



**GREEN
STAMP
PLUS**

**environmental
management plan**
for body repair workshops

Overview

An Environmental Management Plan puts environmental practices and objectives into a written format. This then serves to demonstrate a businesses' commitment to the protection of the environment. Whilst many businesses actively protect the environment through everyday actions, it is important that the business records these actions and initiatives.

Completing an Environmental Management Plan

Establishment

The MTA has provided this sample Environmental Management Plan to MTA NSW and MTA ACT members to assist in the establishment of individual business Environmental Management Plans. Members are welcome to use the checklist provided, whether all or in part, and can add anything relevant or incorporate it into an Occupational Health and Safety check that may already be completed by the business. This Environmental Management Plan is a tool for members to use in their business to ensure environmental legislative compliance and best practice. It is a baseline checklist, and there are plenty of additional steps and checks your business can take to improve its environmental efficiency.

Implementation

An Environmental Management Plan should reflect legislative requirements, best practice guidelines and any initiatives that the business has. After establishing an appropriate checklist or similar document, a business can carry out the checks at the determined timeframes. The findings of the checks should always be reported back to management for implementation and, if appropriate, to all staff. If any action is needed it should be addressed as required (please note, the shaded action items in the checklist represent the most important/urgent items) before the next check is completed.

Review

It is crucial that the Environmental Management Plan is reviewed to ensure that all environmental impacts are being addressed and that scope is being made for continuous improvements. Businesses need to be undertaking steps to raise the level of environmental performance, which may mean setting goals of equipment upgrades or putting together training schedules. Each business needs to review the information gathered in the Environmental Management Plan checklist and make sure that required actions are completed.

Important Disclaimer

The aim of this Environmental Management Plan is to help members of the Motor Traders' Association of NSW (MTA NSW) and the Motor Trades Association of ACT (MTA ACT) become aware of legislative requirements and its adherence to them.

The Environmental Management Plan can help members protect themselves from environmental fines and prosecution and can offer ideas about how to improve environmental performance, save money and create a safer and cleaner environment for both staff and customers.

In using this Environmental Management Plan, the business acknowledges that it is intended as a guide only and that participating in the Environmental Management Plan and implementing its recommendations does not guarantee compliance with all relevant environmental and other laws and does not eliminate the risk of potential litigation.

The business is wholly responsible for ensuring the ongoing compliance with various environmental regulations as amended from time to time as applicable.

MTA NSW and MTA ACT expressly disclaim all and any liability to any person or business in respect of anything, and of the consequence of anything done in reliance (whether wholly or partially) on this Environmental Management Plan or any documentation provided.



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

Environmental Management

	Initial	0.5 years	1 year	1.5 years	2 years
1.1 The business has an Environmental Policy.					
1.2 Customers are made aware of the businesses' commitment to the environment.					
1.3 The business has an Environmental Management Plan.					
1.4 Staff members receive training and/or are made aware of environmental practices and responsibilities regularly.					

Ideas for Improvement

Date	Issue & Idea

Energy Use

	Initial	0.5 years	1 year	1.5 years	2 years
2.1 Workshop has skylights to minimise the amount of artificial lighting used.					
2.2 Energy efficient globes are used.					
2.3 Compressor air hoses, tools and connections are checked regularly (monthly) for leaks and repaired promptly.					
2.4 The compressor is turned off after hours.					

Ideas for Improvement

Date	Issue & Idea

Containment and Storage Practices

Initial 0.5 years 1 year 1.5 years 2 years

3.1	All repair and painting work is conducted inside the workshop.					
3.2	Vehicle washing and engine degreasing is conducted in a dedicated wash down bay that drains to a sediment tank and an oil separation system.					
3.3	The following contaminants are stored on sealed ground on a bunded, undercover area: <input type="checkbox"/> Thinners <input type="checkbox"/> Paints <input type="checkbox"/> Solvents, acids, caustics and cleaning chemicals <input type="checkbox"/> Engine oil and other lubricants (new & used) <input type="checkbox"/> Other fluids.					
3.4	All containers used for storing chemicals and contaminated components are sealed, not spilling over and free of leakage.					
3.5	Workshop has bunding across all external openings or the workshop floor drains inwards.					

Ideas for Improvement

Date	Issue & Idea

Spill Management

Initial 0.5 years 1 year 1.5 years 2 years

4.1	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.					
4.2	The spill kits are clearly visible and accessible to all staff at all times.					
4.3	Formal spill procedures are available to staff.					
4.4	Staff members are trained in spill response.					
4.5	Larger spills are recorded.					
4.6	Material Safety Data Sheets (MSDS) are held onsite for all chemicals used.					

Ideas for Improvement

Date	Issue & Idea

Wastewater Management

Initial 0.5 years 1 year 1.5 years 2 years

5.1	Workshop floor is cleaned the majority of the time by sweeping or vacuuming.					
5.2	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.					
5.3	The workshop floor drains to a sediment tank or silt trap.					
5.4	The sediment trap is cleaned regularly (monthly).					
5.5	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.					
5.6	The separator is serviced every 13 weeks or per manufacturer's specifications.					
5.7	At least 2 staff members are aware of how the separator operates.					
5.8	A log book is kept of separator services.					
5.9	The workshop uses: <input type="checkbox"/> Biodegradable/phosphate free detergents when cleaning the outside of vehicles. <input type="checkbox"/> Quick-break or biodegradable degreasers and detergents where wastewater is drained to the separator.					
5.10	The business has an Industrial Waste Permit to discharge wastewater from the separator to the sewer. (Not applicable to ACT members)					

Ideas for Improvement

Date	Issue & Idea

Air Quality		Initial	0.5 years	1 year	1.5 years	2 years
6.1	All spray painting is conducted in an approved spray booth with an exhaust fan or filter.					
6.2	Spray booth filters are changed over as per the manufacturer's recommendations.					
6.3	In addition to or as an alternative to compressed air spray guns the spray painters use: <input type="checkbox"/> High volume, low pressure spray guns <input type="checkbox"/> Airless spray guns					
6.4	Solvent containers are kept sealed between uses.					
6.5	Recycled thinner (gunwash) is used to clean guns.					
6.6	The workshop has a gun cleaning station.					
6.7	The business uses: <input type="checkbox"/> Waterborne paints <input type="checkbox"/> Low emission (LE), high solid paint.					
6.8	Sanders have dust vacuum systems.					
6.9	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.					
6.10	At least one staff member is accredited by ARCTick to perform required work in regards to air-conditioning.					
6.11	The workshop has a copy of the Code of Practice for the Control of Fluorocarbon Emissions in Motor Vehicle Air Conditioners.					
6.12	Refrigerant gas is reclaimed and removed by a supplier for approved disposal.					

Ideas for Improvement	
Date	Issue & Idea

Waste Disposal Management

		Initial	0.5 years	1 year	1.5 years	2 years
7.1	A licensed carrier removes waste oil for recycling or reuse.					
7.2	Scrap metal and parts are removed for recycling.					
7.3	Batteries are sent off or removed for recycling.					
7.4	Radiator coolant or waste coolant is: <input type="checkbox"/> Removed by a licensed waste contractor <input type="checkbox"/> Recycled internally using the workshop's own approved coolant recycling machine.					
7.5	Cardboard is recycled or reused.					
7.6	Rags/absorbent pads are recycled.					
7.7	A licensed contractor removes old or excess paint.					
7.8	Waste solvent thinners are recycled by: <input type="checkbox"/> An external contractor that removes the product from the premises <input type="checkbox"/> Internally using the workshop's own approved coolant recycling machine					
7.9	Plastic bumpers are removed for recycling or repaired onsite.					
7.10	Headlights are removed for reuse.					
7.11	Waste tyres are removed by a waste contractor for approved disposal, recycling or reuse.					

Ideas for Improvement

Date	Issue & Idea