

**Compliance Manual
for
Indiana's
Collision Repair
and
Automobile
Refinishing Shops**

Featuring...

- ✓ **IDEM Rules**
- ✓ **DOT and OSHA Rules and Regulations**
- ✓ **Fire & Building Services' Information**
- ✓ **Waste Prevention & Minimization
Recommendation**

Published by the

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Information on Obtaining Rules and Statutes

You will find citations in this Manual to federal regulations, such as “29 CFR 1910.107(e).” Title 29 of the Code of Federal Regulations (CFR) relates to the Occupational Safety and Health Administration (OSHA), Department of Labor. What follows is Part 1910, Section 107, and subsection (e) which concerns “Flammable and combustible liquids – storage and handling.”

“IOSHA” refers to the Indiana Occupational Safety and Health Administration. IOSHA books may be ordered by calling (317) 232-2688. The Indiana Fire & Building Services rules are available by calling (317) 232-6173.

The e-CFR, including the OSHA regulations, may be accessed online at the federal GPO (Government Printing Office) website: <http://ecfr.gpo.gov/>

The *Federal Register*, the daily federal publication which contains the newest changes to the CFR, may be accessed through the Federal Digital System: <http://www.gpo.gov/fdsys/>.

Printed copies of the CFR may be purchased from the GPO.

Federal environmental regulations are also available via the CFR and the *Federal Register*.

State environmental regulations are found in the IC (Indiana Code) and IAC (Indiana Administrative Code) although the IAC is more frequently cited. The IAC may be accessed online: <http://www.in.gov/legislative/iac/>. Environmental regulations concerning air, water and waste are found in Titles 326, 327 and 329.

The *Indiana Register* may be accessed online at <http://www.in.gov/legislative/register/irtoc.htm>

Information about obtaining printed copies of the Indiana environmental rules and statutes may be accessed via the website of a private publisher: <http://www.enviro-info-solutions.com>.

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Chapter 1

INTRODUCTION

COLLISION REPAIR/AUTOMOTIVE REFINISHING SHOPS AND THE ENVIRONMENT

Protecting the health of Indiana citizens and the quality of our land, air and water is everyone's responsibility. This responsibility is especially important for organizations in our communities that handle chemicals that can be harmful to human health or the environment. Because the owners and operators of collision repair/automotive refinishing shops deal with hazardous chemicals every day, they are often on the front line of caring for the environment and the health of their employees and the surrounding community. When handled properly, hazardous chemicals can be used safely, minimizing the health and safety risk for workers and surrounding neighbors.

IDEM (Indiana Department of Environmental Management) is mandated to protect public health and the environment for the State of Indiana. In fulfilling its responsibility, IDEM works to establish effective regulations and then to implement and enforce those regulations. IDEM encourages business and industry to implement pollution prevention and waste minimization practices.

The benefits of pollution prevention include:

1. Saving money from reductions in material needs and waste disposal,
2. Using materials more efficiently,
3. Improving health & safety of workers and the community at large,
4. Decreasing regulatory requirements, and
5. Improving relations with the community at large

Pollution prevention and waste minimization practices are listed in many of the "You Should" sections throughout this manual.

IDEM'S APPROACH TO ENVIRONMENTAL PROTECTION

As IDEM strives to meet its mandates, its approach to environmental protection in recent years has fundamentally changed. IDEM is complementing its traditional approach of simply implementing and enforcing environmental regulations with approaches that include the aggressive use of education, partnerships, and incentives. A key step in this effort was the creation of CTAP (Compliance and Technical Assistance Program) in 1994 by the Indiana General Assembly and Governor Evan Bayh. In order to effectively provide the type of assistance that may be required by the regulated community, Indiana Code Title 13, Article 28, Chapter 3, Section 4 (IC 13-28-3-4) calls for CTAP to maintain confidentiality. Specifically, the rule reads:

Inquiries made to the program and activities and documents of the program that identify or describe an individual facility or operation are confidential, unless a clear and immediate danger to the public health or environment exists. Information concerning inquiries, activities, and documents of the program that identify or describe an individual facility or operation may not be made available for use by other divisions of the department without the consent of the person who made the inquiry, participated in the activity, or provided the document.

CTAP has grown into an innovative program that has been recognized as a national leader in small business assistance. This *Compliance Manual for Indiana's Collision Repair/Automotive Refinishing Shops* is a product of CTAP, in cooperation with IDEM's regulatory programs (Office of Land Quality, Office of Air Quality, and Office of Water Quality.)

1. The collision repair/automotive refinishing initiative consists of: the production and distribution of this compliance manual;
2. Workshops to help collision repair/automotive refinishing shop owners and operators understand their compliance responsibilities;
3. Brochures designed to inform collision repair/automotive refinishing shop customers of potential environmental harm that may be caused by maintenance shop activities and of the steps that shops are taking to prevent environmental damage.

IDEM selected to undertake an initiative for the collision repair and automotive refinishing industry because:

1. There are too many businesses in this industry to effectively regulate them with a traditional approach;
2. Although the environmental impact of each shop may be relatively minor, the industry as a whole has a profound environmental impact;
3. The industry uses a standard set of operations, allowing IDEM to provide guidance to a large audience;
4. The chemicals and pollutants generated by this industry are environmental priorities for IDEM, consistent with the Environmental Performance Partnership Agreement that IDEM has with the United States Environmental Protection Agency; and
5. The industry is represented by a number of associations that can effectively partner with IDEM to implement this project.

INDIANA'S ENVIRONMENTAL STEWARDSHIP PROGRAM (ESP)

ESP is a voluntary, performance based leadership program designed to recognize and reward Indiana regulated entities for going above and beyond current environmental regulations. In return for their exemplary environmental performance, these establishments will receive program incentives including regulatory flexibility, public recognition, and networking opportunities.

ESP was modeled after the U.S. Environmental Protection Agency's National Environmental Performance Track Program and focuses on improving Indiana's environment and business climate through innovation and efficient resource allocation.

Participating organizations achieve environmental objectives through developing and implementing an EMS (environmental management system). An organization's commitment to continual environmental improvement will increase their efficiency, decrease environmental impacts, and may save the business time, money, and resources. Regulatory flexibility incentives earned by members were designed to provide business value, reduce regulatory oversight, allow a shift in resources from compliance driven to achieving results, and provide the member with increased operational flexibility.

ESP accepts applications twice a year, from April 1 to May 31 and September 1 to October 31.

Applicants are encouraged to contact IDEM at (800) 988-7901 prior to submitting an application. The application is available on-line - <http://www.in.gov/idem/4132.htm>.

Senior management must sign the application therefore the signature page may be scanned and e-mailed, faxed, or mailed to IDEM. Membership lasts three years and can be renewed. Renewal applications must be submitted by April 1st of the third year of membership.

For more information, please contact the IDEM at (800) 988-7901 or esp@idem.in.gov.

WHO SHOULD USE THIS MANUAL?

This manual is intended for owners and operators of collision repair and automotive refinishing shops that do business in Indiana. Most of these shops are small businesses—collision repair shops, dealerships, automotive refinishing shops and independently owned shops. The compliance requirements for these shops depend on the number of people employed, the type of operations performed, the geographic location of the shop, and the type and volume of waste generated and stored on site.

Our “Typical” Collision Repair/Automotive Refinishing Shop

In order to represent a small collision repair/automotive refinishing shop that is subject to regulations under IDEM, federal DOT (Department of Transportation), the Indiana Department of Labor, and the Indiana Department of Fire & Building Services, this manual is geared toward a "typical" collision repair/automotive refinishing shop. The regulations covered in this manual apply to a shop of the size and type of a “typical” shop. Read through the description of the “typical” shop below. If your shop performs services or uses products in quantities or types not covered in this manual, contact CTAP for assistance.

Our “typical” collision repair/automotive refinishing shop:

- Generates the equivalent of approximately one 55-gallon drum of liquid hazardous waste per month, and is classified as an SQG (Small Quantity Generator) of hazardous waste.

Some shops may teeter back and forth between being a CESQG (Conditionally Exempt Small Quantity Generator) and an SQG of hazardous waste. During any month(s) that your shop is classified as an SQG, you must follow the SQG requirements. By using this manual and following the “You Should” management options listed throughout Chapter 4, your shop may move from an SQG classification to a CESQG classification. Or, if your shop is already a CESQG, you may remain in that classification even if your business grows.

- Complies with all building and fire codes, and maintains portable fire extinguishers for all employees' use
- Stores oil in drums or in an above-ground storage tank with a maximum capacity of 660 gallons. The shop stores no more than a total of 1,320 gallons of oil (new and used combined.)

If the aggregate aboveground storage capacity of your shop is greater than 1,320 gallons of oil, an SPCC (Spill Prevention, Containment, and Countermeasure) plan must be developed and implemented. Only containers with a capacity of 55 gallons or greater are counted.

If your shop has an UST (Underground Storage Tank), the tank must be registered with IDEM and you must follow substantial rules. For more information on USTs, you may visit IDEM's web site, <http://www.in.gov/idem/4999.htm>, or call CTAP for assistance. Both USTs and above-ground storage tanks are subject to Fire & Building Services regulations. Contact the Plan Review Division of Fire & Building Services for more information.

- Stores no more than 20-30 scrap tires at any given time.

If you store more than 30 scrap tires, you must comply with scrap tire rules. You may visit IDEM's web site, <http://www.in.gov/idem/5124.htm>.

- Does only nominal grinding of metal surfaces, such as grinding that is necessary when turning brake drums or disks.
- Has a parts washer containing a petroleum distillate-based solvent. The parts washer is regularly serviced by an outside vendor (i.e., the shop does not store solvent on site). The maximum drum size of the parts washer is 30 gallons.

If your shop stores solvents, you must not only follow IDEM's requirements, but must also follow OSHA and Fire & Building Services' storage requirements. Call OSHA's INSafe Division, the Plan Review Division of Fire & Building Services, or CTAP for assistance.

- Does not use chlorinated solvents in quantities greater than two gallons (in buckets or parts washers) to clean parts. Similarly, our typical shop does not use any non-chlorinated solvents with a chlorinated solvent content of 2% or more.

Chlorinated solvents include ChloroBenzene (MonochloroBenzene or Phenyl Chloride), TCE (Trichloroethylene, Trichloroethene, Ethinyl Trichloride), CFCs (Chlorofluorocarbons), Methylene Chloride (Dichloromethane, Methylene Dichloride), Tetrachloroethylene (Perchloroethylene, Ethylene Tetrachloride), 1,1,1-Trichloroethane (Methyl Chloroform, Chloroethene)

If your shop uses chlorinated solvents in quantities greater than two gallons or in concentrations of 2% or more, you must comply with a NESHAP (National Emissions Standards for Hazardous Air Pollutants).

- Does not discharge its wastewater to a septic system, storm drain, river, stream, lake or to the ground.

If you are discharging wastewater to any of these places, there are certain actions you should take to prevent serious threats to our ground water.

- Does not store cars at the facility for later salvage.

This manual does not address salvage yards. You may visit IDEM's web site, <http://www.in.gov/idem/5136.htm>.

THE BENEFITS OF USING THIS MANUAL

By reducing the amount of hazardous wastes generated, recycling products that would otherwise be considered a hazardous waste, and, by following the regulations, you can:

- Reduce the amount of waste that you generate and subsequent disposal costs.
- Move from being an SQG (Small Quantity Generator) to a CESQG (Conditionally Exempt Small Quantity Generator) of hazardous waste.
- Improve your market by promoting a positive environmental image to customers.
- Improve worker productivity. Decrease worker exposure to chemical hazards in the workplace. Reduce your financial and civil liability.

Be aware that both the owner and manager of a collision repair/automotive refinishing shop share responsibility and financial liability for all environmental violations that may occur. In addition, if any person intentionally, knowingly, or recklessly violates an environmental law or rule, that person may be prosecuted for the commission of a felony.

HOW TO USE THIS MANUAL

Throughout this manual, we use the word "you" to mean the owner, operator, or manager of a collision repair shop. Chapter 4 addresses the products used as well as the services performed. In many of the sections throughout the manual, there are lists of things that:

You must do to be in compliance;

You should do to improve the environmental health of your shop; and

You should consider to make significant environmental improvements.

The list of options to consider typically involves up-front costs and/or innovative technology. Please pay special attention to the lists as you read through or refer back to this manual.

This manual covers your state and federal requirements, but does not cover local regulations. Please be aware that your city and/or county may have additional regulations that you must follow,. For instance, the Indiana State Board of Health.

WHOM TO CALL FOR ASSISTANCE

If you have questions or need compliance assistance, please contact the appropriate office within IDEM or the appropriate regulatory agency. Keep in mind that CTAP offers confidentiality, but the regulatory program areas of IDEM and the other listed regulatory agencies do not.

IDEM

OPPTA (Office of Pollution Prevention & Technical Assistance)

CTAP (Compliance & Technical Assistance Program)

100 N. Senate Avenue
MC 60-04 IGCS W-041
Indianapolis, IN 46204-2251
(317) 232-8172 or toll free (800) 988-7901

24-Hour Emergency Spill Hotline

(317) 233-7745 local and out-of-state or toll-free at (888) 233-7745 (in-state only)

OAQ (Office of Air Quality)

(317) 233-0178 or toll-free at (800) 451-6027, press 0 and request ext. 3-0178

OLQ (Office of Land Quality)

Emergency Response: (317) 233-7745 or toll-free at (888) 233-7745

Industrial Waste Compliance Section: (317) 308-3013 or toll-free at (800) 451-6027, press 0 and request ext. 308-3013

OWQ (Office of Water Quality)

General Information: (317) 232-8476 or toll-free at (800) 451-6027, press 0 and request ext. 2-8476

Information regarding Construction Permitting, Wastewater Treatment & Sanitary Sewers: (317) 232-8645 or toll-free at (800) 451-6027, press 0 and request ext. 2-8645

Information regarding Wellhead Protection: (317) 308-3308 or toll-free at (800) 451-6027, press 0 and request ext. 308-3308 or visit the website at: <http://www.in.gov/idem/4289.htm> - Wellhead Protection Program

<http://www.in.gov/idem/files/whp-guidance.pdf> - Wellhead Protection Guidance

Records - <http://www.in.gov/idem/4101.htm>

VFC (Virtual File Cabinet) - <http://12.186.81.89/Pages/Member/Search.aspx>

VFC can be accessed on-line, 24 hours per day. This system has more than 9 million pages of public documents with more being added daily. The VFC currently contains records for:

- correspondence;
- state revolving fund programs;
- contracts;
- drinking water;
- Wastewater
- LUST (Leaking Underground Storage Tanks);
- UST (Underground Storage Tanks);
- ELFT (Excess Liability Trust Fund);
- Brownfields;
- Air
- Hazardous Waste, and
- some landfill files

Centralized File Room

IGCN, Room 1201

100 N. Senate Avenue, MC 50-07
Indianapolis, IN 46204

Office hours are 8:30 am to 4:30 pm, Monday through Friday, excluding state holidays.

Phone Numbers

You may contact the file rooms toll-free by calling (800) 451-6027, ext. 4-0965 or (317) 234-0965. If you have trouble obtaining public documents, contact the Director of the IDEM Central File Room at (317) 234-0965. For general questions on the requirements of the Access to Public Records Act, contact the State of Indiana's Public Access Counselor at (800) 228-6013 or (317) 233-9435 or visit www.IN.gov/pac.

Spills

(317) 233-7745 or (888) 233-7745

Indiana Department of Homeland Security – Building Safety/Services – Plan Review

402 W. Washington St.
Room IGCS E245
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Application for Storage Facilities for Flammable and Combustible Liquids and Gases -
http://www.in.gov/dhs/files/Flammable_Liquids_ps.pdf

Dave Moses: (317) 232-1426

Bonnie Robison: (317) 232-1421

Web site: <http://www.in.gov/dhs/2372.htm>

Architectural Center Bookstore: (317) 634-3871

The Indiana amendments to all codes are available on-line at
www.in.gov/legislative/iac/title675.html.

Indiana Department of Labor - INSafe (confidential assistance)

402 W. Washington St.
Room IGCS W195
Indianapolis, IN 46204
(317) 232-2655

Department of Labor web site: <http://www.in.gov/dol>

The Indiana Department of Labor is responsible for enforcing OSHA regulations in the state of Indiana. As a division of the Department of Labor, INSafe provides assistance to Indiana's regulated community through presentations, training programs, and confidential site visits.

INDOT (Indiana Department of Transportation)

100 N. Senate Avenue
Room IGCN 755
Indianapolis, IN 46204
(317) 232-5533

Department of Transportation web site: <http://www.in.gov/dot>

OTHER SOURCES OF INFORMATION

National Spill Response Center: (800) 424-8802

EPA

Ozone Protection Hotline: (800) 296-1996

Automotive Air Conditioning web site: <http://www.epa.gov/ozone/title6/609>

RCRA (Resource Conservation and Recovery Act) Hotline: (800) 424-9346

Local Health Department

Visit the Indiana State Department of Health's web site at: <http://www.in.gov/isdh>

POTW (Publicly Owned Treatment Works)

Also **local wastewater treatment plant** or **wastewater treatment plant**

Refer to IDEM's web site for the list of the 45 POTWs with approved wastewater pretreatment programs at: <http://www.in.gov/idem/files/ptcoord.doc>

SWMD (Solid Waste Management Districts)

Refer to IDEM's web site at:

http://www.in.gov/idem/files/solid_waste_management_districts.pdf

Chapter 2

DETERMINING WHICH REGULATIONS APPLY TO YOUR SHOP

Some regulations apply to you regardless of the activities conducted at your shop. Other regulations are dependent upon factors such as the numbers of people employed by your shop, the type of work your shop performs, and the waste streams that are generated.

It is important that you determine which rules apply to your shop and ensure that you follow these rules. If you do not do this, you may be following the wrong rules. This mistake could result in a fine and possible jail sentence depending on the severity of the violation. This chapter explains that various regulations are dependent upon the activities of your shop.

CLASSIFYING FOR FIRE & BUILDING SERVICES

Oil and Water Separators

All shops are required to have an oil water separator. The capacity of the separator depends on the size of the area draining into the separator.

Your building must also meet the Indiana Department of Homeland Security, Fire & Building Safety Services' classification requirements, which depend on the type(s) of work being performed. If you weld, use any open flame, or spray paint, your building must meet the more stringent Class H building code requirements than if your shop simply exchanges parts. Each shop has its own unique description in terms of its size, type of work performed, location of the structure (including surrounding structures), etc. The building requirements that you must follow depend upon all of these unique factors. To obtain information specific to your shop, contact the Plan Review Division of Building Safety & Services and ask to speak with the reviewer who is handling pre-filing review questions.

Fire Prevention

As with the building classifications, the regulations covering flammable, combustible and incompatible materials are usually case specific. This manual addresses only the general requirements of the Indiana Department of Fire & Building Services. Many of these regulations depend upon a number of variables, making the regulations extremely case specific.

To receive specific information on complying with fire safety requirements, contact the Plan Review Division of Building Safety & Services or call CTAP for assistance. For information specific to your shop, send a letter detailing the situation, including a photo, to the Plan Review Division of the Indiana Department of Homeland Security. The Department will respond to your letter in writing.

Flammable and Combustible Liquids – Storage & Handling (29 CFR 1910.107(e))

Spray Finishing. The quantity of flammable or combustible liquids kept in the vicinity of spraying operations shall be the minimum required for operations and should ordinarily not exceed a supply for one day or one shift. Bulk storage or containers of flammable or combustible liquids shall be in a separate, constructed building detached from other important buildings or cut off in a standard manner.

Flammable and Combustible Liquids (29 CFR 1910.106)

Flammable liquid means any material having a flash point less than 100°F (37.8°C). Container and portable tank storage includes drums or other containers including flammable aerosol cans, not exceeding 60 gallons individually and portable tanks not exceeding 660 gallons individual capacity. Only approved tanks, or containers will be used. Fires resistant cabinets will be used to store all flammable or combustible liquids, and will be labeled “FLAMMABLE KEEP FIRE AWAY.” Inside storage room will have a 3 foot aisle way clear at all times. Containers over 30 gallons will not be stacked upon the other. Leaking containers will be removed at once and re-packaged. The storage area will have a spill containment curb at least 6 inches high. Suitable fire control devices (fire extinguishers, sprinkler system) will be provided

Grounding and Bonding

Flammable liquids will not be dispensed into containers unless the nozzle and container are electrically interconnected. Where the metallic floor-plate on which the container stands while filling is electrically connected to the fill stem or where the fill stem is bonded to the container during filling operations by means of a bond wire, the provisions of this section shall be deemed to have been complied with

Building Code Requirements

Your building must meet the Indiana Department of Homeland Security, Fire & Building Safety Services’ classification requirements, which depend on the type(s) of work being performed. If you weld, use any open flame, or spray paint, your building must meet the more stringent Class H building code requirements than if your shop simply exchanges parts. Each shop has its own unique description in terms of its size, type of work performed, location of the structure including surrounding structures, etc. The building requirements that you must follow depend upon all of these unique factors. To obtain information specific to your shop, contact the Plan Review Division of Building Safety & Services and ask to speak with the reviewer who is handling pre-filing review questions.

As with the building classifications, the regulations covering flammable, combustible and incompatible materials are usually case specific. This manual addresses only the general requirements of the Indiana Department of Homeland Security. Many of these regulations depend upon a number of variables, making the regulations extremely case specific.

To receive specific information on complying with fire safety requirements, contact the Plan Review Division of Building Safety & Services or call CTAP for assistance. For information specific to your shop, send a letter detailing the situation, including a photo, to the Plan Review

Division of the Indiana Department of Homeland Security. The Department will respond to your letter in writing.

CLASSIFYING FOR DOT (DEPARTMENT OF TRANSPORTATION) REGULATIONS (49 CFR 172.101)

Hazardous Materials and Hazardous Wastes

Collision repair/automotive refinishing shops that ship hazardous waste off-site are subject to DOT regulations, including labeling requirements, selecting proper containers for shipping, and employee training.

Additional DOT Regulations apply to shops that use vehicles in the day-to-day operations of their business. These regulations depend on the gross weight of the vehicle (this weight includes the weight of the shop's vehicle plus the weight of any vehicle that it is towing) and the types of materials transported by the shop's vehicle.

Proper Shipping Names for Manifesting waste material is listed in the 49 CFR 172.101 Hazardous Materials Table, along with labeling, and packaging requirements.

DETERMINING APPLICABLE WATER REGULATIONS (327 IAC)

Determining if Your Shop is subject to Wastewater Regulations

All shops are subject to industrial wastewater regulations administered by IDEM's Office of Water Management and/or your local wastewater treatment plant. The regulations that you must follow depend on where your bay drains discharge and the contaminants in your shop's wastewater.

Wellhead Protection Area

Indiana's Wellhead Protection Program is designed to protect groundwater drinking supplies from pollution that can threaten health, lives, and community development. The program reduces the potential for contaminants to enter ground water (which supplies approximately 60% of the state's drinking water) by identifying and managing areas where the ground water supplies specific wells or well fields.

Visit IDEM's web site at: <http://www.in.gov/idem/4289.htm> or contact your local public water supplier to determine if your shop is located in a wellhead protection area. If you are in a wellhead protection area, you need to be aware of regulations that are being developed in your community as a result of state rules (327 IAC 8-4.1).

Floor Drains & Wastewater Management

All shops will have drains that are used for drainage from cleaning the floors. All floors drains should either be completely closed and cleaned periodically, or the floor drains should go directly to an oil water separator. This will enable the water to separate from the oil and go to the sewer while the oil can be pumped out and go for reclamation.

Storm Water Run-off Associated with Industrial Activity

Under certain SIC (Standard Industrial Classification) codes your shop may be required to establish whether you are subject to the Storm Water Discharge requirements of 327 IAC 15-6-1.

Motor Vehicle Waste Disposal Wells

On January 1, 2007 all Motor Vehicle Waste Disposal Wells, (Class V underground Injection wells) that are registered with the Federal EPA or not, that receive fluids which can introduce various toxic chemicals into sources of drinking water, may include engine oil, transmission fluid, power steering fluid, brake fluid, hydraulic fluid, antifreeze, chlorinated or non-chlorinated parts cleaning solvents and degreasers must either be closed or converted. There are 4 methods recognized, and they are:

- 1. Dry Shop** - remove all floor drains and sinks from areas where service or repair work is performed. Use absorbent materials and a vacuum to collect spills and drips. Place all wastes into containers for off-site disposal following state guidelines and regulations.
- 2. Sanitary Sewer** - connect your plumbing system to a sanitary sewer. Check with the local sewer authority regarding any pretreatment requirements.
- 3. Holding Tank** - connect your plumbing system to an approved combined wastewater holding tank. You could also separate the floor drains and sinks in the service area from other plumbing and route service area wastewater to an approved industrial wastewater holding tank while other sanitary wastewater is routed to an approved wastewater holding tank.
- 4. Conversion** - physically separate the sinks and floor drains in the service area from the areas where repair or maintenance activities take place and from those areas where the chemicals used in the repair or maintenance of motorized vehicles are stored.

For federal guidelines on sampling and closure requirements go to their web site at:

www.epa.gov/region5/water/uic/classv/r5mvwdw.htm.

DETERMINING APPLICABLE AIR REGULATIONS (326 IAC & 40 CFR 63)

Volatile Organic Compounds

Surface Coating Emission Limitations: automobile and light duty truck operations (326 IAC 8-2-2).

This section establishes emission limitations for automobile and light duty truck surface coating operations which include all passenger car or passenger car derivatives capable of seating 12 or fewer passengers and any motor vehicle rated at 3,864 kilograms (8,500 pounds) gross weight or less which are designed primarily for the purpose of transportation or are derivatives of such vehicles. No owner or operator of an automotive or light duty truck assembly plant subject to this section may cause, allow or permit the discharge into the atmosphere of any volatile organic compounds from the application, flash-off, and curing of prime and topcoat coatings on automobile and light duty truck bodies, hoods, fenders, cargo boxes, doors and frill opening panels to exceed:

- 1). 0.23 kilograms per liter of coating (1.9 pounds per gallon), excluding water, delivered to the applicator from prime application, flash-off area and oven operations.
- 2). 0.34 kilograms per liter of (2.8 pounds per gallon) excluding water, delivered to the applicator from topcoat application, flash-off area and oven operations.
- 3). 0.58 kilograms per liter of (4.8 pounds per gallon) excluding water, delivered to the applicator from final repair application, flash-off area and oven operations.

Automobile Refinishing “Rule 10” (326 IAC 8-10-1)

This rule applies to any person who sells, offers for sale, or manufacturers for sale refinishing coatings or surface preparation products or owns, leases, operates, or controls a facility that refinishes motor vehicles, motor vehicle parts, motor vehicle components or mobile equipment.

Automobile refinishing means refinishing operations for after market motor vehicles, motor vehicle parts, motor vehicle components or mobile equipment performed in auto body and repair shops, production paint shops, new car dealer repair and paint shops, fleet operation repair and paint shops, and any other facility that coats vehicles under SIC code 7532.

Mobile Equipment means any equipment that may be driven or drawn on a roadway, including, but not limited to truck bodies, truck trailers, cargo vaults, utility bodies, camper shells, construction equipment, farming equipment, street cleaners, golf carts, forklifts, tow motors.

This rule is similar to **Subpart HHHHHH**, but not identical to it. It is listed below. This rule requires the use of an enclosed gun cleaner. The recordkeeping section requires detailed information for the preparation of each batch of coating material to verify that what is being sprayed is less than or equal to VOC limits (lbs. per gallon or grams per liter) for certain coating categories. Training requirements are somewhat different than those in **Subpart HHHHHH**.

HAPs (Hazardous Air Pollutants - 326 IAC 14-1 and 326 IAC 20-1)

Halogenated Solvent Cleaning (326 IAC-20-6-1, 40 CFR 63 Subpart T) - Chlorinated Solvents (for Parts Washing).

Chlorinated solvents that are used in containers with a capacity greater than 2 gallons (7.6 liters) are highly regulated by the EPA. Any non-chlorinated solvent that has a chlorinated solvent content of 5% or more will also fall under this regulation. As of December 1997, shops using chlorinated solvents in the quantities or percentages described above must follow the regulations under the NESHAP (National Emission Standard for Hazardous Air Pollutants), 40 CFR 63, Subpart T. Subpart T requires shops to install equipment and implement standardized work practices to reduce the emissions of the chlorinated solvents listed below. Because the regulatory requirements for this activity are complex, CTAP recommends that shops using chlorinated solvents discontinue this activity by substituting more environmentally friendly cleaning solutions. As stated in Chapter 1, this manual does not address the chlorinated solvent NESHAP in detail.

- Chlorinated solvents include Chlorobenzene (Monochlorobenzene or Phenyl Chloride), TCE (Trichloroethylene, Trichloroethene, Ethinyl Trichloride), CFCs (Chlorofluorocarbons, Methylene Chloride (Dichloromethane, Methylene Dichloride), Tetrachloroethylene (Perchloroethylene, Ethylene Tetrachloride), 1,1,1-Trichloroethane (Methyl Chloroform, Chloroethene)

If your shop uses products that contain chlorinated solvents and pre-treats parts prior to cleaning them in the solvent sink/parts washer, your used solvent/cleaning solution will automatically be a hazardous waste. This is because chlorinated solvents are *listed* hazardous wastes. Anytime a waste is contaminated with a listed hazardous waste, the mixture is automatically considered to be a hazardous waste, regardless of the concentration of listed waste. The listed hazardous wastes may be found at 40 CFR 261.31, 261.32 and 261.33. See also the IDEM guidance, “*How to Identify Waste and Determine if it’s Hazardous*,” at <http://www.in.gov/idem/5043.htm>.

- Using only a small quantity of liquid chlorinated solvents may result in your shop’s needing to follow significant environmental regulations.
- If your shop pre-treats its parts using a product that contains chlorinated solvents, the solvent/solution in your parts washer will automatically be a hazardous waste. Check the labels of each of your pretreatment products, and, if possible, discontinue using products that contain chlorinated solvents.

Paint Stripping and Miscellaneous Surface Coating Operations at Area Sources, 40 CFR 63 Subpart HHHHHH

EPA has new requirements to reduce air pollution of metals such as Chromium, Lead, Cadmium, Manganese and Nickel compounds, and also to reduce Methylene Chloride fumes, from auto body refinishing work. Paints used in auto body refinishing work may contain these compounds. An individual who spray applies surface coating to more than two motor vehicles or pieces of mobile equipment per year is subject to the requirements of this regulation. All spray painting must be conducted in a spray booth. Painters must use HVLP (High Volume Low Pressure) or equivalent technology spray guns as well as employ techniques to minimize overspray. Paint spray gun cleaning cannot create any mist of cleaning solvent to the air. However, 326 IAC 8-10-1 requires that you use an enclosed gun cleaner. All shops must also send a notification to EPA with some general information by January 2010. This regulation is similar to **326 IAC 8-10-1**, but not identical to it.

Organic Solvent Degreasing (326 IAC 8-3-1) proposed rule amendment – expands applicability from Lake, Porter, Clark & Floyd Counties to the entire state.

<http://www.in.gov/legislative/iac/20100113-IR-326070352SNA.xml.pdf>

A 1998 air regulation restricts the type of parts washing solvent that may be used in these four counties. The new rules, which have been phased in over an eighteen-month period beginning November 1, 1999, require that solvents have a vapor pressure not to exceed 2 mm Hg (millimeters of Mercury). Beginning May 1, 2001, solvent vapor pressure must not exceed 1.0 mm Hg.

Proposed amendments to this regulation were found in the Indiana Register, January 13, 2010. The proposed rule includes any degreaser located in the state as of January 1, 2011. The amendments would eliminate restrictions on solvent purchases in amounts greater than 5 gallons during any 7 consecutive days. The amendments also eliminate conditional clauses requiring a cover, control practice, and control devices if is solvent volatility is greater than certain vapor pressure thresholds at 37.8°C (100°F).

Date	Vapor Pressure Limit at 20°C (68°F)
------	-------------------------------------

November 1, 1999	Two millimeters of Mercury (2.0 mm Hg)
May 1, 2001	One millimeter of Mercury (1.0 mm Hg)

Some vendors already sell solvents that meet the new vapor pressure limits. Check your MSDS sheet to ensure that you're solvent meets these vapor pressure limits. If you are currently using a solvent of this type, your only additional requirement is to keep records of your purchases.

Beginning November 1, 1999, end users of these lower vapor pressure solvents must also keep a record of each purchase, including the following information:

- Name and address of the solvent supplier
- Date of purchase
- The type of solvent
- Volume of each unit
- Total volume of the solvent; and
- Vapor pressure of the solvent

BACT (Best Available Control Technology, 326 IAC 1-2-6)

BACT means an emission limitation including a visible emission standard or equipment standard based on the maximum degree of reduction of each pollutant subject to regulation under the Clean Air Act and applicable Indiana laws or rules which would be emitted from or which results from any proposed major facility or modification thereto which the commissioner on a case-by-case basis, taking into account energy, environmental and economic impacts and other cost, determines is achievable for such facility or modification through application of production processes and available methods, systems, and techniques, including fuel cleaning or treatment or innovative fuel combustion techniques for control of such pollutant. In no event shall application of best available control technology result in emissions of any pollutant which will exceed the emissions allowed by any applicable standard.

RACT (Reasonably available control technology, 326 IAC 1-2-64.1)

RACT means control technology that is reasonable available and both technologically and economically feasible.

PTE (Potential to Emit, 326 IAC 1-2-55)

Emissions of any 1 pollutant which would be emitted from a facility if that facility were operated without the use of pollution control equipment unless such control equipment is, aside from air pollution control requirements, necessary for the facility to produce its normal product or is integral to the normal operation of the facility. Potential emissions shall be based on maximum annual rated capacity unless hours of operation are limited by enforceable permit conditions. Potential emissions from a facility shall take into account the hours of operation per year and shall be calculated according to federal emission guidelines in AP42-most recent edition-Compilation of Air Pollution Factors, or calculated based on stack test data or other equivalent data acceptable to the commissioner.

SSOA (Source Specific Operating Permit, 326 IAC 2-9-11)

A source may limit its allowable emissions or potential to emit by complying with the specific restriction and condition listed in this rule. A source electing to comply with this rule shall apply to the commissioner for a source specific operating agreement. A source issued a source specific operating agreement pursuant to this rule is not subject to 326 IAC 2-1-4 unless otherwise required by state, federal, or local law. A source issued a source specific operating agreement pursuant to this rule is not subject to 326 IAC 2-1-3 or 326 IAC 7 provided the source specific operating agreement limits the source's allowable emissions or potential to emit below the applicability thresholds for 326 IAC 2-1-3 or 326 IAC 2-7.

Fugitive Dust from Unpaved Parking Lots (326 IAC 6-4-1)

If your shop has unpaved parking lots, you must prevent the dust associated with these lots from blowing off of your property. Under no circumstance should you apply used oil as a dust suppressant.

Motor Vehicle Tampering (Catalytic Convertors) (326 IAC 13-2.1)

When catalytic converters are replaced, there are specific steps that a shop must take to ensure that the proper replacement part is used. In addition, shops must complete paperwork for each catalytic converter that is replaced, keep the old catalytic converter at the shop for a minimum of 15 days, and keep paperwork on file for at least 2 years.

There are no hazards and/or impacts associated with the base materials found in catalytic converters.

There are no additives or contaminants associated with used catalytic converters.

The 1970 Clean Air Act prompted the development of catalytic converters, which reduce harmful vehicle emissions by as much as 90 percent. Catalytic converters cause a chemical reaction in the exhaust gases while they are within the emissions system, changing harmful emissions into relatively benign emissions.

Tampering with emission control devices such as catalytic converters, exhaust gas recirculation valves, air pumps, etc. is illegal. This anti-tampering law applies to individuals as well as to businesses. Individuals may be fined as much as \$2,500 for each vehicle tampered with, and businesses are subject to fines of up to \$25,000. Businesses that sell used vehicles must ensure that the vehicle is equipped with all emissions control devices that were originally installed by the manufacturer.

To ensure that shops are in compliance with the anti-tampering law, you must follow specific procedures when working with catalytic converters, including ensuring that proper replacement parts are used and that all required paper work is completed and kept on file. A detailed listing of these procedures follows.

As the shop manager or owner, you can ensure your shops compliance with IDEM's regulations by adhering to the following management practices. Also listed are suggested practices that you should follow in order to ease your regulatory requirements and improve the environmental health of your shop.

You Must:

- Avoid tampering with catalytic converters or any part of the vehicles emissions control equipment. Tampering includes activities such as:
 - Removing or making the control emissions inoperable.
 - Adjusting control emissions so that they no longer meet the manufacturers specification.
 - Installing a replacement part that is not specified for use in the vehicle or is not equally effective in reducing emissions as the specified replacement part.
 - Adding a part that was not originally certified on the car.
- Avoid renting, leasing, selling or transferring a vehicle which has been subject to tampering.
- Avoid operating a vehicle with knowledge that the vehicle has been subject to tampering.
- Install an original equipment catalytic converter unless the vehicle is beyond its emissions warranty. In this case, an after-market catalytic converter may be installed.
- Install the same type of converter as the original (i.e., oxidation, three-way, or three-way plus).
- Install the proper converter for the vehicle as specified by the converter manufacturer or a converter that is equally effective in reducing emissions.
- Install the converter in the same location as the original.
- Complete the registration card accompanying the new unit to be installed or use the example form printed in the manufacturer's catalog. Both the installer and the customer must sign the card/form, which is to be given to the owner of the vehicle.
- Mark the old converter with the number on the card/form, and keep the old converter for a minimum of 15 days in case EPA or IDEM wishes to inspect the part and the paperwork for a minimum of 2 years. EPA only requires you to keep the paperwork for 6 months, but IDEM requires that you keep it for 2 years.
- Ensure that the invoice for replacement includes the customer's name, address, the vehicles' make, year, mileage, and reason for replacement of the catalytic converter.

It is illegal to tamper with emission control devices. The Anti-tampering Law applies to individuals as well as to businesses. Individuals may be fined as much as \$2,500 for each vehicle tampered with, and businesses are subject to fines of up to \$25,000.

You Should:

- Refer to the catalytic converter manufacturer's application catalog to ensure that the proper replacement part is installed.
- Send old catalytic converters to scrap metal recycling companies. Catalytic converters contain precious metals such as platinum, palladium, and rhodium.
- Inform your customer that the vehicle was either illegally sold to him/her or that your customer has violated the anti-tampering law by altering the converter if your customers vehicle does not have a catalytic converter or has been altered.

- If a customer has altered the converter or any part of the emissions control system, you should encourage him/her to correct the problem.
- If a customer has purchased a vehicle without a catalytic converter, he/she should speak with IDEM's Complaint Coordinator who can be reached by calling (800) 451-6027, ext. 24464 or visit www.in.gov/idem/5274.htm.

Mercury Switch Removal

The Indiana Rule for Mercury Switch removal on "End of Life" vehicles can be found at IC 13-20-17.7, <http://www.in.gov/legislative/ic/code/title13/ar20/ch17.7.html>.

The list of vehicles that have Mercury Switches can be found at ELVS (End of Life Vehicle Solutions): http://www.elvsolutions.org/attachment_a.htm.

OSHA REGULATIONS (29 CFR)

The Indiana Department of Labor is responsible for enforcing OSHA regulations in the state of Indiana. The Bureau of Safety Education and Training (INSafe) is a division of the Department of Labor that provides assistance to businesses through presentations, training programs, written guidance, and site visits on a confidential basis.

You Must:

- Develop a written Hazard Communication Program, a written Lockout/Tagout Program, and must comply with all applicable OSHA General Industry Standards, including providing personal protective equipment (PPE) to employees who may potentially be exposed to hazards.
- Comply with OSHA 300 and 301 recordkeeping responsibilities if your shop has 10 or more employees. OSHA 300 logs must be posted during the month of February. Sample 300 and 301 logs can be obtained by calling (317) 232-2688..
- Develop a written Emergency Action Plan if your shop has 10 or more employees. Shops with 10 or fewer employees are not required to have a written Emergency Action Plan, but must verbally communicate the plans to employees. These shops are also exempt from OSHA 301 and 300 recordkeeping responsibilities. The Department of Labor may request that you keep certain records as part of a survey that they conduct, and you are required to comply if such a request is made.

You Must, when tallying your employees:

- Include everyone in the entire company. If you have more than one collision shop, count the employees in both/all shops.
- Count full-time, part-time, and seasonal employees toward your total number of employees.
- Comply with OSHA 301 and 300 recordkeeping responsibilities and have a written Emergency Action Plan if you had 11 or more employees even for only one day during the calendar year.

Example: Our "typical" shop has 5 full-time employees, 4 part-time employees, and 1 seasonal employee. Because there are no more than 10 employees, the shop must have the following written programs, which are required for all shops:

- Hazard Communication Program
- Lockout/Tagout Program

To protect the employees' health and safety, our typical shop has elected to follow the requirements of the larger classification (10 or more employees), so the shop also:

- Has a written Emergency Action Plan
- Complies with OSHA 301 and 300 recordkeeping responsibilities.

You Must:

Post the following:

- OSHA's Job Safety & Health Protection poster (OSHA 2203) in a prominent location within the workplace. This poster is also referred to as the OSHA Rights and Responsibilities poster. You may obtain a copy of this poster by contacting the Indiana Department of Labor, IOSHA Compliance Division at (317) 232-6942.
- NO SMOKING signs in areas where flammable or combustible materials are used or stored. [Fire & Building Services]

Post the following where required for your shop:

- State Minimum Wage poster. Required for businesses with an annual gross income of less than \$500,000. You may obtain a copy of this poster by contacting the Department of Labor, Employment Standards Division at (317) 232-2680.
- Worker's Compensation Notice. Required for businesses that is subject to the Worker's Compensation Act. You may obtain a copy of this poster by contacting the Worker's Compensation Board at (317) 232-3808.
- Child Labor poster. Required for all businesses that employ minors from ages 14 through 17. Available from the Indiana Department of Labor, Bureau of Child Labor at (317) 232-2675.
- Equal Employment Opportunity poster. Required for businesses with 15 or more employees. Available from the Equal Employment Opportunity Commission at (317) 226-7212.
- Family Leave Act poster. Required for all businesses with 50 or more employees. Available from the U.S. Department of Labor, Wage and Hour Division at (317) 226-6801.
- Federal Minimum Wage and Polygraph Act posters. Required for all businesses with an annual gross income of more than \$500,000. Available from the U.S. Department of Labor, Wage and Hour Division at (317) 226-6801.
- OSHA 300 log summary. Post this log in February of each year, unless your shop has 10 or fewer employees.

You Must:

Follow all applicable requirements for PPE, 29 CFR 1910.132 which include:

- Providing and maintaining goggles, chemical resistant gloves and aprons, face shields, or other equipment as appropriate for the chemicals you have on site. Consult the MSDS (Material Safety Data Sheet) for each chemical to determine required protective equipment.
- Providing and requiring face shields for welding, cutting, or grinding operations.
- Keeping all PPE clean, readily available, and in good operating condition.
- Providing an eye wash station or emergency shower in areas where corrosive chemicals will be used.
- Providing ear protection if noise levels exceed an 8-hour time-weighted average sound level of 85 decibels.
- Training employees in the proper selection, use and maintenance of PPE.

Spray Booth Regulations (29 CFR 1910.107(b)(1))

Spray Finishing using flammable and combustible materials. Spray booths shall be substantially constructed of steel, securely and rigidly supported, or of concrete or masonry except that aluminum or other substantial noncombustible material may be used for intermittent or low volume spraying. Spray booths shall be designed to sweep air currents toward the exhaust outlet. The interior of spray booths shall be smooth, and the floors, shall be covered with non-combustible material of such character as to facilitate the safe cleaning and removal of residues.

Visible Gauges and Audible alarms or pressure activated devices will be installed to insure or indicate that the required air velocity is maintained. Filter rolls shall be inspected to insure proper replacement of filter media. Filters can be put into a container with water and disposed of at the end of the shift or day.

All spray booths shall have automatic sprinklers, and be separated from other operations by 3 feet. All spraying areas shall be provided with mechanical ventilation adequate to remove flammable vapors, mists, or powders, so life is not endangered. All spray booth regulations apply under this section.

Flammable and combustible materials-handling and storage (29 CFR 1910.106)

Flammable liquid means any material having a flash point less than 100°F (37.8°C)). Container and portable tank storage includes drums or other containers including flammable aerosol cans, not exceeding 60 gallons individually and portable tanks not exceeding 660 gallons individual capacity. Only approved tanks, or containers will be used. Fires resistant cabinets will be used to store all flammable or combustible liquids, and will be labeled “FLAMMABLE KEEP FIRE AWAY.” Inside storage room will have a 3 foot aisle way clear at all times. Containers over 30 gallons will not be stacked upon the other. Leaking containers will be removed at once and re-packaged. The storage area will have a spill containment curb at least 6 inches high. Suitable fire control devices (fire extinguishers, sprinkler system) will be provided.

Walking and Working Surfaces (wet and slippery floors)

All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition. The floor of every workroom shall be maintained in a clean and, so far as possible, a dry condition. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places should be provided where practicable.

From every wall opening where there is a drop of 4 feet shall be guarded by a rail, roller, picket fence, half door, or equivalent barrier. A toe board must also be provided if there is a possibility of falling objects.

Where there is a possibility of an open sided floor or platform 4 feet or more above adjacent floor or ground level shall be guarded by a standard railing on all open sides except where there is an entrance to a ramp, stairway, or fixed ladder.

Abrasive Blasting (29 CFR 1910.94)

For employees who use respirators required by this section, the employer must implement a respiratory protection program in accordance with 29 CFR 1910.134. This section contains all of the regulations that pertain to blasting, grinding, polishing and buffing.

Hazardous Materials (29 CFR 1910.101)

This section contains all of the regulations that pertain to:

- Compressed gases such as acetylene, oxygen, flammable and combustible liquids,
- Container and portable tank storage requirements
- Fire control
- Grounding
- Spray booth operations
- Automobile undercoating in garages
- Dip Tanks where flammable liquids are used
- Storage and handling of liquefied petroleum gas such as “LPG” gas tanks.

Lockout/Tagout - the control of Hazardous Energy (29 CFR 1910.147)

This standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy. This *does not include* a cord-plug attachment.

Fire Protection (29 CFR 1910.155)

This section contains the very important information that requires the employer to provide fire extinguishers and fire extinguisher training. Fire extinguishers are to be inspected annually and then once per month. All employees that are expected to use the fire extinguishers are to be

trained initially and then annually thereafter. All sprinkler systems are to be inspected annually and pressure tested. This program is to be a part of your Emergency Action Plan.

Material Handling

Servicing Multi and Single Piece Rim Wheels (29 CFR 1910.177)

This section covers the requirements for the operation, maintenance and training. Servicing multi-piece and single rim wheels covers large vehicles such as trucks, tractors, trailers, buses and off-road machines. It does not apply to servicing of rim wheels used on automobiles, pick-up trucks, or vans.

Powered Industrial Trucks

Forklifts, hand motorized trucks, or any that is “powered” (29 CFR 1910.178.)

These could be gas powered, electric or “LP” gas powered. Adequate ventilation has to be supplied in the areas of battery storage, due to controlling noxious gases and fumes. Whereby batteries are stored there is to be a quick drench eye wash station in this area for corrosive materials. Only trained and authorized operators shall be permitted to operate a powered industrial truck. Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily.

Cranes and Hoists (29 CFR 1910.179)

Floor operated cranes, and a hoist (an apparatus which may be a part of a crane, exerting a force for lifting or lowering), is usually the type that are used in this type of industry. All wiring and electrical will comply with subpart S of the electrical standards of the 29 CFR 1910 regulations. Inspection procedures and periodic inspections are required to be performed and must be documented at intervals that are specified in 29 CFR 1910.179.

Hoists or Cranes:

You Must:

- Ensure that the rated load is marked and is visible to the operator.
- Ensure that the hoist or crane is able to hold up to 125% of its rated load.
- Not carry loads over people.

Lifts:

You Must:

- Have a locking mechanism in place anytime someone is under the lift. Lifts that have a locking mechanism only when the lift is fully extended must only be used in the fully extended position.

- Ensure that lifts not having a built-in locking mechanism are secured with an adjustable jack capable of supporting three times the lifts rated capacity. Secure the lift, not the car.
- Ensure lifts are not leaking.

Machine Guarding

Definitions (29 CFR 1910.211)

‘Point of operation’ means that point of which cutting, shaping, boring, or forming is accomplished upon the stock. ‘Pinch Point’ means any point other than the point of operation at which it is possible for a point of the body to be caught between the moving parts of a press or auxiliary equipment, or between moving and stationary parts of a press or auxiliary equipment or between the material and moving part or parts of the press or auxiliary equipment.

General Requirements for all machines (29 CFR 1910.212)

One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks. Examples of guarding would be barrier guards, two handed tripping devices, electronic safety devices, etc. Guard shall be affixed to the machine where possible and secured elsewhere if for any reason attachment to the machine is not possible. The guard shall be such that it does not offer an accident hazard in itself.

Abrasive Wheel Machinery (29 CFR 1910.215)

This section addresses abrasive wheels are only to be used with safety guards covering the spindle end, nut and flange projections. The work rests shall be adjusted closely to the wheel with a maximum opening of one-eighth inch to prevent the work from being jammed between the wheel and the rest, which may cause wheel breakage.

Hazard Communication (29 CFR 1910.1200)

The purpose of this section is to ensure that the hazards of all chemicals produced or imported are evaluated and that information concerning their hazard is transmitted to employers and employees. This transmittal of information is to be accomplished by means of comprehensive hazard communication programs, other forms of warning, material safety data sheets and employee training.

Training is to be completed initially upon hire and annually thereafter.

Material Safety data sheets are to be provided to employees while they are in their work areas, but can also be kept electronically. Employee information and training is to include what PPE will be required to work safely with the chemicals, in the workplace.

Container labeling

In accord with 29 CFR 1910.1200(f), the chemical manufacturer, importer or distributor shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged or marked with the following information: identity of hazardous chemical(s), appropriate hazard warnings, and name and address of the chemical manufacturer, importer or other responsible party. The employer shall ensure that each container of hazardous chemicals in the workplace is

labeled, tagged or marked with the following: identity of the hazardous chemical(s) and appropriate hazard warnings (words, pictures and/or symbols) regarding the hazards of the chemicals which will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Employee exposure records

In accord with 29 CFR 1910.1020(d), each employee exposure record shall be preserved and maintained for at least thirty years except background data to environmental monitoring or measuring so long as the sampling results, the sampling plan, a description of the analytical methods used, and a summary of the results obtained are retained for at least thirty years. MSDS (Material Safety Data Sheets) need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty years.

Medical and First Aid (29 CFR 1910.151)

The employer shall ensure the ready availability of medical personnel for advice and consultation on matters of plant health. In the absence of an infirmary, clinic or hospital in near proximity to the workplace (3-minutes is the time required to be within the distance of a hospital for emergency care unit) which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. First aid supplies approved by the physician shall be readily available.

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

Hand and Portable Powered Tools (29 CFR 1910.241)

Each employer shall be responsible for the safe condition of tools and equipment used by employees, including tools and equipment which may be furnished by employees. Compressed air for cleaning will be at 30 psi (pounds per square inch) at all times. Portable powered tools shall also have the same type of protective guarding that is required for employee safety. This includes saws, pneumatic tools, portable grinders, saber, scroll and jig saws, or any rotating piece of equipment.

General Machinery and Tool Requirements

You Must:

- Use only approved hand tools that are in good condition.
- Ensure that all cord operated tools are grounded or are the approved double insulated type.
- Ensure that all portable fans have a protective guard with half inch or smaller openings.
- Ensure that employees are trained in the proper operation of each piece of equipment.
- Ensure that the machine operator can safely reach all controls from the machine's point of operation and that the operator can cut off the power to the machine without leaving his/her

position at the point of operation. The point of operation is the area of the machine where material is positioned and work is being performed.

- Ensure that all equipment capable of storing energy is locked out and tagged during servicing and repairs.
- Be aware that GFCI (Ground Fault Circuit Interrupters) are required for new outlets, and in some instances, on existing outlets. Contact INSafe for more information.
- Ensure that the machine's "pinch points" (also known as "nip points") are guarded with a protective cover. A pinch point is any point, other than the point of operation of the machine, where a part of the body may be caught by the machine's moving parts.
- Follow appropriate regulations for welding operations in Chapter 4.
- Follow appropriate regulations for grinding operations in Chapter 4.

You Must:

Air Compressors and Compressed Air: [OSHA]

- Ensure that air compressors are properly maintained and operated according to manufacturer's recommendations.
- Post signs warning of the automatic start-up feature of air compressors.
- Not use compressed air to clean off clothes or body.
- Not use compressed air for cleaning unless the pressure is reduced below 30 psi and proper chip guards are in place.
- Not use compressed air when working on brake jobs, unless within a self-enclosed vacuum system.
- Regularly drain moisture from the lowest point of pressure in the line.

Welding, Cutting and Brazing (29 CFR 1910.251)

Fire prevention and protection is the basic precaution to take in this area. Be careful about working around flammable materials, in duct work, on certain types of floors. Suitable fire extinguishing equipment will be located and maintained in a state of readiness for instant use. Proper ventilation is to be supplied at all time. Personal protective clothing and eyewear, according to what is being welded, is to be provided to each affected person. Respirators are to be supplied if necessary. Fire curtains for the protection of the operators of nearby equipment, fire-resistant curtains or suitable shields shall be set up around the resistance welding machines, or portable welding machines, and in such a manner that the operator's movements are not hampered.

AUTOMOBILE UNDERCOATING IN GARAGES (29 CFR 1910.107 (k))

Automobile undercoating spray operations in garages, conducted in areas having adequate natural or mechanical ventilation, are exempt from the requirement pertaining to spray finishing operations, when using undercoating materials not more hazardous than kerosene or undercoating materials using only solvents listed as having a flash point in excess of 100°F (37.8°C).

Undercoating spray operations not conforming to these provisions are subject to all requirements pertaining to spray finishing operations 29 CFR 1910.107.

RECYCLING SCRAP METAL PARTS

There are no hazards and/or impacts associated with the base materials found in metal parts.

Note: some parts are coated with Lead or Chromium, and that a thin layer of these metals may come off when washed, potentially contaminating your solvent.

There are no significant additives or contaminants associated with used parts that are drained of any liquids they may contain.

There are no regulations for used parts, provided they do not contain free liquids (liquids that will readily pour). IDEM, however, prefers that you manage your used parts as follows:

You Should:

- Drain the part of any residual fluid. Combine the fluid with similar fluids collected elsewhere in your shop and manage accordingly.
- When possible, return used parts to the wholesaler or manufacturer for rebuilding. The wholesaler or manufacturer may have procedures in place to accept used parts for rebuilding.
- If the part manufacturer will not accept a used part, send it to a scrap metal recycler along with your empty aerosol cans and other recyclable metals.

RECYCLING SCRAP PLASTIC PARTS

Plastic parts can be recycled and reused. Check with your local Solid Waste Management District to see if they have someone in your area that takes this kind of material before considering disposal.

CLASSIFYING YOUR SHOP TO DETERMINE ITS HAZARDOUS WASTE GENERATOR STATUS

Is your shop a CESQG (Conditionally Exempt Small Quantity Generator), an SQG (Small Quantity Generator) or an LQG (Large Quantity Generator) of Hazardous Waste?

Under RCRA (Resource Conservation and Recovery Act), hazardous waste generators are classified according to how much hazardous waste they generate in a calendar month. Your hazardous waste generator status will determine the rules you must follow to be in compliance with federal waste regulations. As mentioned in Chapter 1, our typical collision repair/automotive refinishing shop is a small quantity generator of hazardous waste. To determine your generator status, evaluate the amount of hazardous waste your shop generates and compare to the following table:

TABLE 2-A

GENERATOR STATUS	HAZARDOUS WASTE GENERATED	HAZARDOUS WASTE STORED ON-SITE
CESQG (Conditionally Exempt Small Quantity Generator)	Less than or equal to 220 pounds per month (approximately one half of a 55-gallon drum)	Maximum accumulation of 2,200 pounds (approximately four 55- gallon drums)
SQG (Small Quantity Generator)	Between 220 and 2200 pounds per month (approximately one half to four 55-gallon drums)	Maximum accumulation of 13,228 pounds (approximately thirty 55- gallon drums) and maximum storage time of 180 days*
LQG (Large Quantity Generator)	2200 pounds or more per month (more than four 55-gallon drums)	Maximum storage time of 90 days
<p><i>*Hazardous waste that is transported more than 200 miles away for recovery, treatment, or disposal can be stored for up to 270 days.</i></p> <p>These hazardous waste cutoffs are based on:</p> <ol style="list-style-type: none"> 1) A calendar month, not a rolling average; and 2) The quantity you generate, not the amount you ship off-site for recycling, fuel blending or disposal. The quantity generated includes: <ul style="list-style-type: none"> • The amount that is recycled on site • The wastewater removed from your holding tank if the wastewater is determined to be a hazardous waste, but does not include wastewater discharged to the sanitary sewer. 		

TABLE 2-B**CESQG vs. SQG****BASIC REQUIREMENTS - COMPARISON CHART**

There are additional requirements for SQGs that store Hazardous Waste in containers.

CESQG	SQG
<p>Generate less than 220 lbs. of hazardous waste per calendar month.</p> <p>Identify and quantify your hazardous waste generated per month. Maintain records of the quantity generated each month.</p> <p>Store no more than 2,200 lbs. Of hazardous waste at any one time.</p> <p>Properly manage your hazardous waste (i.e., by recycling, laundering shop towels, etc.) or ensure delivery to a permitted disposal facility.</p> <p>Use the new federal uniform hazardous waste manifest (Form #8700-22) as a shipping document.</p>	<p>Generate between 220 lbs. and 2,200 lbs. of hazardous waste per calendar month.</p> <p>Identify and quantify your hazardous waste generated per month. Maintain records of the quantity generated each month.</p> <p>Store no more than 13,228 lbs. of hazardous waste at any one time AND not exceed the maximum storage time of 180 days (270 days if your hazardous waste is transported more than 200 miles).</p> <p>Obtain an EPA I.D. number.</p> <p>Use the new federal uniform hazardous waste manifest (Form #8700-22) as a shipping document.</p> <p>Use a registered hazardous waste transporter with an EPA I.D. number.</p> <p>Properly manage your hazardous waste (i.e., by recycling, laundering shop towels, etc.) or ensure delivery to a treatment, storage, disposal or recycling facility.</p> <p>Use proper container management practices:</p> <ul style="list-style-type: none"> ▪ Mark containers with the words “Hazardous Waste” as soon as waste is first introduced into container. ▪ Mark each container with the date waste is first introduced into it, or when taken to storage, if satellite accumulation is used, add flammable label, if applicable, when waste is first introduced. ▪ Store wastes in containers made of materials compatible with the wastes. ▪ Keep all containers of HW closed, except when adding or removing material. ▪ Inspect containers weekly. ▪ Maintain containers in good condition. <p>Hazardous Waste storage area must have:</p>

	<ul style="list-style-type: none"> ▪ Alarm or voice signal to provide emergency instructions. ▪ Telephone nearby to call emergency personnel. ▪ Emergency numbers posted near the telephone. ▪ Fire extinguishers nearby. ▪ Spill control equipment nearby. ▪ Water & hoses, foam equipment or automatic sprinklers. ▪ Sufficient aisle space to allow full inspection of each container.
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What is Hazardous Waste?

To be a hazardous waste, the material under consideration must first be classified as a solid waste. It is important to note that the term "solid" does not refer to the physical state of the waste. Instead, solid waste refers to any material that you will no longer be using for its originally intended purpose or a material that must be reclaimed before it can be reused. Solid waste can be a solid, a liquid, or a contained gas.

Not all solid wastes are considered to be hazardous wastes. Hazardous wastes may be one of two types: **listed** waste or **characteristic** waste.

The waste is a **listed** hazardous waste if it appears on one of four lists published found at 40 CFR 261.31, 261.32 and 261.33.)

A waste is a **characteristic** waste if it demonstrates one or more of the following characteristics:

- Ignitable – a waste with a flash point of less than 140 °F; flash point is the lowest temperature at which the material burns; examples include acetone and alcohol.
- Corrosive – a waste with a pH less than 2 or greater than 12.5; examples include battery acid, Sulfuric Acid, and Sodium Hydroxide.
- Reactive – a waste that can react violently, explode or release toxic fumes when exposed to water, heated or subject to shock; examples include sodium azide, which is found in un-deployed air bags.
- Toxic – a waste is toxic if it exceeds a regulatory level determined by a TCLP (Toxicity Characteristic Leaching Procedure) lab test for any one of forty parameters. Examples are painting wastes that contain toxic metal based pigments and/or certain solvents such as MEK (Methyl Ethyl Ketone).

If properly managed, some of your used products that would otherwise be a hazardous waste may be exempt from most of the hazardous waste regulations (e.g., Lead-acid batteries, oil, oil filters, fuel, and fluorescent light tubes). In order to be exempt from the hazardous waste regulations, you must comply with alternative regulations. Examples of alternatives include the Used Oil Rule and the Universal Waste Rule.

For wastes that are not exempt from hazardous waste regulations, a hazardous waste determination must be made. A hazardous waste determination may be made by doing one or more of the following:

- Determining if the waste contains a listed waste (i.e., did the product originally contain a chemical on the list of listed wastes, or has the product been contaminated with a pre-cleaner, dirty part, etc. that contains or is contaminated with a listed waste?)
- Determining if the waste exhibits any of the four characteristics of hazardous waste: ignitability, corrosivity, reactivity, and toxicity.

To make a hazardous waste determination, you may have a representative sample of the waste tested by an appropriate laboratory, or, as the generator of the waste, you may apply your knowledge of the waste to determine if it is hazardous. Applying your own knowledge of the waste is referred to as using *generator knowledge of the waste*. Generator knowledge may be based upon published or documented waste analysis data that compares the specific process that generated your waste to those processes described in the publication/document. For more information on making a hazardous waste determination, obtain the guidance document

As you can see, making a hazardous waste determination can be a complicated task. To assist you with this process, CTAP has compiled the following table, listing the products commonly used by shops. This table indicates the management options that allow shops to not only make environmentally beneficial management decisions, but also allows them to avoid making a hazardous waste determination, subsequently managing the waste as a hazardous waste, and counting the waste toward their hazardous waste generator status.

This table may not include all of the hazardous wastes that are generated by your shop. For more information on each of the products listed in the following table, including guidelines for reducing or eliminating the amount of hazardous waste generated.

Table 2-C
Summary of HW (Hazardous Waste) Generated by a Typical Collision Repair Shop

Product/Waste	Description/Mgt. Option	HW Status	Counts Toward Generator Status if determined to be a HW
Aerosol Cans	Recycled or Disposed - Emptied	Not a HW	
	Recycled or Disposed - Not Emptied	Make a HW determination and manage accordingly	X
Antifreeze	Recycled	Make hazardous waste determination	

Product/Waste	Description/Mgt. Option	HW Status	Counts Toward Generator Status if determined to be a HW
	Disposed	Make a HW determination and manage accordingly	X
Batteries Batteries	Recycled, managed as Universal Waste or except under 40 CFR 266.80	Not counted in determining HW generator status	
	Disposed	HW	X
Brake & Clutch Repair (Asbestos)	Disposed – Not contaminated with a HW	Not a HW	
	Disposed - Contaminated with a HW (such as from some brake cleaners)	Must make a HW determination and manage accordingly	X
Catalytic Converters	Recycled or Disposed	Not a HW, but subject to IDEM's air rules	
Fluorescent Light Tubes & HID Lamps	Recycled as Universal Waste	Not counted in determining HW generator status	
	Disposed	Must make a HW determination and manage accordingly	
Fuel	Reused for its intended purpose or re-refined	Not a HW	
	Managed under the Used Oil Rule (for de minimus quantities of fuel only)	Not counted in determining HW generator status	
	Disposed	Must make a HW determination and manage accordingly	X
Fuel Filters	Recycled or Disposed - Drained	Not a HW	

Product/Waste	Description/Mgt. Option	HW Status	Counts Toward Generator Status if determined to be a HW
	Disposed – Un-drained	Must make a HW determination and manage accordingly	
Metal Parts	Recycled	Not a HW	
	Disposed	Not a HW	
Mercury Switches	Recycled	Not a HW	
	Disposed	Must make a HW determination and manage accordingly	
Oil (Used)	Recycled (under the Used Oil Rule)	Not a HW	
	Disposed	Must make a HW determination and manage accordingly	
Oil Filters (Terne Plated)	Recycled as scrap metal	Not a HW	
	Disposed	Must make a HW determination and manage accordingly	X
Oil Filters (Non-Terne Plated)	Recycled - Drained	Not a HW	
	Recycled – Un-drained (managed under the Used Oil Rule)	Not a HW	
	Disposed - Drained	Not a HW	
	Disposed – Un-drained	Must make a HW determination and manage accordingly	X
Refrigerants (MVAC)	Recycled - Not contaminated	Not a HW	
	Disposed - Contaminated	Must make a HW determination and manage accordingly	X

Product/Waste	Description/Mgt. Option	HW Status	Counts Toward Generator Status if determined to be a HW
Solvents (Aqueous-Based)	Disposed	Must make a HW determination and manage accordingly	X
Solvents (Petroleum-Based)	Reused for its originally intended purpose OR reused w/o first being reclaimed	Not a HW	
Solvents (Petroleum-Based)	Recycled or Disposed	Must make a HW determination and manage accordingly	X
Sorbents	Recycled under the Used Oil Rule (if contaminated with used oil only)	Not a HW	
	Disposed (or unable to manage under the Used Oil Rule due to contamination with materials other than used oil)	Must make a HW determination and manage accordingly	X
Tires	Recycled or Disposed	Not a HW, but subject to the Used Tire Rule or the Solid Waste rules	
Wastewater	Sent directly to the sanitary sewer	Not a HW, but subject to POTW's and IDEM's regulations	
	Stored in a drum or holding tank	Must make a HW determination and manage accordingly	X
Wipes	Recycled (under the Used Oil Rule if contaminated with used oil only)	Not a HW	
	Recycled	Must make a HW determination and manage accordingly	X

Product/Waste	Description/Mgt. Option	HW Status	Counts Toward Generator Status if determined to be a HW
	Laundered - (reusable wipes that have not been used to clean up spills of HW)	Not a HW	
	Disposed	Must make a HW determination and manage accordingly	X

Changing Your Hazardous Waste Classification

Many collision repair/automotive refinishing shops will alternate between being classified as a CESQG and an SQG. If you generate enough hazardous waste in one month to move to the next classification (for instance, from CESQG to SQG), you must comply with the much stricter standards of the larger class during the month(s) that you generate this increased volume of waste. These stricter standards include additional hazardous waste requirements as well as training requirements and emergency planning. Your goal as a small business should be to fit into the CESQG category, but to act as an SQG to ensure that your hazardous wastes are properly managed and to protect yourself from future liability associated with these wastes. Acting as an SQG will also prepare your shop to meet the stricter SQG requirements in the event that the shop generates enough hazardous waste to move to this classification.

If your generator status drops from an SQG to a CESQG, you must continue following the SQG regulations until you notify IDEM in writing that your generator status has changed.

If you find that you're in a situation that moves you from being an SQG to a LQG, you will be required to meet additional requirements, including, but not limited to, conducting training and developing written plans. If desired, you may contract this work to an outside company.

EPA Identification Number

An SQG and LQG must obtain an EPA identification number. EPA and states use these 12-character numbers to monitor and track hazardous waste activities. You will need to use your EPA ID when you manifest hazardous waste off site, unless you are CESQG.

If your shop is an SQG (or moves into the SQG classification) and does not have an EPA identification number, you should contact IDEM's Office of Land Quality (OLQ) at (317) 232-8941 or toll-free at (800) 451-6027, press 0 and request ext. 28941 to request a copy of EPA application form 8700-12 Notification of Regulated Waste Activity. You can also visit IDEM's web site, "How to obtain a new RCRA ID number," <http://www.in.gov/idem/5029.htm>.

CESQGs & Hazardous Waste Management

If you are a CESQG, IDEM does not prohibit you from discarding your non-liquid hazardous waste as part of your regular trash. However, you should not throw hazardous waste in the regular trash, because:

- Landfills are prohibited from accepting liquids.
- Your hazardous waste is subject to your hauler's and the disposal facility's approval.
- Disposal of hazardous waste may violate the contract with your hauler and/or disposal facility.
- Even though your trash is taken to a site that is permitted to accept solid waste, you remain legally liable for it. If a hazardous material ends up in the soil or ground water, you can be held financially responsible for helping with the clean up.
- If you throw hazardous waste in with your regular trash, you cannot be certain of its final destination.

There are health hazards associated with these wastes, and you do not want to harm anyone in your community. Keep in mind that children occasionally play around dumpsters and those children and trash collectors may be exposed to your hazardous wastes.

CESQGs that wish to be excluded from full hazardous waste regulations must comply with the requirements summarized in Table 2-A. Because our "typical" collision repair shop generates approximately one 55-gallon drum of hazardous waste per month, it is a Small Quantity Generator of hazardous waste.

Your goal as a small business should be to fit into the CESQG category, but to act as an SQG to ensure that your hazardous wastes are properly managed and to protect yourself from future liability associated with these wastes. Acting as an SQG will also prepare your shop to meet the stricter SQG requirements in the event that the shop generates enough hazardous waste to move to this classification.

CLASSIFYING YOUR SHOP TO DETERMINE WASTE GENERATION OF ASBESTOS AND OIL DEBRIS

The following types of waste are typically generated by collision repair/automotive refinishing shops:

- **Asbestos-containing material** includes dust from brake repair operations.

In order to be regulated, the asbestos generated by your shop must be "friable." Friable asbestos is defined as a material that contains more than 1% asbestos that, when dry, can be crumbled or reduced to powder by hand pressure. Asbestos-containing brake pads, clutch pads, and gaskets that are in good condition (non-friable) are not regulated and may be disposed with your regular trash.

- **Petroleum-contaminated material**, including:

Sludge from the clean-out of used oil storage tanks.

Soil and/or absorbent materials contaminated with petroleum-based products that do not contain PCBs (Poly Chlorinated Biphenyls). Examples of such petroleum-based products include oils, hydraulic fluid, kerosene, diesel fuel, and gasoline.

Only shops that:

(1) Generate 220 pounds of petroleum-containing waste per month; or

(2) Dispose of petroleum-containing waste in quantities greater than 2,204 pounds per shipment are subject to the hazardous waste regulations.

A hazardous waste determination must be made on your waste. Any waste that is determined to be a hazardous waste must be managed under the hazardous waste rules.

If you are not subject to the hazardous waste rules, you may be able to ship your non-hazardous waste to a municipal solid waste landfill that has been designated to accept this type of waste. If you wish to send your petroleum-contaminated waste to a landfill that is not on our list, you must obtain approval from the landfill.

You may manage the sludge from your used oil storage tank and some types of oil-contaminated absorbent materials under the Used Oil Rule, 329 IAC 13. Following the Used Oil Rule will simplify your regulatory requirements.

STORING AND DECONTAMINATION: WASHING AND CLEANING

There are specific regulations pertaining to the zoning of shops that do certain types of work in the area of collision repair and automotive refinishing. Keep in mind that each employee that works in this area could become contaminated by blood or blood by-products. Be sure to train your employees in the area of PPE requirements (gloves, goggles, etc.) and the bloodborne pathogen requirements, of the OSHA regulation on red bagged material.

RACKS-STRAIGHTENING

The part of the regulations that cover this type of equipment is regulated under an OSHA standard that is called a “General Duty Clause” that states: “each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to this employees, and shall comply with occupation safety and health standards promulgated under the Act.

Chapter 3

MANAGEMENT REQUIREMENTS FOR HAZARDOUS MATERIALS & HAZARDOUS WASTES

HAZARDOUS MATERIALS vs. HAZARDOUS WASTES

This chapter addresses the general regulations and best management practices associated with your hazardous materials and your hazardous wastes. It is important to differentiate between hazardous materials and hazardous wastes because they are often regulated by separate and/or multiple agencies.

Many of the products that you purchase for use in your shop contain hazardous materials. Hazardous materials are dangerous to human health and the environment. When these products are no longer of use to you and are destined for disposal or are recycled, they may be regulated by IDEM as a hazardous waste.

Hazardous materials and hazardous wastes are regulated by four separate agencies:

- The U.S. Department of Transportation [DOT];
- The Indiana Department of Labor administers OSHA (Occupational Safety and Health Administration) regulations;
- The Indiana Department of Fire & Building Services; and
- IDEM (Indiana Department of Environmental Management)

Hazardous materials and hazardous wastes are regulated by DOT to ensure that the materials are safely transported, by OSHA to ensure that the materials do not harm employees, and by the Indiana Department of Fire & Building Services to ensure that both your employees and the general public are protected from harm. IDEM regulates hazardous materials and hazardous wastes to ensure they are properly stored, that spills are properly cleaned up, and that hazardous wastes are properly recycled or disposed. Depending upon where your shop is located, you may also be required to follow local regulations, such as those of your city, county, or POTW (Publicly Owned Treatment Works).

Throughout the remainder of this manual, the regulations that **you must** follow as well as the options that **you should** do or that **you should consider** are listed. All regulations and options listed are IDEM's unless otherwise noted.

PURCHASING AND RECEIVING PRODUCTS THAT CONTAIN HAZARDOUS MATERIALS

The hazardous materials used by your shop pose certain potential risks to you, your employees, and the environment. To help you manage these potential risks, OSHA requires that manufacturers and distributors provide information in the form of an MSDS (Material Safety Data Sheet) for each hazardous material on your premises. If an MSDS is not provided, you may

obtain a copy from the manufacturer or the distributor. You may also refuse the shipment until the distributor provides the appropriate MSDS. OSHA expects you to take responsibility for obtaining an MSDS even if you are not provided one.

The MSDS lists hazardous components and provides information about health hazards, proper use, and emergency procedures. There is no standard format for an MSDS. The quantity and quality of information found in an MSDS may vary significantly. Therefore, the MSDS may not be a complete source of information. In addition to reviewing the MSDS, you should also review each products label.

Such information including the MSDS should be maintained at your place of business and made available and accessible to employees who might be exposed to hazardous materials. An employee might access a hard copy located in your place of business, request a copy from a vendor that maintains such information for your company or access through a company Intranet and/or Extranet site. This information may need to be periodically updated.

You are also required to ensure that hazardous materials are properly labeled. The label should include the identity of the hazardous material and appropriate hazard warnings. Employees must be trained on the proper use and potential risks of each hazardous material used at the shop.

You Must:

- Ensure that only properly trained employees accept deliveries of products that contain hazardous materials. [DOT]
- Ensure that each incoming shipment is accompanied by a DOT shipping paper such as a manifest, a bill of lading or waybill. A shipping paper is used to identify the material being transported. [DOT]
- Ensure that the containers are properly labeled. The label is required on every container of hazardous materials. [DOT & OSHA]
- Request a copy of the MSDS for each chemical that you purchase if your supplier does not provide you with one or it has changed. [OSHA]
- Retain the MSDS or some record of identify (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty years. [OSHA]
- Label any new containers with the chemical name and hazard warning information upon transferring chemicals into them. [OSHA]

You Should:

- Maintain the MSDS for materials no longer in use in a separate binder.
- Keep all MSDS sheets indefinitely.
- Check all product labels to ensure that they are consistent with DOT and OSHA requirements before you accept the material from your supplier.
- Adopt a standard labeling format that is easy for employees to use.

STORING HAZARDOUS MATERIALS

You Must:

- Ensure that stacked materials are limited in height and secured against sliding or collapsing. [OSHA]
- Prohibit the accumulation of excess material in your storage areas if doing so will result in a potential hazard. [OSHA]
- Follow the storage instructions listed on the label. [OSHA & Fire & Building Services]
- Store flammables and combustibles in a fire cabinet or a storage room constructed to meet the 1-hour fire-resistant rating. Containers stored inside must not exceed 60 gallons in individual capacity. Portable tanks must not exceed 660 gallons. [Fire & Building Services]
- Ensure that all electrical wiring and equipment located inside flammable and combustible storage rooms meet the requirements for use in these areas. [OSHA]
- Keep materials in closed, non-leaking containers, such as drums and bottles with lids so that vapors do not escape, unless the Indiana Department of Fire & Building Services requires pressure relief vents (e.g., such as for gasoline). [IDEM & OSHA]
- Make sure aboveground storage tanks, containers, and connecting pipes are properly labeled. For example, used oil storage tanks and piping must be marked with the words “Used Oil.” [IDEM]
- Ensure that all containers are clearly labeled with the proper name and hazard warning and that all labels list the target organ (the first organ identified in the MSDS under the harmful effects section). [OSHA]
- Store containers holding incompatible hazardous materials at least 20 feet apart or separate them by means of a dike, berm, wall, or some other acceptable means. For example, oxygen cylinders must be stored apart from flammable materials such as gasoline and some types of solvents and combustible materials such as oil or grease. For information on the products used by your shop, refer to each product’s MSDS, which lists incompatible materials. The purpose of this requirement is to prevent fires, explosions, gaseous emissions, or other hazards. [OSHA & Fire & Building Services]
- Keep flammable materials away from heat, flame, and sources of ignition. [OSHA & Fire & Building Services]
- Store flammable or combustible materials, which are located outdoors, a certain distance from the property line and building. These distances depend on information specific to your shop. Contact the Plan Review Division of the Indiana Department of Fire & Building Services for more information. [Fire & Building Services]
- Inspect containers for leaks and corrosion on a weekly basis. [IDEM]
- Prevent the release of hazardous materials into any sewer, storm drain, ditch, drainage canal, lake, river or tidal waterway, or upon the ground, sidewalk, street, and highway or into the atmosphere so as to create a risk of fire or explosion. [Fire & Building Services]
- Report spills of hazardous materials. [IDEM]

You Should:

- Store all containers on an impermeable surface, such as a sealed concrete floor, away from drains or fire hazards.
- Store drums in areas empty of standing water.
- Conduct weekly inspections to ensure that stock is rotated and to check for outdated supplies.
- Use the label from the original container when transferring chemicals to a new container. Otherwise, make a photo copy of the original label and affix it to the new container. Photocopied labels should be laminated to protect it from damage.
- Place the number of the PWSS (Public Water Supply System) next to your telephone or on your Emergency Notification list next to your telephone. There may be additional spill reporting requirements if you are located within a Wellhead Protection Area.

You Should Consider:

- Patching any cracks in your floor and sealing it with a resistant paint to prevent spilled materials from penetrating through to the soil and ground water beneath the floor.
- Providing secondary containment to hold materials in the event of a leak or spill.

Your goal in storing hazardous materials should be to prevent their release. Remediating contaminated soil and/or groundwater can be complicated and costly.

STORING HAZARDOUS WASTES

You must properly store hazardous wastes and meet time limits for their on-site accumulation. There are two different time limits for on-site accumulation of hazardous waste, depending on whether or not a shop has a satellite accumulation area. Satellite accumulation areas offer advantages to an SQG regarding time limits for on-site accumulation, but whether or not you have a satellite accumulation area in your shop is optional.

Satellite accumulation areas are collection points for hazardous waste. These areas must be located at or near the point of hazardous waste generation. The operator of the process generating the hazardous waste must have control of and easy access to the satellite accumulation area. A shop with a satellite accumulation area must mark their containers with the words "Hazardous Waste" and may accumulate hazardous waste up to 55 gallons or when the drum is filled it less than 55 gallons. Once the drum has been filled, the shop must immediately mark the drum with the date it was filled. From this point, the shop has 72 hours to move the drum to the shop's storage area, and has 180 days to have the hazardous waste properly manifested and shipped to a TSD (Treatment, Storage and Disposal) facility.

A shop that does not have a satellite accumulation area may accumulate hazardous waste on-site for up to 180 days provided that the quantity of waste accumulated on-site never exceeds 13,228 pounds. It is important to note that this 180-day time limit begins on the day that hazardous waste is first put into the empty container and not after the container has been completely filled.

If a shop, either with or without a satellite accumulation area, can verify that it ships its hazardous waste at least 200 miles to a TSD facility, the shop may accumulate waste for up to

270 days. Large quantity generators can store a hazardous waste for no more than 90 days from the date the waste was first placed in the storage container or tank.

In order to comply with the regulations regarding the proper storage of hazardous wastes and the time limits for on-site accumulation of the wastes, the following rules apply:

You Must:

- Ensure that stacked materials are limited in height and secured against sliding or collapsing. [OSHA]
- Prohibit the accumulation of excess material in your storage areas if doing so will result in a potential hazard. [OSHA]
- Store flammables and combustibles in a fire cabinet or a storage room constructed to meet the 1-hour fire-resistant rating. Containers stored inside must not exceed 60 gallons in individual capacity. Portable tanks must not exceed 660 gallons. [Fire & Building Services]
- Ensure that all electrical wiring and equipment located inside flammable and combustible storage rooms meet the requirements for use in these areas. [OSHA]
- Use containers made of or lined with materials which are impervious to the hazardous waste being stored. For example, solvents containing naphtha should not be stored in containers made of polystyrene, polycarbonate, PVC, or acrylics because these solvents will dissolve plastic. [IDEM]
- Store containers holding incompatible hazardous materials at least 20 feet apart or separate them by means of a dike, berm, wall, or some other acceptable means. For example, oxygen cylinders must be stored apart from flammable materials such as gasoline and some types of solvents and combustible materials such as oil or grease. The purpose of this requirement is to prevent fires, explosions, gaseous emissions, or other hazards. [OSHA & Fire & Building Services]
- Ensure that your hazardous waste storage containers are marked or labeled with the following information:
 - "Hazardous Waste" and
 - Accumulation start date - For shops without a satellite accumulation area, it is the date waste is initially placed in the container. For shops with a satellite accumulation area, it is the date that the container was moved to the hazardous waste storage area. [IDEM]
- Inspect hazardous waste containers every week for evidence of leaks or deterioration. [IDEM]
- Replace stickers which have become obscured or no longer adhere to the container. [IDEM]
- Inspect containers for signs of corrosion and any evidence of a leak. [IDEM]
- Check that lids fit properly. [IDEM]
- Transfer the hazardous waste from the original container to a second container or to an over pack container (a container that provides protection or convenience in handling the original container or to consolidate two or more waste materials or containers; 49 CFR 171.8

“Definitions”) if the original container is in poor condition (e.g., damaged, leaking, rusting). [IDEM]

- Keep hazardous waste containers closed during storage. Only open them to add, sample, or remove wastes. [IDEM]
- Meet on-site accumulation time limits. [IDEM]
- Designate an emergency coordinator for your facility and develop emergency response procedures. [IDEM]

You Should:

- Store waste in containers that meet DOT requirements so that the material will not have to be transferred from one container to another prior to shipping.
- Label containers with the required DOT shipping information and any additional information as necessary to meet the storage requirements of this section (i.e., marked as a hazardous waste and dated). Although your hauler may label your containers for you, it is your responsibility to make sure the containers are labeled, packaged and properly marked during generation and for transportation.





PROPER HANDLING AND SHIPPING OF YOUR HAZARDOUS WASTES

Hazardous wastes that you send off-site must be accompanied by Indiana’s Uniform Hazardous Waste Manifest, form #8700-22. For more information on the new uniform hazardous waste manifest requirements, see IDEM’s website at: <http://www.in.gov/idem/5039.htm>

Starting September 5, 2006 the new Hazardous Waste Manifest, form approved OMB No2050-0039, EPA form # 8700-22 must be used. Indiana has no state manifest tracking system.

As the generator of the hazardous waste, you are responsible for ensuring that the manifest is correctly and completely filled out. The transporter must also be certain that the manifest is properly filled out before accepting the shipment. For this reason, many waste haulers will prepare the manifest for you, and will then ask you to review and sign the manifest if all of the information is in order. Keep in mind that you are ultimately responsible for ensuring that the manifest is properly completed.

In addition to the manifest, an LDR (Land Disposal Restriction) form must also be provided to your TSD facility for each hazardous waste that they accept from you. This is a one-time notification form; however, if you change TSD facilities, you must submit an LDR form to your new TSD facility. Similarly, if your shop generates a hazardous waste that was not previously included on the land disposal form, you must submit an additional LDR form to your TSD facility.

Registered suppliers of the Uniform Hazardous Waste Manifest http://www.epa.gov/epawaste/hazard/transportation/manifest/registry/printers.htm				
Registrant Name	Are Manifests for Sale?	To Purchase Manifests, Please Contact:	Approved Manifest Tracking Number (MTN) Suffix	Approval Date
J.J. Keller & Associates, Inc.	Yes	1-877-564-2333 www.jjkeller.com/manifest 	JJK	05/16/06
The Flesh Company	Yes, through distributors. Call for contact information.	1-800-745-7910	FLE	05/18/06
Welsh & Associates	Yes	317-894-8100 www.welsh-associates.com 	WAS	05/25/06
Giant Resource Recovery	No		GRR	05/26/06
Genoa Business Forms	Yes	815-981-8126 www.form8700-22.com 	GBF	06/16/06
Veolia ES Technical Solutions	No		VES	08/02/06
Nutmeg Environmental	Yes	203-915-3769 www.nutmegenv.com 	CTN	08/02/06
United Industrial Services	No		UIS	09/13/06
Safety-Kleen Systems, Inc.	No		SKS	10/20/06
RR Donnelley	Yes	Mike McKee 301-771-4347	MWI	10/03/07
Databar Inc.	Yes	1-800-878-4919 x 222 Roger Christofferson	DAT	07/31/09
PSC, LLC	No		PSC	06/09/11

You Must:

- Ensure that the wastes are properly contained & packaged and that the containers are labeled in accordance with DOT regulations.
- Ensure that hazardous waste stickers or markings include the following information:
 - "HAZARDOUS WASTE - Federal Law Prohibits Improper Disposal. If found, contact the nearest police or public safety authority or the U.S. Environmental Protection Agency."
- Use the proper DOT shipping name, followed by the products technical name in parentheses. For example:

Waste Flammable Liquid, n.o.s., 3, UN1993, PGII, RQ (Contains Gasoline), D001

 - 1.) The name and address of your shop.
 - 2.) EPA ID number.
 - 3.) Waste number.
 - 4.) The manifest document number.
- Use a hazardous waste manifest to ship hazardous waste off-site to permitted TSD facilities.
- **Not** transport hazardous waste from one shop to another.
- Ensure that hazardous waste containers are always tightly closed.
- Use a hazardous waste hauler that meets the following requirements:
 - Be currently registered with IDEM as a hazardous waste transporter and have an EPA ID number;
 - Has complied with all DOT training requirements; and
 - Transports all wastes to a permitted facility.
- Ensure that the hazardous waste hauler has placed all of the placards on the truck/vehicle required by DOT for your shipment.
- Ensure that the hauler ships hazardous waste only to a TSD facility.

You Should:

- Choose a hazardous waste hauler that is registered with DOT and has liability insurance for accidents that may occur while transporting your hazardous waste.
- Always know where your hazardous waste is being shipped and understand what is going to be done with the waste.

Because you are a Small Quantity Generator of hazardous waste, you may accumulate waste without a permit for up to 180 days, or, if you can verify that you ship your hazardous waste at least 200 miles to a TSD facility, you may accumulate waste for up to 270 days. We recommend collision repair shops store wastes no longer than 180 days or 30 days after a container or drum has been filled, whichever comes first.

Satellite Accumulation Area

If you have a satellite accumulation area, you may accumulate hazardous waste until your container is filled, up to 55 gallons. You then have 72 hours to move your container to the container storage area and 180 days to have the waste shipped to a TSD facility.

LIABILITY AND CHOOSING AN ENVIRONMENTAL SERVICE COMPANY

As the generator of hazardous wastes, it is your responsibility to ensure that your wastes are transported and managed (i.e., recycled, treated or disposed) in an environmentally responsible and legal manner. You remain liable for any harm caused by its mismanagement from your site to its final destination.

Therefore, it is important for you to hire a reputable firm to handle your wastes. Some items to consider, in addition to price, when choosing a waste hauler are:

- The hauler's reputation in the community and among other businesses;
- Information regarding where the waste will be shipped and its ultimate treatment (i.e., recycling, fuel blending, disposal, etc.)
- The adequacy of the hauler's insurance coverage for worker compensation;
- The adequacy of the hauler's insurance coverage for liability, including liability insurance for accidents that may occur during transportation. Some of the forms that you should request from the hauler include:
 - Form MCS-90, Endorsement(s) for Motor Carrier Policies of Insurance for Public Liability Under Sections 29 and 30 of the Motor Carrier Act of 1980
 - Form MCS-83, Motor Carrier Surety Bond for Public Liability Under Section 30 of the Motor Carrier Act of 1980
 - The company's written decision, order or authorization from the Interstate Commerce Commission allowing the carrier to be self-insured. These proofs of financial responsibility are considered public information and must show that the carrier is prepared to respond to at least one million dollars in damages that may result from its handling of your waste.

In addition to the above-listed documents, your hazardous waste hauler and the TSD facility should provide you with documents verifying that they:

- Have an EPA ID number;
- Have complied with all training requirements (EPA, IDEM, OSHA, and DOT);
- Transport all waste to a TSD facility; and
- Provide you with the required documentation for each shipment.

SPILL PREVENTION & PREPAREDNESS

Your shop should work to avoid spills and to implement spill response procedures to help ensure that spills are managed effectively.

You Should:

- Pump your liquid products directly from one area to another when possible. Use an on-vehicle/closed-loop antifreeze recycler. When flammable liquids are transferred from one container to another, they must be effectively bonded together and also to ground. (OSHA)
- Drain and replace automotive fluids in a designated area where there are no connections to the storm drain or municipal sewer.
- Collect leaking or dripping fluids in designated drip pans or containers. Keep all fluids separate so they may be recycled. When you are finished working on a vehicle, immediately empty contents of drip pans into appropriate collection containers. Don't leave the drip pans unattended as they may pose a tripping hazard, resulting in a potential injury and/or spill.
- Prepare to respond to spills:
- If possible, eliminate connections to the storm drain; otherwise, keep your shops drain sealed, using an inflatable plug or absorbent pillow, to eliminate the possibility of spill materials' entering your storm drain.
- Complete an Emergency Notification List and place a copy of it near each phone in your shop. Having this information on hand during an emergency situation will greatly assist you in notifying the proper agencies and affected parties.
- Keep a spill kit on hand and replenish the kit with any materials that were used during the clean up operation.
- Train employees on the proper response to chemical emergencies. It is required as part of IDEM's hazardous waste regulations and OSHA's Hazard Communication Program.

IN CASE OF A SPILL

Under IDEM's Spill Rule, 327 IAC 2-6.1, a spill is defined as any release of petroleum, hazardous substances, extremely hazardous substances or objectionable substances. Objectionable substances can include oil, gasoline, solvents, antifreeze, etc. that could threaten to enter soil or waters of the state.

A spill does not include releases to impermeable surfaces when the substance does not migrate off the surface or penetrate the surface and enter the soil.

Not all spills are reportable. Whether or not a spill must be reported depends on several factors, including:

- Spills of one pint or one pound and more. Spills of integral operating fluids greater than fifty-five gallons. Spills of hazardous substances or extremely hazardous substances greater than one-hundred pounds.
- Each hazardous material has its own RQ (Reportable Quantity) requiring the spill to be reported if it meets or exceeds the gallons/pounds corresponding to its RQ.
- The location of the spill, including whether the location is part of a wellhead protection area; near a private drinking water well or state water with a designated use; water owned by the federal government; or within or outside your property boundary.

- Whether or not a spill response has been started or is ongoing.

As you can see, determining when to report a spill is a complicated task. To report a spill call:

IDEM's 24-HOUR
ENVIRONMENTAL EMERGENCY HOTLINE
(317) 233-7745 - LOCAL AND OUT-OF-STATE
(888) 233-7745 – STATEWIDE, TOLL FREE

A Hotline staff member will assist you in determining whether or not you have a reportable spill, and, if your spill is reportable, will also assist you in determining which additional entities you may want to contact.

Place your Emergency Notification list by each phone in your facility.

In the event of a spill, IDEM recommends that you follow these procedures. Some of the steps are required (“you must”) while others are offered as suggestions (“you should”) to avoid harm to employees.

If you have a spill:

- Assess the situation;
- Call for help;
 - Other shop personnel
 - Outside responder including contractors and the local fire department if necessary
- Trained personnel responding to the spill should use PPE;
- Stop the release of material at its source if feasible. That might include shutting off valves;
- Stop the spread of the spilled material. That might include the placement of a tube/sock absorbent device to contain the release;
- Ventilate the affected area if feasible;
- Vacate the area due to exposure – inhalation and skin absorption;
- Rely on those who are trained to assist with a hazardous substance release incident;
- Place any damaged containers in a compatible secondary container (e.g. bucket or overpack drum);
- Pack and label the spill material in a compatible container; and
- Make a hazardous waste determination on the spill material and manage accordingly.

Note. If you have respirators, you are responsible for establishing a respirator program which includes medical monitoring, training, and planning. Therefore, if you do not stay abreast of the OSHA guidelines, you should not have respirators in your facility. Clean up the spill using appropriate methods, including:

Report Your Spill To:

- **IDEM's Environmental Emergency Hotline** as soon as possible, but within 2 hours, by calling (317) 233-7745 or toll free at (888) 233-7745. The Environmental Emergency Hotline is staffed 24-hours a day, 7-days a week. When you call, staff will request the following information:
 - 1) Your shop's name, address, and EPA Identification Number;
 - 2) Date, time, and type of incident (e.g., spill or fire);
 - 3) Quantity and type of hazardous material involved in the incident;
 - 4) Extent of injuries, if any; and
 - 5) Estimated quantity and disposition/makeup of recovered materials, if any.
 - 6) Acknowledgment if you are located within a wellhead protection area.

Don't wait to report your spill. Call the Environmental Emergency Hotline even if you do not have all of the above-listed information.

- **Downstream users.** When you report the spill, IDEM will assist you in notifying downstream users; however, it remains your responsibility to notify downstream users of potentially contaminated water.
- **The chief of the responding fire department** when a release of hazardous materials creates an unreasonable risk to public safety from fire or explosion. For more detailed information on this requirement, contact the Inspection Division of Fire & Building Services at (317) 232-2222. [Fire & Building Services]
- **Local wastewater treatment plant.** If material enters a drain that leads to your wastewater treatment plant, you may be required to notify them of the spill. Whether or not you are required to report your spill depends upon the quantity and the material(s) spilled.
- **Local public water supply.** If your shop is located in a Wellhead Protection Area, there may be additional spill reporting requirements. Contact your local public water supply system to determine these requirements.

It is not illegal to have a spill, but it is illegal not to report it and clean it up.

WHAT IF YOU HAVE A VIOLATION? WHO'S LIABLE?

If you violate an environmental rule, you may be fined up to \$25,000 per day per violation, and you may be jailed depending on the nature and severity of the violation.

Most fines are much less than the \$25,000 maximum. The amount of the fine depends on the magnitude of the violation, the potential and/or actual harm to human health and the environment, the economic benefit gained by not complying with environmental regulations, and the violator's efforts to achieve compliance.

Initial violations may result in IDEM sending either a warning letter or a notice of violation letter to the business. These letters are not accompanied by fines, but do require the business to come into compliance with the environmental regulations. When fines are assessed, they may start at \$1,000 per violation and increase according to the severity of the violation.

When a violation occurs, both the owner and the manager of a shop may be liable. The owner has overall responsibility, but the manager is also responsible for the shop that he or she manages. If an environmental rule is *intentionally* violated, or if the owner or manager *conceals* a violation, both may be criminally liable.

If a violation occurs at your shop, it is in your best interest to voluntarily report the violation as soon as possible. This action is recommended because penalties may be reduced or eliminated in such cases. Reporting and correcting the problem as soon as possible may limit the actual and/or potential harm to human health and the environment and result in reduced clean up costs.

If you are unsure as to whether or not you've had a violation or if you have questions regarding the regulations that apply to your shop, call CTAP for confidential assistance.

- Indianapolis (Main Office) (317) 232-8172 or toll-free at (800) 988-7901
- Northern Regional Office (574) 245-4870 or toll-free at (800) 753-5519, ext. 4879
- Northwest Regional Office (219) 757-0265 or toll-free at (888) 209-8892
- Southwest Regional Office (812) 380-2303 or toll-free at (888) 672-8323
- Southeast Regional Office (812) 358-2027 or toll-free at (877) 271-0074

Chapter 4

ADDITIONAL PRODUCT & WASTE INFORMATION FOR COLLISION REPAIR and AUTOMOTIVE REFINISHING SHOPS

BOOTH COMPOUND AND MASKING AID HAZARDS & RULES

Booth compound is a liquid that is applied to the interior surfaces of a spray booth to absorb paint overspray. It is either peeled or hosed off when it becomes dirty to comply with 29 CFR 1910.107(b)(2). A similar compound, used as a masking aid and sometimes referred to as slime, is used to cover portions of the vehicle that are not to be painted.

Most booth compounds dry quickly because they contain solvents, such as alcohol. These solvents pose a fire hazard as well as an inhalation hazard, and can also cause skin irritation. Once dried, the hazards are greatly diminished. In the liquid stage, however, you need to take precautions to keep booth compound away from open flames or sparks, prevent inhalation of the vapors, and contact with the skin.

If the **masking aid** (slime) is hosed off, the contaminated wastewater may pose a problem for your sewage treatment plant. You will need to check with them before sending any of this wastewater to the sewage system.

Specialized compounds used on floors prevent dust particles from becoming airborne. These compounds often have a flash point near 110°F posing a fire hazard, and causing the waste to be hazardous due to ignitability. Check your MSDS for information on your products flash point.

You Must:

- Store containers according to the Department of Fire & Building Services' combustible/flammable liquid standards and OSHA's flammable and combustible liquids standard, 29 CFR 1910.106(d)
- Keep open flames or sparks away from the area until the liquid has thoroughly dried.
- Provide employees with gloves and/or coveralls to prevent compounds from contacting bare skin, along with safety eyewear according to OSHA's PPE (Personal Protective Equipment) standard, 29 CFR 1910.132.
- Make a hazardous waste determination on the waste and manage it accordingly.

If you need to dispose of unused liquid with a flash point of 140°F or higher, the waste is not considered to be a hazardous waste. Conversely, the waste would be hazardous and would need to be managed accordingly. In addition, you must mark the drum with the Flammable Liquid label, and the D001 waste code.

Used booth compound and/or masking aid may be a hazardous waste if contaminated with Lead-based paint or with paint containing significant concentrations of Chromium, Barium, Cadmium or other toxic metals.

Our typical Collision Repair shop generates fewer than 220 pounds of masking aid/compounds per month which makes it a Conditionally Exempt Small Quantity Generator of hazardous waste. Therefore, the waste can be disposed with the regular trash.

You Should:

- Completely use all the products you purchase, rotate stock, and order only as much as you need so you can avoid disposing of unused materials.
- Reduce or eliminate use of paint products containing toxic metals.
- Reduce or eliminate use of masking products with a flash point below 140°F.

Remember-no liquid waste in trash.

- If you plan to discharge slime contaminated wastewater to your local water treatment plant, you must contact them to ensure they will accept this waste.
- If hosing off, and your shop drains do not go to a wastewater treatment plant, you must obtain an NPDES (National Pollutant Discharge Elimination System) permit.
- If you have a holding tank that is periodically pumped and sent to a wastewater treatment facility, be sure the treatment facility approves of having paint solids present.

CATALYSTS / HARDENERS / ACTIVATORS

For most products in this category, the primary hazard relates to flammability since flash points are frequently well below 100°F (37.8°C)). Storage and handling requirements are very strict, from both OSHA, (29 CFR 1910.107 (e) and the Department of Fire & Building Services.

The solvent content of these products may also pose a respiratory hazard during mixing or spraying. The hardeners contain isocyanates, which can pose a more significant respiratory hazard. Check the material safety data sheet for respirator usage.

You Must:

- Store containers according to combustible/flammable liquid standards.
- Keep open flames or sparks away from the area until thoroughly dry.
- Provide employees with gloves and other protective clothing.
- Determine the exposure level to the hazardous solvents or isocyanates during mixing or spraying. Provide proper respiratory protection and training.
- Keep containers closed at all times. You cannot leave containers open to evaporate excess material as a way to reduce the amount of waste generated. Doing so is a violation of IDEM, OSHA, and Fire Marshal rules.
- Manage the waste as an ignitable hazardous waste. Mark the drum with the D001 waste code and the Flammable Liquid label.

You may solidify very small quantities of this liquid waste with a sorbent. The result is a solid waste that is not ignitable, not hazardous, and can be disposed in your regular trash

provided the waste contains no characteristic toxic metals (such as Lead, Chromium, or Cadmium) or toxic solvents (such as MEK or chlorinated solvents). Most catalysts, hardeners or activators do not contain these ingredients. Solidifying ignitable wastes actually increases the amount of solid waste you generate, so should only be utilized if you only generate very small amounts and it would take you a very long time to accumulate a drum of paint waste to ship out.

You Should:

- Order only the products you need.
- Rotate stock to avoid having to dispose of products that have deteriorated.
- Use hardeners without isocyanates whenever possible.
- Avoid making larger batches than needed for the job.
- Offer leftover mixes to customers for touch-ups, when possible.

You Should Consider:

- Using a computerized mixing system to reduce paint leftovers.
- Utilizing low-VOC products, even if your shop is not required to do so.

CHEMICAL STRIPPERS

Three types of strippers are commonly used among collision repair shops: Methylene Chloride, solvent blends, and caustics. The most prevalent paint stripper is **Methylene Chloride**, a colorless liquid which can cause skin irritation and, upon inhalation, can cause mental confusion, light-headedness, vomiting, and headache. Long-term exposure to methylene chloride exposure has been shown to cause cancer. Because of the serious health effects of Methylene Chloride, IOSHA established a rule specifically for this chemical.

Businesses that use Methylene Chloride for the removal of dried paint including, but not limited to enamel, varnish, shellac, and lacquer from wood, metal, plastic, and other materials are subject to National Emission Standards for Hazardous Air Pollutants: Paint Stripping and Miscellaneous Surface Coating Operations at Area Sources, 40 CFR 63 Subpart HHHHHH. A plan to evaluate need and alternatives, reduce exposure, optimize operating conditions, and eliminate losses from spills and leaks is required. If annual usage exceeds two-thousand pounds (about 450 gallons of a forty percent solution), a written plan must be developed and implemented.

Strippers made of **solvent blends** (such as a combination of Acetone, Toluene, and Methanol) usually have a low flash point, and must meet the flammable/combustible liquid storage and handling requirements. Solvent blends can be harmful to skin and can present inhalation hazards; therefore, the proper chemical resistant gloves are required, and respiratory protection may be necessary. These solvents are an ignitable hazardous waste when disposed of.

The main concern with **caustic** chemical strippers is contact with the skin. Proper PPE is required to prevent employee injury.

For most Collision Repair shops, the use of chemical strippers is infrequent and involves only a small area of the vehicle and, therefore, only small amounts of stripper. Exposure is not likely to be above the PEL (Permissible Exposure Level), since this 25 ppm limit is based on an 8 hour day average. However, because of the quick evaporation of Methylene Chloride, exposure above the 15 minute STEL (Short-Term Exposure Level) of 125 is possible and means you may need to follow the Methylene Chloride requirements. Contact INSafe for more information on the Methylene Chloride requirements.

Monitoring employee exposure is the only way to determine the actual exposure level and whether the OSHA requirements are applicable to your shop. The easiest option is to choose other means of paint removal, and totally eliminate the use Methylene Chloride.

You Must:

If the chemical stripper you use is Methylene Chloride, you must:

- Perform employee exposure monitoring to determine your employee's exposure level.
- Use Methylene Chloride only in a designated, restricted access area.
- If the exposure level is above the PEL (25 ppm for 8 hours) or STEL (125 ppm for 15 minutes), employees must wear supplied air respirators, and any employee exposed more than 10 days per year must have medical surveillance.
- Ensure that employees wear chemical resistant gloves, eyewear and aprons. When using Methylene Chloride, manage any unused material you are going to dispose of as a hazardous waste, and mark the drum with the U080 waste code.
- Handle Methylene Chloride -contaminated disposable wipes and sorbents as a hazardous waste (waste code F002). See the Wipes section in this chapter for information on handling laundered cloth wipes. Contact IOSHA- INSafe Division - 317/232-2688 for more information on the Methylene Chloride Requirements.

If your chemical stripper is a solvent blend, you must:

- Keep containers closed, clearly labeled, and make sure they do not leak.
- Have your employees wear chemical resistant gloves, aprons, and safety eyewear while using the solvent blend.
- Determine if respirators are required. They may not be required if blend is used in very well ventilated area or outdoors.
- Store containers according to combustible/flammable liquid standards.
- Handle any unused material you are going to dispose of as an ignitable hazardous waste and mark the drum with the D001 waste code, and the Flammable Liquid label

Disposable wipes used with a solvent blend stripper may be a hazardous waste, depending upon the percentage of the various solvents in the blend. If your chemical stripper is caustic, you must:

- Ensure containers are closed, and not leaking
- Clearly label the containers and include the corrosive warning label

- Ensure your employees wear chemical resistant gloves, aprons, safety eyewear while using the stripper.
- Make a hazardous waste determination on caustic stripper you dispose of and manage accordingly.
- If the pH is less than or equal to 2.0 or greater than or equal to 12.5 (as determined by a pH meter using Method 9040C), the waste will be a corrosive hazardous waste. Mark the drum with the D002 waste code and the Corrosive label. However, it is unlikely that your stripper will have an extreme pH such as this.

Disposable wipes used with a caustic type stripper are not a hazardous waste. Employers are required to have an eye wash station or a quick drench station available in the immediate work area where there are corrosive materials being used.

You Should:

- Reduce your usage of chemical strippers.
- Find an alternative to disposal, such as giving any unused stripper to an industry that uses the same material. You can also list your excess stripper with the Materials Exchange – www.in.gov/idem/imx/
- Buy only the products you need.
- Rotate stock to avoid having to dispose of products that have deteriorated.

You Should Consider:

- Contracting out any chemical stripping to a facility that specializes in that service

CLEANERS / DEGREASERS

Cleaners and degreasers are used to remove oils, fingerprints, bugs, tar, and other contaminants from the vehicles prior to refinishing. Products used for this purpose can range from petroleum solvent or alcohol-based degreasers to water-based cleaners or even household powdered cleanser combined with a lot of elbow grease. Generally, the more elbow grease required with the product, the lesser the environmental or health & safety hazard posed by it. In Clark, Floyd, Lake, and Porter counties, the VOC content of the cleaners and degreasers is limited.

For solvent products, the primary hazard is flammability, since flash points are frequently well below 100°F (37.8°C)). Storage and handling requirements are very strict, from both 29 CFR 1910.106 (e)(2), and the Fire Marshal.

Solvent based spray gun cleaners are typically lacquer thinners. The primary ingredients of a lacquer thinner may include a ketone such as Acetone or Methyl Ethyl Ketone (MEK), Methanol or Iso-Propanol, and an aromatic solvent such as Toluene or Xylene which may pose a respiratory hazard during use. Check your MSDS to determine if such chemicals are present, and the percentage in the mixture.

Degreasers that contain Trichloroethylene, Tetrachloroethylene or other chlorinated solvents are typically found in older style cleaners/degreasers. Spent degreasers are typically listed hazardous waste. Spent lacquer thinner and materials such as wipes contaminated with it, which

contain Xylene, Toluene, MEK or Isobutyl Alcohol in amounts greater than ten percent by weight are listed hazardous waste.

For water based cleaners and degreasers, there is no flammability hazard, but some may have a pH that makes them somewhat acidic or caustic, requiring your employees to wear chemical resistant gloves, and eyewear during use. They usually are not a hazardous waste.

You Must:

For solvent based cleaners/degreasers, you must:

- Store containers according to combustible/flammable liquid standards 3.3.
- Keep open flames or sparks away from the area until thoroughly dry.
- Provide employees with gloves and other protective clothing.
- Determine the exposure level and provide proper respiratory protection and training, as needed.
- Keep containers closed at all times. You cannot leave containers open to evaporate excess material as a way to reduce the amount of waste product you have to dispose of. Doing so is a violation of IDEM, IOSHA, and Fire Marshal rules.
- Treat unused, waste material as an ignitable hazardous waste.

You Must:

- Mark the drum with the words HAZARDOUS WASTE, and the date the drum was filled assuming satellite accumulation. Otherwise, you must mark the date waste was first put into the drum.
- Mark the drum with the D001 waste code.
- Mark the drum with the Flammable Liquid label.
- Keep containers closed.
- Conduct weekly inspections to check for leaks or drum deterioration.
- Manifest the waste, use a hauler with an EPA I.D. number, and send to an approved TSD (Treatment, Storage and Disposal) facility.

Spent solvent or disposable wipes contaminated with a solvent may be an F listed hazardous waste if the solvent contained Xylene, Toluene, Methyl Ethyl Ketone, or Isobutyl Alcohol at concentrations greater than ten percent by weight.

For water based cleaners/degreasers:

You Must:

- Provide your employees with chemical resistant gloves and eyewear. If the cleaner is one with a caustic or acidic pH (check the MSDS), an eyewash station or quick drench station is required in all areas where there are corrosive materials being used.

Wipes contaminated with a water based cleaner/degreaser are not a hazardous waste.

You Should:

- Order only the products you need.
- Rotate stock to avoid having to dispose of product that has deteriorated.
- Use as little solvent based cleaners/degreasers as possible.

You Should Consider

- Using only water based and non-caustic cleaners & degreasers.

DUST & DEBRIS (FROM GRINDING / SANDING)

Grinding and sanding produce dusts that can be inhaled, and also cause noise - PPE includes respirators, eye protection, ear plugs. Proper ventilation is required, based on type of material being grinded.

The primary hazard with grinding and sanding is the potential for inhaling the irritating dust. If the material being sanded has toxic metals, such as a Lead based paint, the dust may not only be an irritant, but may also pose hazards due to the presence of the toxic metal dust, according to 29 CFR 1910.94 under Indiana Occupational Health & Environmental Control..

Good ventilation and management practices that keep the dust from being inhaled are the most effective means of protecting your employees. If your shop grinds or sands old vehicles with Lead paints on a regular basis, these employees may be exposed to Lead dust above acceptable levels. In this case, the full OSHA Lead standard applies, which requires regular exposure monitoring, extensive engineering controls to reduce Lead levels, respiratory protection, and regular employee blood testing.

Because our typical collision repair shop does not routinely encounter Lead based paint, the details of the Lead standard are not included in this manual. For additional information, contact the INSafe with the Indiana Dept. of Labor.

Dust and debris may be a hazardous waste if there are high enough concentrations of Lead, Chromium, or other toxic metals in the material being sanded. Again, our typical collision repair shop does not routinely work with paints with high toxic metals content, so there is not likely to be a hazardous waste dust generated.

You Must:

- Wear eye protection such as goggles and/or face shields, when working in grinding and sanding operations.

NOISE CONTROL

IOSHA regulation on Occupational Noise, 29 CFR 1910.95, defines the Action level for noise is 85 Decibels for 8 hours of work per day. Dosimeters are instruments that gauge noise levels, and your worker comp carrier should be able to do a series of readings for you. Similarly, there are occupational therapists and consultants who can provide this service, as well as industrial hygienists from INSafe Div. of IOSHA, based on your written request.

A quick way to determine if your shop might exceed 85 dba is that if you have difficulty hearing or understanding someone near you who is talking at normal conversational tone, the noise level likely exceeds the 85 dba Action Level. For the full hearing protection requirements to be applicable, this 85 dba level needs to continue for an 8 hour period. If this level of noise is only sporadic and short-lived, as it is for our typical Collision Repair/Auto Refinishing shop, the full requirements of the hearing protection rule may not apply.

The hearing protection rule requires regular hearing tests for employees working in the noisy areas as well as engineering controls (i.e., mechanical methods) to reduce the noise level, providing proper personal hearing protective devices, such as ear plugs, to employees. For details on the full requirements of the Hearing Protection rule, contact INSafe. It is recommended that, even if the noise level in your shop does not reach the Action Level of 85 decibels, you provide ear plugs or other protective devices for your employee's comfort.

You Should:

Because of the friction and heat associated with sanding and grinding, these activities need to be undertaken in an area separate from any flammable materials, such as paints or solvents.

You Must:

- Use practices, which reduce the amount of dust in the air. Some common methods are:
 - Vacuum/exhaust systems hooked directly to the sander or grinder exhaust;
 - Vacuum/exhaust systems at each work station;
 - Adequate ventilation to move dust and debris away from the worker, but NOT into another employees breathing area.
- Determine the level of airborne contaminants, after above-listed controls are implemented.
- If measures such as vacuums or ventilation do not control the dust below the OSHA PEL, you must implement a respiratory protection program.
- Determine whether toxic metals are present in the dust and debris in high enough concentrations to require implementation of the full Lead dust OSHA standard.
- Determine whether the dust and debris is a hazardous waste by conducting a TCLP (Toxicity Characteristic Leaching Procedure). The dust or debris may contain a heavy metal like Lead or Chromium. If you rarely encounter such materials, you can use your generator knowledge to determine that your waste dust and debris would not contain toxic concentrations and, therefore, is not a hazardous waste).
- Determine the amount of total dust & debris from sanding/grinding that you generate in a month.
- Determine the noise level your employees are exposed to during operation of the sander, grinder, and any exhaust equipment. If the decibel level is above the IOSHA Action level of 85 Decibels according to the noise regulations of 29 CFR 1910.95. You must take measures to lessen the noise level through equipment modifications, whenever possible. If equipment modifications do not result in lowering the decibels, you must provide hearing protection for your employees and implement a hearing conservation program.
- Wear personal protective clothing (i.e., eyewear, goggles, clothing, and respirator if needed.)

You Should:

- Segregate your sanding/grinding dust & debris from other waste streams.
- Have all your dust & debris that is automatically vacuumed away go to a dust collector or cyclone to keep it from dispersing in the outside air.
- Have your employees wear ear plugs or other hearing protection whenever sanding or grinding or working in the vicinity of these operations even if the action level is not exceeded.

You Should Consider:

- Using sander and grinders with their own automatic vacuum exhaust system, even if the amount of dust you generate is below the IOSHA acceptable dust level.

AEROSOL CONTAINERS

Aerosol sprays contain a liquid or gas as well as a propellant that is packed under pressure. Many of the propellants used in aerosol containers are highly flammable and potentially explosive. Because of this, they should not be heated or stored in direct sunlight. When incinerated, aerosol containers may explode, releasing the propellant and any remaining product, and scattering small pieces of sharp metal.

The hazards and impacts vary depending upon the contents of the aerosol container. Some materials may be corrosive or poisonous, or may form a toxic gas when heated. Aerosol containers emit chemicals in a mist of fine particles that are easily inhaled and absorbed into the bloodstream. Thus, a chemical that may be harmless in its liquid or solid form may be extremely dangerous as an aerosol.

Empty aerosol containers may be sent to a scrap metal recycler for recycling or may be sent to a permitted landfill as trash since it is not considered hazardous. An aerosol container is considered to be empty when the pressure in the container approaches atmospheric pressure (i.e., nothing comes out of the can when the nozzle is pressed). If the nozzle becomes obstructed prior to the container being empty, a hazardous waste determination must be made and the container managed accordingly.

Listed below are the management responsibilities that you must follow for aerosol containers. Also listed are suggested practices that you should follow in order to ease your regulatory requirements.

You Must:

- Ensure that your aerosol containers are either totally empty or significantly empty prior to sending them to a scrap metal recycler.
- Ensure that your aerosol containers are totally empty prior to disposing of them.
- If the can no longer has a sufficient amount of propellant to force the product out, puncture and drain the container. The product drained from the punctured container must be used for its intended purpose or characterized to determine if it is a hazardous waste.

- Be sure to use the products MSDS sheet to familiarize yourself with its hazards prior to puncturing and draining the container.
- Also ensure that appropriate PPE (e.g., safety glasses and gloves) is worn during this process.
- Make a hazardous waste determination on the container and the remaining product, and manage it accordingly.

You Should:

- When containers are not in use, ensure that the caps of aerosol containers are in place. This will reduce the possibility of damage to the spray nozzle.
- If the can is not empty, you should use the remaining product for its intended purpose.
- Recycle your empty aerosol containers.

You Should Consider:

- Implementing inventory control procedures for the products used in your shop. This includes:
 - Purchasing products according to need rather than purchasing bulk quantities. Products that are not used before their shelf-life expires must be disposed, sometimes as a hazardous waste. The disposal cost will often exceed the purchase price of the item.
 - Using products on a first-in, first-out basis. This will reduce the potential of a products becoming a waste because its shelf-life expired before it could be used.
 - Issuing products to each service technician and requiring that they exchange an empty aerosol container prior to receiving the product. This type of system will ensure that technicians do not misplace a product, open a new product, and allow the misplaced products shelf-life to expire before it can be used. This type of system will also allow you to identify technicians using a large volume of a given product and work with them to ensure the product is being used properly.
 - Purchasing products in reusable pump spray, roll-on, liquid, or non-aerosol spray applicators. Aerosol containers are generally used for convenience, but are generally no more effective than products that are applied by pouring, wiping or brushing.

EMPTY PRODUCT CANS / CONTAINERS

If properly emptied, product containers do not pose a hazard and can be disposed with your regular trash.

In order to be considered empty for EPA and IDEM rules, the container must be emptied as much as possible by the usual means, such as pouring or pumping out so that all liquid is removed. It is not necessary to wipe the cans clean, but you must remove all liquid before sending the can to the landfill. Paints and other solvent-containing product containers are not to be left with the lids off because doing so increases air emissions and presents a fire hazard.

DOT (Department of Transportation) hazardous materials regulations exempt paint or solvent containers only if they have been rinsed to remove any residue, or if the residue has been rendered non-hazardous. Paints and solvents normally used by Auto Refinishers are DOT

hazardous materials because they are flammable liquids. An easy way to render the residue-containing empty cans non-hazardous is to add kitty litter or other absorbent to the empty can before disposal. Talk with your waste hauler to see if they require it, or have other requirements. Many do not even require the addition of the kitty litter to the empty cans as long as there is no liquid remaining, utilizing the DOT exemption for ORM-D materials. ORM-D class materials present a limited hazard during transportation due to their form, quantity and packaging.

Empty containers are exempt, provided they meet the EPA and IDEM definition of Empty (i.e. as much material removed as can be removed through pouring or pumping), and have no more than 1 inch or 3% by weight of residue remaining. So, basically, if you do everything you possibly can to empty the container, you can dispose of the container in your regular dumpster. If you have material in the bottom of a paint or solvent container that cannot be used, you will need to put that leftover amount in your paint waste drum for disposal as a hazardous waste, because Auto Refinishing current paint formulations would be an ignitable hazardous waste when disposed of.

You Must:

- Empty the container as much as possible by pouring, pumping, or suctioning.
- Dispose properly any excess material that could not be used (i.e. paints or solvents need to be added to your paint waste drum).
- Ensure there is less than 1 inch, or 3%, of residue remaining in bottom of container, unless you are willing to abide by hazardous waste rules.
- Determine if your waste hauler has special requirements before they will take empty containers in your regular trash.
- Not leave cans of flammable products or solvents open to evaporate excess liquids.

You Should:

- Add kitty litter or other clay based absorbent to containers that still contain a slight residue of flammable product, such as paints, thinners, and other solvents.
- Recycle any empty plastic or metal containers.
- Use as much of the product as possible in your operation so you don't have much excess to add to your paint waste drum before disposing of the container.
- Make sure your waste drums that are being re-used for accumulation of waste material, are appropriate for use as a shipping container for the waste material. There are DOT requirements as to what type of drums you use to ship waste in and, the ones that are empty may be an STC (single trip container) or have a deposit on them, and are not the correct type to use for shipping out waste.

49 CFR 172.101 governs the transportation and packaging of hazardous waste for over the road transporting.

EMPTY DRUMS

The most frequent empty drums generated by Collision Repair/Auto Refinishing shops are from gun washing solvent and reducer/thinner, or those used for storage of paint waste. These empty drums present the same challenges as empty product cans, plus a few more. You still must empty the drum as much as possible and ensure that less than 1 inch, or 3%, of material remains as residue. In addition, drums that have contained flammable liquids may have sufficient vapors to still create a significant fire hazard and must be stored as you would full drums. Another challenge is finding a home for the drums once you are finished with them, as some of them are STC (single trip containers) and must not be re-used for shipping hazardous waste, so therefore must go for disposal. Most trash haulers will not accept drums, and landfills frequently have special requirements or additional fees. One option is to reuse your empty thinner or solvent drums for storing and shipping your hazardous paint waste, as long as they are not single trip containers, but you must be sure the drum is in good condition, and all old labels are removed. If you have sufficient drums for waste paint, you can send your drums to a drum recycler or reconditioner, as long as they are not single trip containers. They will thoroughly clean and paint any drums that remain in good condition and will recycle any drums that are suitable for reconditioning. Drum recyclers or reconditioners usually will only take drums that have been rinsed out so there is no product remaining in them. If you find a reconditioner that will take unrinsed drums, DOT rules require you to ship the empty drums with a properly completed bill of lading, just as if they were full of the hazardous material, but marked with the words residue in the description, and on the drums above the original labels.

Sometimes shops let employees or other people take empty drums for personal use. **This is strongly discouraged because you leave yourself open to a great deal of liability by doing so.** If someone is injured as a result of use or misuse of the drum, you could find yourself at fault.

Drums that have contained flammable materials may cause fires or explosions, or children may become ill from playing around drums that contained chemicals.

For many shops, paint waste drums can also present a challenge. If your vendor accepts your paint waste and the drum, they will take care of disposing of the drum as well. But if your vendor simply extracts the paint from your drum into their tanker, you will reuse the drum over and over. This may result in a gradual build up of paint solids in the bottom of the drum, which could easily exceed the 1-inch or 3% rule that excludes empty containers from hazardous waste rules.

If you have a drum with more than 1 inch or 3% residue remaining after emptying, you must determine if the drum and its residue are a hazardous waste. Paint solids are not considered to be ignitable hazardous waste because they are not a liquid, and the solids do not meet the criteria for ignitable solids. However, paint solids could be a characteristic hazardous waste if the paints contain Lead, Chromium or other toxic metals, or if the solids contain levels of MEK, or chlorinated solvents above regulatory limits. You can either run a TCLP (Toxicity Characteristic Leaching Procedure) test for metals, MEK and chlorinated solvents, or use your MSDS (Material Safety Data Sheets) to determine if the toxic metals or toxic TCLP solvents are present in your paints. Another option if metals are possible (but won't help with solvents) is to run a total metals test and then do a calculation to estimate TCLP values. This is not a hard and fast method and only is valid in certain circumstances. If your paints do not have toxic metals or toxic TCLP

solvents, you can use this knowledge to determine that the paint solids would not be a characteristic hazardous waste. If any of your paints do contain toxic TCLP ingredients, however, it is possible that the paint solids might exceed regulatory limits and therefore be a hazardous waste. Then you would need to have a lab perform either the total metals or TCLP test to determine if the limits were exceeded.

You Must:

- Empty the drums as much as possible by typical means such as pouring, pumping or suctioning.
- Properly dispose of any excess material (e.g., leftover thinner or solvents need to be added to your paint waste drum).
- Ensure there is less than 1 inch, or 3%, of residue remaining in bottom of drum, unless you are willing to abide by hazardous waste rules.
- If there is more than 1 inch or 3% remaining, determine if the residue is a hazardous waste.
- Not leave drums of flammable products or solvents open to evaporate.
- Properly dispose of your empty drums, such as through a drum recycler or reconditioner. If there is no drum recycler near you, check with your waste hauler and landfill to determine if they will accept empty drums. If they are single trip containers, they must go for disposal.
- If your drum recycler/reconditioner accepts unrinsed drums, mark drums with residue, along with original identifying markings, when you ship them. The bill of lading will need to be completed with the same hazardous materials information as if the drums were filled. (DOT rule)
- DO not use a cutting torch or saw to cut into drums that contained solvents or other flammable materials, unless the vapors are purged by rinsing with water several times or injecting an inert gas into the drum. Rinse water that contains solvents may not be accepted by your sewer plant; call to check before you let such rinse water go to the sewer. This rinse water also cannot go to a septic system or to the ground.
- Store empty drums that contain flammable vapors according to same fire code standards as when the drums were full.
- Not discard empty drums along roads, parks, or any place other than with a proper recycler, reconditioner, or landfill.

You Should:

- Regularly have your paint waste drum disposed of along with the paint waste itself so you don't accumulate more than 1 inch or 3% of paint solids.
- Not give or sell empty chemical or solvent drums to employees, neighbors, etc.

GAS TANKS

Damaged gas tanks pose a nuisance, as they contain flammable liquids and/or flammable vapors. Because of these hazards, many vendors will not accept gas tanks, making their disposal

especially problematic. Tanks that have been properly prepared for disposal do not present a regulatory hurdle for vendors, and should be accepted by them.

IDEM, OSHA, and the Department of Fire and Building Services may regulate gas tanks. IDEM regulates flammable liquids, which are considered to be a characteristic waste due to their flammability. OSHA requires that gas tanks be properly drained and ventilated in order to ensure a safe workplace for employees. Likewise, F&BS also regulates the handling and storage of gas tanks in order to ensure there is no fire hazard.

You Must:

- Properly prepare gas tanks for disposal by taking the following steps:
 - Drain the tank
 - Remove the tank from the automobile
 - Place the tank in a well-ventilated area of the shop or submerge the tank in a drum of water then remove the drain plug and/or the pump and filter to allow adequate ventilation. Two days is usually sufficient to ventilate a tank. The use of dry ice can assist in ridding the vapors from a tank.
 - Send the tank to a scrap yard or disposal facility.
- If you must remove the tank prior to draining it, you must ground and bond the tank prior to draining it. See Subpart H- of IOSHA regulations on Hazardous Materials, sources of ignition for information on grounding and bonding. (29 CFR 1910.106(e)(6)(ii))

FILLER / PUTTY

For most products in this category, the hazards relate to their flammability, since flash points are frequently well below 100°F (37.8°C)), and respiratory or skin irritation hazards are due to solvent content and exposure. Both IOSHA and the Fire Marshal regulate storage and handling requirements.

The solvent content of these products may also pose a respiratory hazard during the application process. The composition of the filler or putty will vary by manufacturer and type of filler. Check the MSDS for your products to determine the hazardous ingredients, and what types of PPE are required.

It is unlikely that putties will be a hazardous waste when you dispose of them. They are not a liquid, and do not meet the criteria for ignitable solid, so would not be an ignitable hazardous waste. Those that contain MEK (Methyl Ethyl Ketone), however, may possibly be a characteristic hazardous waste, but they usually do not contain enough MEK to exceed the regulatory limits.

Liquid fillers have a flash point below 140°F and would be a hazardous waste if you disposed of them. You can add them to your paint waste drum.

You Must:

- Store containers according to combustible/flammable liquid standards.
- Keep open flames or sparks away from the area until thoroughly dry.

- Provide employees with gloves and other PPE
- Determine the exposure level to the hazardous solvents during application. Provide proper respiratory protection and training, as needed. Refer to 29 CFR 1910.134 on Respiratory Protection.
- Keep containers closed at all times. You cannot leave containers open to evaporate excess material as a way to reduce the amount of waste product you have to dispose of. Doing so is a violation of IDEM, OSHA, and Fire Marshal rule
- Treat liquid waste material as an ignitable hazardous waste. You must:
 - Mark the drum with the words HAZARDOUS WASTE, and the date the drum was filled assuming satellite accumulation. Otherwise, you must mark the date waste was first put into the drum.
 - Mark the drum with the D001 waste code.
 - Mark the drum with the Flammable Liquid label.
 - Keep containers closed.
 - Conduct weekly inspections to check for leaks or drum deterioration.
 - Manifest the waste, use a hauler with an EPA I.D. number, and send to an approved TSD (Treatment, Storage and Disposal) facility.
 - Treat your liquid or putty waste that contains high concentrations of MEK or chlorinated solvents, as a characteristic toxic waste.
 - Only use solidification with kitty litter or clay absorbent if your liquid waste is hazardous ONLY because of its flash point (under 140°F).

You Should:

- Order only the products you need.
- Rotate stock to avoid having to dispose of product that has deteriorated.
- Only use solidification with kitty litter or clay absorbent if you generate very small amounts of ignitable hazardous waste.

You Should Consider:

- Not using solidification with kitty litter or clay absorbent as an option.

INTRODUCTION TO SOLVENTS

The regulations that you must follow depend on which type(s) of solvent and pre-cleaner(s) you are using. Listed below are classes of solvents used and an overview of the hazards and regulations associated with each class of solvents. Refer to the sections that follow this Introduction for more information on the type of solvent used by your shop.

Petroleum-Based Solvents (mineral spirits)

New/virgin petroleum-based solvents are classified according to their flash point. The term “flash point” refers to the temperature at which a material could ignite if exposed to a spark. Materials with a low flash point (100-140°F) will ignite more easily than materials with a higher flash point (140-200°F).

Low-Flash Solvents (100-140°F)

Petroleum-based solvents with a flash point from 100-140°F are also referred to as “low-flash solvents.” This type of solvent is a moderate fire hazard and will be an ignitable hazardous waste and, possibly, a toxic hazardous waste when disposed. Solvents of this type are subject to OSHA, DOT, Department of Fire & Building Services and IDEM requirements.

If your shop uses a solvent with flash point of less than 110°F, be aware that the Department of Fire & Building Services prohibits the use of this type of solvent for cleaning floors or walls. This type of solvent may be used for parts washing only if used in a special, closed machine that is specifically approved for parts washing. The parts washing machine must be located in a separate, well-ventilated room constructed in accordance with the provisions of the Building Code for Group H occupancy. Contact the Plan Review Division of the Department of Fire & Building Services for more information.

High-Flash Solvents (140-200°F)

Petroleum-based solvents with a flash point from 140-200°F are also referred to as “high-flash solvents.” Used high-flash solvent is not considered to be an ignitable hazardous waste unless it is contaminated and its flash point drops below 140°F.

Be aware that many high-flash solvents have a flash point that is only slightly above the 140 °F threshold for this group of solvents. If you use pre-cleaners that contain flammable materials, your used high-flash solvent may become a low-flash solvent (i.e., an ignitable hazardous waste) that is subject to more stringent regulations. In addition to potentially being an ignitable hazardous waste, a used high-flash solvent may also be a toxic hazardous waste if contaminated to the extent that it exhibits hazardous waste characteristics. If your pre-cleaners contain any chemicals that are on the list of listed hazardous wastes, your used solvent will automatically be a hazardous waste.

Aqueous (water) Based Solvents

Aqueous-based solvents are generally less toxic alternatives to petroleum-based solvents. Unlike petroleum-based solvents, there are generally no hazards or adverse impacts associated with the detergent and water solution found in aqueous-based solvents. The detergent used for aqueous parts washing may be an acid, alkaline or a citrus-based solution. Some aqueous systems use microbes to eat the oil and grease that accumulate in the cleaning system.

Aqueous parts washers may be used in a heated ‘parts washing sink’, an immersion tank, or a high-temperature spray cabinet. A high-temperature spray cabinet is similar to a large dishwasher in that it combines heat, soap and spraying action to clean dirty parts. This type of unit is available in various sizes, with the larger units having ample capacity for cleaning large parts.

Because aqueous-based solvents are generally non-hazardous, employee exposure to hazardous materials is reduced. Shops that use a high-temperature spray cabinet also benefit because the cabinet does the work of cleaning the part, allowing the employee to place the part in the cabinet and return to working on the vehicle.

If you are considering switching to an aqueous-based cleaner, be aware that some aqueous cleaners will cause the parts to rust, requiring that the parts be treated after they are cleaned.

Also be aware that used aqueous-based solvents may be a toxic hazardous waste if they are contaminated to the extent that they exhibit hazardous waste characteristics or are contaminated with a listed hazardous waste. Potential contaminants include oil and grease, Lead, Chromium, Cadmium, and any pre-cleaners used by your shop.

Chlorinated solvents

Using chlorinated solvents can lead to significant compliance work for your shop. The best option is to avoid using this type of solvent. As mentioned in this chapter, chlorinated solvents are outside of the scope of this manual. Chlorinated solvents include the following:

- Chlorinated solvents include Chlorobenzene (Monochlorobenzene or Phenyl Chloride), TCE (Trichloroethylene, Trichloroethene, Ethinyl Trichloride), CFR (Chlorofluorocarbons), Methylene Chloride (Dichloromethane, Methylene Dichloride), Tetrachloroethylene (Perchloroethylene, Ethylene Tetrachloride), 1,1,1-Trichloroethane (Methyl Chloroform, Chloroethene)

Check the product label or your MSDS sheets for these chemicals. If you are using any of them, OSHA and IDEM air regulations will apply. Hazardous waste regulations may also apply.

GUN WASHING SOLVENT

Solvent based spray gun cleaners are typically lacquer thinners. The primary ingredients of a lacquer thinner may include a ketone such as Acetone or Methyl Ethyl Ketone (MEK), Methanol or Iso-Propanol, and an aromatic solvent such as Toluene or Xylene which may pose a respiratory hazard during use. Some older formulations may contain chlorinated solvents, such as Trichloroethylene or Tetrachloroethylene, but these are rare. Check your MSDS to determine if such chemicals are present, and the percentage in the mixture. There is no limit on the VOC content of the gun washing solvent, but shops are required to use enclosed gun washers.

For gun washing solvent, the primary hazard is flammability since flash points are frequently well below 100°F (37.8°C)). Storage and handling requirements are very strict, from both 29 CFR 1910.107(e), and the Fire Marshal's office.

Dispose of used solvent as a hazardous waste, which can go into your paint waste drum. Spent gun washing solvent is likely to be an ignitable hazardous waste, possibly characteristically hazardous and most likely an F listed hazardous waste if the Toluene, MEK or Xylene concentration in the solvent prior to usage is greater than 10%. Disposable wipes used to wipe down the spray gun after it has been cleaned in the gun washing solvent would also be an F listed hazardous waste.

Use of Solvent Recyclers

If your shop uses a solvent recycler to recover usable solvent for your gun washer, you will generate less waste for disposal, but you still must count the solvent you run through the recycler as hazardous waste generated that month. You will save considerably on disposal costs, and it may lower your hazardous waste generator status from SQG (Small Quantity Generator) to CESQG (Conditional Exempt Small Quantity Generator). Your hazardous waste generator status is based on how much hazardous waste you generate each month, not how much you ship off site for disposal. However, all the dirty solvent you generate in a month and then recycle is only counted once. But when a new month starts, that first batch of dirty solvent you generate will again be counted. For example, let's say you generate a drum of gun solvent each week and you recycle it as soon as the drum gets full. The first week of the month, you will count that drum - plus any hazardous solids or still bottoms in the recycler - towards the amount of hazardous waste you generate that month. Continuing with this same example, you take this recycled solvent back to use again. At the end of the 2nd week of the month, you have another drum of dirty solvent to be run through the recycler. You do NOT have to count this drum of dirty solvent in your calculation of how much hazardous waste you generate that month. The same thing applies the next week if you use the same recycled solvent. You won't count the waste solvent again until the next month. At the start of the next month, you'll start your count all over again.

Let's try a different scenario. Let's say you still generate one drum of waste solvent per week, but rather than recycle the dirty solvent each week and reuse it, you get another empty drum and wait until you have 3 drums of dirty solvent to run through the recycler. Even though you physically use the same amount of solvent, you will now generate 3 drums of hazardous waste in the month because you stored the extra drums of dirty solvent rather than recycling the first one and reusing that same solvent over again in that month. By waiting to recycle your solvent you have tripled the amount of gun solvent hazardous waste you generate, which could easily put you in a higher generator status.

Solvent recyclers also will produce a sludge which may or may not be a hazardous waste.

The sludge or residue from your recycler will NOT be a hazardous waste if:

- The gun washing solvent is composed of only petroleum distillates, and no hazardous solvents such as Xylene, Toluene, or MEK are present in greater than 10% in the fresh solvent; and

- The solvent does not contain chlorinated solvents that may remain in the sludge and make it an F listed hazardous waste.
- The residue is dry enough that no liquid would flow through a paint filter; and
- The paints you use do not contain toxic metals such as Lead, Chromium, or Cadmium.

You Must:

- Store containers according to combustible/flammable liquid standards.
- Keep open flames or sparks away from the area until thoroughly dry.
- Provide employees with gloves and other PPE.
- Determine the exposure level to the hazardous materials (such as Xylene, MEK, or Toluene) and provide proper respiratory protection and training as needed.
- Keep containers closed at all times. You cannot leave containers open to evaporate excess material as a way to reduce the amount of waste product you have to dispose of. Doing so is a violation of IDEM, IOSHA, and Fire Marshal rules.
- Treat unused, waste material as an ignitable hazardous waste.

You Must:

- Mark the drum with the words HAZARDOUS WASTE, and the date the drum was filled assuming satellite accumulation. Otherwise, you must mark the date waste was first put into the drum.
- Mark the drum with the D001 waste code.
- Mark the drum with the Flammable Liquid label.
- Mark the drum with waste codes D004 to D043 depending on whether a contaminant in the waste exceeds a regulatory level in milligrams per liter.
- Keep containers closed.
- Conduct weekly inspections to check for leaks or drum deterioration.
- Manifest the waste, use a hauler with an EPA I.D. number, and send to an approved TSD (Treatment, Storage and Disposal) facility.
- Treat used solvent as an ignitable hazardous waste. Additionally, if the fresh solvent contained greater than 10% of Toluene, MEK, or Xylene, include the F waste code. The exact F code will depend upon which of the hazardous ingredients was present in the fresh solvent at greater than 10%.
- Use an enclosed gun washer (326 IAC 8-10).
- Not spray solvent through the spray gun, into the air.
- If you recycle (distill) your used solvent on-site, you must make a hazardous waste determination on the solids that is extracted from the dirty solvent. Since paint solids are concentrated in this residue, the Lead or other toxic metals may be more concentrated and therefore, possibly, a characteristic hazardous waste. It depends upon the heavy metal

content of your paints. If the residue is thin and would pass through a paint filter, it would likely be an ignitable hazardous waste. Also, if your solvent contains greater than 10% of Toluene, MEK, or Xylene, your distillation or recycling residue would be a hazardous waste with an F code.

- If you recycle (distill) your used solvent on-site, you must still count the dirty solvent you generate each month before it's recycled. If you recycle the solvent and reuse it in the same month, you only count the FIRST time it was generated that month. It is the amount of hazardous waste you generate per month - not what you ship out - that determines whether you are a Conditionally Exempt Small Quantity Generator [if you generate less than 220 lbs. total of all your hazardous wastes], a Small Quantity Generator [generate between 220-2200 lbs. of hazardous wastes per month], or Large Quantity Generator [generate more than 2200 lbs. per month of hazardous waste].
- If you recycle (distill) your used solvent on-site, these IOSHA and Fire rules apply:
 - The unit must be accessible from at least one side for fire control purposes.
 - The unit must be separated from the rest of the shop by a wall with a 2 hour fire resistance rating.
 - The area in which the recycler is located must have a drain to direct flammable liquids to a safe location.
 - If the drainage system is connected to a sewer system it must have a trap or oil/water separator.
 - The area must be ventilated to prevent a build up of flammable vapors.

You Should:

- Use a gun washing solvent that does not contain hazardous ingredients (such as Xylene, Toluene, chlorinated solvents or MEK).
- Use a gun washing solvent with a flash point above 140°F.
- Only use as much solvent as necessary.

You Should Consider:

- Using a solvent recycling service to recover usable gun washing solvent. You can contract with a service that will come on-site and recycle your solvent on the premises. You will still be the generator of the solids, but you will not have to construct a separate room as you would with a purchased recycler.

AQUEOUS-BASED SOLVENTS

Aqueous (water) based cleaners are generally less toxic alternatives to petroleum-based solvents. Unlike petroleum-based solvents, there are generally no hazards or adverse impacts associated with the base materials found in aqueous-based solvents. These solvents are made up of water and detergent, which may be an acid, alkaline or a citrus-based solution.

Because the hazards and impacts of a given product will vary depending upon the products formulation, you should check the MSDS (Material Safety Data Sheet) to determine if a specific aqueous-based solvent is hazardous to human health and/or the environment.

Used aqueous cleaners can contain a number of contaminants, including oil and grease, Lead, Chromium, Cadmium, and any pre-cleaners used by your shop. The oil and grease may emulsify (i.e., break down into small globules) in heated and mechanically agitated parts washing systems. The result is that the oil and grease may be more difficult to separate from the used cleaning solution, potentially resulting in contamination levels that do not meet POTW (Publicly Owned Treatment Works) limits.

Both Lead and Chromium are frequently used as coatings on metal parts. A thin layer of these coatings may wash off when the parts are cleaned, leaving contaminants in the used solvent. High levels of these heavy metals may make the used solvent a hazardous waste. Pre-cleaners are another source of contamination to your used aqueous solution. If your pre-cleaners contain any chemicals that are on the list of listed hazardous wastes, your used solvent will automatically be a hazardous waste. Used solvent that exhibits a hazardous waste characteristic will also be a hazardous waste.

Depending upon the type and level of contamination, your used solvent may be unacceptable for discharge to your local POTW or may be a hazardous waste. If you wish to discharge your aqueous cleaning solution, your shops drain should be connected to a POTW.

Listed below are the regulations that you must follow. Also listed as suggestions that you should follow in order to ease your regulatory requirements and improve the environmental health of your shop.

You Must:

- Make a hazardous waste determination and manage your used aqueous solution accordingly.
- Not discharge your used aqueous solution unless you are connected to a POTW or a holding tank or unless your shop has an NPDES (National Pollutant Discharge Elimination System) permit. If you are discharging to a POTW, you must ensure that the discharge meets the effluent limits set by the POTW.
- When transporting solvent, label the shipment to meet DOT requirements. The following is a commonly used shipping description for used aqueous solvent: “Hazardous waste, liquid, n.o.s., 9, NA3082, PGIII, D006, D039, DRG17, Aqueous Parts Cleaner”.

You Should:

Reduce the amount of contaminants in your used aqueous solution by doing the following:

- Use high-quality (i.e., soft) water in your aqueous cleaning machine. Hard water requires that you use more detergent in order to effectively clean parts, resulting in more contaminated wastewater.
- Pre-clean parts prior to washing them. Much of the dirt and oil may be removed by draining, wiping with a shop towel, or by scraping or wire brushing.
- If you must use pre-cleaners, substitute less toxic precleaners for those that contain hazardous and/or toxic constituents.

- Use a detergent that is a good cleaner, but a poor emulsifier (i.e., does not break oil and grease down into small globules.) Oil and grease that is not broken down will separate from the aqueous cleaning solution and can then be removed using an oil skimmer.
- Allow your heated aqueous solution to cool prior to discharging it. The emulsified oil and grease should separate from the cleaning solution as it cools. Remove the oil and grease using an oil skimmer.
- Replace your aqueous solution before it exceeds your POTW's discharge limits.
- Reduce the amount of solids in your used aqueous solution by filtering the solution as it is discharged.
- These practices may extend the life of your aqueous solution and/or help keep your used solution within your POTW's discharge limits.

You Should Consider:

- Purchasing an aqueous parts washer that is equipped with a skimmer and a timer.

Background on Options to Consider

Purchasing an aqueous parts washer with a skimmer and a timer will provide your shop with several benefits. First, the timer will allow you to automatically turn the washer's heater unit on and off at certain times each day. Turning the heat off at the end of each day not only saves energy, but also allows the aqueous solvent to cool and the oil and grease to separate. The timer can then schedule the skimmer to remove the oil and grease that has risen to the top of the solvent. Frequent skimming of these contaminants will keep your solvent at its peak operating efficiency. Finally, the timer can be set to automatically turn the heater unit back on so that the solvent is ready to use at the beginning of each work day.

PETROLEUM BASED SOLVENTS

Petroleum-based solvents (naphtha or mineral spirits) are widely used in solvent sinks to remove soils and oily residues from automotive parts. Petroleum-based solvents with a flash point between 100 and 140 °F, are ignitable. These solvents won't normally ignite, but may do so if they are heated and/or exposed to an open flame or electrical spark.

In addition to being ignitable, some types of petroleum-based solvents may irritate the eyes and skin and can affect the central nervous system if inhaled or absorbed through the skin.

Petroleum-based solvents contain VOC (Volatile Organic Compounds), which contribute to the formation of ozone, a toxic component of urban smog and a contributor to lung damage in children, asthma sufferers and the elderly.

Under IDEM's air regulations, all shops that use petroleum-based solvents in an immersion cleaning machine (solvent sink) or in a remote reservoir cleaning machine (part sprayer), must follow specific work practices to limit the amount of VOC entering the air. These work practices are listed in the "You Must" section that follows.

IDEM's air regulations also restrict the type of parts washing solvent that may be used in Lake, Porter, Clark and Floyd Counties. These rules require that solvents have a vapor pressure not to exceed 2.0 mm Hg (millimeters of Mercury). Beginning May 1, 2001, solvent vapor pressure

must not exceed 1.0 mm Hg. These rules are currently being amended to extend the restrictions statewide. It is anticipated that these rules will be final during the summer of 2010. However, major suppliers of these cleaners currently sell compliant cleaners.

Additional information is provided in the “You Must” section that follows.

Under IDEM’s hazardous waste rules, used petroleum-based solvent with a flash point below 140°F is hazardous waste due to ignitability. The term “flash point” refers to the temperature at which a material could ignite if exposed to a spark. Used petroleum-based solvents with a flash point above 140°F, are not regulated as a hazardous waste due to ignitability, but may be a hazardous waste due to toxicity depending upon the level and type of contamination.

If your shop is classified as a CESQG, disposing of more than 30 gallons of hazardous waste in any one calendar month will change your hazardous waste generator status classification from CESQG to SQG. If your used petroleum-based solvent is determined to be a hazardous waste, you may easily move into the SQG classification when you change out your parts washer. Parts washers typically contain between 19 and 27 gallons of used solvent, making the amount of hazardous waste very near the 220 pounds per month threshold for SQGs.

Many vendors have begun **continued-use programs**. Under such a program, the vendors directly reuse their customers’ solvents without first treating or recycling the solvents. Under a continued use program, the collision repair shop using the solvent does not generate a waste and, therefore, does not need to count the solvent toward their generator status or make a hazardous waste determination on the solvent.

Listed below are the management options that you must follow. Also listed are suggested practices that you should follow in order to ease your regulatory requirements and improve the environmental health of your shop.

You Must:

- Not use gasoline as a solvent. [OSHA]
- If your solvent has a flash point less than 110°F, you must use the solvent in a special closed machine approved for parts washing. A machine of this type must be UL (Universal Laboratories) approved for flammable substances and equipped with a wire (to hold the lid open) and a fusible link, which will automatically close the unit in the event of a fire. [Department of Fire & Building Services]
- Not use liquids with a flash point less than 110°F for cleaning floors or walls. [Department of Fire & Building Services]
- Ensure that the connections on all drums are sufficiently tight that they do not allow vapor or liquid to escape. [OSHA]
- Clean up all spills of petroleum-based solvents promptly. [OSHA]
- If you use petroleum-based solvents in immersion cleaning machines (solvent sinks) or in a remote reservoir cleaning machine (part sprayer), you must:
 - Keep your solvent tank covered when not in use to prevent evaporation.
 - Place a drain shelf in the basin of the parts washer. This shelf allows solvent to drain back into the solvent tank.

- Drain all parts for at least 15 seconds or until part is no longer dripping.
- Store used solvent to be disposed in tightly covered or closed containers.
- Ensure that a permanent label summarizing the above work practices is affixed to the inside cover so it is readily visible to employees using the machine. If your machine does not come with a label, contact the manufacturer or your solvent supplier to obtain one.
- If you are located in Lake, Porter, Clark or Floyd counties, you must use solvent with a vapor pressure at or below 2.0 mm Hg. Beginning May 1, 2001, solvent vapor pressure must not exceed 1.0 mm Hg.

Proposed amendments to this regulation were found in the Indiana Register, January 13, 2010. The proposed rule includes any degreaser located in the state as of January 1, 2011. The amendments would eliminate restrictions on solvent purchases in amounts greater than 5 gallons during any 7 consecutive days. The amendments also eliminate conditional clauses requiring a cover, control practice, and control devices if solvent volatility is greater than certain vapor pressure thresholds at 37.8°C (100°F).

Date	Vapor Pressure Limit
November 1, 1999	two millimeters of Mercury (2.0 mm Hg)
May 1, 2001	one millimeter of Mercury (1.0 mm Hg)

Beginning November 1, 1999, end users of these lower vapor pressure solvents must also keep a record of each purchase, including the following information:

1. Name & address of solvent purchaser/supplier
 2. Date of sale/purchase
 3. Type of solvent sold/purchased
 4. Volume of each unit of solvent sold/purchased
 5. Total volume of the solvent sold/purchased
 6. True vapor pressure measure in millimeters of Mercury at 20°C (68°F)
- Make a hazardous waste determination on your used petroleum-based solvent and manage it accordingly. Your used solvent will be a hazardous waste because it is ignitable. It may also be a toxic hazardous waste depending upon the contaminants in the used solvent.
 - When transporting solvent with a flash point of 140°F or lower, label the shipment to meet DOT requirements of the 49 CFR 172.101 regulations.

You Should:

- Store new petroleum-based solvent in sealed containers until ready for use.
- Pre-clean parts using a cleaning process that does not involve hazardous solvents, such as manually cleaning the part with a wire brush..
- Reduce the amount of solvent used by replacing solvent only when necessary. The shop employees who regularly use the solvent should be able to tell when the solvent begins to

lose its effectiveness and needs to be changed. Test kits are available to help you make this determination.

- If you use two solvent tanks, skip having one of the tanks serviced while replacing solvent for the other washer as usual. Designate the parts washer with contaminated solvents for precleaning dirty parts and reserve the parts washer with new solvent for final cleaning. If your shop is a CESQG, having only one of your tanks serviced may have the added benefit of keeping your shop in the CESQG classification. Your shop may also need to limit the amount of hazardous wastes generated from other sources in order to remain below the 220 pound threshold.
- Keep solvent and other wastes separate so that they can be recycled or properly disposed. Adding a waste to a hazardous waste will increase the amount of hazardous waste that you generate.

You Should Consider:

- Purchasing or leasing a solvent sink with a filter unit that will extend the life of your solvent by filtering out contaminants.
- Using non-hazardous cleaning methods, such as an aqueous parts washer.

Background on Options to Consider

Purchasing or Leasing a Solvent Sink with a Filter Unit. Some of the newer solvent sinks have filter units that extend the life of the solvent by filtering out contaminants. Dirty solvent passes through the filtering unit where contaminants are removed, and clean solvent is returned to the reservoir for reuse.

The type and location of the filters on the solvent sink vary depending upon the type of filtration system used. Some of the more commonly employed filtration systems are:

- Side-mounted disposable fabric filter units, which remove primarily particulate;
- Cyclonic filter units that use centrifugal force “cyclonic action” to remove solids. The solvent passes through a filtering unit where a spinning action takes place, causing the solids to settle out and allowing the clean solvent to be reused.
- Clay-containing filter units that are placed in the solvent reservoir or in the wash basin to remove primarily oil and grease.

Remember that a hazardous waste determination must be performed on the used filters prior to disposal.

ANTIFREEZE

The main component in most antifreeze is ethylene glycol (or less toxic propylene glycol), which is toxic to humans and deadly to small animals. Because ethylene glycol has a sweet taste that may attract unsuspecting animals or children, it is important that you properly handle, store, and dispose of antifreeze.

In addition to ethylene glycol (or propylene glycol), virgin antifreeze also consists of corrosion inhibitors and foam controllers. Used antifreeze may also contain heavy metals and other

contaminants that are picked up as antifreeze circulates through the engine, particularly in older vehicles that have metal radiators with soldered joints.

Under Indiana's hazardous waste rules, ethylene glycol and propylene glycol (i.e., virgin antifreeze) are not listed hazardous wastes. However, as mentioned above, contact with cooling system parts may cause used antifreeze to become contaminated with heavy metals, such as Lead and Cadmium. This contamination may make the antifreeze a hazardous waste. Similarly, used antifreeze that is mixed with other waste during storage, etc. may result in a mixture that is a hazardous waste.

Each shop is responsible for making a hazardous waste determination on its used antifreeze. This determination can be based on analytical test results of the used antifreeze, or it may be based on the knowledge of the waste and how it was generated and managed. IDEM has reviewed data on used antifreeze (both ethylene glycol and propylene glycol-based) from a broad range of vehicle types and ages. The results of this data indicated that used antifreeze does not appear to exhibit the characteristics of a hazardous waste. However, you may generate antifreeze that is a hazardous waste if your shop:

- Generates used antifreeze primarily from older vehicles (i.e., vehicles with metal radiators and Lead soldered joints).
- Generates a type of antifreeze other than traditional ethylene glycol or propylene glycol-based antifreeze.
- Mismanages its used antifreeze after it has been drained from the vehicle (i.e., if you mix it with hazardous wastes or other contaminants).

More information on IDEM's regulatory analysis of used antifreeze may be obtained via IDEM's web site.

Regardless of whether or not your used antifreeze is a hazardous waste, there are some regulations you must follow. If your used antifreeze is considered to be a hazardous waste, you must manage it according to the Hazardous Waste Rules. Listed below are the management options that you must follow. Also listed are suggested practices that you should follow in order to ease your regulatory requirements and improve the environmental health of your shop.

You Must:

Regardless of whether or not your used antifreeze is a hazardous waste, you must:

- Not pour antifreeze onto the ground or into streams.
- Not discharge used antifreeze to your POTW (Publicly Owned Treatment Works) without first checking with the POTW to determine if they allow such discharges.
- Not discharge antifreeze to a septic system if doing so will harm the waters of the state of Indiana. If your used antifreeze is determined to be a hazardous waste, you must not discharge it to a septic system or to the environment.
- If you recycle your antifreeze on-site, you must make a hazardous waste determination on the filters and sludge, or you may simply treat them as hazardous wastes. Because the

contaminants are concentrated in the filter and/or sludge, it is likely that these may be hazardous wastes.

- If your used antifreeze is determined to be a hazardous waste, you must:
- Label all containers in accordance with RCRA requirements. Remember to clearly mark the words "HAZARDOUS WASTE" as well as the date the waste began to accumulate or the date the container was completely filled if you have a satellite accumulation area on the used antifreeze container.
- Keep storage containers closed to prevent evaporation and spills.
- Conduct weekly inspections to ensure that the containers are in good condition. Look for leaks and for deterioration caused by corrosion or other factors. If a container leaks, put the hazardous waste or the leaking drum in another container.
- Keep monthly records of the amount of used antifreeze that you accumulate. When transporting antifreeze that is considered to be a hazardous waste due to Lead contamination, label the shipment as follows: [DOT]
 - Lead compounds, soluble
 - n. o. s., 6.1, UN2291, PGIII
 - Keep Away From Food
 - Whenever an "n o s" is part of a shipping name, the description must be immediately followed by a list of those ingredients which produce the hazard.)
- Manifest drums of used antifreeze to a TSD facility.
- Use only permitted waste transporters that have obtained an EPA identification number to transport drums of antifreeze off site.

You Should:

- Store new antifreeze in a sealed container and keep it out of reach of animals or children.
- Reduce the amount of antifreeze used by replacing antifreeze only when necessary. Visually check for contaminants, and test for freeze point and pH. Fresh antifreeze or corrosion inhibitors can be added to adjust these parameters if necessary.
- Reuse good antifreeze that is removed from a vehicle in order to make repairs. Save the antifreeze in a clean container and reuse it in the vehicle after the repairs have been made.
- Handle antifreeze carefully to avoid spills. Use catch trays or pans to contain spills. Clean up any spills immediately.
- If your shop works on a large percentage of older vehicles (i.e., those with metal radiators and Lead soldered joints) and does not recycle its antifreeze, you should keep the antifreeze from these vehicles separate from the antifreeze removed from newer vehicles. You should make a hazardous waste determination on antifreeze removed from older vehicles or simply manage it as a hazardous waste.
- Keep used antifreeze separated from other materials such as used oil or solvent. Mixing these materials may make them non-recyclable, or may make the mixture a hazardous waste.

- Recycle your used antifreeze by contracting with a service company to do the recycling or by purchasing equipment to recycle used antifreeze in your shop.
- If your used antifreeze is considered to be a hazardous waste, and you are sending it off-site for recycling or disposal, you should store it in a DOT-approved container. You should also label all containers in accordance with DOT requirements. You will be required to do both of these things prior to shipping your hazardous waste off site.

You Should Consider:

- Providing secondary containment such as a diked or bermed area to assist in the recovery of any spilled material.
- Contracting with a service company to recycle your used antifreeze (either on- or off-site.)
- Purchasing equipment to recycle used antifreeze in your shop.

Information on these antifreeze recycling options is provided below. Whether you choose to contract with a service company or purchase equipment to recycle your antifreeze, you must follow all of the steps listed in the "You Must" section above.

Background on Options to Consider

If you are considering recycling your own antifreeze or having an antifreeze recycling company provide you with recycled antifreeze, be aware that many vehicle manufacturers are endorsing their own specific antifreeze formulations and using these formulations in their new vehicles. Replacing the original antifreeze with anything other than the same formulation may violate a vehicles warranty. Similarly, recycling an antifreeze formulation generally voids its original warranty (some of the newer formulations have a 5-year warranty.)

Depending upon the make and year of the vehicles your shop generally services, you may have limited opportunities to use recycled antifreeze. Weigh this consideration when deciding whether to purchase your own recycling equipment or to contract with a service company.

Purchasing Recycling Equipment

You may purchase antifreeze recycling equipment to do your own recycling on-site. The following two models of antifreeze recycling equipment are available:

The Closed-loop/on-vehicle models are equipped with hoses that attach directly to the vehicle in order to flush the cooling system, recycle the antifreeze and replenish the cooling system. The advantage to this type of system is that the used antifreeze is contained during each step of the process, thereby reducing the possibility for improper handling and storage. Closed-loop systems may also be used to recycle antifreeze that will be stored for later use.

The disadvantage of this type of system is that the antifreeze is typically recycled through filtration or deionization which does not remove dissolved contaminants.

Batch system/off-vehicle model

The second model is the batch system or off-vehicle model which requires that the service technician handle the antifreeze during each step of the process (i.e., drain the antifreeze, pour it into the recycling unit, and then replenish the vehicle). These types of systems may

recycle the antifreeze by filtration or distillation. Distillation units remove suspended solids as well as dissolved contaminants.

Contracting with a Service Company to Recycle Your Used Antifreeze

Contracting this service to an outside company has certain advantages over purchasing your own equipment. First, contracting this service does not require the initial capital expense of purchasing a recycling unit. Secondly, the filters and sludge that are generated during the recycling process may be hazardous wastes. If you recycle on-site, you must make a hazardous waste determination and manage the waste accordingly. If you contract this service to an outside company that recycles your used antifreeze off-site, they will be responsible for the hazardous waste generated during the recycling process.

On-site recycling

Using an on-site mobile antifreeze recycling service involves having a recycling service visit your shop with a mobile coolant recycling unit. Your shop will be responsible for any hazardous waste generated as a result of on-site antifreeze recycling. Spent filters and sludge may potentially be hazardous wastes.

Off-site recycling

Another option is to send your used antifreeze off-site for recycling with a reputable recycling company. You may store your used antifreeze on-site for later pick-up.

Recycling companies usually require a minimum pickup quantity of 50-55 gallons and, in addition to picking up used antifreeze, can also supply your shop with recycled antifreeze.

Notes about Antifreeze Recycling

- Check vehicle manufacturers' warranties prior to using recycled antifreeze.
- Chemical additives must be added to the recycled antifreeze prior to its reuse in a vehicle. Recycling equipment vendors provide these additive packages.
- The use of recycling equipment will generate potentially hazardous wastes such as spent filters or sludge. These byproducts should be presumed to be a hazardous waste unless representative sampling is conducted to determine that they are not.

INTERIOR PIECES (seats, dashboards, etc.)

The primary hazard with vehicle interior pieces is the possibility of cuts from sharp edges, or back injuries from lifting heavy items without assistance or proper equipment.

There are generally no chemical hazards or hazardous wastes generated. Some switches, however, may contain Mercury which would make them a hazardous waste when disposed of. Such switches can be recycled, however, which is a much responsible way of handling them. Contact CTAP or your local solid waste management district for information. Also use safe work practices when handling the switch so as not to release the Mercury, and have employees wear chemical resistant gloves. Mercury can be absorbed into the blood stream through the skin. In addition, inhalation of Mercury vapor can be dangerous. It is extremely unlikely that our typical Collision Repair/Auto Refinishing shop would handle enough Mercury to exceed exposure limits, but your employees need to be alerted the possible hazard.

Deflated air bags are not a hazard. The powder film that sometimes remains visible is talcum powder that is incorporated in the air bag mechanism to make sure the bag opens freely without sticking to itself.

Intact air bag systems can be a hazard if they accidentally inflate while someone is working in the car's interior and is struck by the inflating bag. Therefore, your employees need to follow the manufacturers' guidelines for disabling the air bag system before they begin work on the interior of a car. The typical method involves removing the appropriate fuse and waiting a stated amount of time, such as 10 minutes, before beginning work.

Metal pieces can be recycled with your other scrap metal. Plastic, cloth, and glass pieces cannot usually be recycled, but recyclable markets may improve in the future. Pieces in good condition can be sold or given away for reuse.

You Must:

- Protect your employees from cuts and scrapes (gloves, coveralls, etc.).
- Help prevent back injuries by training your employees in proper lifting techniques, providing lifting equipment, if appropriate, and instructing them to get a helper when lifting awkward or heavy items.
- Treat any Mercury containing switches as hazardous waste OR recycle them as universal waste.
- Utilize safe work practices when handling Mercury containing switches, and provide chemical resistant gloves.
- Disable air bags prior to working inside cars.

You Should:

- Try to find someone who can use any interior pieces in good condition.

MASKING PAPER

Masking paper in and of itself does not present hazards. If it is heavily contaminated with paint that contains significant levels of toxic metals such as Lead, it may be a characteristic hazardous waste, but this is extremely unlikely. Usually there is far more clean paper after a paint job, with only a small edge closest to the painted surface having a paint layer. With the small amount of paint on the paper, the low concentration of toxic metals in the paint, and the increasing rarity of paints with any toxic metals present, it would be almost impossible for a typical Collision Repair/Auto Refinishing shop to generate waste masking paper that would be a hazardous waste.

You Must:

- Know the amount of toxic metals (Lead, Chromium, Cadmium, etc.) in the paints you use so you can use that knowledge in helping determine if paint contaminated waste masking paper may be a characteristic hazardous waste.
- Based on your knowledge, or lab testing TCLP (Toxicity Characteristic Leaching Procedure), determine if your masking paper waste is a characteristic hazardous waste due to metals content.

You Should

- Use as little masking paper as needed to do the job, to reduce the amount of waste paper you have to throw out.

PAINT

Paint and other coating products make up the largest volume of products (or wastes) that a Collision Repair/Auto Refinishing shop will usually have on hand. The primary hazard with paints, primers, etc. is their flammability. Many have a flash point below 100°F (37.8°C), making them a Class I flammable liquid, which requires the greatest level of care in handling and storage.

In addition to their potential fire hazard, some paints may contain hazardous ingredients, such as Xylene, Toluene, MEK or other solvents. Some paints also contain toxic metals such as Lead, Chromium, or Cadmium. Depending on the concentration of these hazardous materials, your employees may be exposed to hazardous levels of these chemicals and may need to wear respirators during mixing or spraying operations.

Paint waste will be an ignitable hazardous waste, since the flash point is below 140°F. If the paint contains toxic metals it will also be a characteristic hazardous waste. If you mix your waste gun cleaning solvent in with your paint waste, your waste may be a F listed hazardous waste as well, if your fresh solvent has 10% or greater of Toluene, Xylene, or MEK.

Having more than one waste code for your hazardous waste does not increase your generator status or require additional steps to be taken. You just need to make sure the drums of hazardous waste and the shipping manifest have all the correct waste codes listed. The number of waste codes does not usually affect the cost for disposal.

If the paint does not have toxic metals and you do not mix your F code solvent waste with your paint waste, you could solidify the liquid with kitty litter or other clay-based absorbent so there is no liquid, and it would not meet the criteria for ignitable solid hazardous waste. Then this waste would not be a hazardous waste, and can be disposed in your regular trash. This is a sound practice only when very small quantities are involved. This ability to solidify the product to render it non-hazardous **ONLY** applies if there are no characteristic toxic metals or toxic solvents present in the product. While solidification is a legal option, it is not a recommended solution. Solidifying ignitable wastes actually increases the amount of solid waste you generate, so should only be utilized if you only generate very small amounts and it would take you a very long time to accumulate a drum of paint waste to ship out. Also, you can be held responsible for an damages should the solidification not be complete and the material still present a fire hazard.

You Must:

- Store containers according to combustible/flammable liquid standards, 29 CFR 1910.107 (e).
- Keep open flames or sparks away from the area until thoroughly dry.
- Provide employees with gloves and other personal protective equipment (PPE).
- Determine the exposure level to the hazardous solvents during mixing or spraying. Provide proper respiratory protection and training. Refer to 29 CFR 1910.134 on Respiratory Protection.

- Keep containers closed at all times. You cannot leave containers open to evaporate excess material as a way to reduce the amount of waste product you have to dispose of. Doing so is a violation of IDEM, OSHA, and Fire Marshal rules.
- Treat liquid waste material as an ignitable hazardous waste. You must:
 - Mark the drum with the words HAZARDOUS WASTE, and the date the drum was filled assuming satellite accumulation. Otherwise, you must mark the date waste was first put into the drum.
 - Mark the drum with the D001 waste code.
 - Mark the drum with the Flammable Liquid label.
 - Keep containers closed.
 - Conduct weekly inspections to check for leaks or drum deterioration..
 - Manifest the waste, use a hauler with an EPA I.D. number, and send to an approved TSD (Treatment, Storage and Disposal) facility.
- Determine if your waste contains toxic metals, such as Lead, Chromium, and Cadmium, in concentrations above the TCLP (Toxicity Characteristic Leaching Procedure) limit. If it does, the waste will have an additional waste code.
- Determine if your paint waste will need to have an F code. If you add your used gun washing solvent to your waste paint drum, and the fresh solvent contains 10% or greater of Toluene, Xylene, or MEK, then your waste paint will be a listed F waste, as well as being ignitable, and possibly toxic for metals.
- Determine if your waste may be a characteristic toxic waste. If you add your used gun washing solvent to your waste paint drum, and the gun solvent contains MEK or chlorinated solvents, it is possible that the mixture may be a TCLP hazardous waste as well, requiring the appropriate waste code be added.

You Should:

- Order only the products you need.
- Rotate stock to avoid having to dispose of product that has deteriorated.
- Avoid making larger batches than needed for the job.
- Offer leftover mixes to customers for touch-ups, when possible.
- Avoid using the option to solidify paint waste with kitty litter (ONLY possible if paints do not contain toxic metals and any solvent you add does not contain one of the F listed solvents or chlorinated solvents).

You Should Consider:

- Using a computerized mixing system to reduce paint leftovers.
- Utilizing low-VOC products, even if your shop is not required to do so.

PERSONAL PROTECTIVE EQUIPMENT (PPE)(29 CFR 1910.132)

Selecting the proper PPE for each potential hazard is critical. Improper selection and/or use of PPE may result in employee injury. PPE can include protective clothing, respiratory devices, and shields & barriers.

IOSHA requires that employers perform a hazard assessment of the shop, determine which hazards are present or likely to be present and have a written certification of the evaluation. Hazards may include chemical, radiological or mechanical irritants. This written certification can be performed by any knowledgeable person, such as the shop owner or manager, or by a safety consultant.

In addition, employees must receive training on the proper selection, use, and care of PPE. A written training certification must be kept on file.

Changing respirators, gloves, etc. before they become heavily contaminated significantly provides the greatest protection for your employees.

You Must:

- Assess the workplace to determine if hazards are present or likely to be present;
- Select appropriate PPE to protect the affected employee from the hazards identified in the assessment;
- Provide adequate supplies of the appropriate personal protective equipment and make them readily available to your employees, free of charge.
- Prepare and maintain a written Hazard Assessment Certification:
 - That identifies the workplace evaluated;
 - That indicates the person certifying the evaluation has been performed; and
 - The date(s) of the hazard assessment.
- Train employees required to use PPE to know at least the following:
 - When & what PPE is necessary;
 - How to don, doff, adjust and wear PPE;
 - Limitations of PPE;
 - Care, maintenance and disposal of PPE; and
 - Demonstrate understanding on how to use PPE properly.
- Determine if your used PPE is a hazardous waste and manage it accordingly.

You should replace PPE periodically to provide the greatest protection for your employees.

OSHA BLOODBORNE PATHOGEN PROGRAM (Red Bags and trash bags containing wastes potentially exposed to bloodborne pathogens)(29 CFR 1910.1030)(Universal Precautions – 410 IAC 1-4)

Gloves, aprons, gauze, etc. that are used in administering first aid or for cleaning blood contaminated areas of a vehicle, must be contained to prevent employees, trash haulers and others from accidental contact.

Some shops use red plastic bags (Red Bags) or red containers that are pre-labeled with the Bio Hazard markings designed exclusively for blood contaminated wastes. These bags not only provide a safe and easy way to handle the materials, but also alert employees of the danger of the bags contents.

Infectious waste is a liquid, semi-liquid, or a solid saturated with blood, dried blood or other potentially infectious materials that could be released during handling. Under Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens. You must then arrange to either effectively treat infectious waste or have it transported off-site for treatment and disposal. Talk with your regular trash hauler, as many offer a separate service for infectious waste.

Infectious waste is also regulated under **410 IAC 1-3** by the Indiana State Department of Health.

Waste associated with first aid or clean-up may be dry with very little blood. In addition, the clean-up waste, if an effective disinfectant cleaner is used, as required, would have already treated the materials and rendered them pathogen-free. So they don't qualify as true infectious wastes, and therefore CAN be disposed of in the regular trash. However, if your hauler notices a Red Bag in the trash, they may refuse to take it.

What are your alternatives? You obviously want to protect your employees, customers, and your trash hauler from contact with your blood contaminated wastes, even if they are not true infectious wastes requiring special labeling and handling. Keep these wastes segregated, and sealed. If they do not meet the criteria for infectious waste, they can be placed in your trash dumpster.

There are some things you can do to help ensure that your wastes will not fall into the infectious waste category:

When administering first aid, use sufficient bandages or gauze to soak up all the blood with ample excess bandaging to ensure the blood stays trapped within the gauze;

When cleaning the vehicle, use sufficient disinfectant to not only clean the vehicle, but also to disinfect any residue picked up in the cleaning wipes.

Using these techniques will help you keep out of the infectious waste category. Remember, when wastes do not meet the criteria for infectious wastes, they can be sealed in a regular plastic bag and put in your dumpster.

If you do at some point have blood contaminated waste that could be classified as infectious waste, you could potentially disinfect it yourself and therefore keep it from being considered infectious waste. You must use an established, recognized method for disinfection. The most feasible for the typical Collision Repair/Auto Refinishing shop would be chemical disinfection. The chemical you use to disinfect the interior of the blood-stained vehicles should be able to

disinfect any of your contaminated waste materials, but you will need to make sure that the chemical reaches all parts of the contaminated materials, even in the center of a wad of gauze. If you do not want to use your vehicle disinfectant, you could use regular household bleach, in at least a 10% solution.

CAUTION: despite the fact that bleach is readily available in almost any store and just about every household has bleach on hand, do not lose sight of the fact that bleach (sodium hypochlorite) is a hazardous material and can cause injury. You would need to have a MSDS on hand, and include it in your hazard communication training and program. In addition to the hazard communication issues, you would need to provide chemical resistant gloves, goggles, etc. and would have to be sure that your infectious waste does not contain anything that may cause a chemical reaction with the bleach.

Regardless of your chosen disinfectant, the container in which you perform the disinfection would have to be impervious to the chemical (such as a plastic, leak-proof container) and you would have to be sure any liquid disinfectant is thoroughly absorbed before you could put it into the regular trash. Free liquids cannot be placed in your trash dumpster for disposal at a landfill.

You Must:

Follow the Bloodborne Pathogen rule under 29 CFR 1910.1030 and the infectious waste rule under 410 IAC 1-3:

- Determine if your first aid waste and your vehicle disinfection waste fit the definition of infectious waste;
- Contain any infectious waste labeled with the biohazard symbol;
 - Contaminated sharps – tightly sealed, leak proof, rigid & puncture resistant containers.
 - Other infectious waste – container impervious to moisture and of sufficient strength to prevent expulsion.
 - Store in a secure area until the infectious waste is treated.
- Treat the infectious waste prior to disposal. A contractor can assist with transport, treatment & disposal;
- Develop a written policy including training for an employee whose job assignment might make contact with infectious waste likely;

You Should:

- Use ample bandages or gauze for first aid;
- Train personnel in First aid and Life Saving techniques if not located within 3-minutes of a hospital;
- Use ample disinfectant when cleaning contaminated areas of a wrecked vehicle to insure that not only the vehicle parts are sterilized; and
- Seal plastic bags with materials used for first aid or disinfecting contaminated vehicles prior to disposal.

REDUCERS / THINNERS

Reducers/thinners are usually a petroleum based solvent which may contain Xylene, Toluene or MEK. There is no limit on the VOC content of the reducer itself, but shops must ensure that the reducer will still produce a compliant as-applied VOC when combined with the other ingredients of the mix (326 IAC 8-10).

For reducers, the primary hazard is flammability since flash points are frequently well below 100°F (37.8°C)).

Additionally, these solvents may pose a respiratory hazard during use. Check your MSDS to determine how best to manage such materials.

Should you have unused reducer you no longer need, you could try to find another shop that needs it, or you can dispose of it as a hazardous waste in your paint waste drum.

You Must:

- Keep open flames or sparks away from the area until thoroughly dry.
- Provide employees with gloves and other protective clothing.
- Determine the exposure level to the hazardous materials. Provide training and proper respiratory protection if needed.
- Keep containers closed when not in use. Evaporating excess material as a way to reduce the amount of waste product is a violation of IDEM, IOSHA, and Fire Marshal rules.
- Label containers of ignitable hazardous waste as follows:
 - “HAZARDOUS WASTE”
 - Date the drum was filled assuming satellite accumulation. Otherwise, you must mark the date waste was first put into the drum.
 - D001 waste code.
 - Flammable Liquid label.
 - Include other waste codes, D002 to D043 if applicable. If the waste includes MEK, include waste code D035.
- Conduct weekly inspections to check for leaks or drum deterioration.
- Use a Uniform Hazardous Waste Manifest.
- Use a transporter with a valid EPA identification number.
- Verify waste destination being a TSD (Treatment, Storage and Disposal) facility.
- A CESQG (Conditionally Exempt Small Quantity Generator) is permitted to transport its hazardous waste to a permitted municipal solid waste disposal facility.

SOAPS & WINDSHIELD WASHER SOLUTION

Soap may be caustic. Depending on the concentration of the soap, it may be a skin irritant. Check the MSDS on each product you use to determine the type of PPE it requires.

Wet soapy floors are another hazard and require employees to use extra caution to prevent slips and falls. Abrasive-surfaced floors and/or non-skid soles on shoes will help reduce the chance of injury.

Windshield washer solutions are commonly alcohol-based and have a low flash point, making them a hazardous material (flammable liquid). Check your MSDS to determine the materials flash point. Solution with a flash point below 140°F must be handled and stored according to the flammable liquid requirements.

Soaps and other materials may present a problem when discharged in your wastewater. Refer to Chapter 4 in the Wastewater Section and the following “You Must” section for more information on wastewater from your service bay drains.

An alternative to using soap is to use only water (even high pressure) to clean vehicles. This activity does not require shops to obtain a permit.

You Must:

- Check the MSDS on the products you use to determine if they are caustic or otherwise require protective clothing or special handling.
- Dispose of unusable and undiluted windshield washer solvent as an ignitable hazardous waste.
- Follow the wastewater requirements listed in the Wastewater Section of this chapter
- Do not discharge soapy water on the ground or into waterways.
- Contact with your local POTW’s pre-treatment coordinator for approval before discharging soapy waters to the sanitary sewer.
- If your shop is not connected to a POTW, you must follow the regulations given in the Wastewater Section of this chapter, and you must also:
- Not discharge your soapy wastewater to a septic system. The local health department will not approve a septic system for an industrial wastewater stream.
- Obtain a construction permit and an NPDES (National Pollutant Discharge Elimination System) permit from IDEM’s Office of Water Management. Some form of biological treatment may be needed to help degrade the soap. You will need to get a construction and discharge permit from IDEM’s Office of Water Management, and they can offer treatment and equipment options, as well as establishing the permit limits you will need to meet for things such as solids, metals and BOD (Biochemical Oxygen Demand); OR
- Obtain a construction permit if you have a holding tank, and have an approved hauler take your dirty water to a treatment plant equipped to handle it. When floor drains go into the holding tank, it will settle out the solids. An adjustment may need to be made to the pH (if needed) before being discharged to the sewer. Another option is to have your holding tank periodically pumped out by an approved hauler, rather than discharging it. The hauler can take your dirty water to a treatment plant that is equipped to handle it. This will eliminate the need for an NPDES permit, but you will still need a construction permit for the holding tank.
- Not discharge wastewater unless the pH is between 6.0 and 9.0.

- Use only water to clean the exterior (no engine cleaning allowed) of vehicles if you are not on a sewer system and do not want to get a discharge permit. You will still need a construction permit for your holding tank.

You Should:

- Use soaps that are biodegradable, low foaming and moderate pH (6.0 - 9.0).
- Connect to a POTW's sewer system, if available.

WASTEWATER FROM SERVICE BAY DRAINS

When water is contaminated with materials such as oil, antifreeze or other automotive fluids, it may contain contaminants that may interfere with the operation of your local POTW (Publicly Owned Treatment Works). Your wastewater may need to be treated prior to discharge to the sanitary sewer. Reducing the volume of wastewater you generate or eliminating certain contaminants might make it more readily acceptable to the POTW.

The Clean Water Act regulates the discharge of industrial wastewater and does not allow discharges of industrial wastewater to septic systems any longer. These are called **Motor Vehicle Waste Disposal Wells (MVWDW)** and are identified through the EPA as a Class V injection well, which have been permitted in the past. As of January 1, 2007, EPA requires closure or a permit for all MVWDW. In limited cases, EPA may allow you to convert a MVWDW to another type of Class V well.

Discharges to the waters of Indiana (including storm drains, rivers, streams, lakes, ditches, etc.) are not allowed for this type of waste. As mentioned in Chapter 1, this manual does not cover NPDES permitting requirements, as these permits are complex and are not recommended for small businesses.

Shops may elect to use a holding tank to manage wastewater. Since the wastewater is not directly connected to a sanitary sewer, it may be regulated as a hazardous waste based on the findings of a hazardous waste determination.

Wastewater may be transported to a POTW or another permitted wastewater facility based on the standards for the POTW or facility.

How you manage your shop's wastewater will depend upon the location where your bay drains discharge. If you do not know where your drains discharge, begin by doing the following:

- Check your sewer bill to determine if you are charged for services by your local POTW. If you are charged for this service, your shop is most likely connected to the POTW.
- Walk the property line to look for outfall pipes.
- Talk with neighbors to determine if outfall pipes originate from their property.
- Check with your county sanitation department to determine if they will add a colored dye to your wastewater to locate your discharge sewer and excavating companies also perform this service.
- Call the Indiana Underground Plant Protection Service (Call Before You Dig) at 800/382-5544. This service is available 24 hours a day, 365 days a year.

Older shops may have unauthorized connections to storm sewers because sanitary sewers may not have been available when the shop was built. In many areas, storm drains became available prior to sanitary sewers, and, as a result, industries connected to storm sewers.

Listed below are the management responsibilities that you must follow depending upon where the drain in your shop's bay discharges. Also listed are suggested practices that you should follow in order to ease your regulatory requirements or to avoid wastewater requirements altogether.

If You Discharge to a Septic System or Directly to the Environment:

You Must:

- If your drain leads to a storm drain, river, stream, lake or to the ground, you must stop this action immediately. The requirements for NPDES permitting are complex and are not well suited for the majority of small businesses. More suitable options include temporarily plugging your drains to become a "dry" shop, connecting to the local POTW or installing a holding tank.
- If your drain leads to a septic system, you must connect to the sanitary sewer or install a holding tank. In limited cases, EPA may allow you to convert a MVWDW to another type of Class V well.
- If your shop has an oil/water separator installed, you must submit the plans to IDEM 60 days prior to installing the separator.

You Should:

- Install wastewater containment sumps or holding tanks and have your wastewater hauled to a permitted wastewater treatment facility or connect your drains to a municipal sanitary sewage system

If You Discharge to a Sanitary Sewer or POTW:

You Must:

- If your bay drains discharge into the sanitary sewer system leading to a POTW, you must contact your local POTW to obtain information on management practices to limit your pollutant load on their system. You must also meet all effluent limits set by the POTW. You may obtain a copy of the local sewer use ordinance (i.e., discharge rules).
- If you discharge a substance into the sanitary sewer, which, if otherwise disposed, would be hazardous waste, you may need to submit a one-time notification to your local POTW and IDEM's Office of Land Management. Contact your local POTW for more information. Your hazardous waste may not meet the effluent limits of your local POTW.
- If your shop has an oil/water separator installed, you must submit the plans to IDEM 60 days prior to installing the separator. You may also be required to obtain approval from your local POTW assuming the discharge is to their sanitary sewer.
- Schedule regular preventive maintenance to keep your oil/water separator operating at peak efficiency.

- Ensure that your floors drain to approved oil-water separators or traps discharging to the sewer in accordance with the Plumbing Code.
- Have the contents of oil separators or traps collected at sufficiently frequent intervals and removed from the premises to prevent oil from being carried into the sewers. Self-closing metal cans must be used for all oily waste.
- If your shop does not meet the POTW's effluent limits, you must:
 - Change your work practices (i.e., preventing materials from entering your bay drains) so that your effluent meets the POTW's limits. DRY-CLEAN them up with oil sorbents; or
 - Install pretreatment equipment and schedule regular preventive maintenance to keep the equipment operating at peak efficiency so that your effluent meets the POTW's limits.

If You Discharge to a Holding Tank:

You Must:

- If your drain leads to a holding tank, you must obtain a construction permit from OWQ for the installation of the tank and have permission to haul your wastewater to the POTW. Your hauler will usually take responsibility for working with the POTW to ensure that they will accept your wastewater.
- If your wastewater is determined to be a hazardous waste, you must:
 - Ensure that your holding tank meets a number of special standards required for generators that accumulate hazardous waste in tanks. These standards include, but are not limited to: special treatment and storage requirements depending on the flash point of the material stored in the tank; secondary containment; and daily and/or weekly monitoring of the tank and its contents.
 - Properly manage your wastewater.
 - Count your wastewater toward your hazardous waste generator status. When hazardous waste enters the sanitary sewer, it is no longer regulated as hazardous waste, but rather, is regulated by IDEM's Office of Water Quality and the POTW that receives the wastewater. Because wastewater from your holding tank does not enter the sanitary sewer, the wastewater continues to be regulated as a hazardous waste.

For All Shops:

You Should:

- Post signs at sinks and paint stencils at drains to remind employees not to pour wastes into floor drains, sinks, outdoor storm drains or other sewer connections.
- Review material safety data sheets for all products used at your shop and replace products that contain chlorinated and/or toxic solvents with more environmentally friendly, aqueous-based products.
- Store used automotive fluids in leak-tight containers for recycling or disposal.
- Use spill trays when draining automotive fluids or when adding fluids to a vehicle.

- Use dry procedures such as sweeping shop floors rather than hosing them down with water.
- Install secondary containment barriers around storage areas containing liquid materials.
- Ensure that spill prevention and containment equipment, and cleanup supplies readily accessible to employees.

You Should Consider:

- Building a solids tray at the drain's entrance to reduce sludge buildup in your sump or oil/water separator.
- Installing a temporary plug in your bay drains and becoming a "dry shop."

Background on Options to Consider

You may become a "dry shop" by eliminating water from your cleanup process and by preventing leaks and spills. By becoming a "dry shop," you eliminate the need to monitor your wastewater and, potentially, to install expensive wastewater pretreatment equipment.

1. Dry Shop - remove all floor drains and sinks from areas where service or repair work is performed. Use absorbent materials and a vacuum to collect spills and drips. Place all wastes into containers for off-site disposal following state guidelines and regulations.

2. Sanitary Sewer - connect your plumbing system to a sanitary sewer. Check with the local sewer authority regarding any pretreatment requirements.

3. Holding Tank - connect your plumbing system to an approved combined wastewater holding tank. You could also separate the floor drains and sinks in the service area from other plumbing and route service area wastewater to an approved industrial wastewater holding tank while other sanitary wastewater is routed to an approved wastewater holding tank.

4. Conversion - physically separate the sinks and floor drains in the service area from the areas where repair or maintenance activities take place and from those areas where the chemicals used in the repair or maintenance of motorized vehicles are stored.

You Should:

- Keep a portable inflatable berm and absorbent material on hand.
- Drain all fluids, including air conditioner coolant, from wrecked vehicles upon arrival.
- Maintain your shop floor equipment. Check your equipment for leaks frequently.
- Prevent drips and spills when working on vehicles by:
 - Draining and replacing motor oil, coolant, and other fluids in a designated area where there are no connections to the storm drain or the municipal sewer. Clean up spills before they reach a drain.
 - Emptying and wiping the designated drip pans when you are finished working on the vehicle, or when they are about half full, to avoid spills, keeping a designated drip pan under the car while you unclip hoses, unscrew filters or remove other parts. Use larger, flat, low-brimmed pans under cars where mechanics are working and where ordinary drip pans are too cumbersome.

- Immediately transfer used fluids to their proper container. Don't leave drip pans or other open containers unattended.
- Promptly clean up drips and spill.
- For small spills:
 - Scoop up the spilled material using a dust pan and squeegee, when possible such as with spilled oil. If not thick enough to scoop, clean spills with a rag or absorbent. Do not wash spilled materials down the drain.
 - Use a damp mop for routine cleanup and wet mop the floor only in the areas that need it.
- For medium spills:
 - Use absorbent “snakes” as temporary booms to contain a liquid while you clean it up.
 - Use dry absorbent material such as “kitty litter” or “floor dry” to soak up the liquids.
 - Perform a hazardous waste determination on absorbent materials prior to disposal.
 - Use a wet/dry shop vacuum cleaner to collect spills for storage in segregated waste containers. If you keep several vacuums on hand, you can designate one for each waste (motor oil, antifreeze, etc.) and recycle the liquid.

Do not use vacuums for gasoline, solvents, or other volatile fluids because of the explosive hazards.

SPRAY BOOTH FILTERS

Spray booth filters must be of an approved filter material for use with spray paints. Because of the potential for spray booth filters to catch fire or spontaneously ignite, the Department of Fire & Building Services regulations require that dirty spray booth filters either be immediately taken outside and stored away from the building (i.e., in a dumpster that is at least 20 feet from the building) or be submerged in a container of water if stored inside.

The fire codes regulations do not distinguish between the type of paint being used and the type of industries regulated. Some wood finishes and original equipment vehicle finishes have been known to cause the dirty spray booth filters to spontaneously ignite. While this is extremely unlikely for auto-refinishing paints, you must still follow the regulations.

If your spray booth filter is heavily contaminated with paint that contains significant levels of toxic metal such as Lead, Cadmium, or Chromium, it may be a characteristic hazardous waste. This is extremely unlikely in our typical Collision Repair/Auto Refinishing shop. Not only are the paints almost void of toxic metals, but with a regular change-out schedule of your filters to ensure good airflow, there won't be a heavy build up of paint on the filter.

Check your MSDS sheets, and if you find that many of your paints contain toxic metals, and you keep your filters on-line until they are really dirty, you will need to run a TCLP test on the paint filter to be sure it does not exceed regulatory limits. Alternatively, you can run a total metals, which is much less expensive, and then use those results to extrapolate what the TCLP level would be. Your testing laboratory should be able to assist you in making this extrapolation.

Sampling of the filter will be an important part of proper waste determination if your MSDS sheets reveal that you need to run tests. Regulations require a representative sample of the waste, and the lab will require a minimum amount of filter sample to run the test. Given the size and range of paint contamination throughout the filter, you will have to estimate the best way to get a representative sample. You could take the sample from the dirtiest part of the filter for a worst-case scenario. If the worst part of the filter passes TCLP, then you know the filter as a whole will be even less contaminated, and, therefore, will not be a hazardous waste. But if this dirtiest part of the filter fails the TCLP, you will need to do a lot more sampling to prove and document that this concentrated sample was not representative.

What you can do is take 8 samples of equal size (talk with your lab to determine what sample weight they require) from various areas of the filter. For example, let's say you estimate that 75% of the filter area has paint on it, and the other 25% are clean because it was blocked by the metal frame. In this case, you would take 6 samples (75% of 8 total samples) from the dirty area and 2 from the clean filter area. You would combine all 8 as one sample for the lab to test. This would approximate a representative sample for the entire filter, which is what you want. It may not be exact precision, but will be suitable for this purpose of determining if the filter passes or fails TCLP. One or two samples may not be representative of your waste stream.

If your shop has had an experience of having a paint filter catch fire spontaneously (in the dumpster, for example), you may have to classify your paint filters as an ignitable hazardous waste. Ignitable hazardous wastes typically are liquids, but the definition does include the possibility of an ignitable solid, based on the solids ability to burn vigorously without needing a spark to start it. There is no true lab test for ignitability of solids, so your history with filter fires is the primary indicator. There is a lab test to determine the rate at which a solid will burn which can be used in conjunction with a history of spontaneous filter fires to confirm their status as a solid ignitable hazardous waste, but this test should not be used alone as indication of a solid ignitable hazardous waste.

You Must:

- Know the amount of toxic metals (Lead, Chromium, Cadmium, etc.) in the paints you use so you can use that knowledge in helping determine if paint-contaminated booth filters may be a characteristic hazardous waste.
- Based on your generator knowledge, or sampling and lab testing, determine if your waste filters are a characteristic hazardous waste due to metals content (i.e., if the filter fails TCLP).
- Determine if your shop has a history of spontaneous filter fires that could make the waste filters an ignitable solid hazardous waste.
- Immediately take dirty booth filters to the outside waste storage area or store them inside in a container with filled with water.
- Store your waste filters in a closed container.

You Should:

- Change your booth filters frequently, to maintain good air flow and avoid generating a characteristic hazardous waste for toxic metals.

- Require your employees to wear a dust mask, gloves, and coveralls when changing the dry filters to protect the employee from dust particles that may break loose during handling.

You Should Consider:

- Sampling and running TCLP or total metals lab tests on your dirty paint booth filters to verify they are not a hazardous waste, even if your MSDS sheets showed very few paints with toxic metals.

WELDING RODS

The primary hazards with welding relate to respiratory hazards from the welding fumes, eye injuries when exposed to the flash or arc, and potential for burns or fire from uncontrolled hot sparks.

Welding rods themselves, whether new or remnants after use sometimes can be recycled with your scrap metal. You will need to check with your local scrap dealer: some consider them a contaminant and do not want them. Depending upon the type of welding you do, the metal content of the rods can vary, but usually are not considered to be a hazardous waste.

You Must:

- Determine whether your employees are exposed to toxic levels of welding fumes, and implement a respiratory protection program if they are based on the material safety data sheets recommendations. Having good ventilation in the area is important in minimizing employee exposure. Most studies indicate that welders are not exposed to fumes that exceed the Permissible Exposure Limits if they are in a well ventilated area and are wearing a properly fitted welding hood/shield, which provides a barrier to keep the fumes away from the welder's nose and mouth. Proper placement of the sampling device is inside the welding hood, not on the welder's lapel, as happens for most sampling.
- Protect your welders, nearby employees, and visitors from the flash of welding arcs. Hoods with the proper filtering lenses protect the welder and screens or panels protect passerby.
- Protect workers from burns resulting from contact with hot sparks. Aprons or other fire retardant clothing is most suitable for our typical collision repair/automotive refinishing shop.
- Prevent a fire. Combustible materials such as paper or cardboard are not allowed within 35 feet of the welding operation.
- Do not weld in an area where paint, solvent, or other flammable vapors are present.
- Ensure that employees working as welders have been trained in the proper operation of the equipment, fire prevention requirements associated with welding, and the respiratory hazards associated with welding operations and how to reduce their exposure.

You Should:

- Have appropriate fire extinguishers immediately available, (i.e., within a few feet of the welding operation and easily accessible). This is a requirement in an area where combustible materials cannot be moved out of the area. Since our typical collision repair/automotive

refinishing shop has a designated area where welding is performed, there should be no combustibles nearby.

TIRES

When tires are improperly stockpiled or illegally dumped, they trap rainwater and become breeding grounds for disease-carrying mosquitoes and rodents. Another problem with used tire storage piles is that they can be a major fire hazard and are extremely difficult to extinguish. Burning tires releases toxic gases into the air and leave behind a hazardous oily residue that pollutes the streams and groundwater.

There are no additives or contaminants associated with used tires.

You are required to accept from your customers one used tire for each new or retreaded tire that is sold. For each new tire sold, you must collect a twenty-five (\$ 0.25) cent fee. You are entitled to keep one (1) percent of the fee; the remainder is to be paid to the State Department of Revenue when the State gross retail tax is due.

You may manage your used tires under one of two different rules. The first option is the "Used Tire Rule." Under this rule, you must use a registered waste tire transporter to haul your tires to a registered used tire storage facility or to a tire recycler.

The second option is to dispose of your used tires under the Solid Waste Rules. Because whole tires are banned from solid waste landfills, you must cut your tires into pieces prior to disposing of them. Information on exactly how the tires must be cut is provided in the "Management Responsibilities" section.

Regardless of whether you recycle your used tires under the Used Tire Rule or manage them as a solid waste, you must follow specific regulations pertaining to used tire storage areas. The transporting of used tires is also regulated when the number of tires exceeds 20 per load.

This section does not cover OSHA's regulations on servicing multi-piece and single piece rim wheels used on large vehicles such as trucks, tractors, trailers, buses and off-road machines.

Listed below are the requirements pertaining to the sale and disposal of tires, including the two used tire management options previously mentioned. Also listed are suggested practices that you should follow in order to ease your regulatory requirements and improve the environmental health of your shop.

You Must:

If you sell new tires, you must:

- Post a sign in a location that is conspicuous to your customers. The sign must be at least 8.5" wide by 11" high and the lettering must be at least 18 point type. The written notice must indicate the following:

Do not put waste tires in the trash.

Recycle your waste tires.

State law requires us to accept waste tire for recycling or proper disposal if you purchase new tries from us.

- Accept from the customer at least one used tire for each new (or retreaded) tire sold.
- Collect a twenty-five-cent fee for each new tire that is sold, and pay all but 1% of the collected fees to the State Department of revenue when the State gross retail tax is due.
- If you store used tires in a storage area that is no larger than 500 square feet, you must: [Fire & Building Services]
- Stack tires in an orderly manner in an approved location so as not to create a fire hazard.
- Stack tires no higher than two feet from the ceiling and do not block any exit from the building.
- For outside storage, you must not stack tires higher than 20 feet. The location of the tire pile must not constitute a hazard to adjacent buildings or property.
- Contact the Plan Review Division for regulatory information that may be specific to your shop.
- For storage areas greater than 500 square feet, contact the Plan Review Division for assistance. [Fire & Building Services]
- If you dispose of your used tires as a solid waste, you must:
- Alter the used tire by cutting it into 4 relatively equal pieces or by removing both of the sidewalls from the tread, resulting in 3 pieces. The landfill may require additional processing or may refuse to accept any tire material.
- If you transport more than 20 used tires, either whole or altered, you must use a tire hauler that is registered with IDEM and must manifest the tires using an Indiana Waste Tire Manifest form. A list of registered waste tire transporters and the Waste Tire Manifest form are both available via IDEM's web site: http://www.in.gov/idem/files/wt_transporters.pdf and <https://forms.in.gov/Download.aspx?id=5350>, respectively.
- If you service multi-piece or single piece rim wheels used on large vehicles, you must follow OSHA regulations.

You Should:

- Send your used tires to a tire recycler.
- Educate your customer about tire manufacturers recommended guidelines such as regularly checking tire pressure and rotating tires to extend the life of their tires.

BATTERIES (LEAD-ACID)

As the name implies, Lead-acid batteries contain both Lead and acid (sulfuric acid). Each of these materials has its own hazard and impact. Lead can enter the body by ingestion (this usually occurs when putting hands or other objects contaminated with Lead dust into the mouth) or by breathing Lead dust. The effects of Lead on the adult body include the following: problems with reproduction, digestion, and with memory and concentration; high blood pressure; nerve disorders; and muscle and joint pain. Lead is even more dangerous to children because their bodies are more sensitive to Lead's effects and because their bodies absorb more Lead than do adults' bodies.

The electrolyte (battery acid) in a typical Lead-acid battery contains approximately 60% water and 40% sulfuric acid. Sulfuric acid is a corrosive material that can cause harm to the body upon physical contact or through the inhalation of vapors or mists. When sulfuric acid comes in contact with flesh, it burns the skin, leaving a black charred carbon residue in place of living tissue. Contact with large areas of flesh can result in shock and, possibly, death. Repeated or prolonged exposure to vapors or mists can cause inflammation of the upper respiratory tract, potentially leading to serious lung and bronchial damage.

Sulfuric acid is also a hazard due to reactivity. Sulfuric acid can react with other chemicals, generating enough heat to ignite ordinary combustible materials. Many types of metals are easily dissolved by sulfuric acid, resulting in a release of hydrogen which is extremely flammable. In addition to reactivity, sulfuric acid can also feed an existing fire by releasing oxygen, which acts as a fuel to fire.

The electrolyte in spent Lead-acid batteries may contain up to 70 times the amount of Lead found in the electrolyte of new batteries. Therefore, exposure to electrolyte from spent Lead-acid batteries presents a greater hazard to health and the environment. If the spent Lead-acid batteries are disposed in a landfill or illegally dumped, they may release Lead and Lead-contaminated sulfuric acid into the environment. This can pollute drinking water sources such as lakes, rivers, streams and ground water. If Lead-acid batteries are burned in incinerators, Lead can remain in the ash and be released into the air.

IDEM requires that shops recycle their used Lead-acid batteries. If your shop sells batteries, you must post a sign informing customers of your requirement to accept their used batteries for recycling. IDEM also requires that you properly store your used batteries. In addition to IDEM's regulations, OSHA regulates the storage and servicing of batteries, and DOT regulates transportation.

Listed below are the requirements pertaining to the sale and disposal of batteries as well as the requirements that you must follow to ensure that your batteries are properly serviced, stored, and recycled. Also listed are suggested practices that you should follow to ease your regulatory requirements and improve the environmental health of your shop.

You Must:

- If you sell batteries, you must post a sign in a location that is conspicuous to your customers. The sign must be at least 8.5" wide by 11" high and the lettering must be at least 18 point type. The sign included at the end of this section can be used to meet this Indiana Code requirement. The written notice must indicate the following:

Recycle your used batteries.

Improper disposal of batteries is against the law.

It is illegal to put used motor vehicle batteries or other vehicle or boat batteries in the trash.

State law requires us to accept your used battery for recycling if you purchase a new battery from us.

- If your shop changes or charges batteries, you must: [OSHA]
 - Charge batteries only in areas designated for that purpose.

- Ensure that materials needed to flush and neutralize spilled electrolyte (i.e., a hose and baking soda) are readily available.
- Ensure the reinstalled batteries are properly positioned and secured in the vehicle.
- Provide a carboy tilter or siphon to employees who handle electrolyte.
- Ensure that vehicles are properly positioned with the brake applied before attempting to change or charge batteries.
- Ensure that the batteries' vent caps are functioning. Open the battery or compartment cover to dissipate heat.
- Prohibit smoking in the battery charging area.
- Take precautions to prevent open flames, sparks, or electric arcs in battery charging areas.
- Keep tools and other metallic objects away from the top of uncovered batteries.
- Provide suitable facilities within the work area for emergency drenching or flushing of the eyes and body.
- If your shop stores batteries, you must ensure that the storage area is sufficiently ventilated to prevent the accumulation of explosive mixtures of gases. [OSHA]
- Ensure that your used batteries are properly managed and recycled by doing the following:
 - Properly store all spent Lead-acid batteries in an area with secondary containment or in an area that provides a means to control and contain any battery acid spillage. If batteries are stored outdoors, the storage-area must be curbed to contain leaks, and covered to prevent snow and rain from entering.
 - Within 90 days from the date you receive the spent Lead-acid battery, the battery must be transferred:
 - Back to the wholesaler;
 - To a facility that collects Lead acid batteries for delivery to a recycling facility; or
 - To an IDEM-permitted secondary Lead smelter (if sent to a secondary Lead smelter in Indiana.)
- When transporting used batteries that are not cracked or leaking, label them as follows depending on the type of batteries you are transporting: [DOT]
 - “Battery, wet, filled with acid, 8, UN2794, PGIII, Corrosive” or “Battery, wet, non-spillable, 8, UN2800, PGIII, Corrosive”
- When transporting batteries that are cracked and/or leaking, label them as follows: [DOT]
 - “Battery fluid, acid, 8, UN2796, PGII, Corrosive”
- If you dispose of spilled battery acid as a hazardous waste, follow the storage and disposal requirements listed in Chapter 3, and label the waste as follows to meet DOT requirements:
 - “Sulfuric acid, spent, 8, UN1832, PGII, D002”

You Should:

- Request documentation from your transporter confirming that your batteries were delivered to permitted Lead-acid battery recycling facility. It is your responsibility to ensure that your batteries are recycled. If the transporter improperly disposes of your batteries, you can be held financially responsible for the clean up costs resulting from the improper disposal.
- Store all Lead-acid batteries on an impermeable surface such as coated concrete or asphalt.

You Should Consider:

- Requiring your customers to pay a refundable deposit on all batteries purchased. This deposit is intended to encourage customers to bring their spent battery back to your facility for recycling.
- Storing your used batteries on a wire shelf and installing polyethylene spill trays **below** the shelf to catch any spilled acid..

Background on Options to Consider

Storing batteries on a wire shelf with plastic spill trays placed below the shelf will allow you to easily inspect all batteries for damage and to contain any leaking battery acid. By storing your batteries in this manner, you can readily determine which battery is leaking and can properly neutralize the acid.

FLORESCENT LIGHT TUBES, HIGH DENSITY LAMPS AND MERCURY CONTAINING SWITCHES - Universal Waste Rule (329 IAC 3.1-16-1)

Fluorescent light tubes and HID lamps contain small amounts of Mercury, Lead, and sometimes Cadmium. Mercury may be ingested (this usually occurs when putting hands or other objects contaminated with white phosphor dust into the mouth) or inhaled, potentially resulting in damage to the central nervous system, kidneys and liver. Lead can also enter the body by ingestion or by inhaling Lead dust. The effects of Lead on the adult body include the following: problems with reproduction, digestion, and with memory and concentration; high blood pressure; nerve disorders; and muscle and joint pain. Both Mercury and Lead are even more dangerous to children because their bodies are more sensitive to these metals and because their bodies absorb more Lead than do adults' bodies.

There are no additives or contaminants associated with used tubes or lamps.

Historically, fluorescent tubes and lamps contained a sufficient amount of Mercury to make them a hazardous waste when disposed. Some new tubes and lamps are now marketed as containing a reduced amount of Mercury, presumably making them a non hazardous waste when disposed. However, it remains the generator's responsibility to ensure the correct hazardous waste determination is made and to manage the waste accordingly. If you are considering purchasing a new type of tube/lamp that is marketed as a non hazardous waste when disposed, you should request the analytical test results for the product (i.e., toxic characteristic leachate procedure, otherwise referred to as TCLP) from the vender. Ask the vendor to explain the TCLP results to you.

If your used tubes/lamps are considered to be a hazardous waste, there are two management options for handling your waste tubes and lamps. You may either recycle or dispose of them under the Universal Waste Rule or dispose of them under the hazardous waste rules.

The Universal Waste Rule is a modification of the hazardous waste rules, and is designed to reduce regulatory requirements by promoting environmentally sound recycling and disposal practices. In addition to being easier for businesses to comply with, handling your used tubes and lamps under the Universal Waste Rule also reduces the environmental impact associated with disposal under the hazardous waste rules.

The second option is to manage your used tubes and lamps under the hazardous waste rules.

For CESQGs, discarded tubes and lamps are not counted in determining your generator status provided the tubes are shipped off-site for recycling as a universal waste. If you throw the tubes and lamps in the trash, you must add their total weight to your monthly record for hazardous waste generation.

Listed below are the regulations that you must follow depending upon how your shop manages its used tubes and lamps. Also listed are suggested practices that you should follow to ease your regulatory requirements and improve the environmental health of your shop.

You Must:

- Regardless of whether you follow the universal waste rule or the solid and hazardous waste rules, you must:
 - Educate your employees on proper handling and emergency procedures associated with the waste tubes/lamps.
 - Contain all releases of waste and residues.
 - Make a hazardous waste determination on your used tubes and lamps and manage them accordingly.
 - Ensure that all light tubes and/or bulbs used for general illumination are installed at least seven feet from the floor or work surface, or, if installed lower than seven feet, ensure that the light tubes and/or bulbs are protected by a fixture or lampholder with a guard. [OSHA]
- If you manage your used tubes and lamps under the Universal Waste Rule, you must:
 - Package both unbroken and broken tubes/lamps to prevent breakage and a release of contaminants.
 - Label the tubes/lamps or the containers holding them with the words “Universal Waste-Mercury-Containing lamps” or “Waste Mercury-Containing Lamps” or “Used Mercury-Containing Lamps.”
 - Have your used tubes and lamps transported to a universal waste collection center. A list of fluorescent tube and high intensity discharge lamps recyclers is available via IDEM’s web site. Under the Universal Waste Rule, you are not required to manifest your used tubes/lamps.
 - Not accumulate and store used tubes/lamps for longer than a one year period.

- If you manage your used tubes and lamps as a hazardous waste, you must:
 - Follow the hazardous waste rules.

You Should

- Recycle your waste tubes and lamps under the Universal Waste Management rule.
- Package your used tubes and lamps in their original boxes prior to transportation to avoid breakage. Broken glass and the residue within is a hazard to your employees, the transporter, and the recycling or disposal company's personnel.
- Package your broken tubes and lamps separately in a sealed container.
- Label the boxes with the number of tubes and lamps contained within.

See Chapter 2 re Mercury switch removal, or go to the EPA web site at <http://www.epa.gov/hg/business.htm>

WIPES

Wipes (industrial shop towels, rags, paper towels, gloves, cotton swabs, etc.) are not hazardous unless they come into contact with hazardous materials or hazardous wastes.

As wipes are used to clean up spills and remove oils, they become contaminated with automotive fluids and cleaning solvents. Many products used in the vehicle maintenance industry, such as engine degreasers, fuel injection cleaners, and brake cleaners and fluids contain hazardous solvents that are flammable (ignitable) and/or toxic if inhaled or adsorbed through the skin. Product material safety data sheets, (MSDS) should be reviewed to determine if products used at your facility contain hazardous materials.

IDEM regulates **disposable** wipes that are considered to be a hazardous waste. You must make a hazardous waste determination on your used disposable wipes. If your contaminated wipes are not a hazardous waste, you can dispose of them to the trash going to a solid waste landfill. Petroleum-contaminated spill waste (e.g., wipes and sorbents used to clean up a spill of petroleum-contaminated waste) must be managed as a solid waste.

If the products used at your shop are a listed waste when discarded (i.e., contain a chemical or chemicals described on the list of listed wastes), your contaminated wipes will automatically be a hazardous waste when disposed.

Contaminated wipes that are **laundered** are not regulated as a hazardous waste unless they are used to clean up spills of hazardous waste or unless a hazardous waste is added to the container of wipes. They are, however, still regulated by IDEM's Office of Air Management, OSHA and the Department of Fire & Building Services.

Managing your used wipes may be undertaken in a number of different ways, depending upon the type of wipes that you use and the contaminant(s) that have been absorbed. Listed below are the management options you must follow. Also listed are suggested practices that you should follow in order to ease your regulatory requirements and improve the environmental health of your shop.

You Must:

If you are sending reusable wipes that exhibit hazardous waste characteristics to a laundry, you must:

- Store contaminated wipes in closed containers to prevent the evaporation of any contaminants into the air. If the wipes are contaminated with flammable or combustible liquids, you must store the wipes in a container meeting the requirements of the Indiana Department of Fire & Building Services. Contact the Plan Review Division for more information. [IDEM and Department of Fire & Building Services]
- Not use wipes to clean up spills of hazardous wastes. Wipes that are sent to a laundry are not regulated as a hazardous waste unless they were used to clean up spills of hazardous wastes. If your wipes were used for this purpose, they must be managed as a hazardous waste.
- Ensure that your storage containers are not accumulating free liquids in the bottom of the container. If the container has free liquids, transfer the free liquid into another container and manage by its hazardous classification. Laundries will not accept wipes containing free liquids.

You Should:

For laundered wipes, you should:

- Provide the commercial laundry with material safety data sheets for all products used at your facility.
- Recover as much free liquid from contaminated wipes as possible by wringing the wipes. Industrial laundries may not accept wipes containing any free liquids. Contain liquids wrung from wipes and manage these liquids with other hazardous or non hazardous liquid wastes, whichever is appropriate.
- Segregate contaminated wipes from your uniforms and other laundry items.
- Follow management practices for handling soiled reusable textiles outlined by the Uniform & Textile Service Association.

You Must:

For disposable wipes, you must

- Make a hazardous waste determination on your used wipes. If the wipes are a hazardous waste, you must manage them accordingly.
- Not air dry contaminated wipes to remove ignitable or toxic characteristics prior to disposal.
- Store contaminated wipes in closed containers to prevent the evaporation of any contaminants into the air. If your disposable wipes are contaminated with flammable or combustible liquids, you must store the wipes in a container meeting the requirements of the Indiana Department of Fire & Building Services. Contact the Plan Review Division for more information. [IDEM and Department of Fire & Building Services]

You Should:

For disposable wipes, you should:

- Segregate hazardous wipes from other waste materials to avoid generating an increased volume of hazardous waste.
- Substitute less toxic commercial products for products that contain hazardous and/or toxic constituents to minimize the generation of hazardous wipes.
- Accumulate and store hazardous wipes in a drum that meets DOT requirements, with the DOT Class 9 hazard sticker placed on the side of the drum.
 - When your drum is filled, label it to include the proper DOT shipping name for hazardous waste wipes: “RQ, Hazardous Waste, Solid, n.o.s., Class 9, NA3077, PG III.”
 - You must do this prior to shipping your hazardous wipes, but are not required to meet DOT requirements while the waste is accumulating or being stored.

SORBENTS (includes spill clean-up materials and waste)

Sorbents (absorbent material such as pigs, pillows and socks) are not hazardous unless they come into contact with hazardous materials or hazardous wastes.

As sorbents are used to clean up spills, they become contaminated with the spilled material and generally exhibit the same hazards and impacts. You should review the spilled materials material safety data sheet (MSDS) to determine the hazards associated with the material that was spilled.

Your used sorbents and spill waste must be managed in one the following manners. The particular management option that you must follow depends on the type and extent of contamination, the quantity of contaminated sorbents generated per month, and whether the sorbents are recycled or disposed.

The term “spill waste” includes sorbents as well as any contaminated soil, residue, debris, and articles from the cleanup of a spill or release of petroleum-contaminated materials. The term “petroleum-contaminated materials” includes spill waste that contains virgin or used petroleum such as: gasoline, diesel fuel, hydraulic fuel, crude or refined oils that do not contain polychlorinated biphenyls (PCBs), kerosene, and heating oils.

1. **Recycling Petroleum-Contaminated Sorbents (and/or Spill Waste) under the Used Oil Rule.** If your sorbents are contaminated with used oil or with a mixture of oil and other fuels, the sorbents may be burned for energy recovery under the Used Oil Rule. In order to comply with the Used Oil Rule, you must properly manage your oil-contaminated sorbents (i.e., don’t mix other wastes with these sorbents), and you must either recycle your sorbents or burn them for energy recovery in an approved apparatus.
2. **Disposing of Contaminated Sorbents (and/or Spill Waste).** If you cannot manage your sorbents and spill waste under the Used Oil Rule (e.g., because of contamination with a waste other than used oil or fuels), you must make a hazardous waste determination and manage them accordingly. Sorbents that exhibit hazardous waste characteristics or are contaminated with a listed hazardous waste must be managed as a hazardous waste.
3. **Disposing of Petroleum-Contaminated Sorbents (and/or Spill Waste).** You have the option of managing your sorbents and/or spill waste under the Used Oil Rule or as a hazardous waste. You should manage your oil-contaminated sorbents under the Used Oil Rule when possible.

4. **Disposing of Sorbents and/or Spill Waste as a Solid Waste (i.e., with your regular trash).** If your used sorbents are not a hazardous waste, and they do not drip or accumulate free liquids (such as in the bottom of their storage container), you may dispose of them with your regular trash. Materials containing free liquids are prohibited from landfills. Also, IDEM's air regulations prohibit air drying contaminated sorbents prior to disposal and that mechanically wringing your sorbents may expose employees to the hazards inherent to the material that was spilled.

Listed below are the management options you must follow. Also listed are suggested practices that you should follow in order to ease your regulatory requirements and improve the environmental health of your shop.

You Must:

Regardless of how you manage your contaminated sorbents and/or spill waste, you must:

- Not air dry contaminated sorbents to remove ignitable or toxic characteristics prior to disposal.
- Store contaminated sorbents in closed containers to prevent the evaporation of any contaminants into the air. If your sorbents are contaminated with flammable or combustible liquids, you must store them in a container meeting the requirements of the Indiana Department of Fire & Building Services. Contact the Plan Review Division for more information. [Department of Fire & Building Services]
- If you manage your petroleum-contaminated sorbents and spill waste under the Used Oil Rule, you must follow the requirements of this rule.

If you cannot manage your used sorbents and/or spill waste under the Used Oil Rule due to contamination with a waste other than used oil or fuels, you must:

- Make a hazardous waste determination on your used sorbents. If they are a hazardous waste, you must manage them accordingly.
- If your used sorbents or spill waste are not a hazardous waste, you must ensure that the material does not drip, contain free liquids, or result in the accumulation of free liquids (such as in the bottom of their storage container) prior to disposing of them with your regular trash.

You Should:

- Manage your petroleum-contaminated sorbents and spill waste under the Used Oil Rule.
- Segregate used sorbents that are a hazardous waste from other waste materials to avoid generating an increased volume of hazardous waste.
- Accumulate and store hazardous sorbents in a drum that meets DOT requirements, with the DOT Class 9 hazard sticker placed on the side of the drum. When your drum is filled, label it to include the proper DOT shipping name for hazardous waste sorbents: "RQ, Hazardous Waste, Solid, n.o.s., Class 9, NA3077, PG III."
- You must attach the label to the drum to shipping it, but DOT labeling is not a requirement while waste is being accumulated or stored.

You Should Consider:

- Purchasing sorbents sealed in porous fabric socks, pillows, or pouches that contain biomass-derived material such as cellulose or peat.

Background on Options to Consider

Purchasing Biomass-Derived Sorbent Material

Sorbents made from plant cellulose, such as cotton and wood fibers, are very effective in absorbing liquids. Biomass-derived sorbents have an absorbency ratio of 4:1 when compared to most alternatives. The absorbency ratio is five times greater than clay.

GLASS

Check with your local landfill to be sure that they will take this material as a solid waste. Perhaps you could reclaim this material through a glass broker as a recycled item.

WASTE OIL / USED OIL MANAGEMENT (329 IAC 13-1-1)

(Includes any petroleum-based or synthetic oil that has been used, such as engine oil, sludge from used oil tanks, transmission fluid, refrigeration oil, compressor oil, hydraulic fluid, etc.)

One gallon of oil can contaminate up to one million gallons of water. The effect of oil on organisms can include genetic damage, structural deformities, reduced egg volume, and reproductive failure.

Virgin (unused) oil contains low levels of carcinogenic compounds, such as Benzene and Toluene. In addition to these compounds, oil also contains relatively high levels of polycyclic aromatic hydrocarbons, which may be absorbed through the skin of employees who are exposed to oil. Polycyclic aromatic hydrocarbons are directly linked to a number of types of cancer, including skin tumors. Shop personnel should avoid prolonged or frequently repeated skin contact with oil by wearing impervious protective gloves and by washing hands and other exposed areas thoroughly after contact. Because oil is a combustible liquid, it must be properly handled, and oil soaked clothing must be changed to avoid a fire safety hazard.

As oil circulates through the engine, the oil may become contaminated with heavy metals, including Lead. In addition, used oil is also contaminated with products of incomplete combustion, which contain a number of known carcinogens.

High concentrations of Lead may make the oil a hazardous waste. Oil may also become contaminated through contact with gasoline, which could make the used oil a hazardous waste due to Benzene contamination and/or flammability.

Two environmental management options currently exist for collision repair and automotive refinishing shops with used oil. The first option is to recycle your used oil or to burn it for energy recovery under the Used Oil Rule. The second option is to dispose of your used oil, following all applicable solid and hazardous waste rules. By managing your used oil under the Used Oil Rule (rather than following the solid and hazardous waste rules), you will lessen your regulatory requirements.

Used Oil Rule (Recycling or Burning for Energy Recovery)

Complying with the Used Oil Rule means that you do not have to manage your used oil or the sludge from your used oil tank as a hazardous waste. Even if the used oil to be recycled or fuel blended is contaminated with a hazardous waste *from product formulation or through its intended use* (such as when contaminants mix with oil in the crankcase), the used oil is still regulated under the Used Oil Rule rather than as a hazardous waste. In order to comply with the Used Oil Rule, you must properly manage your used oil (i.e., don't mix anything other than waste fuels with your used oil), and you must either recycle your used oil or burn it for energy recovery. Oil that is intentionally or accidentally mixed with hazardous wastes must be managed as a hazardous waste.

Under the Used Oil Rule, you may mix de-minimus quantities of waste fuels with your used oil. If you do this, you should check with your hauler to ensure that your used oil meets their specifications. You should also be aware that, depending on the flash point of your used oil, it may be subject to more stringent Fire and Building Services' and DOT requirements than would otherwise be required.

Under the Used Oil Rule, both re-refining and burning of used oil for energy recovery are considered to be forms of recycling. Re-refining is the preferred method of managing used oil because it preserves our limited resources. However, in some instances, such as when you are disposing of sludge from the bottom of your used oil tank, or disposing of petroleum contaminated wipes, sorbents, or spill materials, burning the material for energy recovery is the better management option.

If you choose to burn your used oil in your own used oil furnace, be aware that there are additional rules that you must follow under the Used Oil Rule. Because small oil-burning furnaces are not as clean-burning or as efficient as industrial furnaces, IDEM recommends that you send your used oil to a fuel blender rather than burning it on-site.

Solid and Hazardous Waste Rules (Disposal)

Used oil that cannot be managed under the Used Oil Rule (i.e., because of contamination with a hazardous waste or other material) is subject to all applicable solid and hazardous waste rules. Under the solid and hazardous waste rules, you must make a hazardous waste determination and must manage your used oil accordingly.

If you determine that your used oil is not a hazardous waste, it is still prohibited from being sent to a solid waste landfill because these landfills do not accept liquid waste or waste that contains free liquids (i.e., wastes containing liquids that will readily pour.) Therefore, you must send your used oil to a facility that is capable of handling liquid waste or that can solidify the waste prior to disposal.

Other Regulations

Regardless of whether you manage your used oil under the Used Oil Rule or as a solid or hazardous waste, there are Department of Fire & Building Services and OSHA regulations that you must follow. These regulations depend upon how you store your used oil and the quantity of used oil that you store.

Tanks - Inside Storage

- Limited to 13,250 gallons unless the shop has a sprinkler system or unless the shop has separate 1-hour fire rated control areas for each additional 13,250 gallons. Exterior walls do not have to be modified in order to meet the 1-hour fire resistant rating criteria. Therefore, a shop can designate the entire building as the fire control area if the quantity of oil stored does not exceed 13,250 gallons. [Fire & Building Services]
- Shops with sprinklers throughout the building are not limited as to the amount of oil that they can store inside the building (either in tanks or in drums.) [Fire & Building Services]
- Must have secondary containment. A 4-inch high area/sill that surrounds the tank or drums is required in order to contain spills. This spill retention area must be cleaned out following a spill or when leaking oil accumulates. [Fire & Building Services]
- Gasoline or other flammable materials should not be added to your used oil. Doing so may change the used oil's flash point, requiring that you follow more stringent requirements for inside storage. [Fire & Building Services]

Tanks -- Outside Storage

- Must be diked or must have a 2-hour fire resistant rating. This spill retention area must be cleaned out following a spill or when leaking oil accumulates. [Fire & Building Services]
Must be placed a minimum number of feet away from the building, the property line, and any right-of-way. Contact the Plan Review Division to determine the specific requirements that you must follow. [Fire & Building Services] Label the tank with the words "Used Oil"

Drums

- Must be stored in a recessed area to contain oil spills and/or leaks. [Fire & Building Services]
Label the drum with the words "Used Oil"

Tanks or Drums

- Outside storage areas must be graded to divert spills away from buildings or other exposures, or be surrounded with curbs at least 6 inches high and have appropriate drainage to a safe location for accumulated liquids. The storage areas must be protected against tampering or trespassing, where necessary, and must be kept free of weeds, debris, and other combustible material not necessary for storing used oil. [Fire & Building Services]

Managing your used oil may be undertaken in a number of different ways. Listed below are the management options as well as the requirements for each of the available options. Also listed are suggested practices that you should follow in order to ease your regulatory requirements and improve the environmental health of your shop.

You Must:

Regardless of whether you're following the Used Oil Rule or the Solid & Hazardous Waste Rules, or whether you store your used oil inside or outside, you must do the following:

- If you store your used oil in a tank, the tank must meet the Indiana Department of Fire & Building Service's requirements for class I liquids even though used oil is a class IIIb liquid. The Indiana Department of Fire & Building Services defines "tank" as anything that holds more than 60 gallons. [Fire & Building Services]

- If storing used oil in drums, you must store no more than 13,250 gallons. [Fire & Building Services]
- Instruct employees to clean hands and arms frequently if they are exposed to used oil and/or grease to prevent skin irritation. [OSHA] Employees must not use gasoline to cleanse themselves or for other cleaning purposes. [OSHA]
- Instruct employees to change oil soaked clothing, as it is a fire safety hazard in addition to being a source of skin problems. [OSHA]
- Clean up spills promptly. [OSHA & IDEM]
- Keep oil storage containers and aboveground tanks in good condition. Drums and storage tanks used to store oil cannot be rusting or leaking.
- Label all used oil storage tanks (and piping) or containers with the words "USED OIL"
- Develop a Spill Prevention, Containment and Countermeasure Plan if you store oil in tanks greater than 660 gallon or have accumulative storage capacity in excess of 1,320 gallons.
- Report oil spills.
- Not apply used oil as a dust suppressant.
- Not store used oil in surface impoundments (i.e., lagoons.)

If you are following the **Used Oil Rule**, you must:

- Recycle your used oil or burn it for energy recovery in an authorized device.
- Not mix used oil with hazardous wastes. You may mix de-minimus quantities of waste fuels with your used oil, but that doing so will lower the flash point of your used oil and may require you to follow more stringent Fire & Building Services and DOT regulations than otherwise required.
- Determine the halogen content of the used oil by using generator knowledge or by using a test kit for halogens (available from safety supply dealers.) If the used oil contains more than 1,000 parts per million total halogens, it is presumed to have been mixed with a hazardous waste and must be treated as a hazardous waste unless you can demonstrate that the source of the halogens was not from mixing a hazardous waste with your used oil. To avoid managing your used oil as a hazardous waste, do not add solvents or anything else to your used oil.
- For off-site shipments, you must ensure that the transporter has an EPA ID number. You may transport less than 55 gallons of your own used oil (or oil that has been collected through a household do-it-yourselfer collection program) at any time to a used oil collection center or to your own aggregation point without an EPA ID number. An aggregation point is basically a collection center designed to accept small amounts of used oil and store it until enough is collected to ship it elsewhere for recycling. Aggregation points collect oil only from shops run by the same owner/operator and from individuals.

If you are following the **Used Oil Rule and Burning Used Oil On-Site**, you must:

- Follow all of the above-listed requirements.
- Have a used oil burner with a maximum capacity of not more than 500,000 Btu/hr.

- Install the used oil burner in the garage area (not the shop's office) and in accordance with the regulations of the Indiana Department of Fire & Building Services. [Fire & Building Services]
- Vent the heater's combustion gases outside of the building. The used oil burner cannot be connected to the heating duct work. [Fire & Building Services]
- Burn only used oil that the shop generates or used oil received from households that bring their used oil to your shop.

If you are following the **Solid and Hazardous Waste Rules**, you must:

- Determine if your used oil is a hazardous waste. If the oil is considered to be a hazardous waste, it must be managed according to the hazardous waste rules.
- If your used oil is not a hazardous waste, it still must be managed under IDEM's solid waste rule.

You Should:

Follow the Used Oil Rule.

- Send your used oil to a permitted re-refining facility rather than sending it to a fuel-blender or burning it in your shop's used oil furnace.
- If you add waste fuels to your used oil, you should check with your hauler to ensure that they will accept the mixture.
- Put designated drip pans under leaking vehicles while they are waiting to be repaired. Empty the designated drip pan when you move it from one vehicle to another or when the pan is half full (to avoid spills.) Designate specific drip pans for used oil, antifreeze and other liquid wastes to avoid mixing the wastes.
- Drain and replace oil and other fluids in an area where there are no connections to the storm drain or the municipal sewer.
- Place oil collection/drip pans under vehicles and lubricating operations to contain oil spills.
- Place oil collection containers in close proximity to vehicle service areas. Reducing the distance used oil must be carried will reduce the likelihood of drips or spills reaching the shop floor.
- Scoop up oil spills using either a squeegee and a dust pan or a shop vac, and pour the oil into your used oil tank or container. By cleaning up spilled oil in this manner, you will avoid generating and managing spill material clean-up waste. Remember that you must make a hazardous waste determination on spill material clean-up waste unless your shop is following the Used Oil Rule **and** the spill material is burned for energy recovery.
- Segregate the different types of oils (e.g., used brake fluid, transmission fluid, etc.) generated at your shop unless your oil recycling company advises otherwise. Used oil haulers have differing restrictions regarding the mixing of used oils.

If you know that your used oil has been contaminated with a substance that is not allowed by your used oil hauler, you should inform your hauler of this before your used oil is picked up. Some haulers do not test used oil prior to picking it up. Rather, they take a sample from each

shop for later analysis, if needed. Once the entire load reaches the refinery, the load is tested. If the load does not meet the requirements, the service company will run the small samples from each shop to determine who is responsible for the contamination. The service company may then assess an additional fee to the shop responsible for contaminating the entire load.

You Should Consider:

- Starting an oil collection program to recycle used oil from **household do-it yourselfers**.

Background On Options To Consider

Starting a Do-It-Yourself (DIY) Oil Collection Program

The United States EPA estimates that millions of gallons of used oil are released into the environment each year by household do-it-yourselfers. By participating in a do-it-yourself (DIY) oil collection program, you can help prevent oil waste from polluting the environment and can also demonstrate your commitment to customer service and your community.

Prior to starting a DIY collection program, you must contact the Plan Review Division of the Indiana Department of Fire & Building Services to ensure that you are following applicable regulations. Your shop must also follow the management standards of IDEM's Used Oil Rule, accept DIY used oil, and send the DIY oil to a recycler or burn it for energy recovery.

Many used oil transporters will pick up your used oil, including used oil that is collected from DIY, at no charge if you have a minimum of 200 gallons of used oil per pick-up. Some used oil transporters will also provide you with a double-walled oil storage tank and will train your staff in the proper collection of DIY used oil. Contact your used oil transporter to request additional information about participating in a DIY oil collection program or obtain the 48-page list of used oil recyclers at this web site: http://www.in.gov/idem/files/haz_waste_notifiers_used_oil.pdf.

Some suggestions for implementing a used oil recycling program include:

- Offer special reusable containers to do-it-yourselfers. Avoid accepting other used oil containers.
- Use a separate drum or tank for do-it-yourselfer oil to avoid potential contamination of your own used oil.
- Visually inspect used oil brought in by do-it-yourselfers. Do not accept suspicious materials.
- Have the do-it-yourselfers sign a log with a statement verifying the material is used oil only.
- Post a sign and provide written materials describing your program.
- Include this public service and any other environmental efforts in your advertisements.

WASTE OIL FILTERS

The base materials in regular sized oil filters (i.e., filters that fit most automobiles and light trucks) have no hazards or impacts. Larger filters, however, such as those used in heavy-duty vehicles, are likely to beterne-plated. Terne is an alloy of tin and Lead, and is used to strengthen the shells of larger oil filters.

Lead can get into the body by ingesting it (this usually occurs when putting hands or other objects contaminated with Lead dust into the mouth) or by breathing Lead dust. The effects of Lead on the adult body include the following: problems with reproduction, digestion, and with memory and concentration; high blood pressure; nerve disorders; and muscle and joint pain. Lead is even more dangerous to children because their bodies are more sensitive to Lead's effects and because their bodies absorb more Lead than do adults' bodies.

When a used oil filter is removed from a vehicle, approximately one pint of oil may remain trapped in the filter. The used oil and sludge that remain in the filter may contain contaminants such as heavy metals that are picked up as the oil circulates through the engine. High concentrations of heavy metals may cause used filters to demonstrate hazardous waste characteristics, making the filters subject to hazardous waste regulations if the filters are not properly drained.

There are several management options for handling your regular size used oil filters. The regulations that you must follow depend on whether you properly drain your used filters and what you subsequently do with them (e.g., recycle, burn, discard.)

Properly drained filters are exempt from Indiana's hazardous waste regulations and may be disposed as solid waste.

Undrained filters may be managed under Indiana's Used Oil Rule if the filters are recycled or burned for energy recovery. By following the Used Oil Rule, your shop can ease its regulatory requirements and reduce the environmental impact associated with disposal.

Undrained filters that are discarded are subject to all applicable solid and hazardous waste rules. Even if your used oil filters are not considered to be a hazardous waste, they still cannot be sent to a landfill because of the restrictions on wastes containing free liquids (liquids that will readily pour). Instead, the filters must be managed under IDEM's solid waste rules and sent to a facility that is capable of handling liquid waste or that can solidify the waste prior to disposal.

Terne-plated filters that are properly hot drained and recycled are exempt from Indiana's hazardous waste regulations. Terne-plated filters handled in any other manner must be managed as a hazardous waste.

Regulations for Regular (Non-Terne Plated) Used Oil Filters

Management Option	Applicable Regulation
Properly Hot Drained	Exempt from Hazardous Waste Regulations
Recycled	Used Oil Rule
Burned for Energy Recovery	Used Oil Rule
Discarded	Solid & Hazardous Waste Rules

As stated above, managing your used oil filters may be undertaken in a number of different ways. Listed below are the regulations that you must follow for each of the management options. Also listed are suggested practices that you should follow to ease your regulatory requirements and improve the environmental health of your shop.

You Must:

- Properly manage the oil drained from the filters.
- If you choose to hot drain your used oil filters, you must:
 - Puncture the filter anti-drain back valve or the filter dome end and hot drain the filters. (The term "hot drain" means to immediately drain the filter after it is removed from a vehicle that is at or near the engine's operating temperature.); or
 - Perform any other equivalent hot draining method that will remove the used oil so that the filters contain no free liquids. Equivalent methods include crushing or dismantling the filters.
- If you do not hot drain your filters, you must either follow the requirements of the Used Oil Rule or determine if the filters demonstrate hazardous waste characteristics.
- Manage terne-plated filters as a hazardous waste, unless they are properly hot drained and recycled.

You Should:

- Follow the Used Oil Rule rather than the solid and hazardous waste rules (for oil that is drained from the filters.)
- Hot-drain your filters for a minimum of 12 hours.
- Store all oil filters in leak-proof containers to prevent spills.
- Label storage containers "Used Oil Filters".
- Recycle your used filters, rather than burning or discarding them. If you cannot recycle your used filters, burning them for energy recovery is preferred to disposal.
- Manifest all properly drained oil filters on a bill of lading to a scrap metal recycling facility.
- Maintain records regarding the transportation and recycling of used oil filters.
- Purchase only non terne-plated oil filters from your filter supplier.
- If you are unsure as to whether the filters you are purchasing are terne-plated, call the manufacturer or supplier to ask.
- Drain and recycle your terne-plated filters rather than managing them as a hazardous waste.

You Should Consider:

- Purchasing an oil filter crusher and/or shredder to recover any remaining waste oil and to reduce the volume of filters disposed and associated disposal costs.
- Using a service company to shred or crush your used filters to recover residual used oils prior to sending the filters to a scrap metal recycling facility.

Background on Options to Consider

Crushing used oil filters is the most effective way to remove any remaining oil. Crushing also allows you to fit more filters into each drum, and, because many service companies charge you

by the drum (rather the weight of the drum or number of filters in the drum), your shop can reduce the transportation and/or disposal costs associated with used oil filters.

You may either purchase equipment to crush the filters yourself, or you may send the filters to a service company to have them crushed and then sent to a recycler. A list of oil filter transporters, recyclers, and crushing machine vendors may be obtained via IDEM's Collision Repair / Auto Refinishing Shops website at <http://www.in.gov/idem/5134.htm>

GENERAL WORK AREA AND HOUSEKEEPING

You Must:

For general work area [OSHA unless otherwise noted]

- Prohibit smoking and/or open flames in areas used for servicing motor vehicles. [Fire & Building Services]
- Ensure that all work areas are clean, free of slip or trip hazards, and well-lit.
- Ensure that aisle spaces are provided and are kept clear.
- Ensure that aisle spaces are a minimum of 48 inches wide. [Fire & Building Services]
- Provide employees with restrooms, including washing facilities.
- Cover or guard any pits or floor openings.
- For walkways elevated more than 48 inches, provide guard rails. In cases where the walkway is adjacent to dangerous equipment, pits or tanks, the walkway must have standard railing and toeboard regardless of its height.
- Ensure that stairs are at least 22 inches wide, have a nonslip finish, and are made from sturdy materials. Standard railings are required on the open sides of all exposed stairways and stair platforms. Portable ladders are not to be used as permanent fixtures.
- Mark metal ladders with "CAUTION! Do not use them around electrical equipment."
- Not allow employees to eat in areas where hazardous materials are stored or used.
- Require employees to properly wash their hands after handling any chemical products.
- Have your shop's means of egress (exterior shop doors) marked with highly visible Exit signs.
- Provide appropriate fire extinguishers, and train employees in their use. [Fire & Building Services]
- Inspect, maintain and test portable fire extinguishers.
- If employees are expected to extinguish small fires, employees must be trained annually on the use of fire extinguishers and the hazards of fire fighting.
- Not block or hinder access to fire extinguishers.
- Not hang items (jackets, hoses, etc.) from fire extinguishers.

You Should:

- Install a cross connection control device (backflow preventer) wherever you have directly connected any chemical (even soap) or waste to the drinking water supply. This device prevents contaminated water from being siphoned back through the pipes, potentially contaminating the entire drinking water supply. Cross connection control devices are required for car washes.
- Make sure your shop has adequate electrical outlets. Extension cords should only be used temporarily.
- Laminate or otherwise protect posters and signs located near solvent sinks to prevent them from deteriorating.

Chapter 5

EMERGENCY PLANS, TRAINING, RECORDKEEPING & REPORTING

OSHA HAZARD COMMUNICATION STANDARD

The OSHA Hazard Communication Standard, also known as the *Worker's Right-to-Know Law*, was enacted to ensure that hazards in the workplace are identified and communicated to all employees. The Hazard Communication Standard applies to any business that uses, distributes, or imports hazardous materials, **regardless of the number of individuals employed.**

Indiana OSHA (IOSHA) has developed a Hazard Communication Sample Written Plan located online at www.in.gov/dol/2602.htm. It is intended to serve only as a convenient guide for obtaining compliance with the applicable OSHA standard.

You Must maintain compliance with the Hazard Communication Standard (Workers Right-to-Know Law) by:

- Developing a **written** Hazard Communication Program. The Hazard Communication Program combines all of the required components of the Hazard Communication Standard into one working document.
 - OSHA has published “Model Plans and Programs for the OSHA Bloodborne Pathogens and Hazard Communications Standards,” 2003 which may be reproduced fully or partially to ensure that it fits your shop's needs.
 - It is located at <http://www.osha.gov/Publications/osh3186.html>.
- Training employees on hazardous materials found in the workplace so that employees are aware of the chemical hazards and know what to do in an emergency. Make sure all employees know where to obtain Material Safety Data Sheets (MSDS).
- Developing a list of all chemicals at the facility (product names are acceptable) and it is always a good idea in cross referencing MSDS information.
- Maintaining an updated inventory of MSDS for all chemicals in the workplace. If you receive a chemical without an MSDS, make a request of your supplier for one. It is the supplier's responsibility to provide one. It is your responsibility to ensure that you have all relevant MSDS. You must keep the MSDS for a minimum of 30 years after you stop using a chemical.
- Ensuring that all containers, tanks, pipes, etc. are properly labeled. If you receive a chemical that is not properly labeled, call your supplier and insist on proper labeling to ensure compliance with the regulations. If you transfer chemicals from their original container into another container, you must properly label the second container.

You Should:

- Keep MSDS for the duration of a given worker's employment plus 30 years in case of future liability regarding employee exposure to hazardous materials in the workplace.
- When transferring chemicals from their original container to another container, you should photocopy the original label (if possible) and either laminate or tape over the label so that it will not smear if it gets wet.

OTHER OSHA PLANS

You Must:

- Develop a written emergency action plan, including a fire prevention plan, if you have 10 or more employees. If you have 10 or fewer employees, the plan may be communicated verbally.
- Comply with OSHA 301 and 300 recordkeeping responsibilities if you have 10 or more employees.
- Establish a lockout program formerly known as "Lockout/Tagout." If any of your employees perform maintenance activity that is not routine, repetitive, and integral to the use of the equipment for production purposes, they must lockout all energy sources before beginning work. Energy sources include not only electrical energy, but also hydraulic and pneumatic energy sources. The force of gravity must also be addressed in the lockout program by taking measures such as bracing equipment such as your hydraulic or pneumatic lift to prevent it from falling in the event that hydraulic or pneumatic controls fail. Locks, along with a warning tag, must be placed on all energy sources prior to working on equipment. The Indiana Department of Labor does NOT recognize a tag without a lock. A lock is required.
 - For tools that plug into an outlet, a lock is not required, but the tool must be unplugged and the plug kept within the control of the person working on the equipment. The Indiana Department of Labor recommends placing the plug in your pocket.
 - All employees must receive annual lockout training. Even employees who do not perform maintenance work must be trained to recognize and respect a lockout & tag and know not to remove the lock. If you hire an outside contractor to perform maintenance work on-site, your employees must be trained to recognize and respect the lockout system utilized by the contractor.

You Should, if you have 10 or fewer employees:

- Develop a written emergency action plan, including a fire prevention plan. Written programs help ensure that all information in the plans is conveyed to each employee, and also allow employees to refer back to the plans when questions arise. By having proper written programs in place, your shop will be in compliance with this OSHA regulation in the event that your total employee count exceeds 10 employees.
- Follow OSHA 301 and 300 recordkeeping responsibilities. These records will allow you to identify any injury-related trends and to address the causes of such trends. By properly conducting 301 and 300 recordkeeping responsibilities, your shop will be in compliance with this OSHA regulation in the event that your total employee count exceeds 10 employees.

You Must, for medical services [OSHA]

- Have someone on site that is trained in first aid if you are more than 3 minutes away from medical facilities.
- Have a written procedure and employee training advising employees how to determine if medical treatment is needed. A written plan is not required if your shop is within 3 minutes of a medical facility and you choose to transport patients rather than provide first aid.
- If first aid is to be provided on site, your first aid trained personnel must also be trained in Blood Borne Pathogens and must be given the opportunity to get a Hepatitis B vaccine (at owner's expense).
- Provide protective equipment (gloves, etc.) and training to all employees, whether your shop's policy is to provide first aid on site or to transport patients to a medical facility.

EMERGENCY ACTION PLAN: IDEM and OSHA REQUIREMENTS

You Must (Indiana Department of Environmental Management - IDEM) assign an emergency coordinator, who is responsible for:

- Posting the following information next to your shop's telephones:
 - The name and telephone number of your shop's emergency coordinator;
 - The location of your spill control material, fire extinguisher(s), and, if present, fire alarm; and
 - 911 and possibly the telephone number of the local fire department unless your shop has a direct alarm.
- Ensuring that all employees are thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities during normal facility operations and emergencies;
- Responding to emergencies that arise by doing the following:
 - In the event of a spill, contain the flow of hazardous material to the extent possible, and clean up the hazardous material and any contaminated materials or soil as soon as practicable;
 - In the event of a fire, call the fire department or put out the fire using a fire extinguisher;
 - Immediately notify the chief of the responding fire department when a release of hazardous materials creates an unreasonable risk to public safety from fire or explosion.
 - In the event of a fire, explosion, or a release which could threaten human health outside of the shop, or when you have knowledge that a spill has reached surface water, you must immediately notify IDEM's Emergency Response Section at (317) 233-7745 or toll free at (888) 233-7745. IDEM will request the following information (call IDEM even if you do not yet have all of the information that will be requested):
 - Your shop's name, address, and EPA Identification Number (if you have one);
 - Date, time, and type of incident (e.g., spill or fire);

- Quantity and type of hazardous material involved in the incident;
- Extent of injuries, if any; and
- Estimated quantity and disposition/makeup of recovered materials, if any.
- Acknowledgment that you are located within a Wellhead Protection Area (if you are.)

You Should:

- In the event of a fire or a spill that creates an unreasonable risk to public safety from fire or explosion, you should first call 911 or contact your local fire department. Contact the other regulatory agencies and affected parties afterwards.

You Must:

Per 29 CFR 1910.38 Employee Emergency Plans and Fire Prevention Plans, this plan is to be in writing and implemented if you have 10 or more employees. Otherwise it may be given verbally. The designated actions employers and employees must take to ensure employee safety from fire and other emergencies include establishing:

1. Emergency escape procedures, and route assignments;
2. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;
3. Procedures to account for all employees after emergency evacuation has been completed;
4. Rescue and medical duties for those employees who are to perform them;
5. The preferred means of reporting fires and other emergencies; and
6. Names or job titles of the persons or departments who can be contacted for further information or explanation of duties under the plan.

RECORDKEEPING

You Must (IDEM)

- Determine your hazardous waste generator classification and document your classification. In order to do this, you must keep records of the amount of hazardous waste
 - Generated, accumulated and stored on-site; and
 - Recycled on-site or manifested off-site.

A copy of the manifest must be kept at the facility that generated the waste for a minimum of three years.

- Conduct Hazardous Waste Manifesting, <http://www.epa.gov/epawaste/hazard/transportation/manifest/index.htm>, which includes the following:
 - Complete the Uniform Hazardous Waste Manifest Form (EPA Form 8700-22) each time you have hazardous waste transported to an off-site facility.

- Indiana small quantity generators (SQGs) and large quantity generators (LQGs) must submit the Annual Manifest Report (AMR) to the IDEM. A conditionally exempt small quantity generator (CESQG) which generates more than 100 kilograms (220 pounds) for any one calendar month or accumulates on site at any time more than 1,000 kilograms (2,200 pounds) is also required to submit the AMR to IDEM.
 - 1). AMR forms - WG Form, waste received from off site, and OS Form, Off Site Shipments.
 - 2). The AMR can be submitted electronically.
 - 3). The SQG must submit the AMR annually by March 1.
 - 4). The LQG must submit the Hazardous Waste Biennial Report by March 1 of each even numbered year and an AMR by March 1 of each even numbered year.
- The IDEM Commissioner, as deemed necessary under IC 13-7-8.5-2, may require generators to furnish additional reports concerning the quantities and disposition of wastes identified.
- The person who signs the manifest must have received proper training on the manifest form and procedures.
- Each party that takes possession of the waste must sign the original manifest and keep one copy. The remaining portion of the manifest continues on with the hazardous waste shipment until it reaches its final destination.
- The TSD facility must send a signed copy of the manifest back to you to verify that the shipment actually arrived.
- If the copy of the manifest is not sent to you within 35 days of the date the waste was accepted by your hauler, you must contact your hauler and/or the designated facility to determine the status of the hazardous waste.
- If the copy of the manifest is not sent to you within 45 days of the date the waste was accepted by your hauler, you must complete an exception report that:
 - Is accompanied by a legible copy of the manifest for which you do not have confirmation of delivery.
 - Is accompanied by a letter that you or your designated representative has signed. The letter must explain the efforts you've taken to locate the hazardous waste and the results of those efforts.
- If the copy of the manifest is not sent to you within 60 days of the date the waste was accepted by your hauler, you must submit a legible copy of the manifest, along with a note or letter indicating that you have not received confirmation of delivery. Send this letter to IDEM's Office of Land Quality.
- Keep copies of all hazardous waste manifests for 3 years.

You Should:

- Keep all copies of your hazardous waste manifests indefinitely.

You Must (for OSHA: 1904.1 ‘Recording and reporting Occupational Injuries and Illnesses’)

- Keep a log of employee occupational injuries and illnesses, commonly called the OSHA 300 log.
 - When completing the OSHA 300 log for work related injuries, it is important to distinguish recordable injuries or illnesses (those that must be included in the log) from those that are not recordable.
 - **Not Recordable:** Injuries or illnesses that require first aid only (i.e. simple wound cleaning, applying ointment, and simple bandaging) are not recordable, even if the simple first aid was performed at a hospital or doctor’s office.
 - **Recordable:** If medical treatment involves such things as stitches, treatment of infection, removal of embedded foreign objects, or other similar activities, then the injury is generally considered to be a recordable case.
 - All recordable cases must be posted to the OSHA 300 log within six days of occurrence or knowledge of its occurrence. If the status of a work related injury or illness changes, the log entry must be revised accordingly.
 - When a case is recordable, you must classify the case as either an injury or an illness.
 - **Injury:** An injury is usually a result of an accident or exposure involving a single incident in the work environment. Examples include cuts, burns, fractures, strains, chemical burns, or insect bites.
 - **Illness:** An illness is generally a condition resulting from prolonged exposure to a hazardous work environment. Examples include rashes, poisonings, respiratory conditions caused by repeated exposure to chemicals or irritants, heat exhaustion, hearing loss due to noise, and repetitive motion cases such as carpal tunnel.
 - The back of the OSHA 300 log contains more descriptions of injuries and illnesses to help in your determination process.
- Keep a Supplementary Record (OSHA 301 form) which details each work related injury or illness
 - Each year, during the entire month of February, you must prominently post the summary of injuries and illnesses for the previous year (this summary is part of the OSHA 300 log). This posting is usually placed on the same bulletin board or area that displays the required labor postings. OSHA 300 logs and Supplementary Records must be kept for a minimum of five years. You can also call the Indiana Department of Labor’s INSafe program, at 317-232-2688. In addition, a comprehensive guidance document entitled, *Recordkeeping Guidelines for Occupational Injuries and Illnesses* is available from INSafe.

REPORTING

You Must (IDEM):

- Hazardous waste manifesting rules require that the TSD facility send a signed copy of the manifest back to you to verify that the shipment actually arrived.

- If the copy of the manifest is not sent to you within 35 days of the date the waste was accepted by your hauler, you must contact your hauler and/or the designated facility to determine the status of the hazardous waste.
- If the copy of the manifest is not sent to you within 45 days of the date the waste was accepted by your hauler, you must complete an exception report that:
 - Is accompanied by a legible copy of the manifest for which you do not have confirmation of delivery.
 - Is accompanied by a letter that you or your designated representative has signed. The letter must explain the efforts you've taken to locate the hazardous waste and the results of those efforts.
- If the copy of the manifest is not sent to you within 60 days of the date the waste was accepted by your hauler, you must submit a legible copy of the manifest, along with a note or letter indicating that you have not received confirmation of delivery. Send this letter to IDEM's Office of Land Quality.
- Vehicle air conditioning service. If your shop performs work on motor vehicle air conditioning (MVAC) systems, you must submit a one-time equipment owner certification form to EPA. You must maintain the following records and certifications on-site:
 - EPA equipment owner certification form for at least one recovery or recovery/recycling machine
 - Certification forms for each trained technician and facility operator
 - Invoices and records documenting recovered refrigerant that was sent off-site for reclamation
 - Documentation of refrigerant purchases in quantities of less than 20 pounds
 - Submit a one-time notification form to IDEM's Office of Land Quality and your local POTW if you are discharging hazardous waste to the sanitary sewer.
 - Report spills. [IDEM, POTW, local fire department]

You Must (Publicly Owned Treatment Works (POTW))

- Contact your local publicly owned treatment works (wastewater treatment plant) to ensure that you are meeting the treatment plant's limits.
- Submit a one-time notification form to the POTW (and to IDEM's Office of Land Quality) if you would like to discharge hazardous waste into the POTW's sanitary sewer.

You Must (OSHA):

- If a work-related incident which causes three or more employees to be admitted to the hospital for medical treatment or causes a fatality, you must:
- Report the incident to the Indiana Department of Labor within eight hours of your knowledge of the fatality or catastrophe. The report must be called in to the Department of Labor at 317/232-2693. They are available 24 hours per day and 7 days per week. You must provide the following information when you call:

- Names of business
- Location of incident
- Time of incident
- Number of fatalities or hospitalized employees
- Contact person at your shop
- Phone number, and
- Brief description of the accident

Be sure to leave your name and phone number

EMPLOYEE TRAINING

As a shop manager or owner, you are required to train your employees **INITIALLY UPON HIRE AND ANNUALLY THEREAFTER**, to help ensure worker safety. Many of OSHA's standards explicitly require you to train employees in the safety and health aspects of their jobs. Other OSHA standards make it your responsibility to limit certain job assignment to employees who are "certified," "competent," or "qualified," meaning that they have had special previous training.

You Must:

- Make sure your local fire department is familiar with the fire hazards at your business.
- Train employees on safety procedures and their responsibilities during a fire emergency.
- Train employees on exit routes, including alternative exits.
- Train employees on the use of fire extinguishers if fire extinguishers are available.
- Post "NO SMOKING" signs in areas where flammable or combustible materials are used or stored.
- Ensure that explosion proof lighting is used in storage areas for flammables.
- Keep fire doors closed at all times.

The employee training requirements in this section are separated into three groups:

1. Front desk and other employees who **do not** have contact with the chemicals or equipment used in the shop.
2. Mechanics/Technicians and other employees who have contact with the chemicals or equipment used at the shop.
3. Managers and Owners who have overall responsibility for the shop and also have contact with the chemicals or equipment used.

While there is some overlap in the training requirements for these three groups of employees, there are enough differences to warrant separate sections. Large Quantity Generators are required to conduct more training than is discussed in this section.

Front Desk Employees

Must be trained on the basic hazard communication program and know:

- Policies & procedures relating to the program;
- Location of the written program;
- Location of MSDS (Material Safety Data Sheets);
- Physical & health hazards of hazardous substances in their work area; and
- Methods and observation techniques to determine the presence or release of hazardous chemicals.

Mechanics/Technicians

Must be trained on the basic hazard communication program and know:

- Topics listed above under Front Desk Employees;
- Evaluation of potential health, fire and explosion hazards;
- Selection & use of PPE (Personal Protective Equipment);
- Emergency response procedures for hazardous chemical spills;.
- Communication of emergency response and evacuation procedures;
- Usage of fire extinguishers if they are available at your shop;
- Usage of lockout/tagout program when hired and whenever a new energy source is added;
- Function specific training:
 - Select the proper container & location for the waste being considered.
 - Closing containers for transport including the use of gaskets to prevent leaks;
 - Container labeling/marketing;
 - Use of descriptive terms such as hazardous waste, flammable liquid, corrosive and poisonous; and
 - Safely loading containers for transport.
- Safety training; and
- DOT training (every two years).

Mechanics/Technicians Must Also:

- Be trained by through an EPA approved technician certification program prior to working on MVAC systems.
 - You may obtain a current list of EPA-accredited training programs by calling the Stratospheric Ozone Hotline at (800) 296-1996 or
 - Section 609 Technician Training and Certification Programs - <http://www.epa.gov/ozone/title6/609/technicians/609certs.html>

- Know how to evaluate container labeling requirements if they are in a position to accept shipments of hazardous materials. [DOT, OSHA]
- Tow truck operation:
 - Be aware of the materials of trade exemption and of the presence of the hazardous materials.
 - Be familiar with the use and care of the fire extinguisher provided on the truck.

Managers and Owners Must Ensure that basic hazard communication training is conducted including:

- Operations in the work area where hazardous chemicals are present;
- Location and availability of the written hazard communication program;
- Location and availability of the list(s) of hazardous chemicals and MSDS
- Physical and health hazards of the chemicals in the work area;
 - When job duties change;
 - When new chemicals are introduced; and
 - Special circumstances
- Ensure that employees are trained on the use and selection of PPE.
- Ensure that a trained first-aid responder is at the shop during working hours if the shop is not located within 4 minutes of a medical facility.
- Know how to determine chemical hazards including: health hazards, fire and explosion hazards, the required PPE, and reactivity (with other chemicals or water). This information may be obtained from the chemical's MSDS.
- Know how to read chemical labels so that you can refuse a shipment if it is incorrectly labeled.
- Determine proper places to store chemicals.
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
- Usage of fire extinguishers if they are available at your shop; and
- **Lockout/tagout program** for new employees and whenever a new energy source is added.

DOT training for Managers and Owners

(Only required if you are responsible for shipping hazardous waste):

- General awareness training (requirements addressed within the hazard communication training.)
- Function specific training: Employees must be able to demonstrate that they can:
 - Select the proper container for the waste being considered.

- Properly close the containers for transport, including putting the gasket on containers when required.
- Properly label and mark the containers. Use the Hazardous Waste, Flammable Liquid, and Corrosive or Poisonous labels.
- Properly complete a hazardous waste manifest.
- Load containers onto the truck.
- Safety training (requirements addressed within the hazard communication training.)
- Not go more than 2 years without re-training your employees on DOT issues.

Hazardous Waste (RCRA) Emergency Training for Managers and Owners [IDEM]:

- Assign an emergency coordinator (usually the manager) to perform the following duties:
 - Post the following information next to the telephone:
 - The name and telephone number of your shop's emergency coordinator;
 - The location of your fire extinguisher(s), spill control material, and, if present, fire alarm; and
 - The telephone number of the fire department (unless your shop has a direct alarm.)
 - Ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies;
 - Respond to emergencies that arise by doing the following:
 - In the event of a fire, call the fire department or put out the fire using a fire extinguisher;
 - In the event of a spill, contain the flow of hazardous waste to the extent possible, and clean up the hazardous material and any contaminated materials or soil as soon as practicable;
 - In the event of a fire, explosion, or a release which could threaten human health outside of the shop, or when you have knowledge that a spill has reached surface water, you must immediately notify IDEM's Emergency Response Section at (317) 233-7745 or toll free at (888) 233-7745. You must provide the following information to IDEM:
 - Your shop's name, address, and EPA Identification Number;
 - Date, time, and type of incident (e.g., spill or fire);
 - Quantity and type of hazardous material involved in the incident;
 - Extent of injuries, if any; and
 - Estimated quantity and disposition/makeup of recovered materials, if any.

Other Training:

- Be trained by an EPA-certified program if they are working on MVAC systems. Understand the legal responsibilities associated with signing the manifest, and the required elements of the manifest form (make sure the manifest matches the container label.)
- Know how to read chemical labels so that you can refuse a shipment if it is incorrectly labeled. [DOT, OSHA]
- If your shop uses a tow truck, you must:
 - Ensure that drivers are aware of the materials of trade exemption and of the presence of hazardous materials.
 - Ensure that a carbon dioxide, dry chemical or equivalent fire extinguisher is in good working condition and securely mounted on the truck. Also, ensure that drivers and maintenance personnel are familiar with the use and care of the fire extinguisher provided.

For All Employees, You Should:

- Conduct all relevant training initially and annually thereafter.
- Make sure all employees sign a form stating that he or she understands the training received.

ACRONYMS & GLOSSARY

ACRONYMS

Btu	British Thermal Unit
CTAP	Compliance and Technical Assistance Program (part of IDEM)
CESQG	Conditionally Exempt Small Quantity Generator
CFC	Chlorofluorocarbons
CFR	Code of Federal Regulations
CWA	Clean Water Act
DIY	Do-It-Yourself – A person who replaces automotive fluids (i.e. motor oil) from their own vehicle and takes the fluid (motor oil) to a recycling collection center (used oil collection site).
DOT	Department of Transportation (Federal agency)
EID	Energy Isolating Devices
EPA	Environmental Protection Agency
EPCRA	Emergency Preparedness & Community Right to Know Act
FP	Flash Point
HAP	Hazardous Air Pollutant
HFC	Hydrofluorocarbon
IAC	Indiana Administrative Code
IC	Indiana Code
IDEM	Indiana Department of Environmental Management
IDETS	Indiana Department of Employee Training Services
IOSHA	Indiana Occupational Safety and Health Administration
INSAFE	Indiana Occupational Safety (confidential agency)
LDR	Land Disposal Restrictions
LEPC	Local Emergency Planning Committee
LQG	Large Quantity Generator
MSDS	Material Safety Data Sheet
MVAC	Motor Vehicle Air Conditioning
NESHAP	National Emissions Standards for Hazardous Air Pollutants
NPDES	National Pollution Discharge Elimination System

NRC	National Response Center
OAM	Office of Air Management (IDEM)
O&M	Operations and Maintenance
OER	Office of Emergency Response (IDEM)
OLQ	Office of Land Quality (IDEM)
OSHA	Occupational Safety and Health Administration
OWM	Office of Water Management (IDEM)
P2	Pollution Prevention
PPE	Personal Protective Equipment
POTW	Publicly Owned Treatment Works
PVC	Polyvinyl Chloride
PWSS	Public Water Supply System
RCRA	Resource Conservation and Recovery Act
RQ	Reportable Quantity
SEMA	State Emergency Management Agency
SQG	Small Quantity Generator
TCLP	Toxicity Characteristic Leaching Procedure
TSD	Treatment, Storage and Disposal (facility)
UST	Underground Storage Tank
VOC	Volatile Organic Compounds
WHPA	Wellhead Protection Area
WHPP	Wellhead Protection Program
WWTP	Wastewater Treatment Plant

GLOSSARY

Aerosol

It is a suspension of liquid or solid particles in a gas.

Asbestos

It is a naturally occurring mineral that when mined and processed, takes the form of small fibers which are usually invisible to the naked eye. The fibers are heat-resistant and extremely durable.

Catalytic Converter

An air pollution abatement device that removes pollutants from motor vehicle exhaust, either by oxidizing them into carbon dioxide and water or reducing them to nitrogen and oxygen.

Characteristic

Any one of the four categories used in defining hazardous waste: ignitability, corrosivity, reactivity, and toxicity.

Chlorinated Solvent

It is an organic solvent containing chlorine atoms in its molecular structure. Examples include Methylene Chloride and 1,1,1-Trichloromethane which have been used in aerosol spray containers and in highway paint.

Chlorofluorocarbons (CFCs)

A family of inert, nontoxic, and easily liquified chemicals used in refrigeration, air conditioning, packaging, insulation, or as solvents and aerosol propellants. Because CFCs are not destroyed in the lower atmosphere they drift into the upper atmosphere where their chlorine components destroy ozone.

Conditionally Exempt Small Quantity Generators (CESQG)

Persons or enterprises which produce less than 220 pounds of hazardous waste per month and that meet the CESQG storage and disposal limitations. A CESQG is exempt from most hazardous waste regulations, but are required to determine whether their waste is hazardous, and keep records of the quantity generated and stored on site.

EPA Identification Number

The unique code assigned to each generator, transporter, and treatment, storage, or disposal facility by regulating agencies to facilitate identification and tracking of chemicals or hazardous waste.

Friable Asbestos

Any material containing more than one percent asbestos and that can be crumbled or reduced to powder by hand pressure. It may include non-friable material which becomes friable due to mechanical force (sanding, cutting, drilling, etc.).

Gasoline Volatility

It is the property of gasoline which causes it to change from a liquid to a vapor. Gasoline vapor is a volatile organic compound. As temperature increases so does the rate at which gasoline changes from a liquid to a vapor.

Hazard Communication Standard

The purpose of this standard is to ensure that the hazards of all chemicals produced or imported are evaluated and that information concerning their hazards is transmitted to employers and employees. This transmittal of information is to be accomplished by means of comprehensive hazard communications programs, which are to include container labeling and other forms of warning, materials safety data sheets and employee training..

Hazard Evaluation

It is a component of risk evaluation that involves gathering and evaluating data on the types of health injury or disease that may be produced by a chemical and on the conditions of exposure under which such health effects are produced.

Hazard Identification

Determining if a chemical can cause adverse health effects in humans and what those affects might be.

Hazardous Air Pollutants

Air pollutants which are not covered by ambient air quality standards but which, as defined in the Clean Air Act, may reasonably be expected to cause or contribute to irreversible illness or death. Such pollutants include asbestos, beryllium, Mercury, Benzene, coke oven emissions, radio-nuclides, and vinyl chloride.

Hazardous Chemical

Hazardous chemicals are any substances for which a facility must maintain a Material Safety Data Sheet (MSDS) under the OSHA [Hazard Communication Standard](#), which lists the criteria used to identify a hazardous chemical. MSDSs are detailed information sheets that provide data on health hazards and physical hazards of chemicals along with associated protective measures. Over 500,000 products have MSDSs which are normally obtained from the chemical manufacturer.

Hazardous Material

Hazardous material means a substance or material that the Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and has designated as hazardous under section 5103 of Federal hazardous materials transportation law (49 U.S.C. 5103). The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table (49 CFR 172.101), and materials that meet the defining criteria for hazard classes and divisions in part 173 of subchapter C of this chapter.

Hazardous Substance

Hazardous substance means a material, including its mixtures and solutions, that is listed in the appendix A to §172.101 of this subchapter; is in a quantity, in one package, which equals or exceeds the reportable quantity (RQ) listed in the appendix A to §172.101. When in a mixture or solution and a radionuclide, conforms to paragraph 7 of the appendix A to §172.101 and for other than radionuclides, it is in a concentration by weight which equals or exceeds the concentration corresponding to the RQ of the material. The term does not include petroleum, including crude oil or any fraction thereof which is not otherwise specifically listed or designated as a hazardous substance in appendix A to §172.101 of this subchapter, and the term does not include natural gas, natural gas liquids, liquefied natural gas, or synthetic gas usable for fuel (or mixtures of natural gas and such synthetic gas).

Hazardous Waste

By-products of society that can pose a substantial or potential hazard to human health or the environment when improperly managed. Possesses at least one of four characteristics (ignitability, corrosivity, reactivity, or toxicity), or appears on special EPA lists.

Incompatible Wastes

It is the storage or mixing of two or more waste materials which can produce effects which are harmful to human health and the environment such as heat or pressure, fire or explosion, violent reaction, toxic dusts, mists, fumes, gases or flammable fumes or gases.

Manifest (Uniform Hazardous Waste Manifest Form 8700-22)

This manifest is used to identify the quantity, composition, origin, routing and destination of a hazardous waste.

Manifest System

Tracking of hazardous waste from “cradle to grave” (generation through disposal) with accompanying documents known as manifests.

Material Safety Data Sheet (MSDS)

A compilation of information required under the OSHA Communication Standard on the identity of hazardous chemicals, health, and physical hazards, exposure limits, and precautions. Section 311 of SARA requires facilities to submit MSDSs under certain circumstances.

National Pollutant Discharge Elimination System (NPDES)

A provision of the Clean Water Act which prohibits discharge of pollutants into waters of the United States unless a special permit is issued by EPA, a state, or, where delegated, a tribal government on an Indian reservation.

Ozone Depletion

It is the destruction of the stratospheric ozone layer which shields the earth from ultraviolet radiation harmful to life. This destruction of ozone is caused by the breakdown of certain chlorine and/or-bromine containing compounds

(chlorofluorocarbons or halons) which break down when they reach the stratosphere and then catalytically destroy ozone molecules.

Permit An authorization, license, or equivalent control document issued by EPA or an approved state agency to implement the requirements of an environmental regulation; e.g., a permit to operate a wastewater treatment plant or to operate a facility that may generate harmful emissions.

Propellant

Liquid in a self-pressurized pesticide product that expels the active ingredient from its container.

Publicly Owned Treatment Works

A waste-treatment works owned by a state or unit of local government usually designed to treat domestic wastewater.

Release Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment of a hazardous or toxic chemical or extremely hazardous substance.

Sanitary Sewers

It is a network of underground piping that collects sewage and/or industrial wastewater and not storm water for conveyance to a Publicly Owned Treatment Works or wastewater treatment plant.

Septic System

An onsite system designed to treat and dispose of domestic sewage. A typical septic system consists of a tank that receives waste from a residence or business and a system of tile lines or a pit for disposal of the liquid effluent (sludge) that remains after decomposition of the solids by bacteria in the tank and must be pumped out periodically.

Small Quantity Generator (SQG)

Persons or enterprises that produce between 220 and 2,200 pounds per month of hazardous waste and that meet the SQG storage and disposal limitations.

Sump

It is a pit or tank in a low spot that collects drainage for discharge or disposal.

Suspect Material

Building material such as surfacing material, floor tile, ceiling tile, and thermal system insulation among others suspected of containing asbestos.

Tampering

Adjusting, negating, or removing pollution control equipment on a motor vehicle.

Treatment, Storage, Disposal and Reclaiming (TSRD) facility

A facility that treats, stores, disposes and/or recycles hazardous wastes.

Used Oil Oil that has been refined from crude oil, or any synthetic oil, that has been used and as a result of such use is contaminated by physical or chemical impurities.

Examples include engine oil, sludge from used oil tanks, transmission fluid, refrigeration oil, compressor oil, hydraulic fluid, etc.

Wastewater

The spent or used water from a home, community, farm, or industry that contains dissolved or suspended matter.

Waters

For purposes of water pollution control laws and environmental management laws, means the accumulations of water, surface and underground, natural and artificial, public and private; or a part of the accumulations of water; that are wholly or partially within, flow through, or border upon Indiana. The term "waters" does not include an exempt isolated wetland; a private pond; or an off-stream pond, reservoir, wetland, or other facility built for reduction or control of pollution or cooling of water before discharge. The term includes all waters of the United States, as defined in Section 502(7) of the federal Clean Water Act (33 U.S.C. 1362(7)), that are located in Indiana.

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Wellhead Protection Area

It is a protected surface and 'subsurface zone' which surrounds a well or wellfield supplying a public water system. Best management practices are required to prevent contamination of the public water system.