



AUTO SALVAGE RECYCLERS ENVIRONMENTAL SELF-AUDIT CHECKLIST

State Form 53765 (R2 / 11-16)

INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
OFFICE OF LAND QUALITY
INDUSTRIAL WASTE COMPLIANCE
AUTO SALVAGE PROGRAM
100 North Senate Avenue
Indianapolis IN 46204-2251

INSTRUCTIONS: 1. Complete the information below and sections A through J.
2. See the Indiana Auto Salvage Recycler workbook for detailed information about each question and for instructions on how to complete this check-list

CONTACT INFORMATION

1. Name of Facility:

Street Address (number and street):

City/Town: State: ZIP code:

County:

Mailing Address (if different):

2. Secretary of State Automotive Recycler Business License number:

3. Contact Person:

4. Name of Owner:

Telephone number: () FAX number: ()

E-mail address:

5. Total site acreage (in acres):

Total size of vehicle storage area (in acres):

6. Approximate total number of vehicles currently stored on-site:

Approximate total number of vehicles received per year:

Approximate total number of vehicles removed per year:

7. Total number of employees:

8. Total years in operation (former and current owners):

FACILITY INFORMATION

<p>Which of the following describes your facility operations? (Check all that apply)</p> <p><input type="checkbox"/> Dismantler/Recycler</p> <p><input type="checkbox"/> Towing Yard</p> <p><input type="checkbox"/> Auto Dealer</p> <p><input type="checkbox"/> Auto Repair/Service</p> <p><input type="checkbox"/> Auto Body or Rebuilder</p> <p><input type="checkbox"/> Shredder/Processor</p> <p><input type="checkbox"/> Other (please specify):</p> <p>Which of the following describes vehicle crushing at your facility? (Check all that apply)</p> <p><input type="checkbox"/> Vehicles are taken to another site to be crushed.</p> <p><input type="checkbox"/> Vehicles are crushed at this facility by a contractor.</p> <p><input type="checkbox"/> Vehicles are crushed on-site using our own dedicated crusher.</p> <p>Other than motor vehicles, does your facility receive any other type of solid waste, such as appliances, other scrap metal, or demolition debris?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, (please specify type(s)) _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Which of the following parts/components are removed from vehicles and separately managed? (Check all that apply)</p> <p><input type="checkbox"/> Air bag Cartridges</p> <p><input type="checkbox"/> Asbestos Parts</p> <p><input type="checkbox"/> Antifreeze</p> <p><input type="checkbox"/> Batteries</p> <p><input type="checkbox"/> Brake Fluid</p> <p><input type="checkbox"/> Catalytic Converters</p> <p><input type="checkbox"/> CFC's (Chlorofluorocarbons)/Freon</p> <p><input type="checkbox"/> Drive Train / Engine</p> <p><input type="checkbox"/> Fuel Tanks</p> <p><input type="checkbox"/> Lead Parts</p> <p><input type="checkbox"/> Mercury Switches</p> <p><input type="checkbox"/> Oil Filters</p> <p><input type="checkbox"/> Tires</p> <p><input type="checkbox"/> Windshield Washer Fluid</p> <p><input type="checkbox"/> Used Oil (Check all that apply)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Transmission Fluid</p> <p style="padding-left: 20px;"><input type="checkbox"/> Motor Oil</p> <p style="padding-left: 20px;"><input type="checkbox"/> Crankcase Oil</p> <p style="padding-left: 20px;"><input type="checkbox"/> Power Steering Fluid</p> <p><input type="checkbox"/> Other (please specify):</p> <p>_____</p>
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SECTION A - AUTO SALVAGE LICENSE

1. Do you have a valid Automotive Salvage Recycler Business License?

NOTE: A license is required for disposal facilities, used parts dealers, or automotive salvage builders that do the following activities:

- Sell a used major component part of a vehicle.
- Wreck or dismantle a vehicle for resale of the major component parts of the vehicle.
- Rebuild a wrecked or dismantle vehicle.
- Possess more than two (2) inoperable vehicles subject to registration for more than thirty (30) days.
- Engage in the business of storing, disposing, salvaging, or recycling of vehicles, vehicle hulks, or the parts of vehicles.

YES

NO

SECTION B - FLUIDS MANAGEMENT

1. Do you have spills or releases of fluids at your facility?

NOTE: Fluids include gasoline, motor oil, antifreeze, transmission fluid, brake fluid, battery acid, power steering fluid, crank case oil, solvents, paints, etc.

YES

NO

1a. If you answered YES to the question above, did you report the spills and releases to IDEM upon discovery?

YES

NO

2. Do you remove fluids and filters from vehicles prior to storing them in your yard?

YES

NO

3. Do you remove batteries from vehicles prior to storing them in your yard?

YES

NO

4. Do you store vehicle batteries in a building or away from the elements (e.g., rain and snow) to prevent a release in to the environment?

YES

NO

5. Do you crush vehicles on site?

NOTE: This applies to a crusher that is owned or contracted by the facility to do work on-site.

If NO, skip question 5a.

YES

NO

5a. If you answered YES to the question above, do you locate the crusher in an impervious secondary containment unit or inside a building with concrete floors?

YES

NO

6. Do you remove and recycle windshield wiper fluid?

YES

NO

7. Do you inspect all fluid containers weekly for rust, dents, holes, bulges, and leaks?

YES

NO

8. Do all of your fluid containers have secure (tightly sealed) lids?

YES

NO

9. Do you label all of your fluid containers to identify the contents?

YES

NO

10. Do you store your fluid containers in a building or away from the elements (e.g., rain and snow) to prevent releases to the environment?

YES

NO

11. Do you store empty drums in a manner that prevents the accumulation of rain water?

YES

NO

12. Do you store engines, transmissions, and other vehicle parts in a building or away from the elements (e.g., rain and snow) to prevent releases to the environment?

YES

NO

13. Are your floor drains closed or filled in where fluids are present?

YES

NO

SECTION C - OIL

1. Are your containers and/or tanks in good condition?

NOTE: Good condition is free from rust, dents, holes, bulges, and leaks.

YES

NO

2. Do you label used oil containers and/or tanks with the words "Used Oil"?

YES

NO

3. Do you burn used oil in a space heater?

If NO, skip question 3a.

YES

NO

3a. Do you burn used oil generated only by your facility or by a household do-it-yourselfer?

YES

NO

4. Do you use a registered transporter for your shipments of used oil?

If YES, skip question 4a.

YES

NO

4a. Do you transport used oil (fifty-five (55) gallons or less) in a company (or employee) vehicle to one (1) of the following locations:

- A government approved collection center,
- An aggregation point owned or operated by your company,

OR

Do you have a contract that requires your used oil to be returned to you for re-use?

YES

NO

5. Do you have a total on-site oil storage capacity that exceeds one-thousand-three hundred-twenty (1320) gallons?

NOTE: Your storage capacity includes ONLY containers and/or tanks with a capacity of fifty-five (55) gallons or more and can include more than one storage location. In addition "oil" includes product oil as well as waste oil.

If NO, skip 5a.

YES

NO

5a. Does your facility have a Spill Prevention, Control, and Countermeasure Plan (SPCC Plan)?

YES

NO

SECTION D - UNDERGROUND STORAGE TANKS

1. Does your facility have any underground storage tanks (USTs)?

If NO, skip to next section H - Hazardous Waste.

YES

NO

1a. Do you have petroleum or hazardous substance containing UST(s) (110 gallons or more) that have not been registered with IDEM?

NOTE: Underground storage tanks storing fuel for heating are exempt.

YES

NO

SECTION E - HAZARDOUS WASTE

1. Does your facility have any unknown materials on-site?

YES

NO

2. Do you generate hazardous waste in quantities greater than or equal to two-hundred-twenty (220) lbs./month?

YES

NO

SECTION F - WASTE TIRE MANAGEMENT

1. Does your facility have over 1,000 waste tires stored outside or over 2,000 waste tires stored inside?

NOTE: A waste tire is a tire that is not suitable for the tire's original purpose. A tire with less than 2/32" tread is considered to be a waste tire. To test tread depth, place a penny into several tread grooves across the tire. If part of Lincoln's head is always covered by the tread, you have more than 2/32" of tread depth remaining.

If NO, skip to question 2.

YES

NO

1a. Does your facility have a valid certificate of registration as a waste tire storage facility?

YES

NO

2. Do you open dump waste tires at your facility?

NOTE: Open dumping is the consolidation of solid waste from one (1) or more sources or the disposal of solid waste at a single disposal site that:

- a. does not fulfill the requirements of a sanitary landfill or other land disposal method as prescribed by law or regulations; and
- b. is established and maintained:
 - 1. without cover; and
 - 2. without regard to the possibilities of contamination of surface or subsurface water resources.

YES

NO

3. Do you store waste tires in a manner that poses a fire hazard?

NOTE: Some areas where tires should not be stored include near heat sources (e.g. activities like welding, or smoking) and under power lines.

YES

NO

4. Do you prevent water from accumulating in the waste tires?

NOTE: Water accumulation may be prevented by storing tires inside or under cover, by altering the tires so that they cannot accumulate water, or other methods.

YES

NO

5. Do your waste tires have the potential to harbor vectors that pose a threat to human health?

NOTE: A vector is a mosquito, rodent, flea, tick, or other animal that can carry disease to humans.

YES

NO

6. Do you ship whole waste tires off-site?

If NO, skip to next Section G - Mercury Switches.

YES

NO

7. Are your tires delivered to one or more of the following approved locations?

- A wholesaler or agent of a wholesaler, OR
- A facility that manufactures or retreads tires, OR
- A permitted final disposal facility regulated under environmental management laws, OR
- A permitted waste tire storage site, OR
- A permitted waste tire processor, OR
- A registered waste tire transporter

YES

NO

SECTION G - MERCURY SWITCHES

1. Do you receive vehicles that contain mercury switches at your facility?

NOTE: For a list of vehicles that contain mercury switches, see <http://elvsolutions.org/>
If NO, skip to next Section H - Solid Waste.

YES

NO

2. Do you remove mercury switches from vehicles at your facility?

YES

NO

3. Do you store mercury switches and/or ABS G-force sensors that contain mercury switches in an appropriate container?

NOTE: An appropriate container is a container that meets the universal waste regulations for transportation (i.e., a bucket provided by End of Life Vehicle Solutions [ELVS]).

YES

NO

4. Are the containers in good condition and kept closed unless adding or removing mercury switches?

YES

NO

5. Do you mark the containers as Universal Waste?

NOTE: An appropriate label for mercury switches will have the words Universal Waste and one of the following three (3) descriptions: "Mercury -Containing Equipment", "Waste Mercury-Containing Equipment", or "Used Mercury-Containing Equipment".

YES

NO

6. Have any containers of mercury switches been accumulating on-site for more than one (1) year?

NOTE: Containers should be labeled with the accumulation start date.

YES

NO

7. Do you maintain records of mercury switch removals?

NOTE: Indiana law requires you to maintain records that document the number of vehicles processed at your facility, the number of vehicles that contained switches, and the total number of switches collected. You must keep those records for at least three (3) years.

YES

NO

8. Does your facility use appropriate safety procedures and have emergency equipment available in the areas where you handle mercury switches?

NOTE: These procedures and equipment can include handling mercury in a well-ventilated area, using containment devices, and having a mercury spill kit.

YES

NO

9. Have you trained your employees on appropriate safety and emergency equipment procedures for removing and handling mercury switches?

NOTE: These procedures can include removing switches over a containment device, having a mercury spill kit on hand, and removing switches in a well vented area.

YES

NO

SECTION H - SOLID WASTE

1. Do you open dump materials at your facility?

NOTE: Materials can be garbage, refuse, construction debris, commercial, industrial or household wastes, ash piles, contaminated soils, or similar items.

- YES NO

2. Do you remove brake or clutch pads from vehicles at your facility?

If NO, skip to question 3.

- YES NO

2a. Do you take measures to eliminate asbestos exposure?

- YES NO

3. Do you remove air bags at your facility?

If NO, skip question 3a.

- YES NO

3a. Do you take measures to safely remove non-deployed air bags?

- YES NO

SECTION I - AIR

1. Do you open burn any materials on your property?

NOTE: Open burn means the burning of any materials (i.e., any non-vegetative matter) without passing through a stack or chimney from an enclosed chamber.

- YES NO

2. Do you use solvents (cleaners/degreasers) at your facility?

If NO, skip to question 3.

- YES NO

2a. Do you store your solvent containers closed?

NOTE: A solvent container can be a parts washer (degreaser).

- YES NO

3. Do you generate any particulate matter (i.e., dust, spray, smoke, etc.) that crosses the property line?

- YES NO

4. Do you use a sweat furnace at your facility?

NOTE: A sweat furnace is used to convert piles of mixed aluminum scrap into more uniform, saleable ingots or sows.

- YES NO

5. Do you keep records documenting the appropriate removal of refrigerants from vehicles, appliances (i.e., refrigerators and air conditioners), or other equipment?

- YES NO

6. Do you collect refrigerants in EPA approved devices?

- YES NO

7. Do you release refrigerants into the atmosphere?

- YES NO

8. Are refrigerants removed from vehicles prior to storing them in the yard?

- YES NO

9. Are employees trained to remove and capture refrigerants?

- YES NO

10. Are all air conditioner openings sealed after evacuation to prevent leaking of residual refrigerant?

- YES NO

11. Are all collection/storage devices inspected to ensure that they are not overfilled?

- YES NO

SECTION J - WATER

1. Are there any existing or planned land disturbing activities greater than one (1) acre at your facility?

NOTE: Land disturbing activities include any man-made change of the land surface, including purposefully removing vegetative cover, excavating, grading, filling, and construction.

- YES NO

1a. If you answered YES to the above question, does your facility have a permit for land disturbing activities as referenced under 327 IAC 15-5?

- YES NO

2. Is there extensive soil build-up on the roads around your facility?

NOTE: Extensive soil build-up can be defined as the amount of soil/dirt build-up that may be a potential vehicle contamination issue or driving obstruction/hazard.

- YES NO

3. Is your facility (or any part of it) located in a potential floodway?

NOTE: A floodway includes the channel of a stream and the parts of the floodplain that are reasonably required to carry flood water.

- YES NO

3a. If you answered YES to the above question, does your facility have any construction or filling activities in a potential floodway?

- YES NO

4. Is your facility (or any part of it) located within a potential wetland area?

- YES NO

5. Does your facility or your landlord pay a community for water service?

- YES NO

5a. If you answered NO to the above question, does your facility have a Private Water System ID number?

Note: If you have a private water system that serves twenty five (25) or more individuals daily for at least sixty (60) days a year, you need a Private Water System ID number.

- YES - ID #: NO

6. Has your facility submitted a Rule 6 Notice of Intent (NOI) Letter, State Form 51286, for Storm Water Runoff Exposed to Industrial Activity?

NOTE: An NOI letter is a written notification indicating a facility's intention to comply with the terms of rule 327 IAC 15-6 in lieu of applying for an individual NPDES permit. An NOI letter includes information required under 327 IAC 15-6-5.

- YES - ID #: NO

6a. Does your NOI include all the locations of outfalls and drainage areas (i.e., an area that discharges surface or surplus water) at your facility?

NOTE: An outfall can be any location where water leaves your property through a variety of conveyances like pipes, ditches, channels, tunnels, conduits (i.e., a natural or artificial channel through which something (as a fluid) is conveyed), streams, curbs, gutters, or drain inlets.

YES

NO

7. Has your facility developed a Storm Water Pollution Prevention Plan (SWP3)?

NOTE: You should answer NO to this question if you have never developed or implemented your SWP3 even if you are still within the initial 365 day window.

YES

NO

8. Has your facility submitted the Storm Water Pollution Prevention Plan (SWP3) Certification Checklist (State Form 51287) signed by a qualified professional to the Department?

NOTE: A qualified professional is someone who is trained and experienced in storm water treatment techniques. An example of this may be a consultant or engineer who does storm water work.

YES

NO

9. Is your facility implementing good housekeeping measures and storm water Best Management Practices (BMPs) included in the SWP3?

YES

NO

10. Do you have records documenting your quarterly storm water run-off inspections?

For an example of a quarterly inspection form, see Appendix: Water in the Auto Salvage Recyclers Workbook.

YES

NO

11. Do you have records of your annual employee training on the components and goals of the SWP3?

For an example of a training log and what should be in the training, see Appendix: Water in the Auto Salvage Recyclers Workbook.

YES

NO

12. Has your facility submitted storm water sample results of the required twelve (12) parameters?

NOTE: The required parameters are Oil and Grease, CBOD5 (Carbonaceous biochemical oxygen demand), COD (Chemical oxygen demand), TSS (Total suspended solids), TKN (Total Kjeldahl Nitrogen), Total Phosphorous, pH, Nitrate plus Nitrite Nitrogen, Lead, Iron, Copper, and Aluminum.

YES

NO

12a. Do your sample results indicate any contamination of the twelve (12) parameters?

NOTE: Contamination means that the results exceed the benchmark level.

YES

NO

12b. Did your facility identify the source(s) of the contaminant(s) and eliminate them?

YES

NO

13. Has your facility submitted the Annual Report?

YES

NO