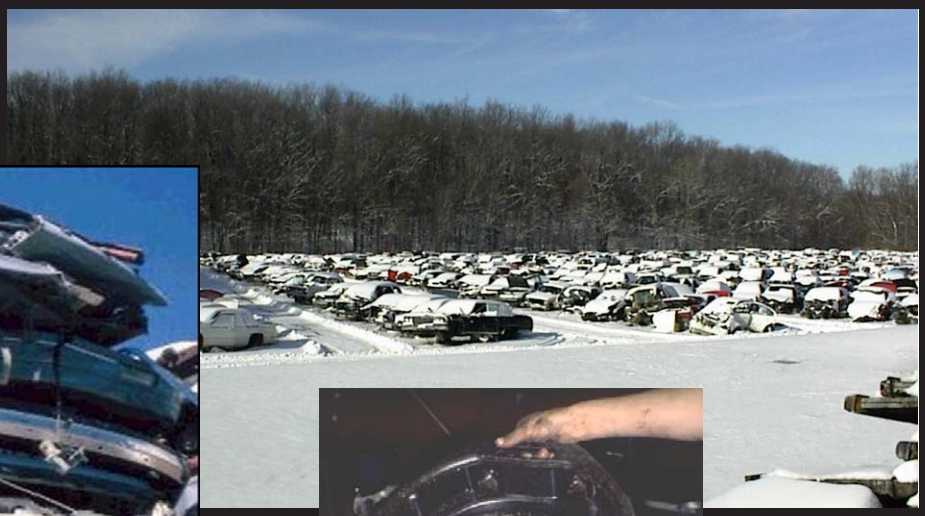
New Hampshire
Department of Environmental Services

Motor Vehicle Salvage Yard Environmental Compliance Manual & Self-Audit Checklist



NHDES

WMD-07-1

Motor Vehicle Salvage Yard Environmental Compliance Manual & Self-Audit Checklist

Prepared by
Pamela Sprague, P.E.
New Hampshire Green Yards Coordinator
Waste Management Division

N.H .Department of Environmental Services
N.H. Green Yards Program
Waste Management Division
29 Hazen Drive
Concord, NH 03302-0095
(603) 271-3503
www.des.nh.gov/sw/GreenYards

February 2007

Table of Contents

How to Use This Booklet

This booklet is a reference guide to help New Hampshire motor vehicle recyclers find out if they are operating their motor vehicle salvage yards within state and federal environmental requirements.

Starting in 2007, state law (RSA 236:111- 129) requires all motor vehicle recyclers to certify in their application for a town-issued auto recyclers license that their salvage yard complies with best management practices (BMPs) established by the N.H. Department of Environmental Services (DES). This booklet is a tool to help motor vehicle recyclers figure out if they are following the BMPs. Municipal licensing officials can also use this booklet to inspect motor vehicle salvage yards to verify compliance.

This booklet has 18 sections covering different aspects of motor vehicle recycling. Each section contains a check list of BMPs that motor vehicle recyclers must follow to meet state and federal environmental requirements. Each section includes pictures and other information explaining the right and wrong way to do things.

Motor vehicle recyclers that answer "YES" to ALL of the applicable BMPs listed in this booklet should be able to certify in their town-issued license application that they are complying with BMPs established by DES for the motor vehicle recycling industry.*

Motor vehicle recyclers that answer "NO" to any of the applicable BMPs listed in this booklet must make the changes needed to correct the problem. Many problems can be corrected simply by changing certain habits or procedures. Other problems often can be corrected by removing excess waste and debris, organizing inventory, or improving certain storage areas or equipment. Making these changes can pay big dividends when it comes to avoiding costly environmental clean up problems and fines for non-compliance. Motor vehicle recycling is an important industry. By complying with BMPs to protect the environment, motor vehicle recyclers can and should be a respected and welcomed part of their town's business community.

Questions about using this booklet or making needed changes can be directed to:

N.H. Department of Environmental Services
Green Yards Program for Auto Recyclers
PO Box 95; 29 Hazen Drive
Concord, NH 03302-0095
(603) 271-2938
nhgreenyards@des.state.nh.us

Additional information is also posted on the DES website at www.des.nh.gov/SW/GreenYards

---

***Note**: Motor vehicle recyclers who answer "YES" to all of the applicable BMPs listed in this booklet can take additional, voluntary steps to become a "Certified N.H. Green Yard." To become a Certified N.H. Green Yard, a facility must be in compliance with all of the BMPs listed in this booklet, plus additional requirements that demonstrate a high degree of commitment to excellent environmental work practices. For information about earning the designation "Certified N.H. Green Yard," contact the DES Green Yards Program as shown above.

A. Storing Vehicles that Contain Fluids

	Is this BMP followed consistently?	
1. Each end-of-life vehicle at the facility is checked for leaks on a regular basis, at least weekly, starting when the vehicle first arrives at the facility and continuing until the vehicle is drained of all fluids.	**YES**	**NO**
2. Drip pans are placed under leaking vehicles, where needed, to keep leaks off the ground.	**YES**	**NO**
3. All vehicles containing fluids are stored with enough clear space around each vehicle to allow access for regular leak checks, as well as leak containment and clean up when needed.	**YES**	**NO**
4. To prevent leaks and spills, vehicles containing fluids are not stacked or piled on top of one another.	**YES**	**NO**
5. To prevent leaks and spills, vehicles containing fluids are stored in an upright position.	**YES**	**NO**

Storing vehicles in rows with plenty of aisle space allows the vehicles to be checked regularly for leaks.

Vehicles stored in brushy areas cannot be easily inspected for leaks.

Stacking vehicles that contain fluids can result in undetected leaks.

Always stop leaks ***before*** they spread.

Motor vehicle fluids of concern include:

- **gasoline**
- **diesel fuel**
- **motor oil**
- **brake fluid**
- **transmission fluid**
- **power steering fluid**
- **antifreeze**
- **refrigerants**
- **battery acid**

It's a good idea to clearly mark vehicles to show they have been fully drained.

B. Draining and Transferring Fluids

	Is this BMP followed consistently?		
1. All work involving motor vehicle fluids—including ***draining*** fluids from vehicles and parts, ***dismantling*** parts that contain fluids, ***pouring*** fluids from container to container, and ***dispensing*** fluids from containers—is done over a dry impervious spill containment surface, such as a concrete pad, using drip pans and funnels. This work is never done over bare ground or in the rain and snow.	**YES**	**NO**	
2. After cutting fuel lines, brake lines, and other fluid lines, the lines are plugged or crimped to stop leaks and drips.	**YES**	**NO**	**N/A**
3. Gasoline, oil and antifreeze are drained and stored separately in leak tight containers, and are not mixed intentionally.	**YES**	**NO**	

Never drain fluids over bare ground.

What is an "impervious spill containment surface"?

It is a solid surface through which fluids cannot pass when spilled (for example, a concrete pad). The surface is typically sloped toward the middle, or there is a lip, curb, or wall around the outer edges to keep spilled fluids from running or seeping off the pad onto the ground. The pad must be free of cracks, holes, drains, and other openings. Wood, gravel or earthen surfaces are not considered impervious.

What's wrong with these pictures?

There is no impervious spill control surface (such as a concrete pad) under this dismantling rack to keep fluids from spilling on the ground.

The concrete pad under this dismantling rack is too small and there is no lip around the outer edge to stop spills from running off the pad.

When fluids spill on a wet pad, they contaminate the storm water that runs off the pad. Never drain fluids and handle fluid-containing parts out in the rain and snow.

Do not allow motor vehicle fluids to drain off the impervious surface onto the ground.

Put fluid-containing parts on a drip rack and let them drain into a drip pan or basin.

Never pour or dispense fuel over bare ground. Make sure vehicles and equipment are fueled over a concrete or other impervious surface only.

To prevent spills, use funnels to fill containers. When done, remove the funnel and cap the container.

C. Fluid Containers

	Is this BMP followed consistently?	
1. All tanks, drums, pails, and other containers used to store motor vehicle fluids are in sound, leak-tight condition.	**YES**	**NO**
2. All tanks, drums, pails, and other containers used to store motor vehicle fluids are clearly labeled to show the contents.	**YES**	**NO**
3. All tanks, drums, pails, and other containers used to store motor vehicle fluids are capped or closed tightly, except when fluids are being added or removed.	**YES**	**NO**
4. Drip pans are kept under all spigots, valves and pumps connected to tanks and other containers used to store motor vehicle fluids.	**YES**	**NO**

To prevent spills, keep fluid containers capped and closed. Also, do not overfill them.

Labeling containers reduces the chance of accidentally mixing different fluids together. Mixed fluids must be disposed of as a hazardous waste, which is costly.

Rusted, bulging, and dented containers are not safe for storing fluids.

Store fluids in clearly labeled containers that are in good condition. Remove funnels and cap the container when not in use.

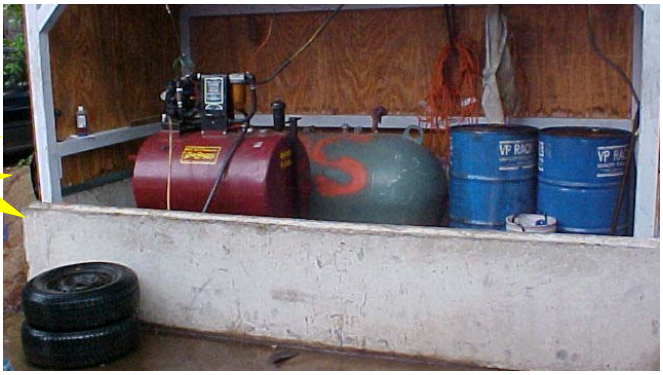
D. Fluid Storage Areas

	Is this BMP followed consistently?		
1. All containers of gasoline, oil, solvents and other flammable liquids — including tanks, drums, and pails — are stored in a fire safe manner.	**YES**	**NO**	
2. All containers of gasoline, oil, solvents and other flammable liquids — including tanks, drums, and pails — are stored:			
a. On a concrete or other impervious spill containment surface inside a ventilated enclosed structure — such as a ventilated building, box trailer, or storage shed; **AND / OR**,	**YES**	**NO**	
b. Inside an impervious secondary containment device — such as a concrete vault — that is sheltered by a roof or other covering to keep out rain and snow. The secondary containment device, even when filled with containers, has enough capacity to hold 110 percent of the volume of the largest container stored within.	**YES**	**NO**	
3. There are no open drains in the area(s) where motor vehicle fluids or solvents are stored, except for drains connected to a municipal sewer system (with written permission) or to a holding tank registered with the N.H. Department of Environmental Services.	**YES**	**NO**	
4. All containers of motor vehicle fluids and solvents are stored where they can be easily inpsected for leaks.	**YES**	**NO**	
5. If stored outdoors, all containers of gasoline, oil, and solvents — including tanks, drums, and pails — are kept at least 50 feet from surface waters, catch basins and storm drains.	**YES**	**NO**	**N / A**
6. If stored outdoors, all containers of gasoline, oil and solvents — including tanks, drums, and pails — are kept at least 75 feet from private wells.	**YES**	**NO**	**N / A**
7. If stored outdoors, all containers of gasoline, oil, and solvents — including tanks, drums, and pails — are kept outside the protective radius of public water supplies. (Note: Typically, the protective radius measures 75 to 400 feet, depending on the type of public water system).	**YES**	**NO**	**N / A**

Never store containers with fluids on the ground or out in the rain or snow.

Keep tanks, drums and other fluid containers inside an enclosed structure on a leak-proof surface.

or ...



Put the containers inside a secondary containment device, such as half a concrete septic tank or a steel box. Shelter the entire structure from precipitation.

This tank bottom is not a good secondary containment device because it will not hold 110 percent of the volume of the largest container stored inside and will quickly fill with rain and melted snow.

Floor drains in areas where fluids are handled and stored must be permanently sealed or connected to a municipal sewer (with permission) or a holding tank registered with DES. For more information, contact DES at (603) 271-2858.

Fluids can be stored inside a box trailer, provided it will contain leaks. Seal the floor and seams, and add a “lip” to the open end, such as the yellow one shown in this picture.

E. Regulated Above Ground Storage Tank Systems

Before continuing with Section E, answer these two questions:

Question 1: At this facility, are there any above-ground storage tanks larger than 660 gallons that are used or intended for storage of petroleum (not including virgin heating oil used only for on-premise heating of structures)? **YES / NO**

Question 2: At this facility, are there any tanks and/or drums (55 gallons or larger) that are used or intended for storage of petroleum (not including virgin heating oil used only for on-premise heating of structures) that added together hold more than 1320 gallons? **YES / NO**

If you answered **NO** to **both** of the above questions, **skip this section** and **go to Section F**.

If you answered **YES to one or both** of the above questions, the tanks and drums are considered a "regulated above-ground storage tank (AST) system" and must meet the following requirements in this section.

	Is this BMP followed consistently?	
1. The regulated AST system is registered with the N.H. Department of Environmental Services as required by N.H. Administrative Rule Env-Wm 1402, or the successor rule.	**YES**	**NO**
2. The regulated AST system is installed, operated, and maintained according to the standards and specifications established by the N.H. Department of Environmental Services in N.H. Administrative Rule Env-Wm 1402, or the successor rule.	**YES**	**NO**
3. A Spill Prevention and Countermeasure Control Plan (SPCC Plan) has been developed for the facility and is available for review upon request.	**YES**	**NO**

This is a regulated AST system. It takes only 24 55-gallon drums of gas or oil to trigger the requirement for registering the drum storage area as an above-ground storage tank (AST) system. The system shown in this picture is **not** in compliance with regulations, because the drums are not inside secondary containment sheltered by a roof, they are not labeled, and they are too tightly packed to be inspected for leaks.

Buried and partially buried tanks, like the above tank, are regulated as UNDERGROUND storage tanks and must meet a number of installation requirements. For more information, call DES at (603) 271-3644 or visit the DES website at www.des.nh.gov.

This above-ground storage tank system is properly installed inside a secondary containment device under a roof.

This tank is **not** installed properly. It must be installed inside a secondary containment device and sheltered by a roof. Also, because it is larger than 660 gallons, it must be registered with DES and equipped with other features such as a high level alarm.

Regulated ASTs need high level alarms and other safety equipment.

Help is available if you need to register a regulated AST system. Call (603) 271-6058 for technical assistance and a copy of the rules. Or visit the DES website at www.des.nh.gov.

F. Used Oil and Filters

	Is this BMP followed consistently?		
1. All used oil collected at the facility is either burned in a used oil furnace during cold weather to heat the facility and/or shipped to an authorized used oil marketer or hazardous waste treatment facility on a regular basis.	**YES**	**NO**	
2. If the facility ships used oil off-site, transportation paperwork (bill of lading or manifest) documenting the destination is kept on file for at least three years and is available for inspection if requested.	**YES**	**NO**	**N/A**
3. If the facility operates a used oil furnace, written notification has been submitted to DES on the required form and DES has issued an identification number to the facility.	**YES**	**NO**	**N/A**
4. All used oil tanks, drums, and other containers are clearly labeled "Used Oil for Recycle," if suitable for recycling, or "Waste Oil" with a required hazardous waste label if contaminated.	**YES**	**NO**	
5. Used oil is never intentionally mixed with gasoline, antifreeze, solvents, or fluids from parts washers.	**YES**	**NO**	
6. Used oil filters are fully drained before being discarded or recycled with other scrap metal.	**YES**	**NO**	

Used oil furnace operators must submit written notice to DES. Call (603) 271-6423 and (603) 271-3203 for forms and guidance.

Completely drain (or crush) used oil filters and recycle them with other scrap metal.

Oil filters, if fully drained, can be recycled with other scrap metal. To fully drain a filter, puncture and place it over a drip rack at room temperature (or warmer) for 12 hours, or crush it over a drip pan.

Label all used oil containers to show the contents.

Never dump used oil on the ground, or into drains, septic systems, wetlands, or water bodies. "You dump it, you drink it."

If used oil is contaminated or not recycled, it must be labeled and managed as a hazardous waste.

G. Recovered Gasoline

	Is this BMP followed consistently?	
1. Recovered gasoline is stored in leak tight tanks, drums, or other containers that are labeled clearly to show whether the gasoline is still useable ("Good Gas" or "Good Fuel") or is a gas/water mixture that needs to go to an authorized reclamation facility ("Gas/Water Mixture for Recycle") or is a hazardous waste ("Bad Gas" with a proper hazardous waste label).	**YES**	**NO**
2. Recovered gasoline ***that is still useable*** is used to fuel vehicles and equipment.	**YES**	**NO**
3. Recovered gasoline ***that is no longer useable*** is either shipped to a authorized reclamation facility as an off-specification commercial product (if a mixture of gas and water), or an authorized hazardous waste treatment or disposal facility (if no longer useable for other reasons).	**YES**	**NO**
4. Gasoline is dispensed to vehicles and equipment over a concrete pad or other impervious spill containment surface only.	**YES**	**NO**

A self-contained portable gas pump, such as this "Gas Buggy," is a helpful tool. It pumps gasoline out of vehicle fuel tanks and into storage tanks and drums, effectively eliminating spills due to draining and pouring gas by hand.

Do not handle gasoline around ignition sources, including stoves, welding equipment, cigarettes, electrical devices, and places that might produce static electricity.

Even though this tank is labeled clearly and sheltered by a roof as required, it is not correctly installed. It must also be placed inside a secondary containment device and be surrounded by a concrete refueling pad.

Mixing can be expensive! Gasoline mixed with used oil, antifreeze, lubricants, solvents, or other fluids must be shipped to an authorized hazardous waste treatment or disposal facility.

Storing gasoline in open containers is a fire and explosion hazard, in addition to being at risk for spills.

This gasoline storage tank is correctly installed inside secondary containment, sheltered by a roof, and surrounded by a concrete pad for controlling spills when dispensing gas from the storage tank into vehicles and equipment.

Never dump gasoline on the ground, or into drains, septic systems, wetlands or water bodies. “You dump it, you drink it!”

H. Antifreeze

	Is this BMP followed consistently?	
1. Recovered antifreeze is stored in leak tight tanks, drums, or other containers that are labeled clearly to show whether the antifreeze is ***still useable*** ("Good Antifreeze," "Used Antifreeze for Recycle," or similar) or is ***no longer useable*** due to the presence of physical or chemical impurities or loss of original coolant properties ("Waste Antifreeze" or "Universal Waste-Antifreeze").	**YES**	**NO**
2. Recovered antifreeze that is ***still useable*** is distributed for reuse as antifreeze in other vehicles.	**YES**	**NO**
3. Recovered antifreeze that is ***no longer usable*** is either shipped offsite to a legitimate recycling facility or recycled on-site by a mobile contractor or the facility operator using distillation or filtration equipment.	**YES**	**NO**

Never pour antifreeze on the ground, or into drains, septic systems, wetlands or surface waters. Always clean up spills immediately.

Antifreeze made with ethylene glycol is particularly dangerous because animals and children are attracted to its sweet flavor. Drinking ethylene glycol can cause coma or death.

Label containers of used antifreeze, to identify whether or not it is still useable. Good antifreeze can be sold or given away to customers.

Here, antifreeze is being filtered through a homemade filtering device, to remove particulate matter before reusing it in vehicles.

Keep used antifreeze separate from other motor vehicle fluids.

Mark each container of antifreeze with the date the antifreeze was first added. Reuse, recycle, or dispose of it within a year of that date.

I. Solvents and Degreasers from Parts Washing

Does this facility operate a solvent based parts washer? **YES / NO**

If "**NO**," skip this section and go to **Section H**.

	Is this BMP followed consistently?		
1. Spent solvents and degreasers are always managed as a hazardous waste unless laboratory test results show the waste is non-hazardous.	**YES**	**NO**	
2. Spent solvents and degreasers that test non-hazardous are regularly shipped to a facility that is authorized to receive and treat the waste.	**YES**	**NO**	**N / A**
3. The facility owner has been issued a hazardous waste generator identification number by DES.	**YES**	**NO**	
4. Solvents used to wash parts, including mineral spirits and kerosene, are never mixed with used oil to be burned, unless laboratory test results show the spent solvent is non-hazardous and can be burned.	**YES**	**NO**	

Solvent-based parts washer: The spent solvent must be picked up by an authorized hazardous waste transporter. Other requirements also apply, including recordkeeping and small quantity generator (SQG) certification every three years. Call 1-866-HAZWAST for information.

Aqueous (water based) parts washer: These units typically use the same water over and over again, and therefore can reduce the amount of hazardous waste generated by washing parts. Even so, the accumulated sludge must be handled as a hazardous waste, unless laboratory test results show it is non-hazardous.

NEVER dump solvents or degreasers down drains, on the ground, or into septic systems, wetlands, or water bodies. "You dump it, you drink it."

Pollution Prevention Tip –

Instead of operating a parts washer, clean used parts with a wire brush (or don't bother to clean them at all).

Mineral spirits, Stoddard solution, petroleum naphtha, gasoline, kerosene, or diesel fuel may be hazardous due to ignitability.

Other solvents may be toxic if they contain toluene, methyl ethyl ketone (MEK) or 1,1,1-trichloroethane.

Spent parts washer fluids may also be hazardous due to elevated metal content from oils and greases.

Store solvents in a fire safe manner.

J. Spill Response

To report a spill, call Department of Environmental Services at (603) 271-3644 Monday through Friday from 8 a.m. to 4 p.m. All other times, call the State Police at (603) 271-3636.

	Is this BMP followed consistently?	
1. Spill kits are kept in all fluid handling and storage areas.	**YES**	**NO**
2. Emergency contact and spill response information is posted in all areas where fluids are handled or stored.	**YES**	**NO**
3. Spills and leaks are contained and cleaned up when discovered.	**YES**	**NO**
4. Spills, leaks, or other discharges of gasoline and oil are reported immediately to the N.H. Department of Environmental Services when required.	**YES**	**NO**
5. Employees are trained to contain spills and leaks.	**YES**	**NO**

Keep plenty of spill sorbent material on hand.

Spills and leaks of gasoline and oil must be reported whenever:

- **25 gallons or more are discharged to the land; or**
- **Any quantity is discharged to the land and the contamination is not cleaned up and properly disposed of immediately; or**
- **The discharge enters a surface water or groundwater; or**
- **A water supply well becomes contaminated as a result of the discharge; or**
- **The discharge results in the presence of vapors which pose an imminent threat to human health.**

Take action to clean up spills and leaks when they happen. **Remember**: Even small spills or leaks must be reported to DES if they are not cleaned up right away.

Spill kits can be purchased already assembled or can be homemade.

Make Your Own Spill Kit

To make your own spill kit, put the following items in a large covered bucket, garbage can, or drum:

- **Gloves**
- **Sorbent material such as "Speedy-Dri" or sorbent pads**
- **Wisk broom**
- **Squeegee**
- **Dustpan**
- **Small shovel or scoop**
- **Heavy duty plastic bags**
- **And other useful items for containing spills and leaks.**

Post the following information wherever fluids are handled or stored:

- **Person at the facility in charge of spill response**
- **Procedure for cleaning up spills**
- **Telephone numbers for local police and fire departments; local hospital; State Police (603) 271-3636; Department of Environmental Services (603) 271-3644; Poison Control Center 1-800-222-1222; and Office of Emergency Management (603) 271-2231 or 1-800-852-3792.**

Keep a spill kit near all area where fluids are handled or stored.

K. Storing Greasy, Oily and Fluid-Containing Parts

Oily, greasy, and fluid-containing parts include but are not limited to engines, transmissions, vehicle fuel tanks, differentials, drive shafts, radiators, fuel filters, oil filters, and brake cylinders.

	Is this BMP followed consistently?	
1. Oily, greasy parts and fluid-containing parts, including those that have been drained already, are stored on an impervious spill containment surface or inside a leak-proof container, and are never stored or placed on bare ground, even temporarily.	**YES**	**NO**
2. Oily, greasy parts and fluid-containing parts, including those that have been drained already, are stored under a roof or other covering to keep them dry.	**YES**	**NO**

When oily, greasy, or fluid-containing parts are placed on the ground or get wet from rain and snow, the grease, oil, and other fluids can get into the soil or be washed away into nearby water bodies by rainfall and snowmelt.

Old school buses and box trailers can be used to store greasy oily parts under cover and off the ground. Make sure the floors are solid without holes or cracks.

Never put vehicle fuel tanks–even ones already drained–on the ground. It does not take much gasoline to contaminate soil and water.

Here is an economical way to store greasy oily parts off the ground and out of the rain.

After removing and completely draining the vehicle fuel tank, it is okay to put it inside the vehicle provided the vehicle is leak tight, dry, and ventilated.

Remember to cover containers of greasy oily parts, to keep rain out.

This covered container with a solid floor is a good way to store empty vehicle fuel tanks.

L. Lead Acid Batteries

	Is this BMP followed consistently?	
1. Batteries are removed from end-of-life vehicles for recycling.	**YES**	**NO**
2. Batteries are stored in an upright position.	**YES**	**NO**
3. Batteries are stored under cover to keep them dry.	**YES**	**NO**
4. Batteries are stored over an impervious spill containment surface and are never stored over bare ground.	**YES**	**NO**
5. Batteries are stacked no more than five high.	**YES**	**NO**
6. Layers of stacked batteries are separated by cardboard or another non-conductive spacer to provide stability and prevent the terminal poles from puncturing the battery above.	**YES**	**NO**
7. Upon discovery, cracked or leaking batteries are placed in a closed, leak proof, acid proof container—for example, a covered five gallon plastic bucket—with a neutralizing agent, such as baking soda, in the bottom.	**YES**	**NO**
8. Batteries are sent to a reputable recycling facility on a regular basis.	**YES**	**NO**

Do not place lead acid batteries in the garbage. Do not incinerate batteries.

Cracked batteries should be placed inside a covered plastic container.

Clever idea! This simple battery storage box was made from an old truck bed.

Do not store batteries on bare ground or out in the weather.

These batteries are stored correctly on a pallet inside a storage shed with a concrete floor. Cardboard is used to separate each layer. When the pallet is full, it is shrink-wrapped for shipping to a recycler.

M. Vehicle Refrigerants

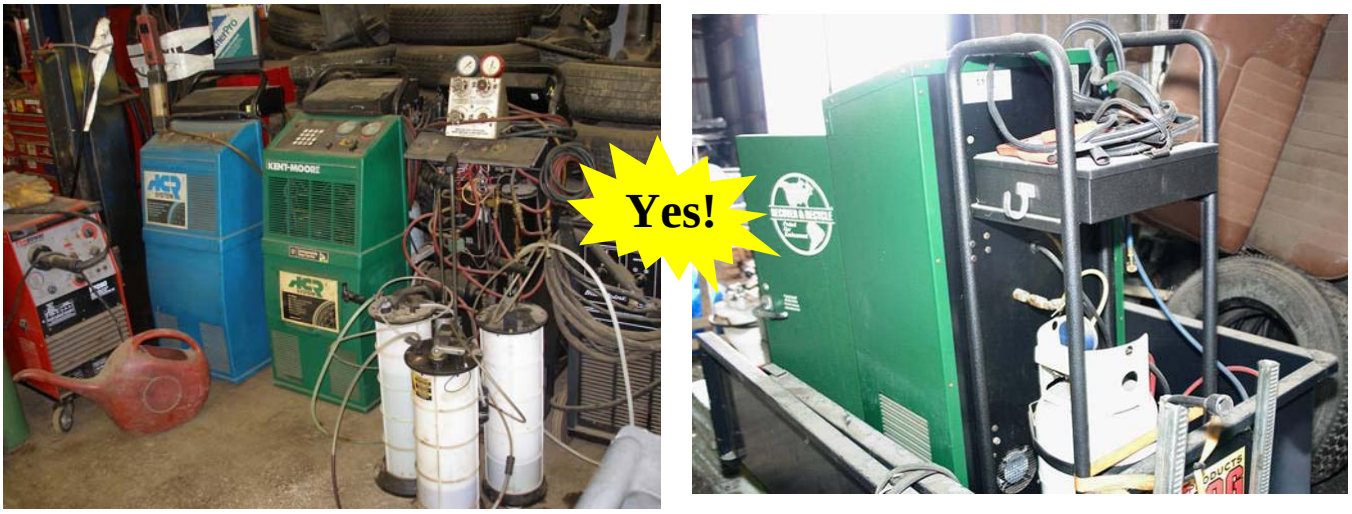
Refrigerants (chlorofluorocarbons, or CFCs, and R-134a) are chemicals used in automotive air conditioning and appliances.

CFCs refer to the refrigerants R-12 and R-22 used in air conditioning units. They are a family of chemicals that are stable, non-flammable and non-corrosive. CFCs cannot be released to the atmosphere, because they contribute to ozone depletion.

	Is this BMP followed consistently?		
1. Soon after arrival, end-of-life vehicles are inspected to determine whether they are equipped with air conditioning systems that contain refrigerants.	**YES**	**NO**	
2. Refrigerants in the air conditioning systems of end-of-life vehicles are evacuated, using U.S. Environmental Protection Agency approved equipment, and containerized for recycling.	**YES**	**NO**	
3. Written records are available at the facility documenting that refrigerants are managed according to federal requirements.	**YES**	**NO**	
4. If refrigerants are removed using facility-owned equipment, the owner has filed the required Refrigerant Recovery Device Acquisition Certification form with the U.S. Environmental Protection Agency.	**YES**	**NO**	**N/A**

Vehicles should be marked to indicate the refrigerants have been removed.

It is illegal to knowingly vent refrigerants into the environment. There are stiff federal fines for doing so.



Use only USEPA approved equipment to evacuate refrigerants.

A facility that does not own the proper equipment to evacuate refrigerants can hire a mobile contractor to do it for them. This contractor travels from site to site performing this service.

For additional information on refrigerants contact the USEPA's Ozone Protection Hotline at 800-296-1996 or www.epa.gov/ozone.

N. Scrap Tires

	Is this BMP followed consistently?	
1. Scrap tires are removed on a regular basis to an authorized tire recycling or disposal facility.	**YES**	**NO**
2. The number of scrap tires removed from the facility yearly typically equals or exceeds the number of scrap tires received yearly.	**YES**	**NO**
3. Scrap tires, if stored on the ground, are in piles measuring no more than 25 feet across.	**YES**	**NO**
4. Scrap tires, if stored on the ground, are in piles measuring no more than 15 feet high.	**YES**	**NO**
5. Scrap tire piles, if any, are separated by 25 foot fire lanes.	**YES**	**NO**
6. Scrap tire storage areas are accessible by fire fighting apparatus.	**YES**	**NO**
7. Scrap tires are stored in a manner that keeps water from collecting inside the tire cavity.	**YES**	**NO**

Do not burn or bury waste tires.

Cover tires or leave them on the rims to prevent rain water from collecting inside the tire cavity where disease-carrying mosquito populations can then breed.

Citrus oil or baking soda can be used to kill the larvae of mosquitoes in water that collects in tires.

These tires are not being actively managed as required. They obviously have been here a long time.

Save time and money. Handle your tires once, by loading them direct into covered transfer containers.

To make stockpiles of tires more fire-safe, keep the piles small and separated by fire lanes.

Tire fires are serious and dangerous. They are hard to put out and cause air, soil and water pollution.

O. Crushing Vehicles

Are vehicles crushed at this site? **YES / NO**

If **no**, skip this section and go to **Section P**.

Is this BMP followed consistently?

1.	Before crushing vehicles at this facility, the following are removed for proper recycling or disposal:		
	• Batteries	**YES**	**NO**
	• Gasoline	**YES**	**NO**
	• Motor oil	**YES**	**NO**
	• Brake fluid	**YES**	**NO**
	• Transmission fluid	**YES**	**NO**
	• Power Steering fluid	**YES**	**NO**
	• Antifreeze	**YES**	**NO**
	• Refrigerants	**YES**	**NO**
	• Washer fluid	**YES**	**NO**
2.	Vehicles are crushed using equipment and methods that prevent fluids from spilling, dripping, or leaking onto the ground.	**YES**	**NO**
3.	Fluids from vehicle crushing activities are collected in leak-proof containers.	**YES**	**NO**
4.	When transferring fluids from vehicle crushing activities to drums or other containers, the work is done over an impervious surface using drip pans and funnels. This work is never done over bare ground.	**YES**	**NO**
5.	Fluids from vehicle crushing activities are contained as described in Section C.	**YES**	**NO**
6.	Fluids from vehicle crushing activities are stored at the facility as described in Section D.	**YES**	**NO**
7.	After vehicles are crushed at the facility, the crushing area is inspected for leaks, spills and debris.	**YES**	**NO**
8.	Leaks, spills, and debris in the crushing area are cleaned up and removed immediately.	**YES**	**NO**

This is wrong! Vehicles must be fully drained **before** they are crushed so that fluids do not accumulate in excess on the bed of the crusher. In addition, crusher operators must use methods and equipment to keep residual fluids from spilling off the crusher onto the ground.

This is better. The ground surface under the crusher lip is protected by a plastic tarp.

This is best. The ground surface around the crusher is protected by a concrete spill control pad.

This bucket is correctly positioned under a weep hole in the crusher bed, to collect residual fluids. However, the bucket should be inside a secondary containment device that will keep fluids from accidentally overflowing onto the ground.

Make sure the crusher is fitted with a device to capture residual fluids. Keep the crusher drain clear so that it does not back up, clog, and overflow onto the ground.

DES recommends removing mercury switches for recycling, before crushing vehicles. For additional information and to learn how to be paid to do this, call DES at (603) 271-2956.

Mixed fluids from vehicle crushing activities may be a hazardous waste. The generator is responsible for making the determination and documenting it. For guidance, contact the DES Hazardous Waste Assistance Hotline at (603) 271-2942.

P. Site Control / Inspection

	Is this BMP followed consistently?	
1. The facility owner, or a person designated by the owner, inspects the facility at least weekly to identify potential problems such as leaks, spills, and improperly stored vehicles, fluids and parts.	**YES**	**NO**
2. Problems are corrected in a timely manner.	**YES**	**NO**
3. The ground surface at the facility is generally free of debris, litter, and excess materials.	**YES**	**NO**
4. All processing and storage areas at the facility are accessible for inspection.	**YES**	**NO**
5. The facility is operated in a manner that is protective of health, safety, and the environment.	**YES**	**NO**

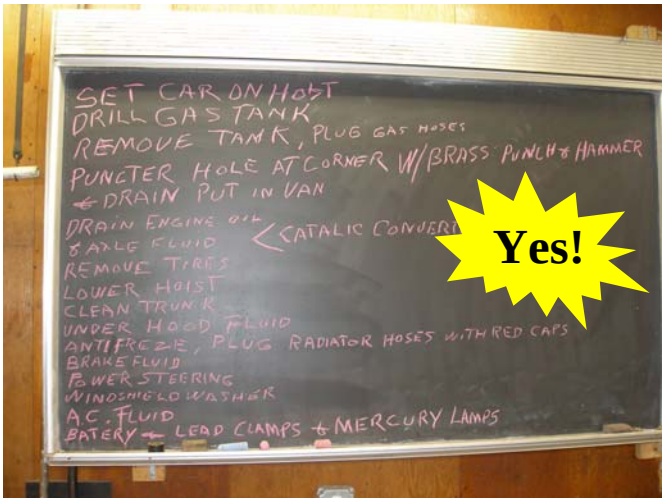
This site is so cluttered and unorganized it is difficult to inspect it for environmental, safety and health hazards.

Fencing and locked gates are a good way to control the dumping of unwanted materials and vehicles, as well as vandals that steal parts and cause leaks and spills.

A well organized, uncluttered facility usually has fewer environmental contamination problems.

Serious and costly problems can be avoided by inspecting the facility on a regular basis to look for things that need correcting.

Incoming vehicles should be routinely checked for unwanted materials.



Making a list of the routine things that need to be done to every vehicle—in the order they should be done—helps to make work more efficient and reduce costly errors.

Warning signs and other postings are a good way to reduce errors and accidents at the facility.

Q. Storm Water Management

	Is this BMP followed consistently?		
1. When it rains, there are no visible sheens on puddles or run-off.	**YES**	**NO**	
2. Storm water flowing across the property is controlled to prevent erosion.	**YES**	**NO**	
3. Storm water flowing across the property does not contact greasy, oily or fluid-containing parts.	**YES**	**NO**	
4. Storm water flowing across the property does not flow through fluid storage areas.	**YES**	**NO**	
5. The facility has obtained an USEPA Storm Water Discharge Permit, if required.	**YES**	**NO**	**N/A**

When it rains or snow melts at an auto salvage yard, the water that runs off can carry oils, fuels, antifreeze, metals and other contaminates off-site onto neighboring properties. Therefore, it is important to keep rain and snow melt from contacting fluids and greasy, oily parts.

(At left) If storm water collects in a detention basin on the property, rather than flowing off the property, a "Groundwater Discharge Permit" issued by DES may be needed. For information, call (603) 271-2858 or visit the DES website at www.des.nh.gov.

When storm water flows from a salvage yard property through a “point source” (such as a drain, culvert, ditch or swale as pictured above) into a surface water, the owner must obtain a federal storm water permit to monitor and control the quality of the storm water.

Need Permit?

An auto salvage yard must obtain a Storm Water Discharge Permit from the USEPA if storm water flows off the property through a pipe, ditch, swale, drain, or other such point source and drains into a surface water of the United States.

For assistance, contact the USEPA at (617) 918-1615.

It is important to control the amount of soil that runs off the property with storm water. Harmful pollutants can attach themselves to soil particles and flow off the property with storm water.

R. Other Concerns

A salvage yard that is not properly disposing of its excess wastes often invites closer scrutiny by concerned citizens and inspectors.

	Is this BMP followed consistently?	
1. All solid waste–for example tires, plastics, glass, fabrics, foam, garbage, rags, and other discarded materials–is properly contained and then disposed of at authorized facilities only. It is not thrown on the ground, buried or burned on-site.	**YES**	**NO**
2. All secondary aluminum recovery furnaces ("sweat furnaces") at the site are operated in accordance with federal emission requirements.	**YES**	**NO**

This trash and debris should be off the ground and inside a container, such as a dumpster, to be shipped to an authorized disposal facility.

Burying waste without a permit can result in fines and significant clean-up costs.

Open burning of trash and debris causes harmful air pollution. It is not legal and can result in fines, and costly ash testing and disposal requirements.

Small "sweat furnaces" for reclaiming aluminum from scrap, such as the unit pictured here, are no longer legal to operate because they emit hazardous air pollutants.