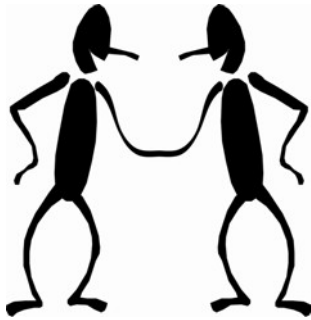


**PARTNERS
IN THE
SOLUTION**



**AUTO PARTS
RECYCLERS**

GUIDANCE MANUAL

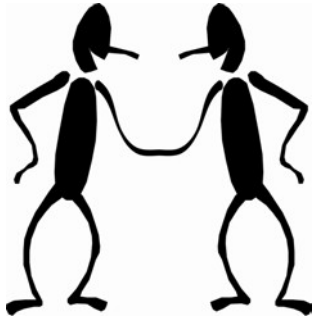


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INTRODUCTION

The Partners in the Solution program sponsored by the State of California Auto Dismantlers Association (SCADA) provides recognition that participating automotive recycling facilities meet specified business and licensing, environmental, and safety standards. This proactive industry-led approach motivates facility operators to achieve a high level of performance, and assists them in complying with a complicated array of business, environmental, and safety regulations.

The trend towards improved management of environmental and safety issues is evident in the growing number of "business-led" initiatives such as environmental management systems (EMSs), the Certified Automotive Recycler (CAR) and Gold Seal certification programs sponsored by the Automotive Recyclers Association (ARA), voluntary compliance programs (there are more than 50 such programs at the federal level), partnership programs such as Wisconsin's Cooperative Compliance Program for auto recyclers, and the EPA-funded compliance assistance center developed with the assistance of ARA. These types of programs result in a better awareness and understanding of applicable requirements, improved and more cost effective performance, greater flexibility, and a more positive image of the auto recycling industry.

The goals of the Partners in the Solution program are:

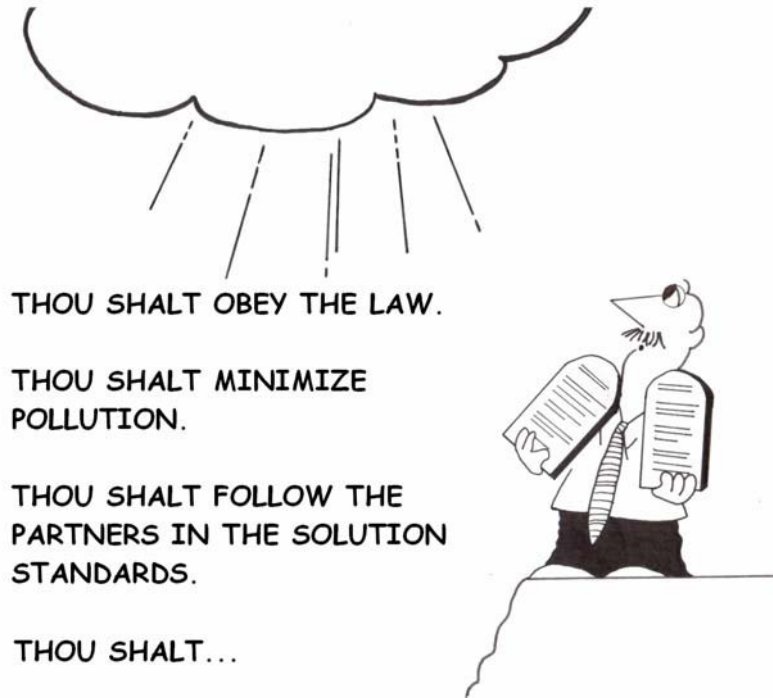
- To establish Partners members as recognized leaders in the environmentally responsible recycling of vehicles.
- To assist and serve Partners members in becoming qualified, responsible, law-abiding businesses which are concerned about their impact on the environment.
- To build positive relationships with the regulatory and environmental communities and a favorable public image of the industry.

This manual describes the Partners in the Solution program, and explains the requirements of each of the standards. The audit program is described. Training and technical assistance available to members is discussed. This manual also includes a list of industry and regulatory representatives that members may contact for more information.



APPLICATION PROCEDURES

All SCADA members participate in the Partners in the Solution program. To join SCADA, contact Executive Director Martha Cowell at 1-877-ASK-SCADA.

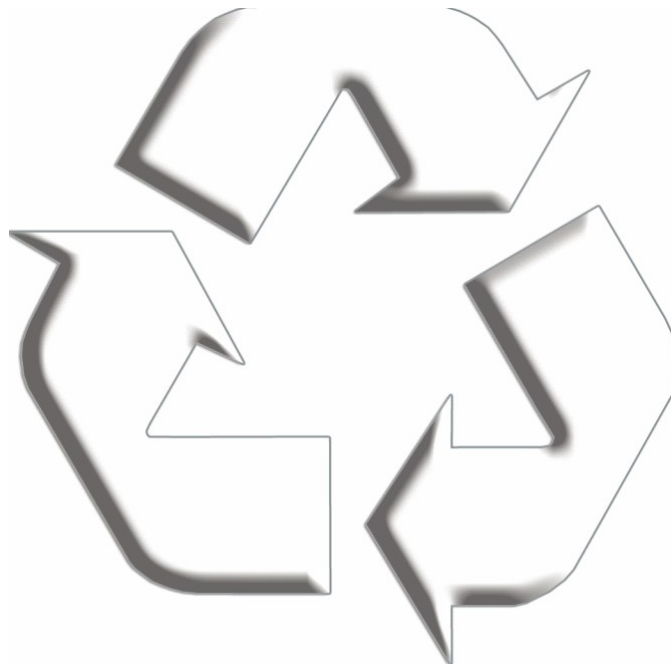


Partners in the Solution Program is Accredited by ARA

The Automotive Recyclers Association (ARA) has accredited the Partners in the Solution program. A certified Partners participant who also is a member of ARA is automatically considered to be a Certified Automotive Recycler (CAR) by ARA if the member complies with the following additional standards:

1. Adequate, well-graded (or paved), well-drained customer parking facility is separate from the vehicle holding area.
2. Clean and organized retail sales counter and reception area.
3. Signs in good taste and of positive tone.
4. Building and property is well-maintained to reflect a clean, orderly, and safe operation.
5. Delivery and support vehicles are well-maintained to ensure employee and community safety.

BUSINESS AND LICENSING STANDARDS





Vehicle Dismantling License

Standard: Facility has a valid Vehicle Dismantling License issued by the California Department of Motor Vehicles.

Vehicle dismantlers are required to obtain a Vehicle Dismantling License from the DMV. Each applicant must submit:

- Completed application form
- Licensing application fee.
- Copy of City or County Business License.
- Copy of State Board of Equalization Resale Permit.
- Personal History Questionnaire (OL 29).
- Zoning Verification for Dismantler License (OL 62).
- Request for Live Scan Service Receipt (DMV 8016). Live scan is the electronic submission of fingerprints for an automated background check and response by the State of California, Department of Justice.
- Statement indicating you have filed an application for a storm water permit (or are not required to obtain a permit).
- Statement indicating you have filed a hazardous materials business plan, (or are not required to file that plan).
- Your tax identification number.

All forms and application packages can be ordered by calling (916) 657-6530, or downloaded and printed from the internet at www.dmv.ca.gov. The license is renewed annually.

What To Do:

- **Obtain a valid Vehicle Dismantling License from DMV.**
- **Renew the license annually.**

Storm Water Permit

Standard: Facility has a valid permit to discharge storm water associated with industrial activity issued by the State of California Water Resources Control Board or proof of exempt status. Facility has filed a Notice of Intent, been issued a WDID number, prepared and implemented a storm water pollution prevention plan (SWPPP) and a monitoring program, met applicable monitoring requirements, conducted the Annual Comprehensive Site Compliance Evaluation, participated-where applicable-in a group audit or inspection, and submitted the Annual Report to the State Board.

In 1990, the U.S. Environmental Protection Agency established permit regulations for "storm water discharges associated with industrial activities." Vehicle dismantlers and recyclers with a Standard Industrial Classification (SIC) Code of 5015 are required to comply with the regulations. The requirements apply to industrial facilities who discharge storm water from any "discernable, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, . ." to waters of the United States.

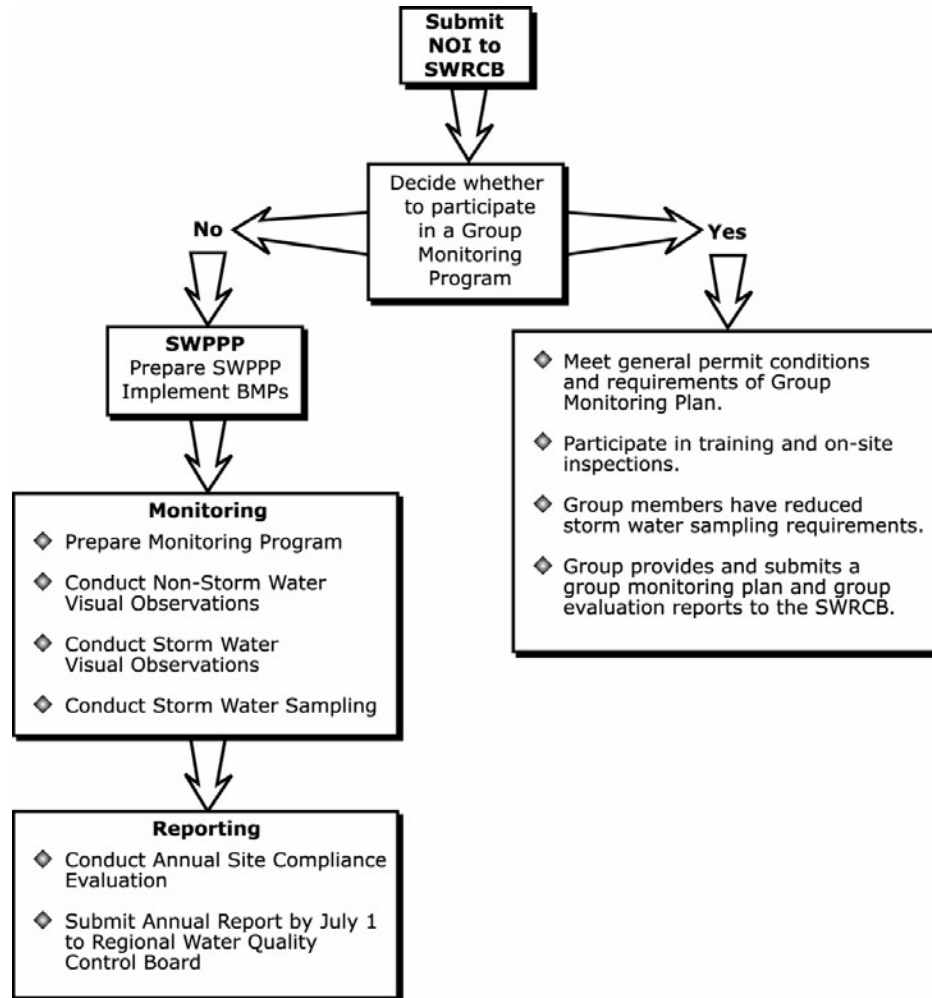
In California, the storm water permit program is administered by the State of California Water Resources Control Board, with assistance from the Regional Water Quality Control Boards. Municipalities that have storm water permits may impose additional permit requirements on industrial facilities within their jurisdiction. The State Board issued an initial general permit in November, 1991. The general permit was reissued in April, 1997.

Facilities are required to submit a Notice of Intent form, prepare and implement a storm water pollution prevention plan and monitoring program, meet applicable monitoring requirements, conduct an Annual Comprehensive Site Compliance Evaluation, and submit Annual Reports to the Board in a timely and adequate manner.

Industrial facilities may participate in group monitoring programs. Several group monitoring programs have been established, and hundreds of vehicle recyclers participate in these programs. Each program must submit a group monitoring plan to the State Board, and comply with the conditions of the approved plan.



Storm Water Permit



What To Do:

- **Submit a Notice of Intent to:**

State Water Resources Control Board
 Division of Water Quality
 Attn: Storm Water Permit Unit
 P.O. Box 1977
 Sacramento, CA 95812-1977

Or document that the facility is not required to obtain a storm water permit.

- **Comply with the conditions of the general permit, and the group monitoring plan if the facility participates in a group program.**



Hazardous Waste Generator Identification Number

Standard: Facility has been assigned a Hazardous Waste Generator Identification Number (EPA ID Number) by the State of California Department of Toxic Substances Control (DTSC) prior to generating any hazardous wastes (i.e. waste oils, waste auto fluids, waste fuels, waste antifreeze) onsite.

According to the California Health and Safety Code, hazardous material is "any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or threatened hazard to human health and safety or to the environment, if released into the work place or the environment." A hazardous waste generator is any person, or site, whose act or process produces hazardous waste or whose act first causes a hazardous waste to become subject to regulation.

Hazardous waste generators are required to obtain an identification number under Title 22, California Code of Regulations, Section 66262.12.1. This identification number identifies each handler of hazardous waste manifests, and enables regulators to track the waste from origin to final disposal ("cradle to grave"). Every generator is subject to annual verification. There is a verification fee assessed to generators with 50 or more employees; smaller operations are not subject to a fee. Applicable regulations for generators address:

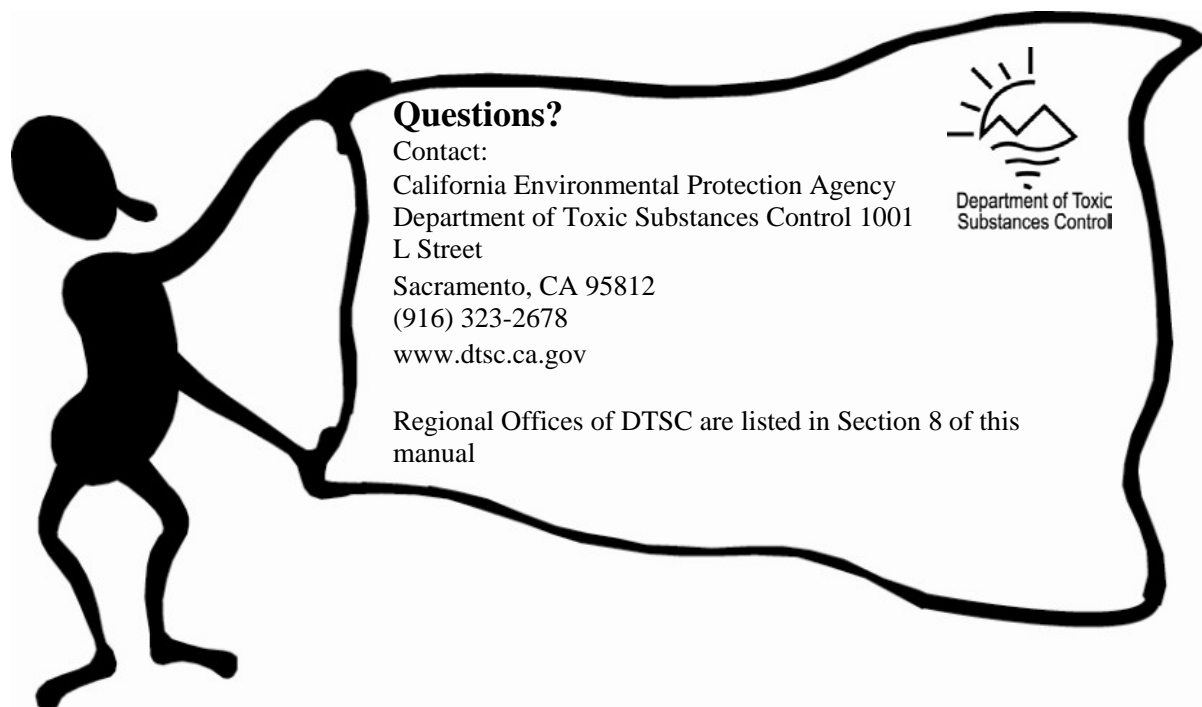
- Hazardous waste accumulation
- Labeling and marking
- Emergency procedures and contingency plans
- Employee training
- Shipping
- Submitting manifest to the state within 30 days of shipment

Any facility that generates more than 2,200 pounds of hazardous waste in any month is classified as a large quantity generator. Facilities that use hazardous material but never generate more than 2,200 pounds of hazardous waste during any month are known as small quantity generators. Any large quantity generator who ships hazardous waste to a transfer, treatment, storage or disposal facility within the United States must submit a biennial report (by March 1 of even-numbered years) to:

Biennial Reporting Staff
Hazardous Waste Management Program
Attn: Biennial Report Staff
1001 L Street, 11th Floor
P.O. Box 806
Sacramento, CA 95812-0806

Facilities which are small quantity generators or which generate only non-RCRA wastes are not required to file a biennial report.

Hazardous Waste Generator Identification Number



What To Do:

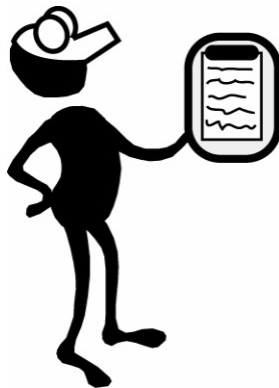
- Obtain a Hazardous Waste Generator Identification Number from the Department of Toxic Substances Control.
- Use state-licensed transporters and disposal facilities.

Hazardous Materials Reporting

Standard: Facility has met hazardous materials reporting requirements and has a current hazardous materials contingency or business plan, hazardous materials management procedures, emergency action plan, or equivalent documents. A current inventory of hazardous materials is kept onsite. Hazardous material reporting is required by all facilities that handle more than 500 pounds, or 55 gallons, or 200 cubic feet (compressed gas) of hazardous materials at any one time.

California State Law requires reporting by all industries or businesses that handle a hazardous material in a quantity at any one time that is equal to or greater than the quantities stated in the above-standard. The California Accidental Release Prevention Program requires that all regulated substance handlers register with the local fire or emergency response department.

Hazardous material reporting, inventory and release response plan requirements are presented in the California Code of Regulations, Sections 2729 through 2732. The regulations establish procedures and minimum standards, hazardous materials plans, inventory reporting, and submittal requirements, emergency planning and response, and training. The regulations can be accessed at www.oes.ca.gov under "hazardous materials—laws and regulations".



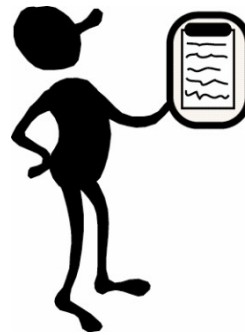
What To Do:

- Determine whether your facility handles more than 500 pounds, 55 gallons, or 200 cubic feet (compressed gas) of hazardous materials at any one time.
- If applicable, meet the minimum requirements for a business plan, emergency planning and response, inventory reporting, and training.
- Notify the appropriate agencies (fire department, emergency response department, and local emergency planning committee).

Hazardous Material Transport Documentation

Standard: Facility has documentation (Uniform Hazardous Wastes Manifests, Bills of Lading, or Milk Run Manifests) of all hazardous material pickup, shipping, and disposal activities.

In California, it is unlawful for any person, unless specifically exempted, to transport hazardous wastes unless the person holds a valid hazardous waste transporter registration issued by the Department of Toxic Substances Control. The valid registration must be in the transporter's possession while transporting the hazardous waste. It is unlawful for any person to transfer custody of a hazardous waste to a transporter who does not hold a valid registration. Each shipment must be accompanied by a hazardous waste manifest.



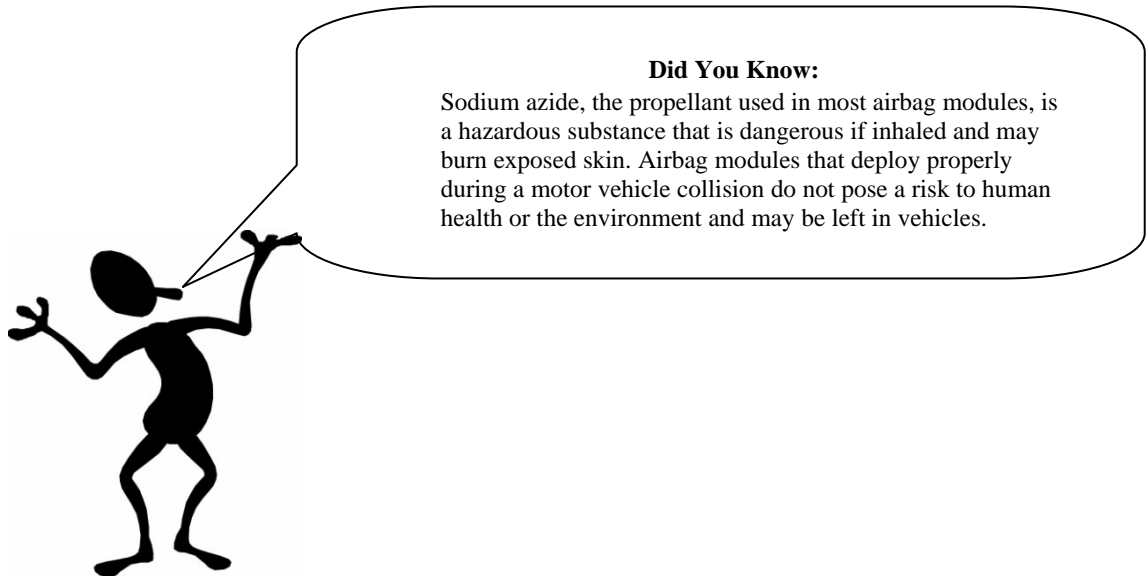
What To Do:

- **Verify that the transporter has a valid registration to transport hazardous wastes.**
- **Obtain/renew proper training (HM 181) to complete a Uniform Hazardous Waste Manifest completely and accurately.**
- **Prepare a Uniform Hazardous Waste Manifest that is properly completed and signed by both the generator and the transporter. The transporter must keep the manifest in his or her possession during transport, and retain all manifest for a period of at least three years. Note that new Uniform Hazardous Waste Manifests became effective on September 5, 2006.**
- **The hazardous waste must be delivered to authorized facilities that are designated in the manifest.**
- **Follow the consolidated manifesting procedure which combines the modified manifesting procedure and the milk run manifesting regulations**
- **Follow instructions on the back of the Uniform Hazardous Waste Manifest form to be submitted to the state.**
- **Track your waste shipment and verify it got to its destination. Make sure you receive a manifest from the transporter and disposal facility. The pick-up invoice should identify the dispose facility.**

Appropriate DOT Training for Shipping of Airbags

Standard: Facility has documentation of appropriate U.S. Department of Transportation training for employees involved in the shipping of airbags.

The use of undeployed, recycled original equipment manufacturer (OEM) airbag modules is a viable, economical, and safe alternative to the use of new, more costly OEM airbags when properly evaluated, handled, stored, shipped, and professionally installed. The U.S. Department of Transportation (DOT) requires that anyone involved with the handling and shipping of airbags—including delivery drivers—be trained and certified. Facilities must verify appropriate DOT training for employees associated with the shipping of airbags. Airbag inflators, airbag modules, and seatbelt pre-tensioners fall under DOT's list of Class 9 Hazardous Materials. This classification is DOT's least restrictive, and applies to items containing minimal amounts of explosive material. Training is required to package, label, and ship Class 9 hazardous materials.



What To Do:

- **Provide employees with airbag shipment training. Verify that appropriate employees are trained and can perform function-specific duties.**
- **Retain documentation verifying employee tests and certification. The documentation must include the date of the most recent training, the training materials used, and some type of certification stating the employee has been tested.**
- **Train new employees within the first ninety (90) days of employment and every three years thereafter.**

Forklift Training

Standard: OSHA requires that any employee who operates a forklift be trained and certified. Hands-on training from a qualified source should address forklift design and parts, operation, driving rules, and maintenance requirements. Operator's performance must be renewed at least every three years. Refresher training is also available.

Forklift Training Requirements

- Hands-on training
- Machine-specific
- Qualified trainer
- 3 year renewal



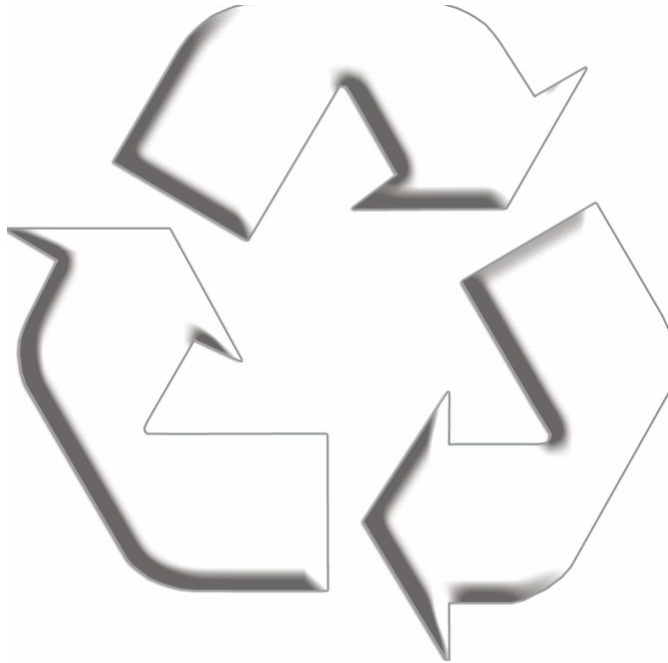
Forklift Operation & Safety Training Topics

- | | |
|------------------------|---------------------|
| • Know Your Lift Truck | • Lift Truck Safety |
| • Lift Truck Physics | • Maintenance |
| • Lift Truck Operation | • Refueling |
| | • Test |

What To Do:

- Make sure all employees who operate forklifts have obtained training certification.
- Keep a record of the certifications.
- Renew training at least every three years

ENVIRONMENTAL STANDARDS



Fluid Removal

Standard: *The following fluids are properly removed when fluid-containing parts are dismantled, or prior to crushing vehicles:*

- *Fuel*
- *Motor Oil*
- *Transmission fluid*
- *Brake fluid*
- *Antifreeze*
- *Freon*

Vehicle dismantling can result in spills and leaks as fluid-containing parts are removed. Vehicle crushing may also release any remaining fluids. Proper management includes draining the parts, controlling any leaks and spills, and recycling, reusing, or properly disposing of the fluids.



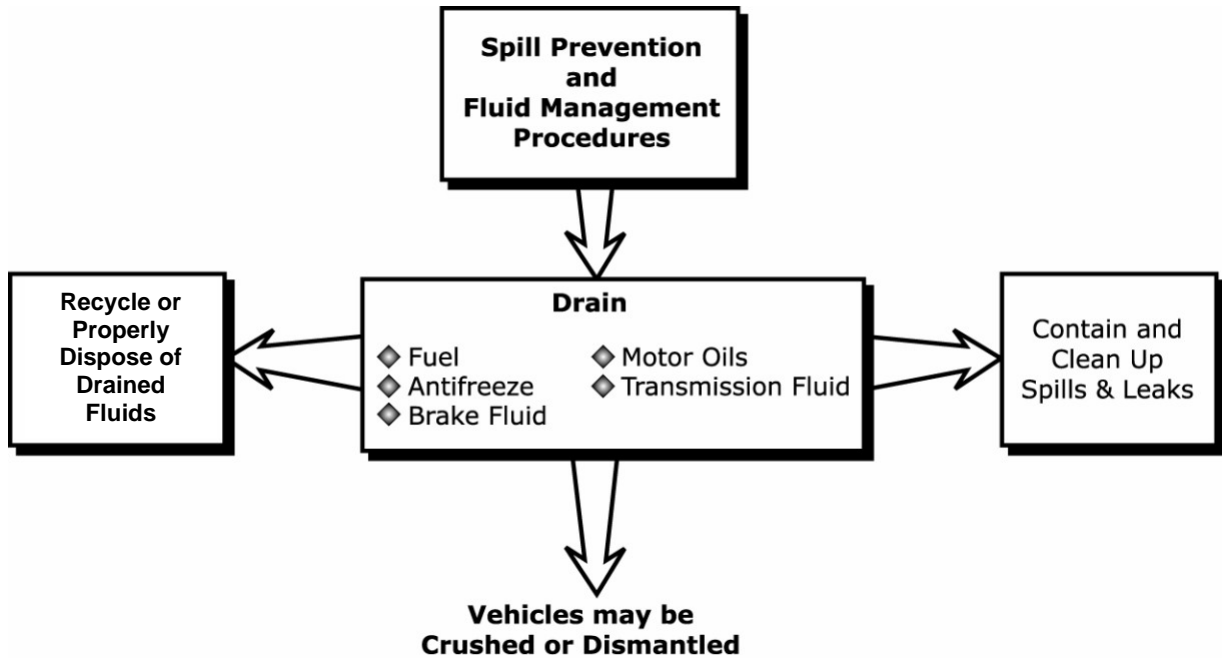
Did You Know:

Drained "good" fuel may be reused.

Drained antifreeze can be reused or sent to a licensed recycler. It may not be sold or given away.

Unstable or contaminated fuel can be sold to a reblander for recycling.

Fluid Removal



What To Do:

- Develop appropriate spill prevention and fluid management procedures for dismantling and crushing operations. These procedures may include proper fluid removal, which fluids to remove, fluid storage and transfer practices, spill response and cleanup, and disposal of used spill absorbents.
- Prior to dismantling or crushing, drain vehicle fluids including fuel, antifreeze, brake fluids, motor oils, and transmission fluids. Fluids must be captured or contained to prevent release to environment. Other fluids that may be drained include windshield washer fluid, power steering fluid, and rear axle housing fluids.
- Keep records of fluid disposal.
- Provide spill control supplies and spill prevention and fluid management training to all employees who crush vehicles or dismantle or remove parts containing fluids.



Vehicle Storage and Dismantling

Standard: *Vehicle fluids are drained and fluid-bearing parts are dismantled or removed prior to long term storage of vehicles outside; or measures are provided to collect and capture any fluids leaking from unprocessed vehicles. Processing (fluid draining and/or parts dismantling) activities are conducted inside a building or enclosed structure; undercover on a bermed impervious surface; on an uncovered bermed impervious surface; or on an unbermed impervious surface during dry weather only where absorbent material is provided to capture fluids released during processing. Unprocessed vehicles may also be stored inside a building to prevent storm water exposure, or the storm water may be collected and treated prior to discharge.*

Mishandling of vehicle fluids during vehicle storage, dismantling, or draining fluids can release oils, fuels, and other vehicle fluids to the environment. Proper management of these activities can prevent spills and leaks, avoid potential clean up costs and liabilities, avoid disposal of contaminated soils, create a healthier and safer work environment, and save money. This standard is intended to prevent release of fluids while vehicles are stored outside for long periods of time, and control fluids during parts dismantling and fluid removal. The greatest economic and environmental benefits come from avoiding the generation or release of fluids in the first place, so that subsequent spill cleanups are unnecessary.

What To Do:

- **Either drain and dismantle fluid-bearing parts prior to long term storage of vehicles outside, or use absorbents to capture and clean up fluids released from unprocessed vehicles.**

- **Properly dispose of used absorbents and do not allow drip pans to overflow (including during storm events).**

- **Process (fluid removal and/or parts dismantling) vehicles:**
 - 1. Inside a building, or**
 - 2. on a bermed impervious (concrete or asphalt) surface, or**
 - 3. on an unbermed impervious surface during day weather only. Use absorbents and other spill controls to prevent the release of fluids during processing.**

- **As an option to these preventive measures, unprocessed vehicles may also be stored inside a building, or storm water collected and treated prior to discharge. Storm water treatment systems may include oil-water separators, detention facilities, filter systems, or commercial treatment systems.**



Vehicle Inspection

Standard: Vehicles being held for processing are visually inspected daily for evidence of leaks.

Incoming vehicles are often placed in a designated holding area and the useable parts are inventoried. At the same time, the vehicles should be inspected for leaks in the engine, radiator, transmission, differential, fuel tank, and damaged areas.

What To Do:

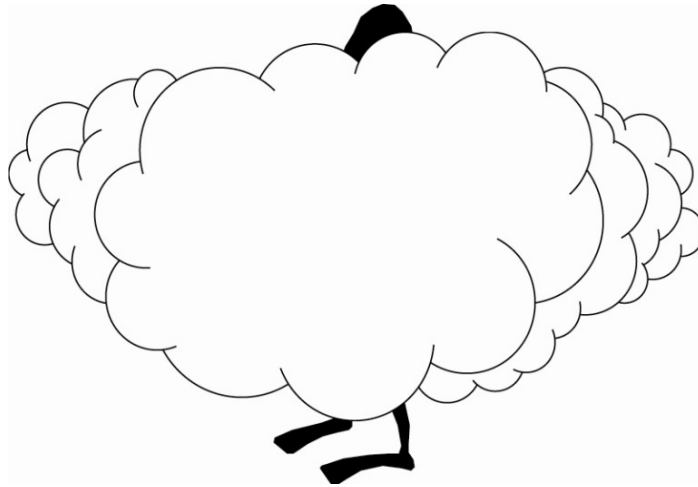
- **Inspect incoming vehicles as soon as practical to identify leaks or spills.**
- **Immediately capture the leaks with drip pans or absorbents. Maintain spill controls until the vehicle is processed.**

Process the vehicle and drain the fluids promptly to prevent releases.

Recyclable and Hazardous Material Storage

Standard: Recyclable and hazardous materials are stored undercover in appropriately labeled and secured containers with secondary containment.

Hazardous materials must be handled, labeled, and stored in the manner specified in the facility's hazardous materials contingency or business plan. Recyclable materials may include waste oil and used antifreeze.



What To Do:

- Do not mix incompatible materials.
- Inspect containers with hazardous materials daily (Health and Safety Code, Section 66265.195).
- Provide secondary containment, which can include a liner, a concrete or steel vault, or double-walled tank.
- Provide containment for appurtenances, such as pumps.
- Test secondary containment systems periodically to verify that the system is water-tight and working properly.
- Properly label containers in accordance with Section 66262.34. Hazardous waste must be labeled "Hazardous Waste". List the material contained, the name, and address of the generator.
- Clearly mark the date which each period of accumulation begins on each container (Section 66262.34).

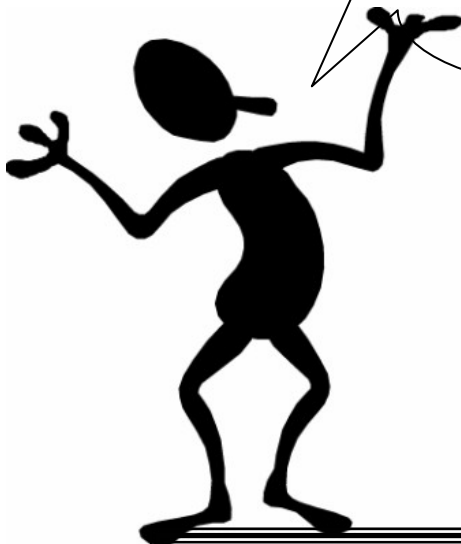
Fluid Storage Containers

Standard: All fluid storage containers are in good structural condition with closeable lids or covers.

Proper fluid storage will reduce the risk of an accidental spill or release and improve housekeeping.

Remember:

- *Keep fluids separated*
- Recyclable oils (engine, transmission, and power steering fluids) may be stored together
- Antifreeze should be stored separately. Fuel should be stored separately.
- Solvents and degreasers should not be mixed with oils or with fuels.



What To Do:

- **Maintain containers in good condition per Health and Safety Code Section 66265.171.**
- **Keep containers closed, except when adding or removing fluids.**
- **Inspect containers regularly to check for leaks, cracks, or structural deficiencies.**
- **Keep fluids indoors or under cover, and use secondary containment to help prevent contact with storm water.**



Lead Acid Batteries

Standard: Batteries are removed from vehicles and stored undercover on an impervious surface with secondary containment, and/or in non-leaking covered containers. Up to ten batteries may be stored at the facility at any given time without the batteries having to be managed as a hazardous waste. If more than ten batteries are stored at the site at any given time, or if the batteries are damaged or leaking, the batteries must be managed as a hazardous waste (i.e. labeling, covering and containment, limited 90 day storage period).

Vehicle batteries contain lead and corrosive acids. Batteries should be handled and managed in a way that prevents release of the acid to the environment.

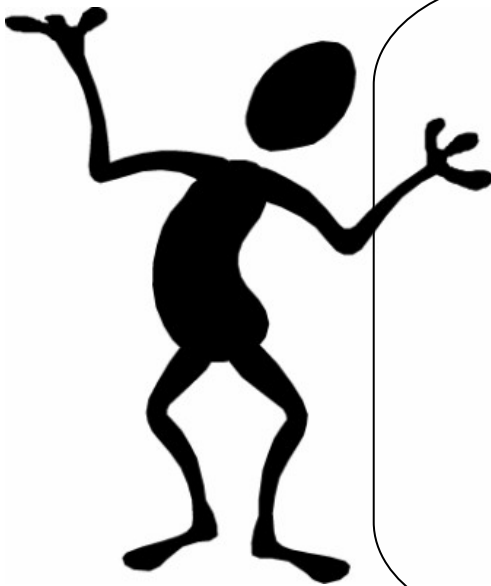
What To Do:

- Remove batteries from vehicles.
- Store batteries:
 1. In a covered storage area on an impervious surface with secondary containment, or
 2. In a non-leaking container with a lid.
- Carefully handle any cracked or broken batteries to prevent the release of battery acid to the environment. Place cracked or leaking batteries in a watertight acid-resistant container.
- Neutralize spilled acid with sodium carbonate, soda ash, or other absorbent material.
- Do not pour battery acid on the ground or into a storm drain.

Refrigerant Removal

Standard: Refrigerant is evacuated from vehicles by trained operators using EPA-approved refrigerant recycling/recovery equipment in accordance with applicable regulations, or the facility contracts for refrigerant removal with a licensed vendor.

Section 608 of the Clean Air Act, passed by the U.S. Environmental Protection Agency in 1993, required service practices that maximize the recycling of chlorofluorocarbons (CFCs) during the service of air conditioning equipment. The regulations also set certification requirements for equipment, restricted the sale of refrigerants, and established safe disposal requirements.



Did You Know:

Refrigerants are processed by using one of these methods:

Recovery - removing refrigerant from air conditioning units and storing it in a container without testing or processing it. (Hire an outside licensed firm to recover the refrigerant).

Recycling - filtering refrigerants to remove impurities such as oil, air and moisture. (Recycle offsite by a third party).

Reclaiming - processing refrigerant, usually by distillation, until all impurities are removed and it meets resale specifications. (Should not be reclaimed onsite).

Spent refrigerants that are not reclaimed or recycled are *regulated* wastes.

CFCs can drift into the upper atmosphere and destroy the ozone layer that protects the earth from harmful ultraviolet radiation.



Refrigerant Removal

What To Do:

- **Remove refrigerants prior to crushing or dismantling vehicles.**
- **Have technicians remove refrigerants from vehicles using EPA - approved recycling/recovery equipment; or contract with a licensed CFC removal vendor.**
- **Store recovered refrigerants in U.S. Department of Transportation or Underwriters Laboratory (UL) approved containers that are labeled, "Refrigerants".**
- **Make sure different types of refrigerants are not mixed.**
- **Keep accurate up-to-date records.**



Mercury Switch Removal

Standard: Remove hood and trunk light mercury switches prior to crushing, shearing, baling, or shredding a vehicle. Track the number of vehicles processed and the mercury switches removed using the sample recordkeeping forms available at www.dtsc.ca.gov/HazardousWaste/Mercury, or acceptable equivalent forms. Store the switches for up to one year in a properly labeled heavy plastic container or lined steel container with a securable lid.

Effective January 1, 2005, auto dismantlers in California are required to remove hood and trunk light switches that contain mercury. The mercury switches must be removed from the vehicles prior to crushing, shearing, baling, or shredding the vehicles. Under rules developed by the California Department of Toxic Substances Control (DTSC), the mercury switches can be handled as a universal waste rather than as a hazardous waste. The switches must be transported to an authorized mercury recycling facility.

What To Do:

Removal Requirements

1. Inspect all vehicles that may have mercury switches.
2. Remove the hood and trunk light switches.
3. You can reduce the cost of hauling and recycling if you remove the switch from the light assembly or casing.

Recordkeeping Requirements

1. Record:
 - a. Number of vehicles salvaged
 - b. Number of vehicles that contained mercury switches
 - c. Number of mercury switches removed
 - d. Number of vehicles that may contain mercury switches that you could not remove because of accident damage
2. Keep all records for three (3) years.
3. Use the sample forms provided by DTSC or the log form presented on page 18 of the March-April, 2005 issue of California Dismantling magazine.

Training Requirements

1. Provide training to employees involved in the removal, handling, or shipping of mercury switches.
2. Annual training is recommended.
3. Training topics:
 - a. How to identify vehicles that may contain mercury switches
 - b. How to properly mark vehicles to verify that the switches have been removed
 - c. How to safely remove the switches
 - d. How to store the switches
 - e. How to respond to a mercury spill
 - f. How to keep required records
 - g. How to ship the switches
4. It is recommended that all facilities have a mercury spill kit.

Storage Requirements

1. Store mercury switches in a heavy plastic container, or in a plastic-lined metal container. The containers must have a securable lid and be in good condition.
2. Label the container "UNIVERSAL WASTE MERCURY SWITCHES".
3. Keep the container in an area where it will not be tipped over or damaged.
4. List the start date on the container. The start date is the date that you began removing the switches and placing them in the container.
5. Ship the switches before you accumulate more than one pound of mercury (about 450 switches), and within one year from the start date.

Transporting and Disposal Requirements

1. Ship the switches before you accumulate more than one pound of mercury (about 450 switches).
2. No permit or manifest is needed if shipping universal waste within California.
3. Pack the container with an inert material to fill any voids. Bubble wrap and plastic peanuts are acceptable.
4. Ship or deliver the switches to an authorized mercury recycling facility. Your options are:
 - a. Deliver the switches yourself.
 - b. Ship the switches using a commercial ground carrier. Notify the carrier that the box contains mercury switches.
 - c. Use a licensed hazardous waste hauler (not required).

Assistance is Available

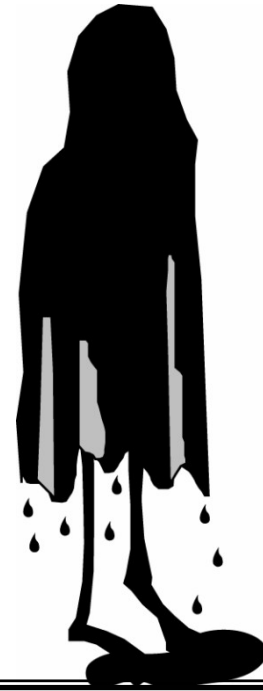
State and federal agreements being implemented will assist recyclers with the storage, transportation and disposal of collected mercury switches. The SCADA office will inform members when these services become available.

Further Information

1. DTSC Fact Sheet, Managing Mercury Switches Found in Vehicles, June 2004. www.dtsc.ca.gov
2. DTSC Mercury Switch Model Recordkeeping Forms.
3. DTSC list of authorized mercury recycling facilities, and list of licensed hazardous waste haulers.
4. California Dismantling, March/April 2005. Special issue on mercury.

Oily Vehicle Parts

Standard: Engines and transmissions removed from vehicles (resale, core, or scrap) and other oily parts are stored under a tarp, roof, or other temporary or permanent cover and on an impervious surface, or in a covered weather-proof container such that there is no contact with rainfall and surface drainage.



What To Do:

- Store engines, transmissions, and other oily parts removed from vehicles under a temporary or permanent cover on an impervious (concrete or asphalt) surface, or in an outside covered weather-proof container.
- Control, contain, and clean up any fluids released from the engines, transmissions, and other oily parts.

Radiators

Standard: Radiators removed from vehicles are stored under a tarp, roof, or other temporary or permanent cover, and raised up off the ground such that there is no contact with rainfall and surface drainage.

Radiators are composed of copper/brass or aluminum, with lead or lead/zinc based solder. Residual antifreeze can also have a high heavy metal content. Due to potential contamination from lead and other metals, measures should be taken to prevent exposure to storm water or soil.



What To Do:

- Store radiators removed from vehicles under a temporary or permanent cover to prevent exposure to rainfall.
- Keep radiators off the ground to prevent soil contamination and contact with surface drainage.



Other Vehicle Parts

Standard: *Other parts that could release pollutants are raised up off the ground such that there is no contact with rainfall and surface drainage.*

Other vehicle parts may contain oils, lubricants, or heavy metals that could potentially contaminate storm water runoff, the soil, or groundwater resources. .

What To Do:

- **Identify the vehicle parts that may potentially contaminate the environment.**
- **Store those parts off the ground to prevent contact with surface drainage.**
- **Consider a temporary or permanent cover to prevent exposure to rainfall.**



Engines Left in Vehicle

***Standard:** Engines not removed from vehicles are covered by hoods, tarps, plastic sheets, or other material to prevent rainfall from coming in contact with the exposed engine.*

Oil, grime, and other pollutants can wash off exposed engines. There is also an increased risk of deterioration, corrosion, and breakage of parts and hoses.

What To Do:

- **Keep hoods down or cover vehicles with tarps, plastic sheets, or other temporary covers.**
- **Keep engines covered in the holding area and in the long-term storage area.**

Spent Cleaning Solvents

Standard: *Spent solvents from parts cleaning systems are considered a regulated hazardous waste in California. Spent solvents are properly labeled, stored in covered contained areas, and are shipped, treated, and/or disposed of with an authorized processor or EPA permitted transporter and treatment/disposal facility.*

Washing of recycled parts may be an important part of a facility's operation, housekeeping, and quality-control activity.



Did You Know:

Mineral spirits, petroleum naphtha, gasoline, kerosene, or diesel fuel are hazardous due to ignitability, while other solvents may be toxic if they contain toluene, methyl ethyl ketone (MEK), 1,1,1-trichloroethane, or other volatile substances. Spent parts washer fluids are hazardous due to elevated metal content.

What To Do:

- Wash recycled parts on a contained or indoor impervious surface.
- Dispose of spent solvents with an authorized processor, or EPA permitted transporter and treatment/disposal facility.
- Do not dispose of used solvent on the ground or in a storm drain.
- Keep accurate and up-to-date records of solvent, wash water, and sludge processing and disposal.



Water-Based Degreasers

Standard: *Prior to the discharge of water-based degreasing solutions to the local sanitary sewer system, the facility will determine if the discharge is allowed by the local sewage treatment plant. If discharge of water-based degreasers is not allowed, then the used water-based degreasers shall be either recycled for reuse onsite, or collected for disposal in an approved manner.*

Water-based degreasers are generally safer for the employees and the environment, and are easier to use, than solvents or oil-based degreasers. Relatively small amounts of water-based degreasers can often be broken down and treated in sewage treatment plants. Note that a non-hazardous water based degreasing solution can become hazardous as metals and other contaminants accumulate in the solution during the cleaning process.

What To Do:

- **Determine whether the water-based degreasing discharge will be accepted by the local sewage treatment plant. Obtain all required permits or approvals prior to discharge.**
- **If discharge to a sewage treatment plant is not allowed or is unavailable, arrange to recycle and reuse the solution, or properly dispose of the solution. You may need to test the solution to determine whether it is a hazardous waste.**
- **Conduct degreasing operations on a contained or indoor impervious surface.**
- **Do not dispose of used degreaser solution on the ground or into a storm drain.**

Tires

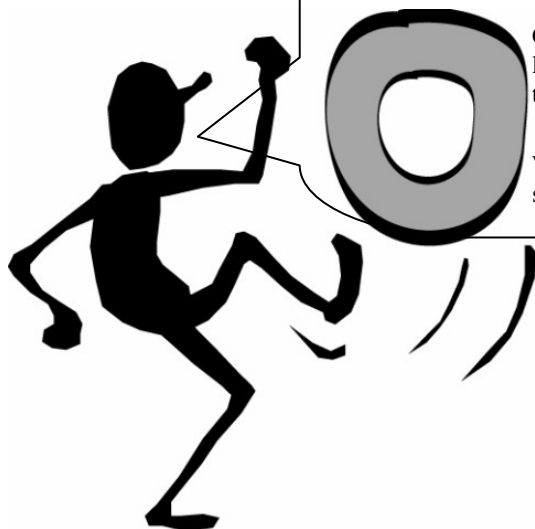

Standard: No more than 1,500 waste tires are onsite at any one time, and no scrap tires are kept at the facility for more than 90 days. A "waste tire" is a tire that is not on the wheel of a vehicle and is not suitable for its original intended use due to wear, damage, defect, or deviation from the manufacturer's original specifications. Any facility storing 500 or more tires outdoors must comply with the technical and operational standards set forth in sections 17351 through 17355 of Chapter 3, Title 14, Natural Resources DIV, CIWMB

More than 240 million tires are scrapped in the United States annually. Tires take up a large amount of landfill space, harbor rodents, provide a breeding ground for mosquitoes, and may be a fire hazard.

Did You Know:

Waste tires may be used for:

- Fuel for combustion at power plants and certain industries.
- Crumb rubber for use in pavement, floor mats, gravel substitute, landfill daily cover material, railroad crossings, and filler in new tires.
- Whole tires: playground equipment, highway crash barriers, and bulk storage cover weights.

What To Do:

- Obtain a Tire Program Identification Number (TPID) to dispose of waste tires.
- Never have more than 1,500 waste tires on site at any time.
- If storing 500 or more tires outdoors, comply with CIWMB requirements.
- Do not keep waste tires at your facility for more than 90 days.
- Transport stored tires regularly to a suitable processor or disposal site.
- California law requires a manifest to dispose of tires. Obtain and retain form CIWMB-647.
- Do not burn or bury tires.
- Additional local regulations may apply to tire storage.

Preventive Maintenance

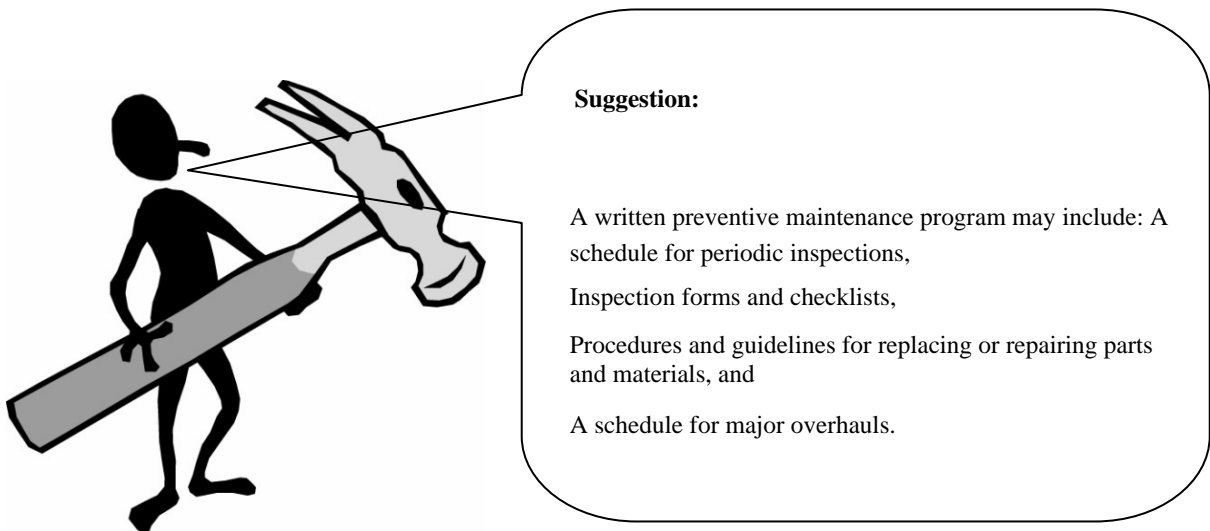
Standard: *A written preventive equipment maintenance program is in place to reduce the risk of equipment breakdown with the potential release of oils or fuels. Where practical, maintenance is conducted inside a building or on an impervious surface.*

Good preventive maintenance reduces safety hazards, the risk of equipment breakdown, and the potential release of equipment fluids. It can also help prevent costly major repairs and extend equipment life. Having clean, well-maintained equipment helps create a positive image of the operation for customers and the community.

Preventive Maintenance Principles

Preventive maintenance procedures will vary from one piece of equipment to the next, and from one recycling facility to another. However, some principles are universal.

1. Operate equipment at the capacity ranges and under the conditions specified by the manufacturer
2. Assign the most qualified personnel available to operate and monitor the equipment
3. Schedule frequent visual inspections of structures, systems, moving components, pressure gauges, etc.
4. Be conscious of gradual decreases or changes in output
5. Check all connecting points, bolts, joints, etc. Tighten and/or reinforce as necessary.
6. Keep equipment as clean as possible.
7. Change oils and other fluids, and lubricate all hinges, moving parts, grease points, etc. according to the maintenance schedule specified by the manufacturer.





Preventive Maintenance

What To Do:

- **Prepare a written preventive maintenance program.**
- **Conduct periodic inspections of vehicles to identify repair needs and recognize pattern wear.**
- **Maintain facility vehicles to prevent leaking fluids, parts failure, and breakdown.**
- **Provide proper training to employees who operate and maintain the vehicles.**
- **Document inspections and maintenance activities.**
- **Where practical, conduct maintenance inside a building or on an impervious surface.**

Spill Kits

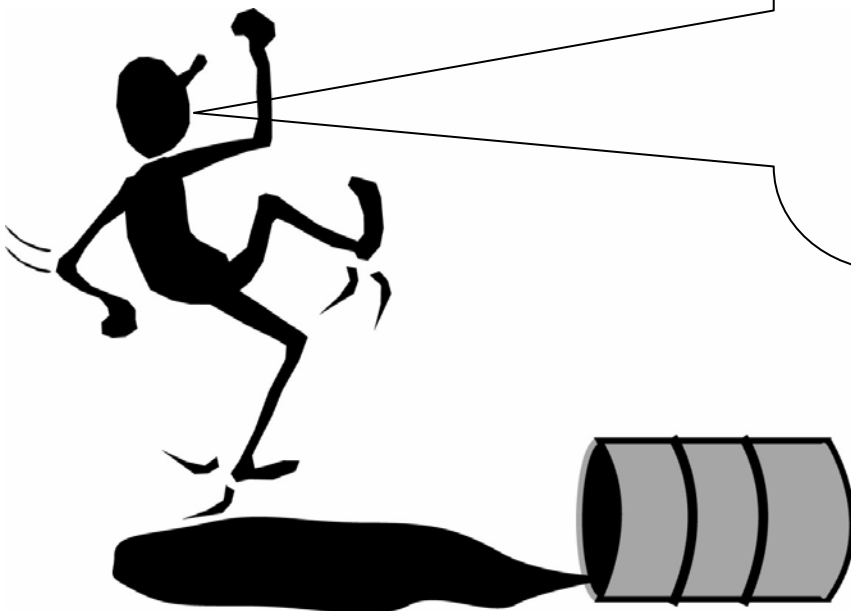
Standard: An appropriately-stocked spill kit is readily accessible wherever fluids are used or stored. Spills and leaks are promptly contained, and the used absorbents are cleaned up promptly. Used absorbents are placed in a designated container for proper disposal.

Spill prevention is always preferred, but should a spill or leak occur, a spill kit allows workers to capture, contain, and clean up spills or leaks of fuel, new or used oils, antifreeze, solvents, and other fluids. Appropriate places for spill kits include maintenance areas, crushing operations, fluid storage areas, refueling operations, and vehicle dismantling areas.

Typical Spill Kit Supplies:

- 3" or 5" diameter absorbent socks or booms
- Absorbent pillows
- Absorbent pads
- Drip pans
- Oil Dri or granular clay
- Broom and shovel/dust pan
- Disposal bags
- Safety goggles
- Plastic gloves

Note: *Oil Only* absorbents will absorb petroleum products, but not water or antifreeze. *Universal* absorbents will absorb all fluids. Socks and pillows may consist of polypropylene, cellulose, corncobs, sawdust, peat moss, vermiculite, and similar absorbent materials.





Spill Kits

What To Do:

- **The spill kit(s) should contain appropriate absorbents and/or containment devices to handle the type and amount of fluids that could be released.**
- **Place the spill kit(s) where fluids are used or stored.**
- **Label the spill kit(s).**
- **Keep spill kit(s) well stocked.**
- **Provide and document training to appropriate workers on how to properly manage fluids, prevent spills and leaks, respond and clean up a spill, and dispose of the used absorbents.**

Unprocessed Vehicle Fluids

Standard: *Fluids released from unprocessed salvage vehicles are promptly contained with drip pans or equivalent dry cleanup measures and properly disposed of according to local waste disposal ordinances.*

Vehicles being stored in holding areas or storage areas that have not been processed (dismantling or fluid removal) may leak fluids, especially if the vehicle was in an accident.



What To Do:

- Inspect vehicles to identify leaks (see Environmental Standard #3).
- Use drip pans, absorbents, or containers to capture fluids.
- Do not allow containers to overflow, including during a storm event.
- Properly recycle or dispose of captured fluids.



Spill Reporting

Standard: Significant releases of hazardous materials are reported to the local emergency response agency (911) and to the Office of Emergency Services (800-852-7550).

All significant spills or releases of hazardous materials, including petroleum products, must be immediately reported by telephone. Follow-up written reports may also be required. A "release" is defined as "any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, unless permitted or authorized by a regulatory agency." (California Health and Safety Code, Section 25501). At a recycling facility, spills may include the release of fluids or materials from dismantling activities, leaking vehicles, crushing operations, equipment, vehicles, drums, storage tanks, maintenance activities, parts storage containers, hydraulic systems, and fueling operations. Your local community may have additional spill reporting and cleanup requirements. Be aware of local requirements before a spill occurs.

Emergency Notification

Telephone Calls Required For
All Significant Releases or Threatened Releases
Of Hazardous Materials

At a Minimum, Call:

9-1-1 or local Emergency Response Agency (e.g. fire department)

and

**The Governor's Office of Emergency Services
Warning Center**

800-852-7550 or 916-845-8911



Did You Know:

A substance that spills on a paved surface and is completely contained does **not** need to be reported. Only releases to the environment must be reported.

Spill Reporting

In addition to 911 and OES above, the following apply under varying circumstances:

All releases that equal or exceed Federal Reportable Quantities (CERCLA):
Call the National Response Center (NRC) 800-424-8802

All releases on-highway:
Call California Highway Patrol (911)

All hazardous waste tank releases:
Call Department of Toxic Substances Control Regional Office

All serious worker injuries or harmful exposures:
Call Cal/OSHA District Office

All spills with a potential to impact water quality:
Call OES

NOTE: Phone numbers are listed in Section 8 of this manual.

What To Do:

- **Immediately report any significant release of a hazardous material or petroleum product.**
- **Provide:**
 1. **Your name**
 2. **Location, date, and time of spill**
 3. **Description of release**
 4. **Substance and quantity involved**
 5. **Response or clean-up actions.**
- **Follow-up with written reports, if required, to:**
 1. **Governor's Office of Emergency Services (Section 304 Follow-Up Report)**
 2. **California Department of Toxic Substances Control**
 3. **California OSHA if there is serious injury or exposure to worker**
 4. **U.S. and California Department of Transportation if a transportation related incident**
 5. **Local community if required**





Non-Storm Water Discharges

Standard: *Unauthorized non-storm water discharges are not allowed. Wash water from equipment, work areas, or shop floors is not allowed to come in contact, or mix, with rainfall or surface drainage, or drain offsite. Residues from dried wash waters are not allowed to come in contact with rainfall or surface drainage.*

The term “non-storm water discharge” refers to discharges of water other than rainfall, snow melt, or storm runoff. Authorized non-storm water discharges include fire hydrant flushing, potable water sources, drinking fountain water, refrigeration/air conditioning condensate, irrigation drainage, landscape watering, springs, groundwater, foundation and footing drainage, and sea water infiltration. All other non-storm water discharges (unless covered under a separate permit or approval) are unauthorized, including process wastewater, contact or non-contact cooling water, equipment and vehicle wash water, sanitary wastewater, and building floor drains and sinks.

What To Do:

- **Meet the general storm water permit requirements for inspecting for non-storm water discharges.**
- **Ensure that authorized non-storm water discharges do not mix with contaminants or cause soil erosion.**
- **Eliminate un-authorized non-storm water discharges or obtain the necessary approvals and permits to cover the discharge.**



Sweeping

Standard: *Paved areas are swept as needed, and on a daily or regular basis, to prevent excessive accumulations of sediment, debris, and loose absorbent.*

Sweeping is an effective way to remove sediments and metal particles. Sweep containment pads and areas, paved roadways, paved parking areas, and accessible paved storage and processing areas. Use manual sweeping, mechanical sweepers, or vacuum sweepers. Most metals are associated with very fine particles which are difficult to sweep up. Vacuum sweepers will more effectively pick up small particles than will mechanical sweepers.

What To Do:

- Sweep all accessible paved areas as often as needed, and on a daily or regular basis to prevent the accumulation of sediment deposits.
- Sweep carefully and frequently and try to collect the smallest particles.
- Sweep often around storm drains and outfalls.
- Properly dispose of sweepings:
 1. In most cases, place sweepings in trash for disposal in a sanitary landfill.
 2. If heavily contaminated with oil, grease, and other pollutants, the sweepings may need to be disposed of as a special or hazardous waste. Dispose of metal shavings in a hazardous waste covered container.



Erosion Control

Standard: Erosion control measures are used to prevent erosion or scouring of unpaved roadways, storage areas, and work areas.

Areas that are poorly vegetated or disturbed can erode sediments and associated pollutants into the environment. Erosion and sedimentation can be controlled using non-structural controls (such as silt fences, mulches, gravel track pads, and other measures typically used at construction sites), vegetative controls (grassed swales, filter strips, and bioretention zones), or structural controls (such as sedimentation basins, sand filters, and various commercial storm water treatment systems).

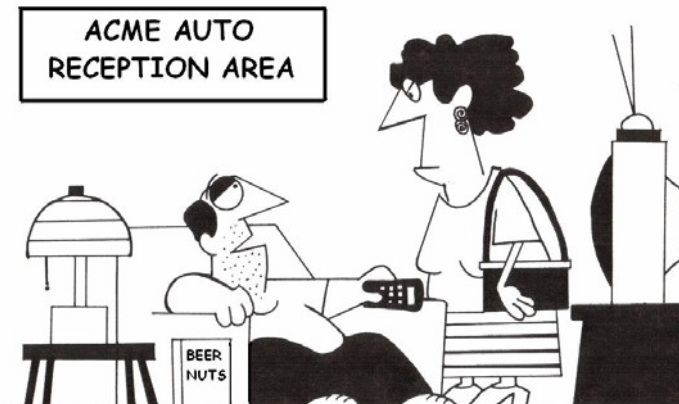
What To Do:

- Where possible, establish and maintain a protective vegetative cover in pervious areas that are not used for recycling, dismantling, storage, or parking.
- Do not store vehicles and parts in highly erosive areas such as steep slopes, river banks, and channels.
- In other un-paved areas subject to erosion, including recycling, dismantling, storage, and parking areas, use crushed stone or gravel, catch basin inserts, silt fences, hay bales, and soil stabilization measures (geotextile fabric, mulches) to prevent sediment runoff.
- Periodically inspect and maintain the non-structural measures to provide good performance. Frequent replacement and/or cleaning may be required.
- If necessary, consider structural erosion controls. Some structural measures may require the professional services of an engineer to properly size and design the system.
- Periodically inspect, clean, and maintain structural control measures to provide good performance.

Scrap and Trash Containers

Standard: Scrap and trash containers are covered, non-leaking, and staged on paved areas. All scrap and trash containers are closed at all times when not in use.

Good housekeeping includes keeping scrap and trash in defined areas that are relatively clean. The intent of this standard is to prevent exposure of trash to storm water, to minimize wind blowing, and to discourage employees from accumulating trash within work areas.



**But honey, I don't want to go home.
I like it here!**

What To Do:

- Provide scrap and trash containers that are in good structural condition and are non-leaking.
- Stage the containers either indoors or on paved surfaces.
- Keep containers covered except when in use.
- Keep the trash area relatively clean, pick up scattered debris, and avoid overfilling containers.



Storm Water Filter Systems

Standard: During the wet season (October through May), storm water best management practices (absorbent socks or pillows, inlet filters, silt fences, rock filters, or similar measures) are placed at storm water discharge locations, and at locations where offsite storm water enters site.

The use of inexpensive filter systems and absorbents can add one more level of protection against storm water pollution. The measures help compliment and supplement good housekeeping and pollution prevention practices. Appropriate measures can effectively remove sediments and oil and grease from storm water discharges. Installing filter systems does not allow a facility to discharge pollutants or relax other pollution prevention measures. The filters provide an additional level of protection.

Best Management Practices	Remove	
	Sediments	Oil & Grease
Absorbents (socks, booms)	-	X
Silt Fences	X	-
Rock Filters	X	-
Inlet Filters	X	X

What To Do:

- Select appropriate filter systems or absorbents that are compatible with your operation, that can be maintained by facility employees, and that will effectively remove the pollutants of concern.
- Regularly inspect, maintain, clean, and replace the systems.



Employee Training

Standard: Facility provides employee training on the components and goals for the storm water pollution prevention plan, and on the facility's best management practices. Training is provided upon initial hire and at least once per year thereafter and will be documented.

In-house employee training programs teach employees about storm water management, potential sources of contaminants, and best management practices. Employee training programs should instill all personnel with a thorough understanding of their Storm Water Pollution Prevention Plan (SWPPP), best management practices, processes and materials they are working with, safety hazards, practices for preventing discharges, and procedures for responding quickly and properly to releases of toxic and hazardous substances.

Employee training programs often address such areas as health and safety training and fire protection. Training on storm water management can be easily incorporated into these programs.

Employees can be taught through 1) signs, employee meetings, courses, and bulletin boards about storm water management, potential contaminant sources, and prevention of contamination in surface water runoff, and 2) field training programs that show areas of potential storm water contamination and associated pollutants, followed by a discussion of site-specific practices by trained personnel.

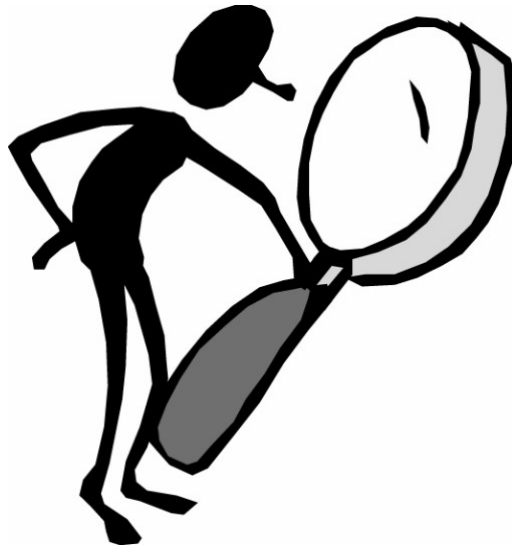
What To Do:

- **Conduct employee training on storm water management and environmental practices at least once per year. Train new employees at time of hire.**
- **Supplement the training with handouts, newsletters, signs, and other support materials.**
- **Document attendance at the training sessions and the topics addressed.**
- **Assign specific responsibilities to individual employees.**

Inspections

***Standard:** Facility operator inspects the work areas and storage areas weekly to ensure proper implementation and maintenance of best management practices.*

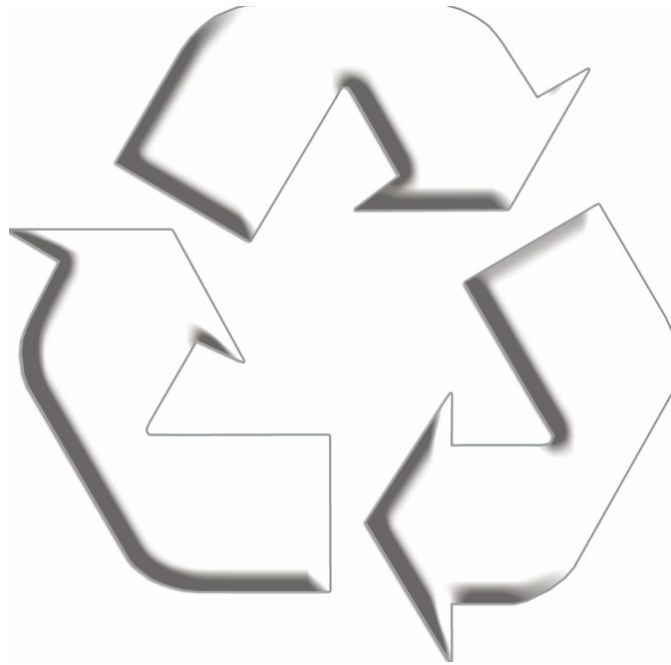
Regular inspections of work and storage areas can identify potential problem sources or activities, define needed new practices or improvements, and identify maintenance needs. Inspections are also an opportunity to document those practices that are working well, and to remind employees to use proper procedures.



What To Do:

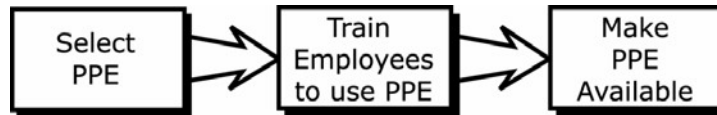
- Document observations and corrective actions needed.
- During subsequent inspections, follow-up and document corrective actions that are taken.
- Incorporate your inspection findings into employee training sessions. If necessary, revise the storm water pollution prevention plan to address new issues and concerns.

SAFETY STANDARDS



Personal Protective Equipment

Standard: Facility has identified appropriate personal protective equipment (gloves, hard hats, safety shoes, safety goggles, etc.) for employees in accordance with OSHA requirements.



Personal protective equipment (PPE) can help compliment other measures taken by employers and employees to minimize hazards and unsafe conditions. Recent OSHA revisions require the employer to complete a written hazard evaluation of the workplace to determine employee hazards and the PPE necessary to protect them. The employer must select the appropriate PPE based on this assessment, train each employee required to use PPE, and have each affected employee use the PPE. Protective equipment includes, but is not limited to, protection for eyes, face, head, and extremities; hearing protection; protective clothing; respiratory devices; and protective shields and barriers.



So now will you wear a hard hat?

What To Do:

- Determine appropriate PPE for the facility and employees.
- Train each employee required to use PPE. Free online PPE training is available at www.free-training.com/oshappe/ppemenu.htm. Training should address:
 1. When to use PPE
 2. Type of PPE to use
 3. Proper use and maintenance
 4. Limitations of PPE
- Make PPE available to employees or otherwise require that employees provide their own PPE.

Eye Wash Stations

Standard: Facility has OSHA-approved 15 minute continuous flow eye wash station(s) (ANSI Standard Z358.1-1998) where employees are potentially exposed to corrosive materials (such as battery acid).

Workers's eyes may be damaged very quickly by exposure to contaminants in battery storage or vehicle processing areas. The first fifteen seconds after any eye injury is critical. The American National Standards Institute (ANSI) suggests that eye wash stations be located within 100 feet, or a 10 second walk, of critical work areas.

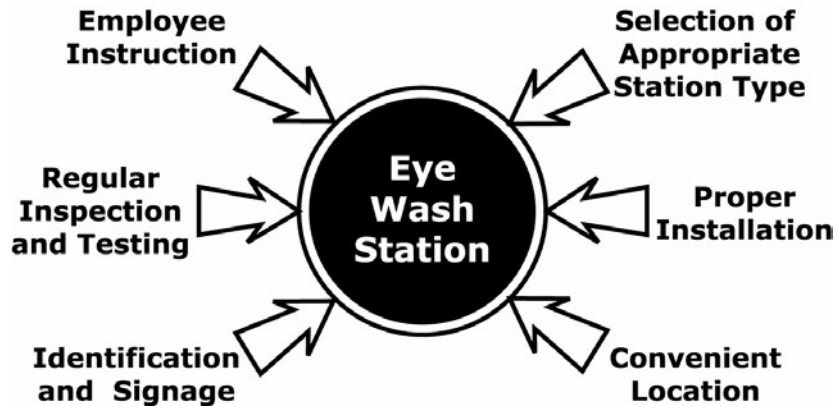
<p>Hard-Plumbed Stations</p> <p>Pros Ready for use at all times Constant flow as long as needed</p> <p>Cons Requires plumbing connection and adequate water pressure</p>
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<p>Self-Contained Stations</p> <p>Pros Portable; can be easily placed wherever needed Easy to install</p> <p>Cons Limited flow available Solution must be replaced every six months to prevent bacteria growth</p>

Eye Protection Practices

1. Wear safety glasses, goggles, or face shields to protect against toxic chemicals and solvents, battery acid, hot vehicle fluids, flying objects (metal, chips), fumes and gases, and welding or torching burns.
2. If object in eye: Move to eye wash station. Flush with water until object rinses out. Do not rub the eye, which can scratch the eye or embed the object. If object cannot be rinsed out, bandage eye loosely and seek medical attention.
3. If chemical splashes in eye: Move to eye wash station. Look directly into the stream of water and hold eye open with fingers. Flush eye for at least 15 minutes, then seek medical attention.
4. Practice makes perfect: Practice using the eye wash station to become familiar with how it works. Practice holding eye open in a stream of water (natural reaction is to squeeze eyes closed when irritated).
5. Make sure equipment guards are in place on machinery.

Eye Wash Stations



What To Do:

- Provide OSHA approved 15-minute eye wash station(s) where corrosive materials are used. Stations may include hard-plumbed eye wash fountains, drench showers, hand-held drench hoses, or self-contained eye wash units—as long as they meet OSHA's 15-minute continuous flow requirement. (ANSI Standard Z358.1 - 1998 requires a minimum 15 minute gravity-fed continuous water flow of 0.4 GPM).
- If possible, install the eye wash station where injured workers would not have to pass through a doorway, go up or down stairs, or weave between equipment to reach the station.
- Periodically inspect and properly maintain the eye wash station(s).



Fire Extinguisher

Standard: Facility has readily available, appropriately-typed, and charged fire extinguishers which are updated and inspected monthly.

Fires may be caused by welding or torching, fuel or fume explosions, electrical problems, or ignition of combustibles. Take preventive measures, learn how to recognize and respond to different types of fires, and properly handle and store chemicals and flammable liquids.

General Classes of Fires

	Fire Type	Desired Inside Travel Distance to Extinguisher	Extinguisher Agent
Class A	Combustible Materials (wood, Paper, rubber, plastics)	< 75 ft.	Water, dry chemical
Class B	Liquids, gases, and greases	< 50 ft.	Dry chemical, foam, carbon dioxide
Class C	Electrical	< 75 ft.	Carbon dioxide, dry chemical (non-conducting agents)
Class D	Combustible metals (magnesium, titanium, sodium)	-	Dry powder (specific for metal hazards)

Fire Extinguisher



How To Use a Fire Extinguisher:

Do not panic

Hold extinguisher upright

Pull the pin; stand back 8-10 feet

Aim at the base of the fire

Squeeze the handle

Sweep at the base of the fire

Call for professional help

Free online training on proper use of fire extinguishers is available at

www.pp.okstate.edu/ehs/modules/exting/exting.htm. A free online OSHA fire safety advisor questionnaire can be accessed at www.osha-slc.gov/dts/osta/oshasoft/softfirex.htm.

What To Do:

- **Mount portable fire extinguishers in designated areas so that they are readily and easily identified and accessible.**
- **Select appropriate type of extinguisher for potential class of fire.**
- **Maintain fire extinguishers in a fully charged and operable condition.**

Visually inspect all fire extinguishers monthly , and perform and document monthly maintenance. Document inspections and monthly maintenance on a tag affixed to each extinguisher.

- **Arrange for hydrostatic testing by trained persons at specified intervals.**
- **Train employees on fire prevention and emergency response.**

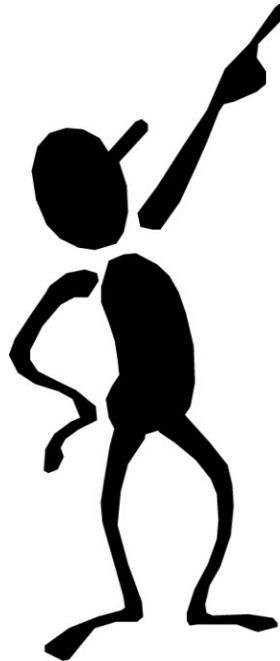
First Aid Kit

Standard: Facility has an appropriately-stocked first aid kit.

A first aid kit allows trained workers to respond to a minor injury or illness, and to provide temporary relief of a more serious injury until professional medical assistance is obtained.

Typical Industrial First Aid Kit Supplies

- Adhesive bandages
- Alcohol prep pads
- Ammonia inhalant
- Bandage compresses
- Burn ointment
- Cold pack
- Eye pads
- Eye wash solution
- Sterile pads
- Triangle bandage
- Latex gloves
- Iodine wipes
- Tourniquet and forceps
- Splint



What To Do:

- **Keep one or more first aid kits clean, dry, and readily available to workers.**
- **Notify the workers of the locations of the first aid kits.**
- **Keep the first aid kits well-stocked to treat common industrial injuries (bumps and abrasions, cuts, burns, strains and sprains, and eye injuries).**



Material Safety Data Sheets

Standard: *Material Safety Data Sheets (MSDS) and Right to Know documents are posted, or available to employees.*

Occupational Safety and Health Administration (OSHA) regulations require training on particular topics, such as personal protective equipment, fire prevention, and hazard communications. OSHA regulations for general industry are presented in the Code of Federal Regulations, Title 29, Part 1910. An employer must have a material safety data sheet (MSDS) for each hazardous chemical that is used. Manufacturers of hazardous chemicals must ensure that an MSDS is provided to each employer or distributor at the time of initial shipment to either party. The MSDS can be provided with the shipped container or sent prior to or separately from the shipment. Copies of each required MSDS must be readily accessible to all employees on each workshift.

Employers are required to provide employees with information and training on all hazardous chemicals in their work area. The information and training is to be provided to each employee at the time of his or her initial assignment and whenever a new hazard is introduced into his or her work area.

Each employee must be informed of:

1. The requirements of OSHA Hazard Communication Standard 29 CFR 1910.1200;
2. Any operation in his or her work area where hazardous chemicals are present; and
3. The location and availability of the written hazard communication program and required MSDSs.

Each employee must receive training on:

1. Detecting the presence or release of hazardous chemicals in the workplace;
2. The physical and health hazards of the chemicals in the workplace;
3. Methods to protect himself or herself from exposure to hazardous chemicals; and
4. The content and use of required labels and MSDSs.

**Support Materials on OSHA Regulations
Available from the Automotive Recyclers Association (ARA)**

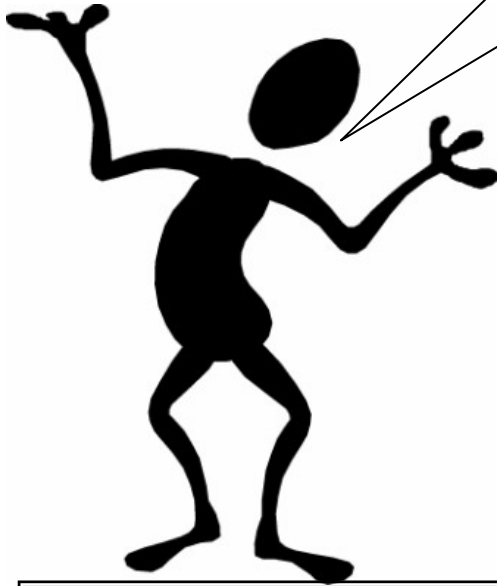
Employee Safety Handbook
Material Safety Data Sheets
Safety and Loss Control Manual

ARA members can order:
Call: (703) 385-1001
FAX: (703) 385-1494

Material Safety Data Sheets

Did You Know:

The most frequent OSHA problem at industrial facilities is failure to provide Hazard Communication (Right to Know), as presented in CFR 29, 1910.1200. Requirements include a written program, chemical list, MSDS, employee training, and proper labeling. Free online hazard communication training is available at www.free-training.com/osha/hazcom/hazmenu.htm.



What To Do:

- Become knowledgeable of the health and safety regulations that apply to the facility.
- Have documentation available that demonstrates that the facility is addressing the requirements of the applicable OSHA regulations. Suitable documents include Material Safety Data Sheets, hazard communication (Right to Know) training and written materials, and safety materials that address fire prevention, eye wash stations, personal protective equipment, and emergency response.



Safety and Injury and Illness Prevention Programs

Standard: *The facility has a designated safety manager and a written Injury and Illness Prevention Program (IIPP) in accordance with CalOSHA that documents the following:*

1. *Safe Work Practices (SWP's) for each area; including*
 - a. *Hazard Communication training for use, handling, or generation of hazardous chemicals and hazardous wastes;*
 - b. *Proper use of protective equipment and clothing;*
 - c. *Emergency response and evacuation procedures;*
 - d. *Chemical spill clean up procedures; and*
 - e. *Safe use of hand tools, hydraulic equipment and tools, saws, welders, torch-cutters, etc.*
2. *Training of all site personnel on safe work practices*
3. *Audit-inspection program to ensure that SWP's are being followed*

In California, employers have a legal obligation to provide and maintain a safe and healthful workplace for employees, according to the California Occupational Safety and Health Act of 1973. As of 1991, a written effective Injury and Illness Prevention Program (IIPP), is required for every California employer.

Your Injury and Illness Prevention Program must be a written plan that includes procedures that are put into practice. The following elements are required:

1. Management commitment/assignment of responsibilities;
2. Safety communications system with employees;
3. System for assuring employee compliance with safe work practices;
4. Scheduled inspections/evaluation system
5. Accident investigation;
6. Procedures for correcting unsafe/unhealthy conditions;
7. Safety and health training and instruction; and
8. Recordkeeping and documentation.

Help is Available

Call the Cal/OSHA Consultation Service for assistance. The Consultation Service offices are listed in Section 8 of this Manual. A Consultation Service consultant can help you determine what is needed to make your Injury and Illness Prevention Program effective. The consultant will work with you on a plan for making these improvements, and assist you in establishing procedures for making sure your program remains effective. Cal/OSHA also has three model IIPPs that can be used to help you prepare your program. Guidelines and model IIPPs are available at www.dir.ca.gov/DOSH/dosh_publications/iipp.html.

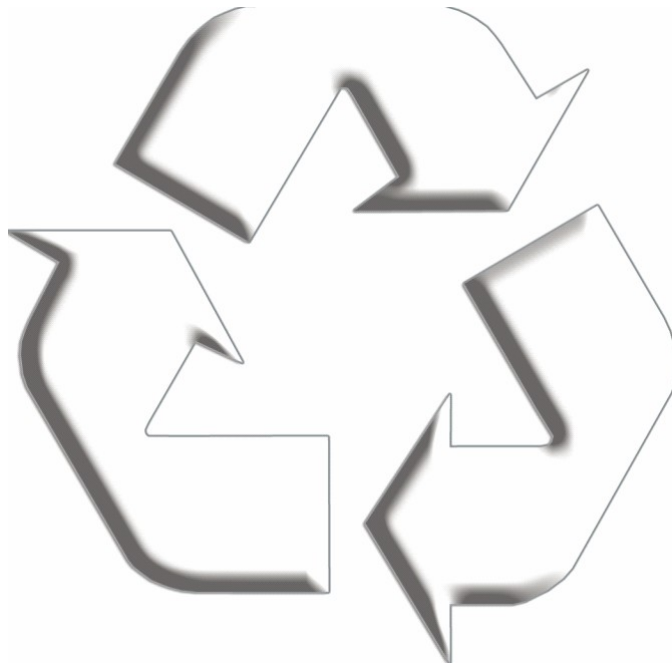
Safety and Injury and Illness Prevention Programs

What To Do:

- Designate a safety manager.
- Prepare an Injury and Illness Prevention Program that meets Cal/OSHA requirements.
- Select Safe Work Practices.
- Provide employee training.
- Conduct inspections to evaluate the effectiveness of the program.
- Follow recordkeeping and documentation requirements.



AUDIT PROGRAM





AUDIT PROGRAM

Partners in the Solution members are required to comply with the standards set by the Partners in the Solution Advisory Committee. A Partners audit is conducted to assess compliance with the Partners standards at member facilities. The audit consists of a general review of the standards with the facility operator, a detailed inspection of the facility to determine if the standards are being met, an exit briefing to discuss the audit findings, and the preparation of an Audit Report. Audits will be conducted by professionals with practical experience approved by the Advisory Committee.

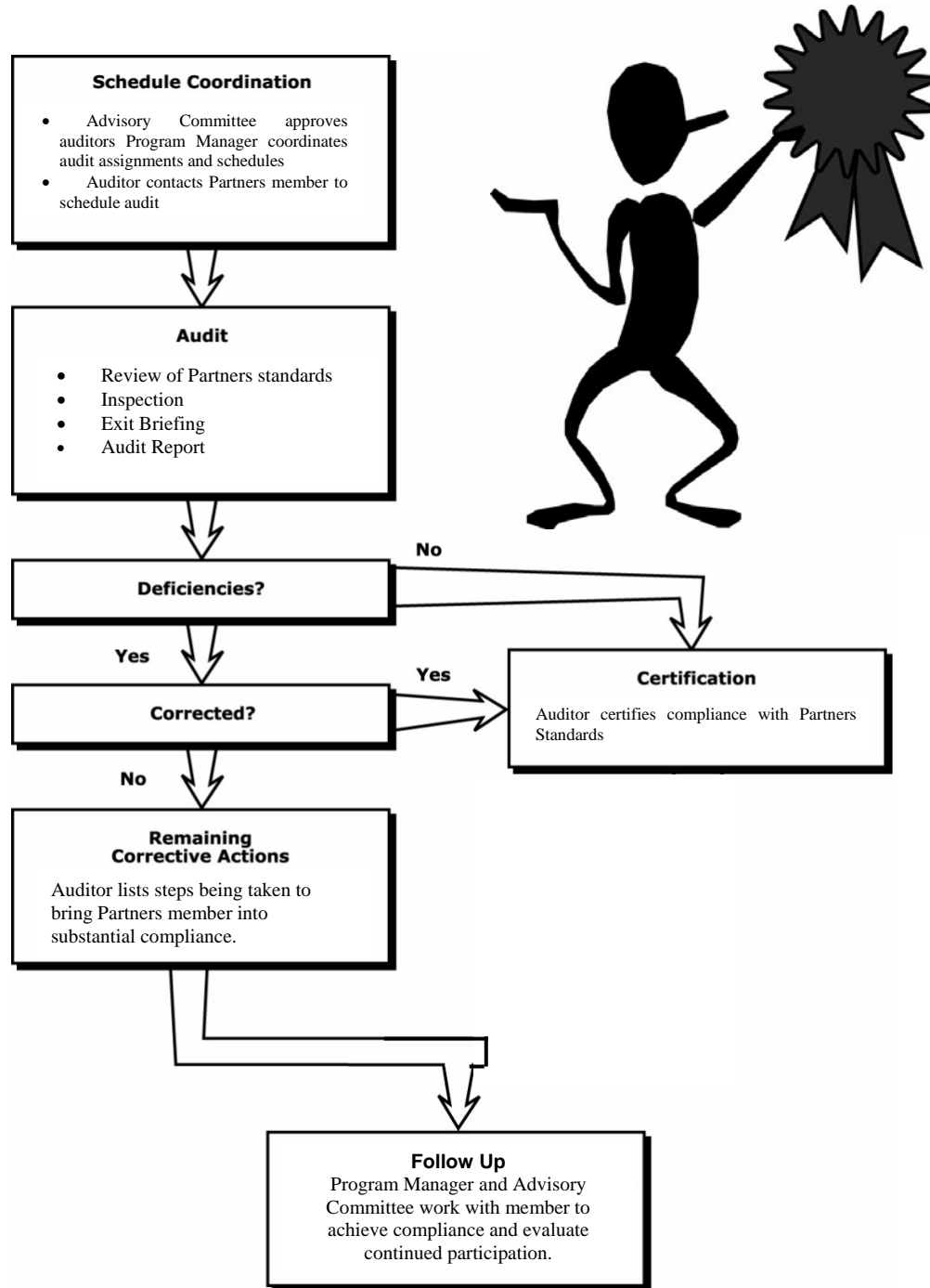
The Partners audit program provides significant benefits to Partners in the Solution members. Facility operators receive professional on-site assistance and advice on how to meet the standards. As practices improve, there should be a reduced risk of a regulatory enforcement action or third-party citizen lawsuit (although there is no guarantee that such action will not be taken against a facility, even if all Partners' standards are met). There will also be a level playing field; facilities will be assured that all Partners members are being held to the same expectations and standards.

The Partners audit procedure is as follows:

- 1. Schedule Coordination** - The audit schedules and auditor assignments will be coordinated by the Partners in the Solution Program Manager. The Program Manager will assign members to the authorized auditors and oversee the auditing procedures. Each member will be contacted by their auditor to schedule the audit.
- 2. Audit** - The auditor will review the Partners standards with the facility operator, and then conduct a detailed inspection of the facility. The auditor will determine if the standards are being met. Deficiencies, corrective actions, and follow-up documentation will be identified. An exit briefing will be held with the facility operator to present the audit findings.
- 3. Audit Report** - An Audit Report will be prepared and a copy will be provided to the facility operator. A blank Audit Report is included at the end of this section. A copy of the Audit Report will be provided to the Executive Director of SCADA. The auditor will identify on the Report whether each standard is met or there are deficiencies. The auditor will also specify any corrective actions needed to bring the member into compliance, and describe the follow-up documentation that the member must provide to the auditor to verify that the corrections are made.
- 4. Corrective Actions** - To remain a member of Partners in the Solution in good standing, any identified deficiencies must be corrected.
- 5. Self Audit Option**- The Partners Advisory Committee may allow certified members to conduct intermittent self audits in between the formal third party audit to verify compliance.

AUDIT PROGRAM

Partners in the Solution Audit Procedure





PARTNERS IN THE SOLUTION

AUDIT REPORT

Business Name		AUDITOR	
Facility Address		FACILITY CONTACT	
STREET			
CITY	CA, ZIP	TELEPHONE NUMBERS	
MAILING ADDRESS			
		FAX NUMBER	
DATE:		E-MAIL ADDRESS	

APPLIES	STANDARD	OK	DEFICIENCIES AND REQUIRED CORRECTIVE ACTION	DATE COMPLETED
<i>Business and Licensing Standards</i>				
	1) Vehicle Dismantling License			
	2) Storm Water Permit			
	3) Hazardous Waste Generator Identification Number			
	4) Hazardous Materials Reporting			
	5) Hazardous Material Transport Documentation			
	6) Appropriate DOT Training for Shipping of Airbags			
	7) Forklift Training			

Facility Name: _____		Date: _____		
APPLIES	STANDARD	OK	DEFICIENCIES AND REQUIRED CORRECTIVE ACTION	DATE COMPLETED
<i>Environmental Standards</i>				
	1) Fluid Removal			
	2) Vehicle Storage and Dismantling			
	3) Vehicle Inspection			
	4) Recyclable and Hazardous Material Storage			
	5) Fluid Storage Containers			
	6) Lead Acid Batteries			
	7) Refrigerant Removal			
	8) Mercury Switch Removal			
	9) Oily Vehicle Parts			

Facility Name: _____		Date: _____		
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APPLIES	STANDARD	OK	DEFICIENCIES AND REQUIRED CORRECTIVE ACTION	DATE COMPLETED
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Environmental Standards (continued)

	10) Radiators			
	11) Other Vehicle Parts			
	12) Engines Left in Vehicle			
	13) Spent Cleaning Solvents			
	14) Water-Based Degreasers			
	15) Tires			
	16) Preventive Maintenance			
	17) Spill Kits			
	18) Unprocessed Vehicle Fluids			
	19) Spill Reporting			

Facility Name: _____	Date: _____
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APPLIES	STANDARD	OK	DEFICIENCIES AND REQUIRED CORRECTIVE ACTION	DATE COMPLETED
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Environmental Standards (continued)

	20) Non-Storm Water Discharges			
	21) Sweeping			
	22) Erosion Control			
	23) Scrap and Trash Containers			
	24) Storm Water Filter Systems			
	25) Employee Training			
	26) Inspections			

Safety Standards

	1) Personal Protective Equipment			
	2) Eye Wash Stations			

Facility Name: _____	Date: _____
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APPLIES	STANDARD	OK	DEFICIENCIES AND REQUIRED CORRECTIVE ACTION	DATE COMPLETED
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Safety Standards (continued)

	3) Fire Extinguisher			
	4) First Aid Kit			
	5) Material Safety Data Sheets (MSDS)			
	6) Safety and Injury and Illness Prevention Programs			

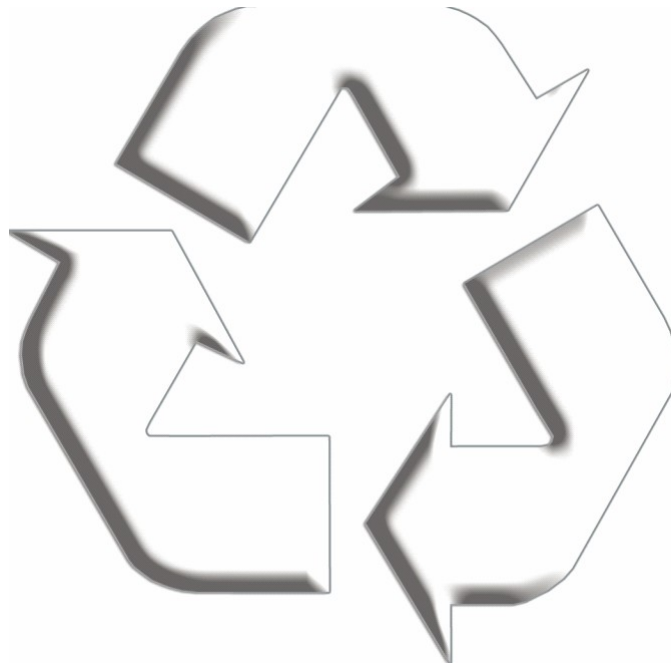
Comments:

Compliance with Partners Standards Verified. Date: _____

Partners Audit Report Accepted: _____
(Facility Contact Signature)

Auditor Signature: _____

TRAINING AND TECHNICAL ASSISTANCE



TRAINING AND TECHNICAL ASSISTANCE

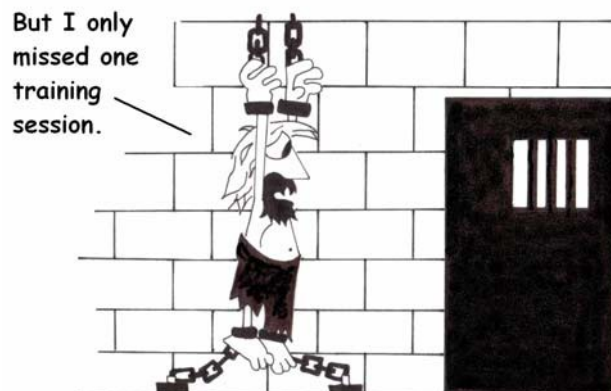
The Partners in the Solution Program will make training and technical assistance available to members to help them comply with the business, licensing, environmental, and safety standards. The training will be designed for owners, facility managers, and-as needed-certain employees such as maintenance workers or vehicle dismantlers.

The training and technical assistance will:

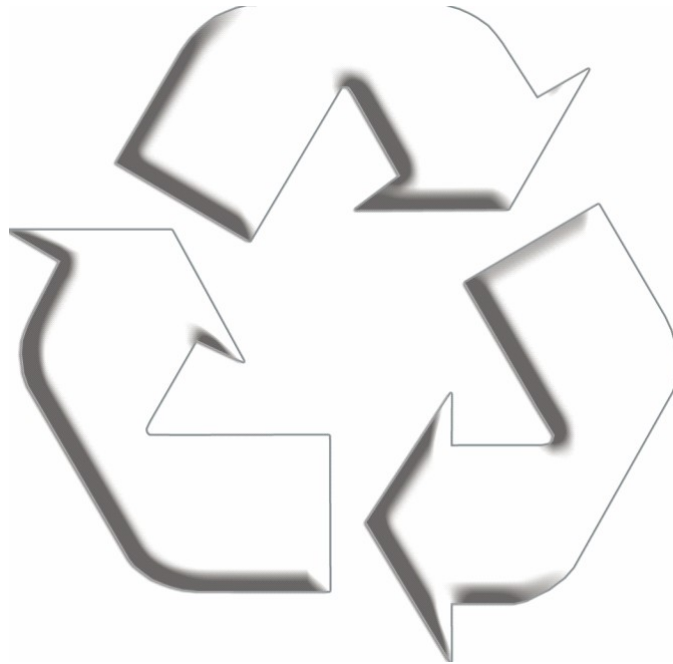
- Help operators implement good management practices and meet the standards.
- Provide refresher training on activities such as spill response and cleanup, fire prevention, and fluid storage and handling.
- Overview applicable regulatory requirements and deadlines.
- Present updates about new or upcoming regulations or issues that affect the auto recycling industry.
- Distribute information about new procedures, products, or techniques that members can use to improve management of their facility.
- Provide an opportunity for members to network and share ideas, suggestions, and concerns with other auto recyclers.

The training will include periodic training sessions sponsored by the Partners in the Solution Program, some of which may be combined with SCADA meetings or events. The Partners Program will also prepare and distribute technical assistance material (such as newsletters, fact sheets, PowerPoint presentations, videos, etc.) to supplement the training sessions. The Partners Program may also distribute relevant information or materials available from the Automotive Recyclers Association, regulatory agencies, environmental groups, or other sources. The training will primarily be presented by Partners members, auditors, and other auto recycling industry experts.

On-site technical assistance will be provided by the auditors during the annual audits. If the facility operator and/or the auditor believe that additional on-site assistance is needed, the operator and auditor can make the necessary arrangements for follow-up visits.



CONTACTS





CONTACTS

SCADA

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N1864 Forest Lake Road
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CONTACTS

SCADA Board Officers

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1839 E. Gerald Avenue
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President-Elect
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333 No. Pioneer Avenue
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Email: ron_home95662@yahoo.com

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George K. Eliades
Executive Vice President
3975 Fair Ridge Drive
Suite 20, Terrace Level-North
Fairfax, VA 22033-2924
Phone: (703) 385-1001
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CONTACTS

State Water Resources Control Board

State Water Resources Control Board
1001 I Street
Sacramento, CA 95814
Mailing Address:
P.O. Box 100
Sacramento, CA 95812
Phone: (916) 341-5250
Fax: (916) 341-5252
Email: swrcb.ca.gov

U.S. EPA

U.S. EPA
Region 9
75 Hawthorne Street
San Francisco, CA 94105
Phone: (415) 947-8000

Regional Water Quality Control Boards

North Coast Region (1)
5550 Skylane Blvd., Suite A
Santa Rosa, CA 95403
Phone: (707) 576-2220
Fax: (707) 523-0135

San Francisco Bay Region (2)
1515 Clay Street, Suite 1400
Oakland, CA 94612
Phone: (510) 622-2300
Fax: (510) 622-2460

Central Coast Region (3)
81 Higuera Street, Suite 200
San Luis Obispo, CA 93401-5427
Phone: (805) 549-3147
Fax: (805) 543-0397

Los Angeles Region (4)
320 W. Fourth Street, Suite 200
Los Angeles, CA 90013
Phone: (213) 576-6600
Fax: (213) 576-6640

Central Valley Region
Redding Office (5R)
415 Knollcrest Drive
Redding, CA 96002
Phone: (530) 224-4845
Fax: (530) 224-4857

Central Valley Region
Sacramento Office (5S)
3443 Routier Road, Suite A
Sacramento, CA 95827-3098
Phone: (916) 255-3000
Fax: (916) 255-3015

Central Valley Region
Fresno Office (5F)
3614 East Ashlan Avenue
Fresno, CA 93726
Phone: (559) 445-5116
Fax: (559) 445-5910

Lahontan Region
South Lake Tahoe Office (6SLT)
2501 Lake Tahoe Boulevard
South Lake Tahoe, CA 96150
Phone: (530) 542-5400
Fax: (530) 544-2271

Lahontan Region
Victorville Office (6V)
15428 Civic Drive, Suite 100
Victorville, CA 92392
Phone: (760) 241-6583
Fax: (760) 241-7308

Colorado River Basin Region (7)
73-720 Fred Waring Drive, Suite 100
Palm Desert, CA 92260
Phone: (760) 346-7491
Fax: (760) 341-6820

Santa Ana Region (8)
3737 Main Street, Suite 500
Riverside, CA 92501-3339
Phone: (909) 782-4130
Fax: (909) 781-6288

San Diego Region (9)
9174 Sky Park Court, Suite 100
San Diego, CA 92124-1324
Phone: (858) 467-2952
Fax: (858) 571-6972



CONTACTS

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Sacramento, CA 95825
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10350 Heritage Park Drive, Suite 201
Santa Fe Springs, CA 90670
Phone: (562) 944-9366

San Francisco Bay Area
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Oakland, CA 94612
Phone: (510) 622-2891

San Bernardino
464 W. 4th Street, Suite 339
San Bernardino, CA 92401
Phone: (909) 383-4567

Central Valley
1901 North Gateway Boulevard, Suite 102
Fresno, CA 93727
Phone: (559) 454-1295

San Diego
7575 Metropolitan Drive, Suite 204
San Diego, CA 92108
(619) 767-2060

San Fernando Valley
6150 Van Nuys Boulevard, Suite 307
Van Nuys, CA 91401
Phone: (818) 901-5754

SPILL REPORT
Office of Emergency Services Warning Center
Phone: (800) 852-7550

California Department of Motor Vehicles
Dismantlers License
Phone: (916) 657-6530
www.dmv.ca.gov/vehindustry/ol/dismantler.htm



CONTACTS

California Department of Toxic Substances Control

Sacramento Headquarters
1001 I Street
Sacramento, CA 95814-2828
Mailing Address:
P.O. Box 806
Sacramento, CA 95812-0806

Sacramento Regional Office - Cal Center
8800 Cal Center Drive
Sacramento, CA 95826-3200
Phone: (916) 255-3545
Fax: (916) 255-3785

Berkeley Regional Office
700 Heinz Avenue, Suite 200
Berkeley, CA 94710-2721
Phone: (510) 540-2122
Fax: (510) 540-3738

Glendale Regional Office
1011 N. Grandview Avenue
Glendale, CA 91201-2205
Phone: (818) 551-2800 Fax:
(818) 551-2841

Cypress Regional Office
5796 Corporate Avenue
Cypress, CA 90630-4732
Phone: (714) 484-5300
Fax: (714) 484-5302

Clovis Field Office
1515 Tollhouse Road
Clovis, CA 93611-0522
Phone: (559) 297-3901
Fax: (559) 297-3904

San Diego Field Office
2878 Camino del Rio South, Site 402
San Diego, CA 92108-3847
Phone: (619) 278-3734
Fax: (619) 278-3736