



POLLUTION PREVENTION CHECKLIST FOR AUTO REPAIR 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

1. 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) and labels. Avoid products with ingredients known to cause cancer or reproductive harm as listed in California's Proposition 65. See http://www.oehha.org/prop65/prop65_list/files/P65single121908.pdf for list of chemical ingredients to avoid.
2. Identify products containing these ingredients and seek safer alternatives. Work with your Clean and Green representative and your suppliers to find viable substitutes.
3. Use this checklist and other resources available from the Clean & Green Program (e.g. State's toolkit) to identify alternative products and practices that are more protective of employees and the environment.

Record your findings and establish an implementation plan.

4. 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 pollution prevention measures to complete the following:

- Implement at least 10 good housekeeping and preventative maintenance practices in your business to prevent wasteful practices.
- Implement at least 4 material, product, technology, or process changes.
- Reuse or recycle hazardous materials/wastes that cannot be eliminated in at least 4 ways.
- Prevent contamination of storm water and runoff into local creeks and the bay by labeling any storm drains on your property AND by implementing at least 4 additional measures of your choice.
- Implement at least 3 measures with the goal of reducing vehicle emissions.
- Implement all required measures marked **[R]**

A. Complete at least 10 Good Housekeeping and Preventative Maintenance 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. [R] 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. Train your employees semi-annually on pollution prevention. Train new employees upon hire. Keep a log of attendees, training dates and training topics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A4. Buy in as large a container as appropriate to use. Use bulk purchasing for parts cleaners, oils and antifreeze.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A5. 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"/>
A6. Minimize the inventory of fluids and chemicals where feasible. Only stock what you need and order materials on a "just in time" basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A7. Store hazardous materials securely, control access and rotate stock to use oldest material first.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A8. 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"/>
A9. [R] Place clean-up supplies (absorbent pads, mops, buckets, drain mats/plugs, etc.) in convenient, easy to locate areas around the shop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A10. Designate different buckets and mops for collecting/cleaning each type of fluid spill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A11. Store materials near point of use to avoid spills while transporting them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A12. [R] 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"/>
A13. Regularly clean shop floor using “dry” clean up methods. Use shop towels and squeegees for small drips and spills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A14. Use 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A15. [R] 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"/>
A16. [R] Keep records of spills to find patterns or areas that need improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A17. Reduce equipment leakage through more frequent scheduling of preventative maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A18. 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"/>
A19. Eliminate use of powdered or granular absorbent for routine cleanup.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A20. 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"/>
A21. Pre-clean excessively soiled parts to minimize contamination of cleaning solutions/solvents. Use wire brush or shop towel to remove heavy dirt/grease. Use an additional tank with partially spent solution for pre-rinsing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A22. Do not contaminate aqueous cleaning solution by washing parts sprayed with chlorinated cleaners or petroleum distillates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A23. Clean up larger spills with a hydrophobic mop, pad or wet/dry vacuum (hydrophobic systems pick up oily wastes only leaving water-based wastes such as antifreeze behind). Only use dry absorbent material to clean up fuel spills or if a hydrophobic mop or pad is not feasible. Recover spilled fluids for reuse or recycling (wring from mop, rags or pads/mats), or discharge from vacuum. Use a cloth mop for water-based and antifreeze spills. Place segregated liquids into appropriate waste oil or waste antifreeze containers for recycling. Dispose of mop water into sanitary sewer if it meets local discharge limits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A24. Reuse absorbents until spent, then dispose of properly (most likely as hazardous waste). Consider replacing disposable absorbents with cleanable, reusable absorbent pads, mats or socks as a more efficient and cost effective alternative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radiator Repair Measures	Pre-existing	New Practice	N/A
A25. When removing hot tank solids, reuse the liquid and reconstitute solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A26. Solder over a drip pan (not test tank) and recycle drips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A27. Prevent need for intense cooling system flushes by changing coolant more frequently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A28. Other: Demonstrate your own alternative pollution prevention technique.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Complete at least 7 Material, Product, Technology or Process Advancements. Avoid changes which merely replace one form of waste generation or hazardous waste with another.			
	Pre-existing	New Practice	N/A
B1. Facility maintenance: Buy recycled paint and low VOC paints and paint related products when available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2. Use an aqueous cleaner instead of low flash point cleaners and solvents. [R] Low VOC parts washing tanks are required by BAAQMD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3. [R] Eliminate use of toxic cleaners and lubricants containing chlorinated solvents, n-hexane, and n-bromopropane, and/or reduce aromatic hydrocarbons such as toluene, xylene and ethylbenzene (commonly found in aerosol degreasers and brake cleaners). NOTE: Chlorinated aerosol degreasers are banned in CA. Call your supplier for possible take-back or call 355-3700 for disposal assistance. SFDPH can assist with safer product choices- call 252-3907 for help. In general, use the least hazardous, least polluting products that do the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4. Use VOC compliant and non-chlorinated auto paint and paint related materials. Use aqueous when possible. Avoid tints with heavy metals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5. Use zinc-free flux and lead-free solder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B6. Substitute less toxic propylene glycol for ethylene glycol (antifreeze).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B7. Use longer lasting synthetic oils.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B8. Purchase re-refined oil for use in your shop ensuring it meets appropriate standards (warranty, ASTM, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B9. Purchase re-refined antifreeze for use in your shop ensuring it meets appropriate standards (warranty, ASTM, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B10. Reduce redundant or similar products (e.g. replace several types of differential oil with slip oil that works on all cars).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B11. Use a fluid brake cleaning method instead of a vacuum to contain asbestos and other brake dusts more effectively. Fluid is filtered and re-circulated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B12. Use a water-based brake washing method.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B13. Use high temperature ovens and dry abrasives (shot blast) for parts cleaning/machining. Be sure your unit meets local air district requirements (call 771-6000 for information).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B14. Use parts cleaning system with ultrasonic or mechanical agitation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B15. Use refillable and air pressurized (pump) spray cans. Ensure container meets fire code standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B16. 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"/>
B17. Replace standard fluorescent lights with low or no mercury fluorescent lights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B18. Use rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B19. 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"/>
B20. Buy recycled/remanufactured toner and ink-jet cartridges for your office machines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B21 Use non-toxic, low VOC white out and white board pens, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B22. Have promotional materials printed with <u>soy</u> or other low VOC inks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B23. 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"/>

B24. Contract for or install "green" energy sources. (Call the SF Dept. of the Environment at 355-3700 for more information.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B25. Retailers: stock/sell products which are less toxic or less polluting than conventional products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B26. 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. Call 355-3700 for information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B27. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Reuse or Recycle hazardous materials in at least 4 ways. Eliminate unnecessary hazardous materials/wastes. Look for ways to <i>reuse</i> 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
C1. Recirculate, distill or regenerate spent cleaning solutions on-site. Enzyme additives can extend the life of your cleaning solution (ask your vendor for more information on enzymes). Conduct maintenance according to manufacturer recommendations and ensure filters are managed as hazardous waste. Check with BAAQMD, Health and Fire Departments for permit requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2. [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"/>
C3. Use an industrial laundry service for shop rags and uniforms. Do not saturate rags. Try to find an industrial launderer that recycles its wastewater. Note: Oily rags are required to be stored in covered containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C4. Use a rag and uniform service that recycle its wastewater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5. [R] Recycle all hazardous wastes that are eligible for recycling. Contract with recycling services for used oil, lead acid batteries and antifreeze. (You may recycle antifreeze onsite if you have/use large volumes.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6. [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"/>
C7. 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"/>
C8. Use fully enclosed waste transfer system for waste liquids to minimize spills and maximize volume that can be recycled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C9. Post a sign (at least 8½" x 5½") above a shop sink area notifying employees: "Do Not Discharge Hazardous Wastes or Chemicals Down Drains or Outside Storm Drains"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C10. Segregate, drain, crush and recycle used oil filters. Note: Containers for used oil filters must be properly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C11. [R] Recycle the following Universal Wastes: fluorescent light tubes, computers, electronic equipment, household batteries, and mercury 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"/>
C12. [R] Recycle all lead acid and other batteries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C13. [R] Recycle spent toner and ink-jet cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C14. Donate re-usable electronic equipment such as computers or phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C15. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Complete at least 4 of the following measures to prevent stormwater run-off.			
[R] Indicates a required measure in San Francisco and measure cannot count as a point.			
	Pre-existing	New Practice	N/A
D1. 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"/>
D2. Clean private catch basins once a year, before the first rain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D3. 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"/>
D4. [R] 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"/>
D5. [R] Keep dumpsters covered when not in use to keep water out and routinely inspect for leaks and rust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D6. [R] Perform all vehicle maintenance under cover or indoors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D7. [R] Routinely check for vehicle leaks (parking lots, shop floor, sidewalks) and establish a “ground staining” inspection routine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D8. [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"/>
D9. Design berms or grading to prevent run-off or rain water from flowing across industrial areas where it could be contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D10. [R] 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"/>
D11. 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"/>
D12. Store deliveries and supplies under a roof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D13. Regularly check and maintain storm drain openings and basins that are located on or adjacent to your property. Keep litter, debris and soil away from storm drains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D14. [R] Regularly inspect and clean out separators and grease traps (at least every three months).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D15. [R] 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"/>
D16. [R] Have no open floor drains in the process area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D17. [R] If floor drains are not permanently sealed, use drain mats or plugs to prevent spilled fluids from entering sanitary and storm drains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D18. Become a “zero discharger” (eliminate all industrial discharge to sanitary sewer and storm drains).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D19. Have an outdoor ashtray or cigarette “butt” can if there is regular smoking by employees or visitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D20. 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. Educate customers that keeping their car well-tuned will reduce air pollution (e.g. in shop newsletter/mailings, posters/signs, Air District pamphlets in waiting area, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E2. 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"/>
E3. Encourage commute alternatives by informing employees, customers and others who visit your office about transportation options for reaching your location (post transit schedules/routes).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4. Help employees rideshare by posting commuter ride sign-up sheets, employee home zip code map, etc. Get assistance from www.rides.org or 1-800-755-POOL.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E5. 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"/>
E6. When possible, arrange for a single vendor who makes deliveries for several items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E7. 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"/>
E8. Hire locally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Measures for Company-Owned Vehicles	Pre-existing	New Practice	N/A
E9. Convert vehicles to Low Emission Vehicles (electric, hybrid or alternative fuels—natural gas, fuel cell, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E10. Keep 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"/>
E11. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Measures for Larger Employers	Pre-existing	New Practice	N/A
E12. Offer secure bicycle storage for staff and customers (e.g. bike lockers).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E13. Offer subsidized transit passes as employee incentives for carpooling or using mass transit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E14. 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"/>
E15. Set aside car/van pool parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E16. Provide commuter van service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E17. Encourage bicycling to work by offering rebates on bicycles bought for commuting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E18. Offer a shuttle service to and from bus, train and/or light rail stops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E19. 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"/>
E20. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>