GREEN STAMP PLUS

envirocheck

for mechanical workshops

Business Details

Business Name
Address
Date and Time
Type of Business

Environmental Management

☐ The business has an Environmental Policy.	This declares a business' commitment to the environment. It should highlight the organisation's objectives and targets. The policy can be displayed in a reception area to demonstrate the commitment to customers.
☐ The business has an Environmental Management Plan.	An Environmental Management Plan prioritises good practices that need to be achieved to maintain good environmental practice.
☐ Staff members receive training and/or are made aware of environmental practices and responsibilities regularly.	This can be achieved by discussing the issues at staff meetings, toolbox meetings or one-on-one. Information can also be given to staff when new equipment or practices are introduced.

Notes:

Energy Use

☐ Workshop has skylights to minimise the amount of artificial lighting used.	Installing clear roof sheeting or skylights can be a relatively inexpensive way of saving energy and money on lighting.
☐ Energy efficient globes are used.	Energy efficient globes can reduce energy consumption therefore saving money.
☐ Compressor air hoses, tools and connections are checked regularly (monthly) for leaks and repaired promptly.	Leakage is the single largest waste of energy associated with compressed air usage. An inexpensive way to check for leaks is to apply a soapy water solution in the suspect air using components.
☐ The compressor is turned off after hours.	This cuts down energy consumption if the compressor is leaking.

Notes:

Australian Government
Department of the Environment and Heritage

The Green Stamp Plus program is a joint initiative of the Motor Traders' Association of NSW and the Australian Government Department of Environment and Heritage.

Containment and Storage Practices

☐ All repair and servicing work is conducted inside the workshop.	Activities that can be conducted outside the workshop are those that will not involve the risk of spilling any contaminants (such as coolant, oil and other lubricants) to the ground or drains.
☐ Vehicle washing and engine degreasing is conducted in a dedicated wash down bay that drains to an oil separation system.	Washing vehicles on the driveway will direct wastewater directly to stormwater drains, carrying contaminants such as oil and detergents to nearby rivers, wetland or to groundwater via leach drains.
The following contaminants are stored on sealed ground on a bunded, undercover area: ☐ New engine oil and other lubricants ☐ Used engine oil and other lubricants ☐ Coolants ☐ Batteries ☐ Solvents, acids, caustics and cleaning chemicals ☐ Parts containing oil, coolant or other chemicals ☐ Other fluids.	A bund is a low wall or other obstruction (such as a speed bump or angle iron) that will prevent any spilled material from leaving a workshop or chemical storage area. A bunded area should be 110% of the largest container, plus 25% of all containers held in the compound or bunded area. Sealed ground such as concrete or bitumen will prevent spilled chemicals from polluting the soil or groundwater. Depending on the type of chemicals held it might also be necessary to seal this surface to prevent deterioration.
☐ All containers used for storing chemicals and contaminated components are sealed, not spilling over and free of leakage.	To prevent pollution and clean-up hassles, regularly check all storage containers for potential leaks.
☐ Workshop has bunding across all external openings or the workshop floor drains inwards.	A bund is a low wall or other obstruction (such as a speed bump or angle iron) that will prevent any spilled material from leaving a workshop.
☐ Workshop floor drains to an oil separation system.	Some spills may be cleaned using spill kits however overtime residue builds up which needs to be directed to a separator.
☐ Areas storing oil or oil-contaminated parts drain to an oil separation system.	In the case of spills or leaks, storage areas that are drained to a separator will ensure that the oil component does not contaminate the receiving drainage system.

Notes:

Wastewater Management

☐ Workshop floor is cleaned the majority of the time by sweeping or vacuuming.	These methods use less water and reduce problems associated with treating wastewater prior to disposal.
☐ Fluids from all parts washers, irrelevant of chemicals used, are removed for approved disposal by a licensed contractor and not directed towards the wastewater system or drains.	Oil water separators will not remove the types of chemicals used in many parts washers (such as acid, caustic and solvent). These chemicals can also be more toxic than biodegradable, quick-break degreasers, therefore will poison the sewer, septic or stormwater system that they are drained to.
☐ An oil separation system is used to manage wastewater prior to approved disposal. The type of separator is: _____. If no separator is used please go to next section.	An oil separation system separates the oil from water to allow the wastewater to be safely discharged into the sewer.
☐ The separator is serviced every 13 weeks or per manufacturer's specifications.	Oil separation systems require regular servicing. Failure to do so could lead to system failure and pollution.
☐ At least 2 staff members are aware of how the separator operates.	Having staff trained will ensure that the separator is used properly.
☐ A log book is kept of separator services.	This provides a record of work undertaken if a system malfunction or problem occurs. A log book can demonstrate that the separator has been responsibly maintained.
☐ The workshop uses quick-break or biodegradable degreasers and detergents where wastewater is drained to the separator.	Solvent-based degreasers tend to create a mixed solution of oil and water that stays together for a long time, allowing oil to pass through a separator without being filtered out as required. Quick-break cleaning compounds rapidly allow the oil and water to separate so that the separator can act efficiently. Biodegradable chemicals are broken down by living organisms. The characteristics of the chemicals used can be checked on the MSDS or by written verification from the supplier.
☐ The business has an *Industrial Waste Permit* to discharge wastewater from the separator to the sewer.	Businesses wanting to discharge industrial waste to the sewers must apply for a permit from Sydney Water, Hunter Water or the local council (depending on location). The permit specifies an amount and type of wastewater allowed to be discharged. The permit carries terms and conditions.

Notes:

Spill Management

☐	Premises has an adequate number of emergency spill kits that contain absorbent pads, pillows or granules, containment booms, brooms, dust pan, mop, gloves and relevant protective equipment. If no spill kits are available please go to next section.	Spill kits aid in the clean up and containment of liquid spills around the workshop. They should be easily accessible and have the capacity to cope with potential spills.
☐	The spill kits are clearly visible and accessible to all staff at all times.	It is important that spill kits are located in a designated area and are not obstructed.
☐	Formal spill procedures are available to staff.	Instructions on how to use spill kits should be visible.
☐	Staff members are trained in spill response.	It is important that staff members are aware of how to handle a spill. Good suppliers will often demonstrate how to use the spill equipment at the time of purchase.
☐	Larger spills are recorded.	Recording spills can highlight ongoing issues that could be rectified and prevented.
☐	Material Safety Data Sheets (MSDS) are held onsite for all chemicals used.	MSDS provide a broad range of information on the chemicals used including clean up procedures and safety concerns that will affect both personnel and the environment.

Notes:

Air Quality

☐	The workshop commissions, decommissions, services or repairs automotive air conditioning systems and has the relevant licence from ARCtick. If the workshop does not carry out these activities please go to next section.	Licences are granted to businesses through the Australian Refrigeration Council on behalf of the Department of Environment and Heritage (DEH). The DEH states that "any person or company who buys or sells gas will be required to hold an authorisation".
☐	At least one staff member is accredited by ARCtick to perform required work in regards to air-conditioning.	The Department of Environment and Heritage states that "any person who handles refrigerant gases where there is a risk of emission (either ozone depleting substances or synthetic greenhouse gases)" requires an air-conditioning licence which is available from ARCtick.
☐	The workshop has a copy of the *Code of Practice for the Control of Fluorocarbon Emissions in Motor Vehicle Air Conditioners.*	The Code of Practice should be available to all staff, especially those conducting work on air conditioning systems. The Code of Practice is available from the Institute of Automotive Mechanical Engineers (IAME).
☐	Refrigerant gas is reclaimed and removed by a supplier for approved disposal.	All air conditioning gases such as the ozone depleting R12 and other greenhouse gases such as R134(a) must be captured and returned to suppliers for approved disposal.

Notes:

Waste Disposal Management

☐ A licensed carrier removes waste oil for recycling or reuse.	Waste oil can sometimes be removed free of charge, however some carriers impose a minimum quantity for a no-cost service. Check with a range of suppliers to see what service best suits.
☐ Scrap metal and parts are removed for recycling.	Some waste carriers that remove such things as waste oils and coolants may also take scrap metal and parts. Check with a range of suppliers to see what service best suits.
☐ Batteries are sent off or removed for recycling.	Many scrap metal dealers will accept or pick up old car batteries. If storing large quantities of batteries, ensure that the storage facilities will prevent pollution to open ground or stormwater drains.
Radiator coolant or waste coolant is: ☐ Removed by a licensed waste contractor ☐ Recycled internally using the workshop's own approved coolant recycling machine.	The components in many coolants are toxic to both humans and animals and cannot be allowed to drain into stormwater drains, the sewer or septic systems.
☐ Cardboard is recycled or reused.	It can be cheaper to have cardboard removed for recycling than it is to add it to the general waste that is sent to landfill.
☐ Rags/absorbent pads are recycled.	Some contractors will wash and replace oil contaminated rags.
☐ Bulk oil and chemical containers (20 – 200L) are removed for recycling or reuse.	Some suppliers will remove the containers used to deliver products in. Some contractors will remove, clean and on-sell used drums and containers to other suppliers. Metal drums are sometimes accepted with scrap metal for recycling.
☐ Oil filters are drained and removed for recycling as scrap metal. ☐ Oil filters are crushed and removed for recycling as scrap metal.	Even when drained, oil filters still hold a significant amount of oil, hence the need for crushing to remove the rest.
☐ Waste tyres are removed by a waste contractor for approved disposal, recycling or reuse.	At present there is only a small recycling market for the rubber from used tyres. Most waste tyres are directed to landfill. If not managed correctly they can become an extreme fire hazard leading not only to air pollution but also soil and groundwater contamination.

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