixing small amounts on a scale and spray out on test panels. Check spray out to the vehicle in natural daylight and view color match from all angles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3. Maintain a color library using spray-out test panels to record color variants, tints and formulas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4. Use water or water-based clean-up solutions rather than paint thinner, acetone or methyl acetate for clean up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5. [R] Use VOC compliant paints and paint related materials, maintaining at least minimum compliance with the Bay Area Air Quality Management District (BAAQMD) Regulation 8, Rule 45. Aqueous base coats are required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B6. Use a computerized mixing system to track product and VOC usage. Choose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a system that can generate reports required by the Bay Area Air Quality Management District (BAAQMD).			
B7. Install automatic paint/tint dispensers to minimize over-pours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B8. Use a newer technology high performance spray gun. Many models are now available with higher efficiencies than HVLP technology. Ask your distributors for more information or call 415-252-3907 for vendor information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B9. Obtain hands-on training from paint manufacturers' training centers and other sources to help improve your spray application technique and transfer efficiency. Good spray technique will also reduce paint waste and VOC emissions. Encourage or require employees to attend new product technology and applicator trainings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B10. Use alternative spray gun cleaning technology. Use water-based technology for water and solvent-borne paints or citric based cleaners (d-limonene) for solvent coatings. Avoid using EPA exempt solvents with known or undetermined health hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B11. Install a mixing bank to keep paints from separating while on the shelf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B12. Minimize paint transfers. Every time paint is poured from one container to another, an ounce or more of paint may remain in the container. Use reusable Teflon mixing cups or disposable paint gun liners. Remember to dispose of used liners properly. They may be considered hazardous waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B13. When you have multiple jobs, batch your primer and clear coat work to reduce labor, paint and solvent waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B14. Remove body parts from the vehicle before painting whenever possible. This eliminates the need for masking, reduces overspray and improves transfer efficiencies when parts like hoods and trunks can be oriented perpendicular to the spray gun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B15. Streamline shop processes by moving a car part from one station to the next rather than moving a vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B16. [R] Eliminate use of products containing chlorinated solvents, n-hexane, n-bromopropane, and/or parachlorobenzotrifluoride PCBTF (e.g. aerosol degreasers, penetrants, brake cleaners, strippers and newer paints/reducers). NOTE: Chlorinated aerosol degreasers are banned for automotive use in California. Call your supplier for possible take-back or call 355-3700 for disposal assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B17. Reduce the use of toluene, xylenes, and ethyl benzene (toxic aromatic hydrocarbons) in reducers, thinners, paints, aerosol degreasers and brake cleaners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B18. Use a brush and rags instead of hose-off degreasers to clean parts prior to painting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B19. Use as little water as possible with an acid based metal cleaner/conditioner and wipe down area with a rag.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B20. Purchase re-refined oil and antifreeze for use in your shops. Ensure it meets appropriate ASTM and warranty standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B21. Use zinc-free flux and lead-free solder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B22. Use detergents to scrub wheels instead of using acid based wheel cleaners whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B23. Use dent repair tools for small dents whenever practical to reduce the generation of sanding waste streams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B24. Use refillable and air pressurized (pump) spray cans. Ensure container meets fire code standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B25. Use a system that re-circulates and filters cleaning solution. Enzyme additives can extend life of cleaning solution. Ask your vendor or call 252-3907 for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B26. Provide incentive programs to encourage employees to conserve materials and provide their ideas on more efficient use of shop materials such as paint, solvents, masking and sand paper to reduce direct costs and waste generation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WET SANDING WASTE MANAGEMENT (Process needs approval and assurance that treatment method meets local discharge standards. Otherwise, treat sanding waste water as hazardous waste for disposal purposes.)	Pre-existing	New Practice	N/A
B27. Settle out sanding wastewater or transfer to separate settling unit. Unit should be able to hold double or triple of daily volume, including mop water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B28. Label and appropriately locate settling buckets/units and inform employees to avoid disturbance during settling period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B29. Dispose of wet sanding wastewater/sludge offsite with other waste collections or as hazardous wastes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B30. Remove settled sludge before it exceeds ¼ of the container's height (use a valve or spigot located no lower than half way down the side of the unit).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B31. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Reduce facility and office chemical use in at least 5 ways:			
[R] Indicates a required measure in San Francisco and measure cannot count as a point.			
	Pre-existing	New Practice	N/A
C1. Restrict use of hazardous products by buying them in small quantities and limiting access to authorized staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2. Replace harmful cleaners with safer alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3. Use multi-purpose cleaners instead of many special purpose cleaners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4. Replace aerosols with pump dispensers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5. Buy recycled paint and low VOC paints and paint related products when available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6. Buy cleaners, paints, batteries and other supplies in optimally sized containers for your office to avoid unnecessary packaging, as well as left over and expired materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C7. Replace standard fluorescent lights with low or no mercury fluorescent lights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C8. Use rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C9. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.) with at least 30% post-consumer waste content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C10. Replace toxic permanent ink markers/pens with water-based markers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C11. Use promotional materials printed with vegetable or other low-VOC inks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C12. Use natural or low emissions building materials, carpet or furniture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C13. Do business with other "green" vendors or services, such as Bay Area Green Businesses (see full Bay Area listings at www.greenbiz.ca.gov).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C14. Eliminate or reduce use of chemical pesticides by implementing an Integrated Pest Management (IPM) program by specifying non-chemical prevention in pest control contracts; using traps, barriers and less toxic pesticides as needed only; and setting up storage and sanitation procedures to discourage pests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Reuse or Recycle hazardous materials in at least 5 ways. Eliminate unnecessary hazardous materials/wastes. Look for ways to reuse or recycle on-site or off-site, the remaining, segregated hazardous waste streams.			
[R] Indicates a required measure in San Francisco and measure cannot count as a point.			
	Pre-existing	New Practice	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D1. Use two-stage spray gun cleaning to extend effectiveness of solvents. Empty paint pot as much as possible, rinse paint pot and equipment with used solvent, and then clean paint equipment with clean solvent. When the two-stage system stops cleaning effectively, replace the first stage solvent with the second stage solvent. Then, replace the second stage solvent with fresh solvent and recycle the waste solvent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2. Distill or regenerate spent cleaning solutions on-site. Conduct maintenance according to manufacturer recommendations and ensure filters are managed as hazardous waste. Check with BAAQMD and Fire Department for local permit requirements for solvent distillation units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D3. For popular colors, save mixed paint for later use on jambs or for more coverage under similar based colors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D4. Use reusable/recyclable absorbent products instead of "kitty litter". Reuse absorbents until spent, then recycle or dispose of properly (most likely as hazardous waste).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D5. Recover spilled fluids for reuse or recycling (wring from mop, rags or pads/mats, or discharge from vacuum). Place segregated liquids into appropriate waste containers for recycling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D6. Operate a closed-wet sanding system where water is reused instead of discharged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D7. Use a rag and uniform service that recycle its wastewater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D8. [R] Recycle all hazardous wastes that are eligible for recycling. Contract with recycling services for paint related waste, used oil, lead acid batteries and antifreeze.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D9. [R] Reclaim and/or reuse all Freon and refrigerant. (Permit requirement – call 252-3907 for information.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D10. [R] Recycle empty hazardous materials containers. Either: return to supplier for refill; recondition on-site or contract with an approved drum re-conditioner (permit requirements may apply); or reclaim scrap value on-site or contract with a scrap dealer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D11. [R] Recycle the following Universal Wastes: fluorescent light tubes, computers, electronic equipment, household batteries, and mercury containing switches. See the EcofindeRRR searchable database at www.sfenvironment.org for recycling options in the bay area by zip code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D12. Collect used oil from the public. The State reimburses 16 cents/gallon if certified by the California Integrated Waste Management Board. Call (415) 355-3700 for more information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D13. Recycle spent toner and ink-jet cartridges by returning to supplier for refilling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D14. Donate re-usable electronic equipment such as computers or phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D15. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Complete at least 4 of the following measures to help Reduce Air Emissions			
	Pre-existing	New Practice	N/A
E1. Join the Air District's "Spare the Air" program to notify employees of "Spare the Air" days and what they can do to help out. Go to: www.sparetheair.org to sign up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2. When possible, arrange for a single vendor who makes deliveries for several items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3. Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4. Carefully plan delivery trips to eliminate unnecessary trips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E5. Keep company vehicles well maintained to prevent leaks and minimize emissions, and encourage employees to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E6. Make public transit schedules and commuter ride sign-ups available to staff and customers. Go to www.511.org for assistance and use the "Ridematch Tool".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E7. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E8. Hire locally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E9. Provide "guaranteed ride home" when needed by employees who carpool or take public transit to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL MEASURES FOR LARGE EMPLOYERS	Pre-existing	New Practice	N/A
E10. Provide lockers and showers for employees who walk/jog/bike to work or contract with an athletic club to use their facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E11. Offer secure bicycle storage for staff and customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E12. Offer subsidized transit passes as employee incentives for carpooling or using mass transit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E13. Set aside car/van pool parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E14. Provide commuter van.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E15. Encourage bicycling to work by offering rebates on bicycles bought for commuting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E16. Offer a shuttle service to and from bus, train and/or light rail stops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E17. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E18. Offer electric vehicle recharge ports for visitors and staff using electric vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E19. Use biodiesel (100% or blends) in place of petrodiesel in vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E20. Install renewable energy sources such as solar panels or wind generators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E21. Buy renewable energy credits or green tags to offset the CO2 emissions from your office use (see www.green-e.org).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E22. Offset company's vehicle CO2 emissions. See www.driveneutral.org , www.carneutral.org , or www.terrapass.org .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E23. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>