



Vehicle Service Facilities Checklist

Inspection may involve obtaining photographs, soil sampling, review and copying of records, and determination of compliance with hazardous waste handling requirements.

Facility Name: _____	Date of Inspection: _____
Facility Address: _____	Contact Phone Number: _____
Person Contacted: _____	

TYPE OF INSPECTION:				ACTION:			
<input type="checkbox"/> Routine	<input type="checkbox"/> Follow-up	<input type="checkbox"/> Complaint	<input type="checkbox"/> Other	<input type="checkbox"/> Passed	<input type="checkbox"/> Schedule Follow-up	<input type="checkbox"/> Citation	<input type="checkbox"/> Closed Pending Compliance

A. HOUSEKEEPING		YES	NO	N/A
1	Use drip pans under leaking vehicles to capture fluids.			
2	Regularly sweep, vacuum, or mop shop floors and other (outside) paved surfaces (rather than hosing them down) to prevent spills from running offsite.			
3	Collect metal filings, dust, soldering drips, brake dust and paint chips from grinding, shaving, and sanding and dispose of properly.			
4	Label on-site storm drains with "No Dumping Flows to Creek (or Bay)."			
5	Park vehicles to be parted or scavenged on a <u>paved</u> surface and immediately drain of gasoline and other fluids; dispose of fluids consistent with Monterey County Health Department regulations.			
6	Keep components, such as engine blocks under cover and stored over a drip pan or upon a sealed floor.			
7	Inspect and clean storm drain inlets, catch basins, and any storm water treatment systems within the facility boundary before October 1 of each year, or routinely as required.			
8	Store hazardous materials and wastes, including waste containers of antifreeze and oil in secondary containment where they are protected from rain and in a way that prevents spills from reaching the sanitary sewer or storm drain.			
9	Close lids on waste barrels and containers and store indoors or under cover to reduce exposure to rain.			
10	Label hazardous wastes according to County and State regulations.			
11	Store old and new batteries securely (over plastic trays, etc) to avoid breakage and acid spills during earthquakes. Recycle old batteries.			
12	Waste receptacle(s) have watertight lids; lid(s) are kept closed, or: Receptacle areas are graded and paved to prevent run-on of storm water, and a low containment berm has been installed around the waste receptacle area, or a roof over the waste receptacle area.			
13	Site is clean.			

B. EDUCATION AND TRAINING		YES	NO	N/A
1	Train employees upon hiring, and annually thereafter; keep logs of training.			
2	Post informational signs with spill cleanup information in shop area.			

C. SPILL CONTROL		YES	NO	N/A
<i>The best Spill control is Prevention.</i>				
1	Maintain a Spill Response Plan and keep it current.			
2	Maintain absorbent materials in an area that is easily accessible from anywhere in the shop. Post procedures for containment and cleanup of different types of spills.			
3	Spot clean leaks and drips routinely.			
4	Ensure that floor drains are not connected to, or do not discharge into the storm drain system.			

D. WASHING CARS AND VEHICLES		YES	NO	N/A
1	Wash cars and trucks in a designated vehicle washing area only, e.g. where percolation is possible or the area is bermed and water is removed.			
2	Collect and discharge soapy wash water and other rinse water (spray acid-based wheel cleaner, etc.) to the sanitary sewer, and <u>not to a storm drain</u> .			
3	Protect storm drains from solvents used to remove protective coatings from new cars.			

E. CLEANING ENGINE PARTS, CHANGING OIL, AND FLUSHING RADIATORS		YES	NO	N/A
1	Prevent engine and radiator discharges from being sent into the sanitary sewer and storm drains. (<i>Note: A licensed service should be used to haul and recycle or dispose of wastes.</i>)			
2	Steam clean engines using a closed-loop water recycling system, or ensure that water does not enter a storm drain.			
3	Have specifically designated areas for cleaning engines, radiators, or parts.			
4	Parts are rinsed and drained over the solvent sink or tank. Drip boards are used to catch excess solvent solutions and are diverted back to a sink or tank.			
5	Change vehicle fluids indoors, <i>whenever possible</i> , and only on floors constructed of non-porous materials.			
6	Must use drip pans if vehicle fluids are drained outdoors.			
7	Solvent sinks are covered when not in use.			
8	Cover and provide secondary containment for drain pans and other open containers of fluids unless some is presently attending to them.			

COMMENTS: _____

VIOLATIONS MUST BE CORRECTED BY: _____

Printed Name of Facility Representative

Signature of Facility Representative

Date

Printed Name of Inspector

Signature of Inspector / Name of Inspecting Agency

Date