



Vehicle Body Shop Checklist

426 Work Street
Salinas, CA 93901
Fax: (831) 758-7940

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 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.			

E. 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 clean-up procedures in shop area.			

D. SPILL CONTROL		YES	NO	N/A
The best Spill control is Prevention .				
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.			

F. 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.			

J. BODY REPAIR AND PAINTING		YES	NO	N/A
1	Whenever possible conduct body repair indoors or under cover.			
2	Review the MSDS of products used for zinc concentrations. Whenever possible use primers and paints with low zinc content.			
3	Do not use hose-off degreasers when cleaning auto body parts before painting. (<i>Note: Instead brush off loose dirt and debris and use rags to wipe down parts</i>)			
4	Clean dust from sanding metal or body filler using dry clean-up methods such as vacuuming or sweeping. (<i>Notes: Debris from wet sanding may be allowed to dry overnight on shop floor, then swept or vacuumed. Liquid from wet sanding should not be discharged to the storm drain</i>)			
5	Control of overspray or dust in the paint booth with water is prohibited unless it is collected and treated before discharge into the sanitary sewer system.			
6	Clean spray guns in a self-contained cleaner and recycle cleaning solution when it becomes unusable.			
8	All painting and sanding (wet and dry) is done indoors.			
9	Shop floor is clean and not accumulating sanding dust or debris.			

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