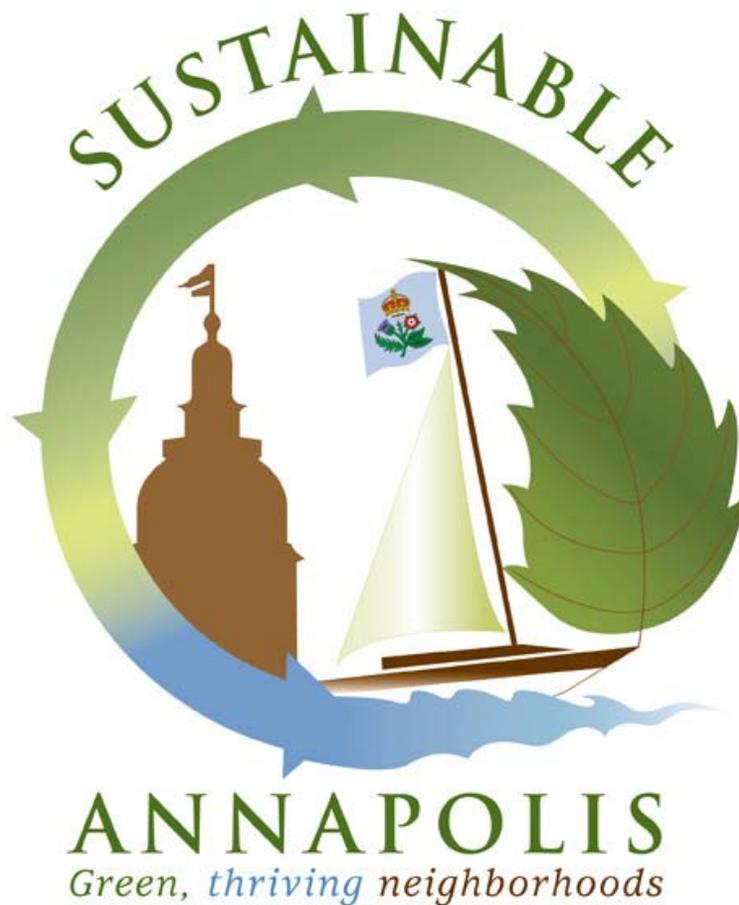


**Annapolis Environmental Stewardship
Certification
Workbook for Automotive
Establishments**



Honorable Mayor Mike Pantelides
Department of Neighborhood and Environmental Programs
Maria Broadbent, Director

Annapolis Environmental Stewardship Certification for Automotive Establishments



Stewardship: the careful and responsible management of something entrusted to one's care

BECOME AN ANNAPOLIS ENVIRONMENTAL STEWARD CERTIFIED BUSINESS AND RECEIVE THESE BENEFITS:

- Annapolis Environmental Stewardship Certification certificate and window decal to display at your property.
- Use of the Annapolis Environmental Stewardship Certification logo for advertising for the duration of your certification.
- A listing on the Sustainable Annapolis, Downtown Annapolis Partnership and other city websites.
- **FREE** on-going technical assistance from the Annapolis Department of Neighborhood and Environmental Programs to help you and your employees learn and implement environmental best practices.



Partners in the Annapolis Environmental Stewardship Certification Program:

Annapolis Department of Neighborhood and Environmental Programs
Downtown Annapolis Partnership
Annapolis & Anne Arundel County Conference and Visitors Bureau

Workbook compiled by Jeanna Beard, Environmental Program Intern,
& Maria Broadbent, Environmental Program Coordinator, 2009
Our appreciation is extended to the hosts of the many websites we used in our research.

How the program works:

1. Complete the Automotive Certification Workbook by checking off all of the initiatives that your business is currently undertaking. If you need assistance filling out the workbook, please call the Department of Neighborhood and Environmental Programs at (410) 263-7946. Please see contact information below.

Please understand that it is not necessary to complete all of the items in the workbook to become a Certified Annapolis Environmental Steward. The workbook is a comprehensive list of the many different ways to generate points. Employing all of the initiatives in this workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations.

Know that this list is not exhaustive. There are more environmental initiatives out there than we can ever list. We will attempt to update the list of initiatives on an annual basis. If you have an idea for an initiative we might want to include, email it to: SustainableAnnapolis@Annapolis.gov. We will consider every suggested initiative we receive although we cannot promise that they will all be included

2. Calculate your estimated score by adding up all of the checked boxes.
3. **Send completed workbook to the Department of Neighborhood and Environmental Programs:**

**City of Annapolis
Department of Neighborhood and Environmental Programs
145 Gorman St. 3rd floor
Annapolis, Maryland 21401**

Telephone: (410) 263-7946
Contacts: Maria Broadbent Ext. 7788

4. Your workbook will be reviewed by the Department of Neighborhood and Environmental Programs. **There is no charge to participate in this program.**

First time participants need to have 110 points in order to receive certification as an Annapolis Environmental Steward. At least 70 of the 110 points must be earned from Sections 5-11. **Technical assistance is available at no charge from the Department of Neighborhood and Environmental Programs to help any business achieve more points, regardless of point total.** Wherever possible, low cost recommendations will be given to help businesses achieve more points.

Businesses not able to meet the initial 110 points necessary for certification may reapply at any time. Certifications are valid for two years from the date of award. To recertify after the initial two years, businesses must receive 140 points there after. The most current workbook available must be used to recertify. Recertification is valid for two years.

5. Upon final scoring of the workbook, we will meet with you to verify your score and to offer some advice about recommendations to increase your score. An official notice of certification will allow you to display the Sustainable Annapolis Environmental Steward logo.

Annapolis Environmental Stewardship Certification for Automotive Establishments

The Annapolis Environmental Stewardship Certification Program is a part of the Department of Neighborhood and Environmental Program's Sustainable Annapolis initiative - a program to reduce the city's carbon footprint and to protect and improve the environmental health of our business districts, neighborhoods and watersheds.

The Annapolis Environmental Stewardship Certification for Automotive Establishments is for any auto repair shop, sales/dealership, service station, and car wash interested in becoming an Annapolis Environmental Steward. The workbook is a comprehensive checklist that includes categories from many fields that lead to environmental sustainability. Within each category, several criteria are mentioned with an allocated point value to be added together to create a cumulative score. For example, points will be awarded for a wide range of efforts including: recycling, native landscaping, installing energy efficient systems, conserving water, and more.

Minimum Points Needed from any Section 1-15	40
Minimum Points Needed from Sections 5-11	70
Points available in Sections 5-11	330
Total Points Available	900

The workbook is used as a way to reduce the city's carbon footprint and as an educational tool for business managers and staff to be able to 1) reduce their greenhouse gas emissions; 2) improve the health of Chesapeake Bay 3) increase environmental awareness; and 4) to save money by using less energy. Workbook items link to websites that can be used to find out more information on how to get points for that item. Add up all of the points from your initiatives in each category to see your total score.

Annapolis Environmental Stewardship Certification Workbook for Automotive Establishments

Only 110 points needed for Certification
900 total points available

Business name: _____

Facility name (if different): _____

Address: _____

Contact person: _____

Telephone number: _____

E-mail Address _____

Telephone Number: _____

Fax Number: _____

Number of Garage Bays: _____

Types of services _____

SECTION 1: MANAGEMENT & ADMINISTRATION

<p>✓ Adopt and display an environmental policy. Environmental Policies are a great way to let your employees, guests and vendors know what your environmental priorities are. An environmental policy, signed by the company's top management, should be furnished to all new employees. Environmental Policies typically contain commitments to continual improvement, prevention of pollution and compliance with environmental regulations. Maintain environmental information for guests and staff with current information on what your business is doing to reduce its environmental impact. Mention tips and solicit suggestions from guests. Include information on menus, table tents, and/or room cards.</p> <p><i>Attach a copy of the written environmental policy.</i> <i>Describe the location where it is displayed and made visible to employees and guests:</i></p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Mandatory to receive certification
<p>✓ Create an environmental team/ task force which meets at least quarterly to identify and monitor environmental initiatives. Establish baseline measures before implementing changes and then share results with employees and customers. Assess your establishment's carbon footprint by using an online calculator. There is a calculator on www.SustainableAnnapolis.com If you need assistance, call the Department of Neighborhood and Environmental Programs.</p> <p><i>Attach meeting dates and attendees for past 3 meetings.</i> Make use of Maryland Department of The Environment's free on-site assistance program in identifying pollution prevention opportunities: http://www.mde.maryland.gov/BusinessInfoCenter/PollutionPrevention/technical/onsite.asp</p>	<input type="checkbox"/> 5 Points
<p>✓ Implement an Environmental Management System. "An Environmental Management System (EMS) is a set of processes and practices that enable an organization to reduce its environmental impacts and increase its operating efficiency. [The Environmental Protection Agency website] provides information and resources related to EMS for businesses, associations, the public, and state and federal agencies." (source: epa.gov) For more information, visit http://www.epa.gov/EMS/ For information and implementation assistance from the MD Department of the Environment, visit http://www.mde.maryland.gov/BusinessInfoCenter/PollutionPrevention/technical/iso_14001_ems.asp http://www.hss.doe.gov/nuclearsafety/env/ems/</p>	<input type="checkbox"/> 3 Points

<p>✓ Participate in or sponsor voluntary environmental restoration projects or other community efforts to reduce environmental impacts. For help in finding an organization, please contact our office for assistance.</p>	<input type="checkbox"/> 3 Points
<p>✓ Formally request suppliers to reduce packaging. <i>Attach a copy of the formal request.</i></p>	<input type="checkbox"/> 2 Points
<p>✓ Centralize purchasing to eliminate unnecessary purchases. Ensure all waste reduction purchasing policies are followed.</p>	<input type="checkbox"/> 3 Points
<p>✓ Created a comprehensive inventory of all materials to avoid over-ordering. Preventing over-ordering is a simple way to cut spending and reduce waste. (source: epa.gov) For time sensitive materials, use a “first-in, first-out” policy. Time-sensitive materials are those that have an expiration date or a short shelf-life (such as quick-evaporating liquids or items that change chemical composition after being exposed to air or sunlight). For more information on how to identify “expired” time sensitive chemicals, visit http://www.hss.energy.gov/healthsafety/wshp/chem_safety/ws2000/proceedings/quigley_time-sen/index_032503.htm</p>	<input type="checkbox"/> 5 Points
<p>✓ Establish a system for keeping the establishment clean and orderly. Have the procedure clearly posted and labeled for ease of use.</p>	<input type="checkbox"/> 5 Points
<p>✓ Create a logbook for periodic inspections of hazardous and non-hazardous waste storage areas. Inspection items must include: external corrosion, structural failure, spills and overfills due to operator error, failure of piping system (pipes, pumps, flanges, couplings, hoses, and valves), visually inspect new tanks of containers for loose fittings, poor welds, and improper or poorly fitted gaskets, and inspect tank foundations and storage area coatings.</p>	<input type="checkbox"/> 5 Points
<p>✓ Only allow trained personnel access to materials to reduce contamination or misuse.</p>	<input type="checkbox"/> 5 Points
<p>Section 1: Management & Administrative Category point total: _____</p>	

SECTION 2: OFFICE

<p>✓ Communicate through email rather than using paper memos or traditional mail. For conferences, provide an online registration system for attendees to use. Publish the registration brochure online only. At most, send a postcard with the date steering attendees to a Web site.</p>	<input type="checkbox"/> 3 Points
<p>✓ Business uses printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, promotional materials, etc.) that contain a minimum of 30% post-consumer recycled content <u>OR</u> tree-free fiber content.</p> <p><i>Attach description from packaging and brand</i></p>	<input type="checkbox"/> 3 Points
<p>✓ Use vegetable- or water-based inks for printing. Using an ink from a renewable resource (as opposed to conventional petroleum-based inks) is a better option for environmental stewardship practices. According to a Portland, Oregon Green Purchasing case study, renewable resource inks are cost competitive to conventional inks and switching will be cost-neutral. (source: portlandoregon.gov) For more information, visit http://portlandoregon.gov/omf/index.cfm?a=157997&c=44701</p>	<input type="checkbox"/> 3 Points
<p>✓ Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional. Eliminate paperwork by switching to electronic format. This saves paper. At conferences, print double-sided documents if printing is necessary.</p>	<input type="checkbox"/> 5 Points
<p>✓ Use scratch paper for note-taking or printing draft documents. Using scratch paper is cheaper than buying a note pad or more printer paper since you're using paper that has already been used. You can also make a scratch paper notepad out of old stationery and glue called "padding compound" to bind the stack of papers together.</p>	<input type="checkbox"/> 2 Points
<p>✓ Eliminate unwanted or duplicate mailings to reduce paper waste. Visit www.stopjunkmail.org and www.catalogchoice.org to reduce unwanted mail. Use www.nationalchangeofaddress.com to eliminate outdated addresses from your mailing lists, and visit www.junkfax.org to eliminate junk faxes from being sent to your fax machines.</p>	<input type="checkbox"/> 3 Points
<p>✓ Use janitorial paper products and plastic garbage bags consisting of a minimum for 50% post-consumer content.</p> <p>★ <i>Note: Annapolis City Code Chapter 2.48.350 states: "All janitorial paper products and plastic garbage bags shall consist of a minimum of fifty percent post-consumer content." Code 2.48.350 is the standard for city-owned assets. Please follow our lead.</i></p>	<input type="checkbox"/> 5 Points

<p>✓ Use coreless toilet paper. Coreless toilet paper does not have the cardboard center, which reduces the amount of waste. The rolls may also have more toilet paper on them, allowing for fewer orders and resulting in less packaging material. (source: carmel.in.gov)</p>	<input type="checkbox"/> 2 Points
Section 2: Office Category point total: _____	

SECTION 3: ENERGY

<p>✓ Lights in areas not being used are turned off. This is the simplest behavioral change that you and your business can make to your daily energy-saving regimen! Making a difference starts with small changes.</p>	<input type="checkbox"/> 2 Points
<p>✓ Natural light substituting for electrical light, or use of the daytime dimming sensor. Using light that is already available during daytime hours reduces energy output from light bulbs, saving you money. For example, if a 100 watt light bulb is not being used during a daytime period from 7am to 7pm (12 hours), you can save up to 45 kilowatt hours(kWh) over a year. If you have 50 light bulbs in your establishment, you can save about \$250 each year with the average energy cost in Maryland being 11.5 ¢ per kWh. (source: www.eia.doe.gov)</p>	<input type="checkbox"/> 5 Points
<p>✓ Programmable on/off timers and/or sensors are used for lighting and HVAC in low traffic and low occupancy areas (e.g., corridors, meeting rooms, storage rooms, equipment rooms, parking lots) <i>Describe types of timers or sensors used and where:</i></p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> 5 Points
<p>✓ LED or electroluminescent exit signs.</p> <p style="text-align: center;">approx # _____</p>	<input type="checkbox"/> 5 Points
<p>✓ Computers, cash registers, and other electronic equipment are turned off at the end of the business day or are set to revert to an energy-saving mode. Join the Energy Star Low Carbon IT Campaign to pledge to reduce the energy consumed by computers and monitors. Visit http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_low_carbon</p>	<input type="checkbox"/> 5 Points

<p>For energy-efficient product performance levels recommended by the US Department of Energy, please visit http://www1.eere.energy.gov/femp/technologies/eep_purchasingspecs.html</p> <p>✓ Indoor lighting is energy-efficient (compact fluorescent bulbs, T-8 or T-5 fluorescent, and/or LED). Lighting fixtures that are clearly historic in nature or specialty light fixtures (e.g., display or accent lighting) may be exempt from this requirement if compatible options are not available. (Select one.) Fluorescent lights use up to 75% less energy than incandescent light bulbs, and can last up to 10 times as long. If you replace 20 bulbs with more energy-efficient lights, you can save up to \$600 in the lifetimes of the bulbs. For more information, visit: http://www.energystar.gov/index.cfm?c=cfls.pr_cfls</p> <p>_____ Total Lighting = _____ # Energy Efficient Lighting (EEL) + _____ # Non-EEL</p> <p>_____ % EEL = 100 X _____ # EEL ÷ _____ # Total Lighting</p> <p>76% to 100% of the property (approx # of EEL _____)</p> <p>51% to 75% of property (approx # of EEL _____)</p> <p>25% to 50 % of the property (approx # of EEL _____)</p>	<p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 5 Points</p> <p><input type="checkbox"/> 3 Point</p>
<p>✓ Building insulation has been added in the last year to increase our energy efficiency. (Select one.) For information on natural fiber insulation, visit http://www.energysavers.gov/your_home/insulation_airsealing/index.cfm/mytopic=11560</p> <p>Natural Fiber Fiberglass/conventional insulation</p>	<p><input type="checkbox"/> 5 Points</p> <p><input type="checkbox"/> 2 Points</p>
<p>✓ Installed high efficiency “Energy Star” appliances. (Select one.) For more product information, visit: http://www.energystar.gov/index.cfm?c=bulk_purchasing.bus_purchasing</p> <p>76%-100% of appliances on property 50%-75% of appliances on property</p>	<p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 5 Points</p>

<p>✓ Installed insulation for water heaters, hot water lines, and furnaces. “Insulating your hot water pipes reduces heat loss and can raise water temperature 2°F–4°F hotter than uninsulated pipes can deliver, allowing for a lower water temperature setting,” (source: energysavers.gov) http://apps1.eere.energy.gov/consumer/your_home/water_heating/index.cfm/mytopic=13060</p>	<input type="checkbox"/> 5 Points
<p>✓ Installed a solar hot water system.</p>	<input type="checkbox"/> 50 Points
<p>✓ Installed a timer for the hot water system. Timing your hot water heater to adjust to peak and off-peak times can drastically save you on energy bills as the water heater accounts for 20% of household energy consumption (source:epa.gov) For more information, visit: http://apps1.eere.energy.gov/consumer/your_home/water_heating/index.cfm/mytopic=13110 and http://www.epa.gov/reg5rcra/wptdiv/p2pages/energy.pdf</p>	<input type="checkbox"/> 5 Points
<p>✓ For bathrooms: Installed motion sensor hand dryers or paper towels made with 50% post-consumer fiber.</p>	<input type="checkbox"/> 5 Points
<p>✓ Installed high efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater. SEER (Seasonal Energy Efficiency Ratio) and EER (Energy Efficiency Ratio) ratings reflect energy efficiency overall on a seasonal basis and at times of peak operations, respectively. The higher the SEER and EER ratings, the less energy is needed to put into the air conditioning unit to produce the same output energy as less efficient models. For room AC units, visit http://www.energystar.gov/index.cfm?c=roomac.pr_room_ac. For central AC units, visit http://www.energystar.gov/index.cfm?c=cac.pr_central_ac.</p>	<input type="checkbox"/> 10 Points
<p>✓ Use Vending Misers on vending machines. Our Vending Misers have sensors that allow the vending machines to deactivate the machine lights and prevent unnecessary compressor cycling when it senses no traffic in the vicinity of the machine for an extended period of time. A study performed by University of Louisville showed a reduction in energy usage between 23% and 65% when using Vending Misers. Ask your vending provider to install Vending Misers. (source: www.louisville.edu)</p>	<input type="checkbox"/> 5 Points
<p>✓ Installed an “Energy Star”-qualified programmable thermostat. The programmable thermostats automatically adjust the temperature to accommodate peak and off-peak times for guests. (source: energysavers.gov) For more information on programmable thermostats, please visit http://www.energystar.gov/index.cfm?c=thermostats.pr_thermostats</p>	<input type="checkbox"/> 5 Points

<p>✓ Installed Low E insulating glass windows. (Select one.)</p> <p>The “E” in Low E stands for “emmissivity”. Windows are measured for their R value, or their resistance to heat loss; The higher the R value, the higher the resistance is. Low E insulating glass windows can have over 5 times the resistance to heat loss as the single pane regular glass windows. (source: www.askabuilder.com) For buildings in the Historic District, or on the National Register: Storm windows, approved by the Historic Preservation Commission, have been installed on the building. For more information, visit www.energystar.gov</p> <p style="text-align: center;">76 - 100% of property 50 - 75% of property</p>	<p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 5 Points</p>
<p>✓ Generate energy (including electricity) using solar panels, wind turbines and/or geothermal heat pumps. (Select one.)</p> <p>There are incentives and programs administered by the Maryland Energy Administration that will aid in the implementation of alternative energy initiatives. For more information, visit http://energy.maryland.gov/incentives/business/</p> <p style="text-align: center;">76%-100% of total energy 26%-75% of total energy 10%-26% of total energy</p>	<p><input type="checkbox"/> 50 Points</p> <p><input type="checkbox"/> 25 Points</p> <p><input type="checkbox"/> 10 Points</p>
<p>✓ Purchase clean electricity. (Select one.)</p> <p>Get information for incentives and resources through Maryland Energy Administration’s webpage at http://energy.maryland.gov/incentives/business/energy/</p> <p style="text-align: center;">76%-100% of total electricity 26%-75% of total electricity 10%-26% of total electricity</p>	<p><input type="checkbox"/> 30 Points</p> <p><input type="checkbox"/> 20 Points</p> <p><input type="checkbox"/> 10 Points</p>
<p>✓ Purchase carbon off-sets (renewable energy credit, green tags, etc.)</p> <p>Learn more by visiting Tufts Climate imitative, Voluntary Carbon Offset Information Portal, at http://www.tufts.edu/tie/tci/carbonoffsets/index.htm</p> <p>Quantity _____</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Conducted an energy audit within the past two years.</p> <p>Provide documentation.</p>	<p><input type="checkbox"/> 5 Points</p>

✓ **Our building is LEED certified. (Select one.)**

Provide documentation. For more information on Leadership in Environmental Energy and Design, please visit www.usgbc.org/leed/

For project profiles of existing LEED certified buildings, please visit <http://www.usgbc.org/DisplayPage.aspx?CMSPageID=1721>

For more information on Annapolis' City requirements on new construction and environmental design, please see City Code Chapter 17.14 Buildings constructed under the requirements of the City's green building ordinance but not registered through U.S. Green Building Council are qualified to earn these points.

Platinum
Gold
Silver
Certified

50 Points
 40 Points
 30 Points
 20 Points

Section 3: Energy Category point total: _____

SECTION 4: WASTE MANAGEMENT

For information on the regulation of water supply, sewage disposal, and solid waste, visit the COMAR website at <http://www.dsd.state.md.us/comar/> and search for "26.04.08".

Points are awarded when showing a reduction in waste and an increase in recycled material. Please see calculations. Please attach verification with this application.

5 Points

% Waste Recycled for (year) ____: _____

% Waste Recycled for (year) ____: _____

_____ Total Waste Generated = _____ Waste Thrown Away (yd³, ton, etc.) +
 _____ Waste Recycled (yd³, ton, etc.)

_____ % Waste Recycled = 100 X _____ Recycled Materials (yd³, ton, etc.) ÷
 _____ Total Waste Generated (yd³, ton, etc.)

★ Note: Annapolis City Code 17.48.120 states "the owner or operator has the duty and responsibility of removing garbage, as otherwise provided in this chapter. Designated storage bins, rooms and areas shall be used for accumulating garbage or refuse. Flammable or combustible liquids or other materials may not be stored on the premises unless they are of a type approved for storage by the regulations of the fire marshal and then only in quantities and in fireproof storage containers as may be prescribed by the regulations."

List materials recycled

5 Points

Visit AA County's Commercial Recycling webpage and EPA's website to find information on how and where to recycle hazardous materials. For more information, contact AA County Recycling at (410) 222-7951.

<http://www.aacounty.org/DPW/WasteManagement/commRecycling.cfm>

Describe recycling procedures, who performs it, and how often:

List recycling services providers used, and what commodities they are handling

<p>✓ Ink jet cartridges, cell phones are recycled <u>OR</u> reused. Recycling bags can be found at City Hall and mailed at no charge. Some ink jet cartridges can be refilled, and cell phones can be donated to charities that give phones to victim's services agencies.</p> <p><i>Describe method used :</i> _____</p>	<input type="checkbox"/> 2 Points
<p>✓ Laser toner cartridges, computer disks, CDs, batteries are recycled. Type in "recycle laser toner" in a search engine and find many charities that provide free recycling.</p>	<input type="checkbox"/> 1 Points
<p>✓ Old or burned out fluorescent lamps (tube style), CFL's (compact fluorescent lamp bulbs), and CRT's (computer monitors and televisions) are stored in a central accumulation area. CFLs and fluorescent tubes are recycled properly. Provide documentation. Incorrect disposal of CFL bulbs and fluorescent tubes can result in mercury being released into the environment. For more information on universal waste, visit http://www.epa.gov/epawaste/hazard/wastetypes/universal/ ★ <i>Note: Points will be awarded with proof of <u>proper disposal</u> of this type of waste.</i></p>	<input type="checkbox"/> 2 Points
<p>✓ Use recyclable, low-emitting carpeting or flooring. Low-emitting carpeting or flooring is made from materials that do not release significant pollutants into the indoor environment. They contain low- or no- VOCs. There are a variety of low-emitting, natural materials including jute, hemp, wool, cotton fibers, bamboo, composite wood, and agrifiber. These materials can be made from recycled materials and/or rapidly renewable resources (www.usgbc.org, www.sustainablesandhills.org)</p>	<input type="checkbox"/> 5 Points
<p>✓ Use furniture made from recycled materials and/or materials approved by the Forest Stewardship Council (FSC). (Select one.) Points are awarded based on (chairs, tables, booths, cabinetry, bathroom partitions, etc.) and the percent of the furniture and type of furniture that is recycled or made from FSC-approved material. http://www.fscus.org/</p> <p style="text-align: center;"> 76% - 100% 25%-75% </p>	<input type="checkbox"/> 10 Points <input type="checkbox"/> 5 Points

<p>✓ Purchases of paint products with volatile organic compounds (contribute to ground level ozone); off-gassing potential shall be evaluated and lower VOC products purchased where available. (Select one.) (100% of all paint purchases)</p> <p>Use low-VOC paints Use no-VOC paints</p> <p><i>Describe brand of paint and VOC content and percent purchased:</i></p> <hr/>	<p><input type="checkbox"/> 3 Points <input type="checkbox"/> 5 Points</p>
<p>✓ Buy auto repair supplies in bulk rather than pre-packaged items to reduce the amount of packaging waste.</p> <p>Preference is given to packaging that is recyclable and post-consumer recycled material. Some materials should not be bought and stored in bulk due to their chemical nature and hazardous material status.</p>	<p><input type="checkbox"/> 2 Points</p>
<p>✓ Donate items to charity that have been in the Lost & Found for a period of time.</p> <p>Create a company policy that tells customers and employees what you do with found articles. Consider donating old linens and unused amenities as well. To find a charity of your choice, visit www.charitynavigator.com.</p>	<p><input type="checkbox"/> 2 Points</p>
<p>Section 4: Waste Management Category point total: _____</p>	

SECTION 5: WATER POLLUTION PREVENTION & CONSERVATION

The following water conserving fixtures or retrofits are in place:	
<p>✓ 2.2 gpm faucets and aerators; Faucets can use up to 10gpm when not equipped with aerators. Aerators cut water use by 75% and saves money on water and energy bills. (source: http://www.epa.gov/nps/chap3.html) Low-volume faucet aerators can be installed when the entire faucet does not need replacing.</p>	<input type="checkbox"/> 3 Points
<p>✓ 1.6 gpf or dual-flush toilets; “Replacing a typical 3.5 gallon toilet with a 1.6 gallon model will save a family of four 11,096 gallons per year. That’s a 54% reduction in toilet water use.” Dual-flush toilets allow for 2 options when flushing: half-tank flushes and the full 1.6 gallon flushes. This can save up to 64% of the water that would have been flushed in single-flush toilets. (sources: www.mwra.state.ma.us, http://www.epa.gov/nps/chap3.html)</p>	<input type="checkbox"/> 5 Points
<p>✓ Automatic shut off faucets installed. A faucet (even with effective aerators) can be accidentally left on. This can waste up to 20 gallons of water per day per faucet. Automatic shut-off faucets can prevent accidents like this, and save you money in the process (source: www.wtmua.org, www.dnr.sc.gov)</p>	<input type="checkbox"/> 5 Points
Make sure to identify and repair all leaks.	
<p>✓ Install and maintain a wastewater oil and sand recovery system. (To get points, you must not have had an oil & grease limit violation within the past year.) The grease and oil will float to the top of the trap while the sediment will collect at the bottom. The system generally consists of multiple chambers “settling sediment and particulate matter, screening debris, and separating free surface oils,” that will allow the discharge to flow into the City’s sewer system. (source: fhwa.dot.gov) For more information on wastewater recovery systems, visit http://pdf.usaid.gov/pdf_docs/PNADD942.pdf For full points, the recovery system must be regularly inspected and cleaned out. Don’t discharge oil over the limit of 100mg/liter. Oil traps and sand separators are installed to remove harmful oil and grit from your wastewater as they can cause sewer blockages. In order to prevent the bypassing of oil and grit, your service provider must clean out the traps. This should be done at least every three months.</p> <p>★ <i>Note: Annapolis City Code 16.16.140 states “No user shall discharge pollutants having a strength significantly higher than domestic sewage; that is having oil and grease of a mineral or petroleum origin in concentrations greater than 100 mg/l”.</i></p>	<input type="checkbox"/> 5 Points

<p>✓ Dumpster plugs are in place and closed such that no liquids will leak from the container. Trash is stored in such a way that no liquid leaks into the storm drain. Containers are kept closed at all times.</p> <p>★ <i>Note: Annapolis City Code 21.64.300 states: "All trash and refuse shall be stored in self-enclosed trash storage areas. These trash storage areas shall be located either within the establishment or within the structure on which the establishment is located, or shall consist of a properly screened and maintained dumpster on the property on which the establishment is located"</i></p>	<input type="checkbox"/> 1 Point
<p>✓ Store all materials under a roof or otherwise cover stored materials to minimize storm water impacts.</p> <p><u>All</u> materials stored outdoors are kept under cover, on impervious surfaces and with secondary containment. Protecting materials from rainwater and snow will reduce the chance of contaminated runoff from leaving the site. Hazardous liquids, both new and used, shall be kept in a berm or on spill containment pallets when stored outdoors. Materials stored for recycling, including scrap metal and junk vehicles shall be stored out of the weather. Materials stored outdoors shall be kept to a minimum and shall be included in inventory.</p>	<input type="checkbox"/> 4 Points
<p>✓ Inspect vehicles daily.</p> <p>Assuring that all vehicles are free of leaks reduces the risk of leaked chemicals flowing into the storm drains. Inspect vehicles for leaks before you accept cars on your lots.</p>	<input type="checkbox"/> 2 Points
<p>✓ Designate a specific location for outdoor maintenance activities.</p> <p>Prevent stormwater pollution by the use of berms, storm inlet plugs, or other methods.</p>	<input type="checkbox"/> 2 Points
<p>✓ Use reusable containers to store inventory. Keep containers and tanks closed when not in use.</p>	<input type="checkbox"/> 3 Points
<p>✓ A broom, rather than a hose, is used to clean sidewalks, driveways, patios and other impermeable surfaces.</p> <p>Make sure to pick up the swept-up waste and put it in a trash can, not the gutter. Sweeping the waste into the gutter only adds to the pollution in the Chesapeake Bay. Remember, <i>"Only rain down the drain!"</i></p>	<input type="checkbox"/> 2 Points
<p>✓ If monitoring wells are in place, have them sampled at least quarterly.</p> <p>According to various documents and fact sheets provided by the Maryland Department of the Environment, the frequency of sampling is highly dependent on the situation at hand. Four times a year is the average. (source: mde.md.state.us)</p>	<input type="checkbox"/> 2 Points
<p>For more information on how to conserve water and use it effectively, visit http://www.epa.gov/nps/chap3.html</p>	
<p>Section 5: Water Pollution Prevention & Conservation Category point total: _____</p>	

SECTION 6: CAR WASH

<p>✓ Use phosphorous-free, biodegradable soaps and detergents. Phosphorous is a “limiting agent” for plants – meaning that the more phosphorous present, the more plants (like algae) can grow excessively. Soaps that contain phosphorous can enter the storm drain system if business owners are not careful for containment of soapy water during a car wash. Overgrowth of algae in the Bay and its tributaries causes a decrease in available oxygen to aquatic life, including seaweed, fish, and crabs. For more information on phosphorous, visit http://www.epa.gov/volunteer/stream/vms56.html</p>	<input type="checkbox"/> 3 Points
<p>✓ Install a wastewater oil and sand recovery system. This is a wastewater system separate from the indoor facility. Collect soapy or oily vehicle wash water for off-site disposal and/or discharge into the sanitary sewer. Placing soapy and/or oily water into the storm drains will send the wastewater directly into the Bay and its tributaries. Make sure that the area is equipped to trap the water by using containment berms, storm inlet plugs, or other methods. Use a commercial car wash if your facility is not equipped properly.</p> <p><i>★ Note: Annapolis City Code 16.16.070 states, “Any substance which may cause the Publicly Owned Treatment Works (POTW’s) effluent or any other product of the POTW such as residues, sludges, or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation process. In no case, shall a substance be discharged to the POTW, cause the POTW to be in noncompliance with regulations developed under Section 405 of the Act; any criteria, guidelines, or regulations affecting sludge use or disposal developed pursuant to the Solid Waste Disposal Act, the Clean Air Act, the Toxic Substances Control Act or State criteria applicable to sludge management being used”</i></p>	<input type="checkbox"/> 5 Points
<p>✓ Use a water recycling system. Using recycled water for your car wash services has many environmental benefits including pollution prevention and reducing the demand on the water supply. For more information on the environmental benefits of recycling water, visit http://www.epa.gov/region09/water/recycling/ For information regarding the guidelines for recycled water use, visit http://www.epa.gov/ord/NRMRL/pubs/625r04108/625r04108.pdf (caution: large file)</p>	<input type="checkbox"/> 5 Points
Section 6: Car Wash Category point total: _____	

SECTION 7: OIL & OTHER FLUIDS

<p>✓ Re-refine waste oil, transmission and hydraulic fluid. According to the Resource Conservation and Recovery Act, transmission fluid, brake fluid, power steering fluid, and hydraulic fluid are all under the umbrella of “waste oil”, and can be treated as such in terms of re-refining. Please contact your waste hauler to see if they accept waste oil for re-refining. For more information on setting up a waste oil recycling program, visit http://www.epa.gov/osw/consERVE/rrr/pubs/89039a.pdf</p>	<input type="checkbox"/> 5 Points
<p>✓ Offer synthetic oil to customers. Allowing customers to make a conscious choice on the type of oil put in their cars will give them the power to think about environmental impacts of their choices. Synthetic oil is produced in a lab as opposed to conventional oil, which is a non-renewable resource. Although synthetic oil has not been proven to run better than conventional oil, it does not break down as quickly, thus resulting in less frequent oil changes. (source: newton.dep.anl.gov) See the vehicle manufacturer’s recommendations on the frequency of oil changes.</p>	<input type="checkbox"/> 10 Points
<p>✓ Implement a system for draining “empty” oil bottles. Letting oil bottles drain for at least 72 hours allow your business to save money on virgin oil purchases, save money on hazardous waste handling and removal, and save landfill space by allowing the bottles to be recycled. Speak with your recycling contractor to see if recycling empty bottles can be done.</p>	<input type="checkbox"/> 5 Points
<p>✓ Drain and recycle oil filters. Drain the oil filters into a non-leaking container. Re-refine the oil, and recycle the oil filters. Speak with your recycling contractor and make sure that they accept used, empty oil filters. For more information, visit http://www.epa.gov/waste/consERVE/downloads/filters.pdf</p>	<input type="checkbox"/> 2 Points
<p>✓ Sell alternatives to gasoline. Alternatives such as biodiesel, LNG (Liquid Natural Gas), CNG (Compressed Natural Gas), corn-based fuel, and E-85 are the most common. For more information on alternative fuels, visit http://www.afdc.energy.gov/afdc/</p>	<input type="checkbox"/> 5 Points
<p>✓ Have evaporative vapor recovery (EVR) equipment in use at all times. If your facility has fuel pumps and nozzles, make sure that they all have the proper equipment to reduce evaporation. Vacuum-assist nozzles must be the standard, and they must have a rubber boot around them to receive full points.</p>	<input type="checkbox"/> 5 Points
<p>✓ Perform instantaneous fluid tests. Kits are available and are called “oil and fluid analysis” kits or “instant lubricant diagnostic” kits. They test the brake, power steering, motor oil, and transmission fluids to see if they need to be changed. See your local supplier for product details.</p>	<input type="checkbox"/> 5 Points

<p>✓ Offer motor oil and antifreeze recycling drop-off for residents.</p> <p>If your facility recycles antifreeze on-site, recycling antifreeze brought in by residents will reduce the cost of purchasing virgin antifreeze. Motor oil can be re-refined to base stock for lubricating oils. Re-refined motor oil runs just as effectively as virgin oil, for recycling facilities in Maryland, visit http://www.mdrecycles.org/recyclingDirectory.asp?sec=motorOil Speak with your industrial service provider about re-refining oil and providing services to the community.</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Recycle your antifreeze on site.</p> <p>“Waste antifreeze may contain heavy metals such as lead, cadmium, and chromium in high enough levels to make it a regulated hazardous waste. A hazardous waste may never be dumped on land or discharged into a sanitary sewer, storm drain, ditch, dry well or septic system.” (source: epa.gov)</p> <p>The Massachusetts State government states “Most salvaged vehicles have antifreeze in their systems. Due to heavy metal accumulation in the antifreeze and chemical makeup of antifreeze (ethylene-glycol), it is not recommended to use the sewer for disposal. Reclaim and reuse antifreeze. Store used antifreeze inside under cover or in covered containers on an impervious pad with adequate containment.”</p> <p>There are various types of portable antifreeze (glycol) recycling systems available. If you recycle your own antifreeze on-site, you must make sure that any wastes from the recycling activity (e.g., sludge, filters) are also evaluated to see if they are hazardous waste.</p> <p>For more information on recycling antifreeze, please visit http://www.epa.gov/region09/waste/p2/autofleet/antifreeze.pdf http://www.epa.gov/epawaste/conserves/materials/antifree.htm</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Transfer liquids only in paved areas.</p> <p>All loading/unloading activities should be protected from rainfall, run-on, and wind to the maximum extent predictable. Options in unfavorable weather include doing activities under existing cover, or moving indoors. Do not install porous materials in areas where hazardous materials are loaded, unloaded, or stored. (source: cfpub1.epa.gov)</p>	<p><input type="checkbox"/> 6 Points</p>
<p>✓ Contain used rags saturated with hazardous materials.</p> <p>Have metal or polyethylene oily waste cans for oil-soaked and solvent-soaked rags as the rags pose a spontaneous combustion hazard and a fire hazard, respectively. “Discarded rags could contain toxic levels of characteristic hazardous waste such as heavy metals or certain volatile solvents found in 40 CFR 261.24. It is even more likely that the discarded rags may be contaminated with a listed hazardous waste such as a solvent or degreaser which meets the regulatory definition in 40 CFR 261 Subpart D. Mixtures of solid waste with listed hazardous waste remain listed hazardous waste.” (source: dnr.mo.gov)</p> <p>For information on 40 CFR 261.23 and 24, visit http://edocket.access.gpo.gov/cfr_2004/julqtr/pdf/40cfr261.24.pdf</p> <p>For more information on storing saturated rags, visit http://scif.ca.gov/safety/safetymeeting/Article.asp?ArticleID=118</p>	<p><input type="checkbox"/> 5 Points</p>

<p>✓ Install a waste oil furnace or waste oil burner. These furnaces burn used motor oils and petroleum based fluids commonly used in all types of internal combustion engines. Using a waste oil furnace saves money on heating bills, and it makes use of a product that might have been thrown out. For more information, speak with your industrial supplier or search online.</p>	<input type="checkbox"/> 10 Points
<p>✓ Provide fueling instructions, emergency contact information, spill response procedures, and best practices in a conspicuous area for all personnel to see.</p>	<input type="checkbox"/> 5 Points
<p>✓ Locate any and all catch basins and sumps, and clean them at least twice a year. They should be cleaned in the spring and late fall as these time periods are after the “peak” periods in auto repair. Make sure that you monitor the levels in the catch basin – they should be cleaned out before the deposits fill to 60% of the area below the outlet pipe. If they get full, the outlet pipe will become plugged, and water will not drain from your property.</p>	<input type="checkbox"/> 5 Points
<p>✓ Keep all hazardous materials and waste away from storms and sewer drains. Store mechanical parts and equipment that may yield even small amounts of contaminants (i.e. oil or grease) away from drains as well. Make sure to cover catch basins with storm drain covers while filling gas storage tanks. This will prevent contamination of water going through the storm drain and into the Bay and its tributaries.</p>	<input type="checkbox"/> 5 Points
<p>✓ Use secondary containment for all bulk liquid and waste fluid drums. Secondary containment prevents the primary container (the container holding materials) from direct contact with the floor or other surfaces. The secondary containment will catch hazardous waste if the primary container fails or leaks. For more information on secondary containment, visit http://bmp.projectcleanwater.org/images/pdf_files/Provide%20Secondary%20Containment.pdf</p>	<input type="checkbox"/> 5 Points
<p>✓ Minimize stockpiling and storage of excess paint and paint products by periodically reviewing excess paint and paint products in storage, reusing or donating usable paint, and recycling/disposing of material that is outdated, not reusable, or not needed. To properly store paint, close it tightly and write down the date that you opened it. Donate unwanted paint in usable conditions to charity. Speak with your local industrial service provider about recycling paint and paint thinners.</p>	<input type="checkbox"/> 3 Points
<p>✓ Store any and all VOC-containing materials in a flammable cabinet. Have each item in the cabinet labeled with the NFPA 704 stickers. Flammable cabinets must meet OSHA and NFPA 30 standards. Make sure that the cabinet is not near any heat source, and is closed at all times. For more information on NFPA 30, visit http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=30</p>	<input type="checkbox"/> 5 Points

<p>✓ Use a high-volume, low-pressure (HVLV) paint spray gun. To prevent paint overspray, using an HVLV will also reduce emissions of VOCs and improve worker health and safety. Preventing overspray will reduce the costs of paint due to limited waste. (source: bouldercolorado.gov)</p>	<input type="checkbox"/> 5 Points
<p>✓ Keep manifests of hazardous wastes that are being shipped. A manifest is merely a packing list. For more information, visit http://www.epa.gov/epawaste/hazard/transportation/manifest/faqs.htm</p>	<input type="checkbox"/> 5 Points
<p>✓ Always have MSDS sheets available for chemicals used in your facility. Properly label all chemical containers with information including contents, hazards, spill response and first aid procedures, manufacturer’s name and address, and storage requirements. To obtain the MSDS sheets for occupational chemicals, visit http://www.osha.gov/web/dep/chemicaldata/#target and http://householdproducts.nlm.nih.gov/ There are now programs available called “MSDS On Demand” where you can call your industrial service provider and obtain a faxed, emailed, or online MSDS sheet within 90 seconds of the accident. This is especially helpful if you don’t have an up-to-date MSDS book on file.</p> <p>★<i>Note: Points for training on how to properly handle hazardous materials can be found in the Spill Prevention Category.</i></p>	<input type="checkbox"/> 3 Points
Section 7: Oil & Other Fluids Category point total: _____	

SECTION 8: PARTS CLEANING

<p>✓ Use 100% water-based (aqueous) parts cleaning system for facility use. To receive full points, your establishment must:</p> <ul style="list-style-type: none"> • Use a system that re-circulates and filters cleaning solution • Use a water-based cleaning solution that contains no volatile organic compounds • Use a service company that cleans and recycles solvent and filters for you to properly manage spent solution and filters to ensure regulatory compliance. • Not contaminate the cleaning solution by washing parts sprayed with chlorinated or petroleum distillates (do not use chlorinated solvents). <p>Aqueous parts cleaning systems that follow the requirements keeps solvent cleaner longer, resulting in less solvent being disposed. Aqueous cleaning systems are more environmentally friendly than Solvent-based cleaning systems. “Although water-based cleaners are often touted as being "non-hazardous", "sewer-able", or "environmentally friendly", they must be managed as a hazardous waste unless the waste has been evaluated and found not to exhibit hazardous characteristics. It is important for users of parts washers to understand that the solvent is water-based and that no other fluids except greases and oils are added.” (source: green.ca.gov)</p> <p>For more information, visit http://www.term.nasa.gov/projects/PartsWashers.html</p>	<input type="checkbox"/> 3 Points
<p>✓ Use the following techniques if cleaning with solvents.</p> <ul style="list-style-type: none"> • Use a low hazard solvent (non-chlorinated, low toxicity, and low flammability) • Use a sink that recirculates and filters the cleaning solution(s) • Use a service company that cleans solvents and filters for you • Do not contaminate the cleaning solution by washing parts which have been sprayed with chlorinated cleaners (do not use chlorinated solvents) • Drain parts, collect drainage, and return to cleaning system 	<input type="checkbox"/> 3 Points
<p>✓ Reduce solvent evaporation closing hoods or covers on all parts cleaning tanks when not in use</p> <p>Keeping parts cleaners closed when not immediately in use will prevent spilling, evaporation, and contaminating the cleaning solution. For general air quality requirements, read the EPA’s Clean Air Act. U.S. Code 42,7470 states the Congressional declaration of purpose to prevent significant deterioration of air quality. http://www.epa.gov/air/caa/title1.html#ic</p>	<input type="checkbox"/> 3 Points
<p>✓ Use a parts cleaning system with ultrasonic or mechanical agitation.</p> <p>Using ultrasonic (sound waves are used, and a process called cavitation removes the solids attached to the parts) or mechanical agitation systems. For more information on ultrasonic agitation, read Chapter 11.2 at http://www.epa.gov/opptintr/dfe/pubs/garment/ctsa/docs/chap11.pdf</p>	<input type="checkbox"/> 3 Points

<p>✓ Eliminate the use of cleaners and lubricants containing chlorinated solvents. “Chlorinated solvents have properties that make them useful for degreasing fats, oils, waxes, and resins. Generally, they are harmful to human and ecological health. They can cause or are suspected of causing cancer, and are toxic or harmful to aquatic organisms.” (source: toxics.us.gov) For more information, visit http://toxics.usgs.gov/investigations/chlorinated_solvents.html</p>	<input type="checkbox"/> 3 Points
<p>✓ Use a two-stage cleaning system. The first bath is for pre-cleaning dirty parts. The second bath is for final cleaning. When the second bath’s fluids are spent, move it to the first bath.</p>	<input type="checkbox"/> 3 Points
<p>✓ Use one multi-purpose solvent instead of many different solvents. This will reduce the amount of hazardous waste containers that need to be disposed. Using one multi-purpose solvent also reduces the chances of contamination since it is an “all-in-one” solvent. To find a recycling service, visit http://www.mdrecycles.org/recyclingDirectory.asp?sec=motorOil</p>	<input type="checkbox"/> 3 Points
<p>✓ Pre-clean parts with a wire brush or a shop towel. Doing so reduces the amount of oil, grit, and grime entering the parts cleaning system.</p>	<input type="checkbox"/> 3 Points
<p>✓ Keep hazardous materials separate, and do not mix them. Reduce hazardous waste generated by minimizing the potential for cross-contaminating. Ensure that parts cleaners that do not contain listed wastes are segregated from listed wastes from other sources (for example, aerosols); and that non-hazardous materials (e.g. rags, oils, etc.) are not contaminated by parts washer solvents that are listed hazardous wastes. Each station should have separate, labeled containers for each waste, or labeled waste sinks, which discharge to appropriate waste holding tanks. Never place incompatible wastes in the same containers or in close proximity to each other. They may cause an explosion, fire or corrosion. For information on handling hazardous waste, look over the RCRA Orientation manual, or get a summary by visiting http://www.epa.gov/epawaste/inforesources/pubs/orientat/rom3.pdf</p>	<input type="checkbox"/> 3 Points
<p>✓ Recycle solvents, cleaners, absorbents, and wash waters when the useful life is finished. Parts washer solvents are not acceptable for disposal to the sanitary sewer, storm drain, or garbage/dumpster. Hazardous wastes must be disposed of properly, but recycling is better as it keeps liquids out of the waste stream preventing leaking into the soil and waters. For more information, visit http://www.epa.gov/epawaste/hazard/recycling/index.htm</p>	<input type="checkbox"/> 3 Points

<p>✓ Find substitutes for harmful chemicals used for cleaning.</p> <p>Facts and Resources:</p> <ul style="list-style-type: none"> ○ Institutional users report that, in general, green cleaners are cost competitive and perform just as well as their conventional counterparts ○ Using green cleaning chemicals can actually produce additional savings when other benefits are taken into account. Switching to green cleaners, for example, can help reduce the more than \$75 million a year U.S. institutions spend to address the chemical-related injuries of custodial workers ○ Use a Material Safety Data Sheet (MSDS), a form containing data regarding the properties of a particular product or substance, and contains comprehensive information including toxicity and health effects, to assist in switching to less hazardous chemicals ○ Use “Green Seal certified” or “Design for the Environment” cleaning materials throughout the property. Green seal is a non-profit organization creating environmental standards for products and materials including cleaning products, paints, and windows. Design for the Environment is a program run by the Environmental Protection Agency to inform substitution to safer chemicals. Cleaning products certified by either of these programs will have labels on their containers stating that they are certified. <p>For more information, visit the following websites: http://greenseal.org/findaproduct/index.cfm http://www.epa.gov/oppt/dfe</p>	<p><input type="checkbox"/> 3 Points</p>
<p>✓ Use refillable and pressurized spray bottles instead of throw away aerosol cans.</p> <p>“With aerosol cans, part of the contents you pay for is propellant, not useful cleaner. You also pay for excess packaging and disposable cans. To use bulk products, you make an initial investment in refillable air-powered cans (about \$30 - \$80 per can), but you pay much less for the product. Shops report actual savings of \$300 to \$2,000 per year by using bulk cleaners.” (source: bouldercolorado.gov) For more information, visit http://www.epa.gov/region09/waste/p2/autofleet/spray.pdf</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Use aerosol sprays that do not contain chlorinated products.</p> <p>“If you use chlorinated solvents which end up mixed with your waste oil, you could contaminate your waste oil.” (source: bouldercolorado.gov)</p>	<p><input type="checkbox"/> 5 Points</p>

<p>✓ Use aqueous brake washers that recirculate and filter a water and detergent based cleaning solution.</p> <p>To receive full points, your establishment must:</p> <ul style="list-style-type: none"> • Use a water-based cleaning solution that contains less than 5% volatile organic compounds. • Not use aerosols for final drying. Use compressed air instead. • Properly manage spent solution and filters to ensure regulatory compliance. • Consider using your aqueous brake washer for cleaning other accessible parts on the vehicle instead of spray cans. <p>Aqueous brake washers are just as effective as aerosol and solvent-based washers, but they are advantageous because: they are nonflammable, there are little to no vapors that can be harmful to employees, and they reduce the overall environmental and safety liabilities of your establishment. For more information, visit http://www.dtsc.ca.gov/PollutionPrevention/VSR/upload/Brakewash02.pdf</p>	<p>☐ 10 Points</p>
<p>Section 8: Parts Cleaning Category point total: _____</p>	

SECTION 9: SPILL PREVENTION

<p>Spill Prevention:</p> <p>Any oil or petroleum products, chemical or waste that is released in any manner constitutes a spill. There is no minimum amount below which reporting is not required. For more information on spill prevention, visit http://www.epa.gov/owm/mtb/spillprv.pdf</p>	
<p>✓ Implement spill response training for personnel to handle hazardous material.</p> <p>The OSHA Standard 29 CFR 1910.1200, http://www.osha-slc.gov/OshStd_data/1910_1200.html requires that information about the hazards of chemicals used in the workplace is communicated to the employees. This hazard communication policy applies to each department whose workers are exposed to hazardous chemicals. This is to be accomplished by labeling, making material safety data sheets (MSDS's) available in the workplaces, and conducting training. Provide "hazcom" training to instruct employees on how to read MSDS sheets and respond to the exposure of hazardous materials. For more information on the HAZCOM program, visit http://www.osha.gov/dsg/hazcom/finalmsdsreport.html</p>	<p>☐ 3 Points</p>
<p>✓ Inspect inventory, storage and shipping areas to avoid potential accidents.</p> <p>Allow ample space between containers in storage areas. Make sure the area is well-lit and free of obstructions. Leaving clear aisles will avoid hazardous material spills.</p>	<p>☐ 5 Points</p>

<p>✓ Clean up minor spills immediately. Use an appropriate spill clean up kit, and place in impervious bags or containers. (source: dot.ca.gov)</p>	<input type="checkbox"/> 5 Points
<p>✓ Routinely inspect and address all potential sources of leaks, spills, and emissions. Have a log sheet available to check material/waste storage areas, pipes, valves and hoses, process equipment, etc. For more information, visit http://www.dsd.state.md.us/comar/SubtitleSearch.aspx?search=26.14.01.*</p> <p>★ <i>Note: It is the Maryland State law to follow procedures for hazardous substance release. COMAR 26.14.01.00 provides a Hazardous Substance Response Plan.</i></p>	<input type="checkbox"/> 5 Points
<p>✓ Use a gravity spigot or pump to dispense bulk liquid materials in conjunction with a metered overhead bulk fluid delivery system. This prevents spills.</p>	<input type="checkbox"/> 5 Points
<p>✓ Do not dispense drums positioned horizontally in cradles. Horizontal drums increase the risk of spillage. Dispensing materials from upright drums equipped with hand pumps is preferred. (source: hss.energy.gov)</p>	<input type="checkbox"/> 5 Points
<p>✓ Use drum funnels on waste drums to control spills. Using a funnel allows easier pouring for the employees. Controlling spills and easier pouring reduces unwanted exposure to hazardous materials.</p>	<input type="checkbox"/> 5 Points
<p>✓ Use portable oil caddies collect used oil drained from vehicles. Oil caddies help to eliminate the potential for oil spill occurrences during fluid drainages and the transportation and pouring oils form oil pans into used oil accumulation drums. (source: dtsc.ca.gov)</p>	<input type="checkbox"/> 5 Points
<p>✓ Eliminate the use of powdered or granular absorbent for routine cleanup. Make certain that spill kits containing dry, absorbent materials (such as reusable oil-absorbing pads) for spill response are located near the area of fueling, and that staff are trained in their use. When using reusable oil-absorbing pads, have pads laundered through your rag laundry service. For more information on absorbent materials and utility cleanup kits, visit http://www.ops.fhwa.dot.gov/publications/fhwahop08058/50.htm and http://des.nh.gov/organization/divisions/waste/orcb/fms/uomp/documents/information.pdf</p>	<input type="checkbox"/> 5 Points
<p>Section 9: Spill Prevention Category point total: _____</p>	

SECTION 10: METAL & TIRES

<p>✓ Recycle tires to prevent stock piling. The EPA states that stockpiling tires poses risks to the health of humans. There are indirect health hazards such as rats and mice inhabiting tire piles. Stagnant water can attract mosquitoes, which carry diseases such as West Nile Virus, dengue fever, and encephalitis. Direct hazards include “ground and surface water pollution that can be harmful to human health and the environment” (epa.gov). For information on Maryland’s scrap tire program, please visit http://www.epa.gov/epawaste/conservation/materials/tires/scrapiti.pdf</p> <p>★ <i>Note: COMAR 26.04.08.17B states: “Scrap tires shall be stored indoors or outdoors under the specifications described in the “Standard for Storage of Rubber Tires”, NFPA 231D (1989 Edition), National Fire Protection Association (NFPA), Batterymarch Park, Quincy, Massachusetts, which is incorporated by reference. A copy of this publication shall be maintained at the facility.”</i></p>	<input type="checkbox"/> 4 Points
<p>✓ Tire storage must be located indoors, or shall be covered at all times. Covering of tires reduces the incidences of vermin and mosquitoes.</p>	<input type="checkbox"/> 5 Points
<p>✓ Recycle scrap metal and RCRA (Resource Conservation and Recovery Act)-empty aerosol cans. According to the RCRA Orientation Guide, “scrap metal that is disposed of or recycled is a solid waste; however, it is exempt from Subtitle C regulation when it is recycled to recover metal content.” For information on scrap metal recycling and safety processes, visit http://www.osha.gov/Publications/OSHA3348-metal-scrap-recycling.pdf Aerosol cans that aren’t RCRA-empty are still considered to be hazardous waste, and should be treated as such. RCRA-empty is defined by 40 CFR 261.7, and can be seen at http://edocket.access.gpo.gov/cfr_2002/julqtr/pdf/40cfr261.7.pdf</p>	<input type="checkbox"/> 3 Points
<p>✓ Crush aerosol cans using a can crushing machine. Aerosol can crushers not only save valuable space when the cans are crushed, but they also allow the contents of the can to empty into a hazardous materials filter. See local supplier for more product info.</p>	<input type="checkbox"/> 5 Points

<p>✓ Ensure that mercury found in switches and sensors is properly handled and disposed of before a car is recycled and/or demolished. Credit will be given if proper handling and disposal is done by the local establishment or if a written record is provided to the local establishment by the recycling/demolition contractor.</p> <p>Many cars manufactured before 2003 contain mercury in the light switches found under the hood or in the trunk. Early air bag systems contained mercury crash sensors. Some newer cars contain mercury switches in anti-lock brake systems. Construction trucks and heavy equipment often contain mercury in their roll-over sensors. If mercury switches are not removed before the car is dismantled or demolished, toxic mercury can be released into the environment. Exposure to mercury can cause serious health effects. For more information, visit: http://www.epa.gov/waste/hazard/tsd/mercury/carswich.htm</p>	<input type="checkbox"/> 3 Points
<p>✓ Send used car parts to be rebuilt. (Select one.)</p> <p>Radiators, carburetors, fuel pumps, alternators, engines, transmissions, and other rebuildable car parts should be sent to specific repair warehouses instead of the junkyard. This will reduce waste, and it will save your company money from buying brand new car parts which run as efficiently as the rebuilt ones. For more information, visit http://www.epa.gov/epawaste/conservation/tools/cpg/products/vehicle.htm</p> <p style="text-align: center;"> 76%-100% materials recycled 51%-75% materials recycled 25%-50% materials recycled </p>	<input type="checkbox"/> 30 Points <input type="checkbox"/> 20 Points <input type="checkbox"/> 10 Points
<p style="text-align: right;">Section 10: Metal & Tires Category point total: _____</p>	

SECTION 11: LEAD-ACID (CAR) BATTERIES

<p>✓ When keeping lead-acid batteries, the following must be present:</p> <ul style="list-style-type: none"> • Acid-resistant gloves • A supply of polyethylene plastic bags (6 mils/thou or thicker, sized to contain the largest battery expected) • Rags or disposable wipes for acid leak cleanup • Appropriate absorbent for spill clean up • A weather resistant pen for marker for marking used or damaged batteries with the date they were taken out of service. <p>“If there is a battery acid spill: double-bag the leaking battery in 6mil polyethylene plastic bags, clean the spilled battery acid with rags or disposable wipes and use appropriate absorbent, manage the clean up material as hazardous waste by placing it in an acid debris waste container. Clean up debris would also contain lead and would have to be managed as such, not just as an acidic waste.” (source: campuserc.org)</p>	<input type="checkbox"/> 6 Points
<p>✓ Lead-acid batteries should be stored in acid-resistant tubs.</p> <p>Batteries should be stored in an isolated area with no floor drains on an impervious surface. They should not be stored outdoors as this increases the risk of exposure to extreme temperatures and weather. “Freezing temperatures may cause spent batteries to crack.” (source: campuserc.org)</p>	<input type="checkbox"/> 5 Points
<p>✓ Stack stored lead-acid batteries no more than three feet high.</p> <p>“Piles of lead-acid batteries that are being stored on pallets should not be stacked higher than three feet, and the poles should be covered and stored within an enclosed area. Ideally, the lead-acid batteries should be stored in a single layer because stacking increases the risk of short circuits and acid leaks.” (source: campuserc.org)</p>	<input type="checkbox"/> 5 Points
<p>✓ Seal lead-acid battery storage areas with an acid-resistant material and have a containment berm.</p> <p>It is easy to find containment berms that are at least 50% resistant to battery acids. Talk to your safety equipment providers for more information on the availability of these items.</p>	<input type="checkbox"/> 5 Points

<p>✓ Implement a specific storage area for spent lead-acid batteries.</p> <p>To receive full points, your establishment must:</p> <ul style="list-style-type: none"> • Have a procedure for storing and handling batteries printed out and displayed in a conspicuous place. • Store batteries on a non-metallic, leak-proof secondary container to contain any acid spills that may occur. • Make sure batteries are stored away from ignition sources and put out of the weather. • Not store batteries outside in frigid weather as frozen batteries may crack and leak sulfuric acid. • Design a storage area designed to keep the batteries away from soil, surface water, and sewer systems at the facility. • Avoid long-term battery storage by sending them to a reclaimer <i>at least</i> every six months. • Clean up spilled acid quickly. <p>For more information, visit http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=40&PART=261&SECTION=5&TYPE=TEXT</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Use a supplier that provides an exchange/replacement program for lead-acid batteries.</p> <p>This reduces the risks associated with storage of hazardous materials, and it keeps lead-acid batteries out of the waste stream. “Nearly 90 percent of all lead-acid batteries are recycled. Almost any retailer that sells lead-acid batteries collects used batteries for recycling, as required by most state laws”. (source epa.gov) Talk to your recycling contractor or lead-acid battery provider to create an incentive program to exchange spent batteries for new ones in order to reduce stockpiling in your facilities. For more information, visit http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=40&PART=266&SECTION=80&TYPE=TEXT</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Keep a supply of lime or baking soda to neutralize acid spills.</p>	<p><input type="checkbox"/> 5 Points</p>
<p>Section 11: Lead-Acid Batteries Category point total: _____</p>	

SECTION 12: LANDSCAPING & OUTDOOR

<p>✓ Refrain from using harmful or dangerous chemicals in the landscape, and use botanical controls such as organic insecticides, fertilizers and biocides and/or integrated pest management (IPM) techniques to treat fungus and insect problems.</p> <p>Organic insecticides, fertilizers, and biocides are naturally-derived chemicals developed to kill and/or repel insects and other living pests. IPM is an approach to pest management using a combination of techniques to manage pest damage by using the most economical means and with the least possible hazard to people, property, and the environment. For more information on IPM, visit http://www.epa.gov/pesticides/factsheets/ipm.htm</p> <p>Visit the MD Home & Garden Center website for more information http://www.hgic.umd.edu</p> <p>★ <i>Note: Annapolis City Code 10.34.040 states: “no person shall apply on any lawn fertilizer that is labeled as containing more than zero percent phosphorous or other compound containing phosphorous, such as phosphate.” For exemptions, see Annapolis City Code 10.34.050.</i></p>	<input type="checkbox"/> 5 Points
<p>✓ Manage garden pests naturally and safely.</p> <p>Try to avoid the use of pesticides, if possible. Search online or DIY yard and garden hint books for ways to get rid of earwigs, slugs, nematodes, and other pests.</p> <p>To get rid of root nematodes, plant marigolds among your beans, spinach, tomatoes and celery. The roots of marigolds produce a chemical in the soil that kills nematodes when they try to eat the roots, or when they come into close contact with the soil surrounding the root system. To get rid of earwigs that are killing your young plants, dampen newspaper and roll tightly. The next morning, it should be full of earwigs – bag it up well and discard. Repeat each day until there are no more earwigs. For slugs and snails, fill a pie tin with 1 inch of flat beer. The slugs and snails will drink it, pass out, and drown. To get rid of aphids, attract ladybugs by growing marigold, dill, and cilantro. (source: <i>Household Hints & Handy Tips</i> by Reader’s Digest)</p> <p>For more information on how to get rid of pests naturally, visit http://www.hgic.umd.edu/content/onlinepublications.cfm#Pest%20Control</p>	<input type="checkbox"/> 5 Points

<p>✓ Plant native trees and plants on our property. Planting trees initially uses a lot of water, but over time, native trees require less water, less maintenance, and less fertilizer than either exotic trees or grass lawns. For more information on the types of trees and plants that are suitable for your property, take a look at the “Native Plants for Wildlife Habitat and Conservation Landscaping” booklet. The booklet also gives information of the types of wildlife the trees will attract. A free copy is available by visiting http://www.nps.gov/plants/pubs/chesapeake/ Maryland Department of Natural Resources has a simplified list of trees that are acceptable to plant in MD that can be found by visiting http://www.trees.maryland.gov/pickatree.asp. A coupon for \$25 is provided for trees purchased from the list provided on DNR’s website. http://www.trees.maryland.gov/pdfs/coupon.pdf Plant trees for major milestones and celebrations.</p>	<input type="checkbox"/> 5 Points
<p>✓ Attract pollinators by planting wildflowers in your gardens. Animals and insects account for the pollination of 75% of all flowering plants. They promote biodiversity which reduces occurrences of genetic defects and sweeping diseases. Examples of crops that are pollinated include apples, squash, and almonds. For more information on pollinators, visit http://www.fws.gov/Pollinators/</p>	<input type="checkbox"/> 4 Points
<p>✓ We use hardwood mulch for trees, vegetable, and flower beds. We use TreeGator^R bags for newly planted trees. Using mulch for your plants will help keep moisture in and around the root system instead of being lost to evaporation. Use of the TreeGator^R bags allows maximum water to reach the tree, and minimum water waste. For more information, visit http://www.treegator.com/</p>	<input type="checkbox"/> 5 Points
<p>✓ Install a “green roof”. (Select one.) A green roof or ecoroof replaces conventional roofing with a vegetated roof system consisting of a layer of vegetation growing over a synthetic, waterproof membrane. Green roofs reduce stormwater runoff and cools urban heat island effects among other benefits. For more information, visit http://portlandoregon.gov/bes/index.cfm?c=44422</p> <p style="text-align: center;"> 10,000ft² + 1,000ft² – 9,999ft² 1ft² – 999ft² </p>	<input type="checkbox"/> 30 Points <input type="checkbox"/> 20 Points <input type="checkbox"/> 10 Points
<p>✓ Adjust irrigation schedules to account for seasonal rain variation. When watering landscape and plants, keep in mind the time of year and do not water plants in seasons with adequate rainfall. “Although the heaviest precipitation occurs in the summer, this is the season when severe droughts are most frequent. Summer precipitation is less dependable and more variable than in winter.” Don’t water during droughts. Your lawn can go dormant and will be green again as soon as the fall rains come. (source: meto.umd.edu)</p>	<input type="checkbox"/> 3 Points

<p>✓ Do not water gardens mid-day. “It is best to irrigate one hour before sunrise or early morning as the temperature is rising to catch transpiration at its most active period and give the foliage a chance to dry before the heat of midday.” (sources: gardeners.com, novatoadvanced.com)</p>	<input type="checkbox"/> 2 Points
<p>✓ Use “grey” water for watering landscape. “Grey water” is a term for water from your shower, bath, spa, sinks, and fish bowls that you can use to water your gardens and reduce your water bills. “Grey water” does not include water from toilets, urinals, or bidets. (source: dwe.nsw.gov.au) Be creative in ways to collect your “grey water”: save water used to boil vegetables, pasta, eggs; collect water used to rinse fruits and vegetables. Think of ways to use your “grey water” such as watering your outdoor plants.</p>	<input type="checkbox"/> 5 Points
<p>✓ Install rain barrels and/or rain gardens as stormwater management facilities. Rain barrels trap water from your downspouts and store it for future use (like watering your garden). For more information on rain barrels, visit http://www.arlingtonecho.net/Restoration-Projects/Rain-Barrels.html Rain gardens are plots of land that are used to decrease the amount of polluted stormwater going directly into the Bay. They clean the water by absorbing it into the soil and changing the chemistry of the polluted water. For more information on rain gardens, visit http://www.annapolis.gov/info.asp?page=13037</p>	<input type="checkbox"/> 10 Points
<p>✓ Keep current on the Air Quality Index (AQI). “The AQI is an index for reporting daily air quality. It tells you how clean or polluted your air is, and what associated health effects might be a concern for you. The AQI focuses on health effects you may experience within a few hours or days after breathing polluted air.” The EPA calculates AQI for five major air pollutants regulated by the Clean Air Act: ground-level ozone, particle pollution/particulate matter, carbon monoxide, sulfur dioxide, and nitrogen dioxide. In unhealthy conditions, refrain from excessive exposure to the air, and try not to use motorized vehicles as this will contribute to unhealthy air quality levels. For more information, visit http://www.airnow.gov/</p>	<input type="checkbox"/> 1 Points
Section 12: Landscaping & Outdoor Category point total: _____	

SECTION 13: TRANSPORTATION

<p>✓ Perform regular maintenance of fleet cars and other vehicles. Tires should be properly inflated and checked frequently. Check oil levels approximately every 3000 miles. Keep track of your average miles-per-gallon by calculating:</p> <p style="text-align: center;">_____ Miles-per-gallon = _____ Miles driven ÷ _____ Gallons of gas used</p>	<input type="checkbox"/> 5 Points
<p>✓ Use a fleet of hybrid or alternative fuel vehicles. Cars that perform well and produce the least air pollution and greenhouse gas emissions are listed here: http://www.epa.gov/fueleconomy/basicinformation.htm</p> <p style="text-align: center;">10 Points per vehicle. Up to 40 points total # hybrid/alternative fuel vehicles _____</p>	<input type="checkbox"/> __ points
<p>✓ Incentives are given to employees who carpool.</p> <p>Describe: _____</p>	<input type="checkbox"/> 5 Points
<p>✓ A program is in place to encourage employees to use alternate transportation such as busses, walking, biking, or to drive alternative fuel vehicles. Examples: Give special parking privileges to those who drive hybrids, incentives to use public transportation and/or bike to work. For more information, visit http://www.ci.annapolis.md.us/info.asp?page=2613</p> <p>Describe: _____</p>	<input type="checkbox"/> 5 Points
<p>✓ Provide bike racks to encourage biking.</p>	<input type="checkbox"/> 5 Points
<p>✓ Install reusable oil filters on at least 25% of your fleet vehicles. Reusable oil filters reduce the volume of hazardous waste, conserve oil, and save you money after the payback period. For more information, visit http://www.epa.gov/region09/waste/p2/autofleet/reusable.pdf</p>	<input type="checkbox"/> 5 Points
<p>✓ Substitute the less toxic propylene glycol for ethylene glycol in at least 25% of fleet vehicles.</p>	<input type="checkbox"/> 5 Points
<p>✓ Retread tires for fleet vehicles. Retreading tires “saves more than 400 million gallons of oil in North America.” (source: epa.gov) It also saves thousands of tons of tire scraps from going to landfills every year. If possible, offer retreading services to customers. For more information on retread tires, visit http://www.epa.gov/epawaste/conservation/tools/cpg/products/retread.htm</p>	<input type="checkbox"/> 5 Points

<p>✓ Our employees' carbon footprint is offset from flying and/or commuting. For more information on greenhouse gas (including carbon) offsets, please read : http://fpc.state.gov/documents/organization/103675.pdf</p>	<input type="checkbox"/> 5 Points
Section 13: Transportation Category point total: _____	

SECTION 14: EDUCATION

<p>✓ Educate employees about stormwater pollution prevention. For stormwater outreach resources and materials, visit http://cfpub.epa.gov/npdes/stormwatermonth.cfm</p>	<input type="checkbox"/> 3 Points
<p>✓ Provide literature that encourages customers to practice environmental best practices when taking care of their vehicles at home. Brochures, pamphlets, or even posters in waiting rooms with visually-stimulating and informative contents are the best ways to have customers engaged. Some examples of ways to save money and help the environment:</p> <ul style="list-style-type: none"> • Making sure tires are correctly inflated • Observe speed limits • Consider alternative transport • Use the correct octane gas • Remove unnecessary excess weight from your car • Remove ski and luggage racks when not in use • Keep your vehicle well maintained and serviced • On highways, close your windows and use the air conditioning 	<input type="checkbox"/> 5 Points
Section 14: Education Category point total: _____	

SECTION 15: MISCELLANEOUS

<p>✓ Received an award from the Spa Creek Stewardship Program. The Spa Creek Conservancy provides a checklist including Best Management Practices for Automotive Businesses. For more information on becoming a Business Steward, visit http://spacreek.org/business-steward.htm</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Other activities to reduce environmental impact: <i>(Points negotiable up to 10 points)</i></p> <hr/> <hr/> <hr/>	
<p>Section 15: Miscellaneous Category point total: _____</p>	

Sections 5-11 must have a total of at least 70 points while the Grand Total must be 110 points.

- Section 1. Administrative Category point total _____
- Section 2. Office Category point total _____
- Section 3. Energy Category point total _____
- Section 4. Waste Management Category point total _____
- Section 5. Water Pollution Prevention & Conservation Category point total _____
- Section 6. Car Wash Category point total _____
- Section 7. Oil & Other Fluids Category point total _____
- Section 8. Parts Cleaning Category point total _____
- Section 9. Spill Prevention Category point total _____
- Section 10. Metal & Tires Category point total _____
- Section 11. Lead-Acid Batteries Category point total _____
- Section 12. Landscaping & Outdoor Category point total _____
- Section 13. Transportation Category point total _____
- Section 14. Education Category point total _____
- Section 15. Miscellaneous Category point total _____

Add up ALL points, and enter the total..... _____

If you have an idea about something to be included in our next edition, please email us at SustainableAnnapolis@Annapolis.gov. We will consider all suggestions although we will not promise that they will be included.
