



Water Quality Assessment and Action Plan for Automotive Businesses

We hope you will join with the Auburn University Marine Extension and Research Center to become a

Clean Water Guardian

After reviewing the reference manual, you probably have a good idea about how your business activities can affect water quality and how to use Best Management Practices (BMPs) to prevent pollution.

Please fill out this form to create your own action plan for protecting water quality. Send it to the address below and we will work with you to become a Clean Water Guardian.

In return for your efforts, we will seek publicity for your business through news articles, displays, and speaking engagements. We will also encourage consumers to look for the Clean Water Guardians logo at your business when they select services.

If you have questions or want help completing this form, call and ask for the Clean Water Guardians Coordinator.

Send completed forms to:

Contact Information: Auburn University Marine Extension and
Research Center
4170 Commanders Drive
Mobile, AL 36615
Phone: 251/438-5690
FAX: 251/438-5670





Water Quality Assessment and Action Plan for Automotive Businesses

Business Information

Business Name _____

Type of business _____ Number of employees _____

Address _____ Zip _____

Contact Person _____ Title _____

Phone _____ Date _____

Business Activities That Can Affect Water Quality

Check which of the following activities are carried out by your business.

Washing vehicles

Maintaining landscapes

Maintaining the drainage system

Fueling vehicles

Storing materials such as solvents

Managing employees

Repairing or maintaining vehicles

Handling materials that can spill (such as gasoline and oil)

Using parking lots for vehicle storage

Managing wastes such as used vehicle fluids

Sandblasting or grinding

Other

Directions for Completing the Assessment and Action Plan



The actions listed in the rest of this form are based on BMPs listed in Section 3 of your *Water Quality Protection for Area Business* manual. Please refer to your manual for a complete list and description of the BMPs.

BMP #1	Catch Basin Care
BMP #2	Oil/Water separator Installation and Maintenance
BMP #3	Maintaining Other Drainage System Features
BMP #4	Keeping a Clean Work Site
BMP #5	Waste and Material Storage
BMP #6	Spill Prevention and Clean Up
BMP #7	Vehicle and Equipment Washing
BMP #14	Vehicle Fueling
BMP #15	Waste Minimization
BMP #16	Recycling
BMP #17	Waste Disposal
BMP #18	Sensitive Area Protection
BMP #19	Erosion and Sediment Controls
BMP #24	Employee and Client Education

Directions (see example below):

- For each action that follows, check one of the three boxes in the ASSESSMENT column (*Not applicable, Always/usually, or Needs improvement.*)
- Then, check the corresponding box in the Action Plan column (*Plan to continue or Plan to implement*) to make the BMP part of your action plan.
- If you check *Plan to implement*, also indicate who will do it and in what time frame.
- If the action requires ongoing employee training or commitment from management, check that box too as a reminder to include it in your employee education activities.

Example

	ASSESSMENT		ACTION PLAN
3. The oil/water separator is regularly inspected and cleaned as necessary.	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually <input checked="" type="checkbox"/> Needs improvement	 	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input checked="" type="checkbox"/> Plan to implement Who <u>shop manager</u> When <u>twice a year</u> <input type="checkbox"/> Requires ongoing education/commitment

A. Drainage Patterns

BMP #2, 3, 7, 14

	ASSESSMENT	ACTION PLAN
<p>1. Runoff from the site is treated with an oil/water separator.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>2. The fueling area is covered and designed to drain to the sanitary sewer or a blind sump.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>3. The oil/water separator is regularly inspected and cleaned as necessary (see BMP #3).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>4. The detention system or other drainage system is regularly inspected and cleaned as necessary (see BMP #3).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>5. Washing vehicles or parts by any method with water is done in a properly designed designated area (see BMP #7).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment

B. General Housekeeping

BMP #1, 4, 5, 6

	ASSESSMENT	ACTION PLAN
<p>1. Surfaces that drain to the storm drainage system are kept clean and wastes are properly disposed.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>2. When sandblasting or grinding, a tarp is used to cover the ground and catch paint chips and metal shavings.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>3. When used cars or engines are saved for parts, they are drained of fluids and the fluids are properly disposed.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>4. Catch basins are routinely inspected and cleaned when needed.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>5. Dumpsters, waste materials, and other containers and products from which pollutants can leak or be washed out are kept covered.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment

C. Waste Management

BMP #15, 16, 17

	ASSESSMENT	ACTION PLAN
<p>1. Does your business generate more than 220 pounds of hazardous waste per month or at any one time?</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes ⇒	<input type="checkbox"/> We have a large quantity generator identification number from the Alabama Department of Environmental Management.
<p>2. Hazardous wastes that are not recycled are disposed through a treatment, storage, and disposal facility (see BMP #17).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>3. Non-hazardous wastes that are not recycled are properly disposed (see BMP #17) and there is a spill control plan.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>4. Waste is minimized by purchasing the least hazardous products, using only what is needed, and recycling or re-using whenever possible.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>5. Which of these materials do you recycle?</p>	<input type="checkbox"/> Antifreeze <input type="checkbox"/> Vehicle oil <input type="checkbox"/> Batteries	<input type="checkbox"/> Tires <input type="checkbox"/> Paper <input type="checkbox"/> Other _____

Comments:

E. Education

BMP #24

	ASSESSMENT	ACTION PLAN
<p>1. Employees are trained in how to prevent water pollution and in applicable best management practices.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>2. Employees know what drains lead to the storm drainage system and what drains lead to the sanitary sewer system.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>3. Storm drains are stenciled "Dump No Waste, Drains to Stream."</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>4. The business suggests ways that customers can help protect water quality.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>5. Managers are committed to environmental protection and convey this commitment to employees.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment

F. Other Additional actions to protect water quality:

	ASSESSMENT	ACTION PLAN
1. _____ _____ _____ _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
2. _____ _____ _____ _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment



Thank you for completing the assessment and action program.

Please send the completed form to:

Auburn University Marine Extension and Research Center
 4170 Commanders Drive
 Mobile, AL 36615
 Phone: 251/438-5690
 FAX: 251/438-5670

Reviewer _____ Date _____

Notes

