



Fleet Services Application

2-5 Stars Certification

www.EnviroCertified.org

Businesses Protecting the Spokane River & Spokane Valley - Rathdrum Prairie Aquifer
GOOD FOR BUSINESS. GOOD FOR THE ENVIRONMENT. GOOD FOR YOU

EnviroCertified Requirements

- Generate less than 220 pounds of hazardous waste per month.
- Participate in a voluntary visit with an EnviroCertified representative to verify proper management & disposal of hazardous wastes.
- Set a goal to reduce hazardous materials or waste and conserve resources.

Star Rating System

★★

To earn **2-Stars**, properly manage all hazardous or dangerous wastes and set a goal to increase environmentally responsible practices.

★★★

To earn **3-Stars**, demonstrate best management practices for general housekeeping, inventory management and employee training for managing products & waste.

★★★★

To earn **4-Stars**, develop systems to reduce, reuse and/or recycle all wastes, conserve resources and educate customers about your commitment to environmentally responsible business practices.

★★★★★

To earn **5-Stars**, demonstrate environmental and community leadership among associations, peers, vendors, and/or training programs within your industry and practice comprehensive environmental protection.

Renewal

EnviroCertified certification is renewed every three (3) years by demonstrating progress towards achieving your stated goal(s) and establishing practices that earn a higher star rating.

EnviroCertified Benefits

EnviroCertified Recognition

1. Provides free advertising and promotion.
 - ✓ EnviroCertified on-line Business Directory
 - ✓ EnviroCertified Certified logo to use in marketing
 - ✓ An EnviroCertified window decal
 - ✓ An EnviroCertified certificate of recognition
 - ✓ Website promotion on www.EnviroCertified.org and www.spokaneaquifer.org
 - ✓ Facebook promotion at Spokane River Forum, Aqua Duck and EnviroCertified pages
 - ✓ Promotion at 30+ annual school and community events, e.g., Interstate Fair, Valley Fest, Earth Day, Family Science Nights, etc.
 - ✓ Feature News Articles
2. Attracts customers. Survey results show that 80% of consumers want the businesses they patronize to reduce their use of hazardous materials.
3. Provides access to technical assistance resources from sponsor organizations.
4. Increases efficiency and reduces material and disposal costs.
5. Creates a safer, healthier work environment.
6. Reduces regulatory burden.
7. Strengthens supplier and agency relationships.
8. Demonstrates a commitment to protecting our aquifer, river and environment

EnviroCertified 2206 S. Sherman Street Spokane, WA 99203
 509-847-4337 ▪ 509-535-3986 fax ▪ tonilee@spokaneriver.net





EnviroCertified
www.envirocertified.org

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Businesses Protecting the Spokane River & Spokane Valley - Rathdrum Prairie Aquifer

Fleet Services Application

2-5 Stars Certification

☐ Our business is interested in Certification.

Business Name:

Street Address:

City, State, Zip:

Phone:

Fax:

E-mail:

Web site:

Authorized Business Representative Name and Title:

Authorized Business Representative Signature:

Date:

☐ Our business agrees to have a voluntary Local Source Control (LSC) Technical Assistance visit from the Spokane Regional Health District.

☐ LSC Technical Assistance Visit Date:

☐ LSC Specialist Signature:

☐ Our business has made and maintained the corrections required for certification as recommended by the Local Source Control Specialist.

Certification Date:

Re-certification Date:

EnviroCertified 2 Stars Certification: STEP ONE

Use the checklist below to determine certification eligibility.

You must be able to check all boxes or respond with NA (not applicable) in the Minimum Hazardous Waste Management Requirements below to qualify for recognition by the EnviroCertified program.

Minimum Hazardous Waste Management Requirements

Yes NA

☐ ☐

The business is a small quantity generator (SQG) of hazardous waste.

SQGs generate less than 220 pounds per month (or about 27 gallons/half a drum of hazardous waste per month) and accumulate no more than 2,200 pounds (or about 5 drums) of hazardous waste on site at any time.

☐ ☐

All hazardous wastes are handled appropriately, including the following:

Petroleum, solvent, paint and metal are recycled or handled as hazardous waste.

☐ ☐

Fluorescent/HID lamps, batteries, mercury thermostats, and other mercury-containing equipment are recycled or handled as hazardous waste.

☐ ☐

All hazardous waste is stored in containers that are:

Compatible with the waste, kept closed when not in use, kept inside or under cover, and or not in direct contact with soil or located near a drain.

☐ ☐

Hazardous waste is stored within secondary containment that is:

Made of durable, leak-proof material (e.g., a bermed room, containment pallet, sump, or trough),

☐ ☐

Compatible with the waste it is meant to hold,

☐ ☐

Capable of holding the largest potential spill. Reference WAC 173-303-630 (7) (iii)

☐ ☐

Each hazardous waste container is labeled with:

The name/description of the waste, its hazards (toxic, flammable, etc.), and the words "Hazardous Waste, Dangerous Waste or Universal Waste" are clearly marked on the label.

☐ ☐

The business maintains Spill Response materials:

Spill clean-up and containment materials are available on site and in transporting vehicles.

☐ ☐

A Spill Response Plan with emergency phone numbers is posted.

☐ ☐

The business also maintains and can provide the following documentation:

Safety Data Sheets (SDSs) for hazardous products.

☐ ☐

Documentation for all hazardous waste disposal and recycling are available (e.g., receipts, manifests, bills of lading, DOT shipping papers or vendor certificates).



EnviroCertified**2 Stars Certification: STEP TWO**

1. You must be able to answer **YES** or **NA** to the waste management and disposal best practices in Table 1 below to qualify for certification.

Table 1: Industry Specific Waste Management & Disposal:

YES	NA	
		Emissions, wastes and property perimeter are routinely checked to avoid contamination problems for neighbors.
		Vehicle fueling is done on a covered space, away from or protecting catch basin, drywells or storm drains.
		All vehicle wash water is discharged to sanitary sewer.
		An oil/water separator is installed and operational.
		Detergents are not discharged into the oil/water separator system.
		The oil/water separator is checked regularly for oil and sludge and pumped as needed. Sludge is disposed as hazardous waste or tested prior to disposal as solid waste.
		A written Environmental Management Plan or Operations and Maintenance Plan is followed, periodically inspecting shop equipment and repairing defects.
		Vehicles are checked for leaking fluids and drained or contained immediately.
		Used oil filters are punched or crushed and drained (at least 24 hours) to reclaim the maximum amount of oil.
		Spigots, pumps, and funnels are used when pouring solvents and cleaners. Waste and product container lids are kept closed unless in active use. (Self-closing funnels are recommended).
		A dishwasher style (aqueous spray cab) washer is used rather than or with a solvent parts washer.
		A solvent parts washer, covered, closed to reduce evaporation, and with an effective filter system, is used to reduce the amount of cleaning product.
		Lower flash point solvents or aqueous solutions are used to reduce evaporation and fire hazards.
		Parts are cleaned, in closed containers, using a two stage process 1) pre-soak with used solvent, 2) wash with new solvent.
		Parts cleaner service is scheduled to fit volume and frequency needs. Waste sludge is disposed of as hazardous waste
		Solvents are recycled or handled as hazardous waste and not discharged into the oil/water separator system.
		On-site solvent recycling equipment meets air quality and fire codes.
		Flammable materials (including used rags) are stored in closed, fireproof safety units, or as directed by the Fire Department.
		Hazardous products and materials are used sparingly, and according to manufacturers' directions.
		Employees are trained to properly handle all mercury containing items.
		Company vehicle travel is managed for fuel efficiency (i.e. planned routes).
		Systems to minimize air emissions are implemented (i.e. A No-Idle Policy is in place and includes parking lots, maintenance yard, and whenever feasible). For Free "No idling" signs go to www.spokanecleanair.org
		Air Quality Permit and Conditions of Approval, if required, are available.

2. Schedule a site visit with Tonilee Hanson, the Spokane River Forum's **EnviroCertified** representative. Call 509-535-7084 office or 509-847-4337 mobile.
3. Write and post a pollution prevention or hazardous waste related goal for the year. (See examples below)
 - Be as specific as possible.
 - You may consider the Local Source Control recommendations.
 - Explain how you intend to achieve your goal. Outline the steps you will take, include a timeline, and designate the person responsible for each step or task.

Example Goals:

Goal: Our business will improve our spill prevention and response capability.

Steps:

- Post spill response plan and emergency phone numbers in all areas where a spill might occur.
- Purchase enhanced spill response materials (drain covers, booms, absorbent pads, etc.) and store near potential spill locations
- Train employees regarding proper spill response.
- Provide secondary containment for liquid products.
- Provide spigots, pumps and funnels for dispensing/transferring liquids.
- Permanently seal floor drains to prevent contaminants from entering the sanitary sewer.

Goal: Our business will reduce our impact on stormwater.

Steps:

- Wash all company vehicles at a commercial car wash rather than on site.
- Implement routine checks of parked vehicles for leaks and clean up all spilled materials from the parking lot.
- Move inside all wastes and hazardous materials stored outside or provide cover and secondary containment.
- Provide cover for any metals, tires, etc. stored outdoors.
- Spring clean-up in parking lot – sweep rather than hosing into storm drains.
- Clean storm drain catch basins and drywells on property.
- Future building plans – reduce use of galvanized building materials.

Goal: Our business will work to implement 3-5 star certification requirements.



EnviroCertified**2 Stars Certification: GOAL**

*Post your goal and the steps you and your company employees will take to accomplish it.
Describe your progress on your goals and one new goal for the coming year.*

Begin Date	Steps, Tasks or Action Items	Responsible Person	End Date

Certification: I volunteer to uphold the standards of the EnviroCertified Program by properly managing and reducing hazardous waste, meeting all industry specific permit requirements and maintaining a current business license. If my business no longer meets program requirements, I will notify EnviroCertified of the change. I will also refrain from promoting my business as EnviroCertified until the issue is resolved. I understand that the use of the EnviroCertified logo is a privilege and that the EnviroCertified Program owns the rights to the logo.

Please Sign Below

Business Owner or Representative:

Date:

EnviroCertified Representative:

Date:

EnviroCertified

3 Stars Certification

Maintenance & General Housekeeping – Mark all that apply. Minimum Requirement - 4

Our business follows Best Management Practices

YES Goal NA

			Floors are swept and spot-cleaned for drips and spills, in place of using a floor machine, or hose. Microfiber mops are used instead of traditional mops to conserve water, minimize cleaners and contain contaminants.
			Environmentally preferable cleaning products are used. (e.g., Green Seal, EcoLogo, DFE, etc.)
			Reusable cloth wipes are laundered by a permitted industrial laundry and replace disposables.
			Battery racks are anchored to the wall for employee safety and earthquake protection.
			Airborne dust is minimized and storm drains are protected by using rakes and brooms to collect dirt and debris rather than using leaf blowers or hoses.
			Stormwater drainage system is mapped, inspected quarterly and maintained as needed.
			Water leaks are repaired as soon as detected.

Purchasing & Inventory Management – Mark all that apply. Minimum Requirement - 5

Our business uses the least hazardous products available and manages product inventory.

YES Goal NA

			Safety Data Sheets (SDS) are reviewed before purchasing products.
			Low phosphate and bio-degradable vehicle washing soaps are purchased.
			Vendors and/or jobbers are informed of our commitment to use environmentally preferable cleaning products (e.g., non-chlorinated brake cleaners, cleaners without MEK, butyl-free, pH between 5 and 12, low or no-VOC).
			An inventory system streamlines product purchasing and prevents overstock.
			Shipments are inspected for leaks or damage before they are accepted.
			Stock is organized to be used or sold by purchase or expiration date. Long shelf-life is considered when purchasing products.
			Records are kept of all mercury, vinyl and PVC containing devices within our facility. A plan to systematically replace such products is in place.
			Furniture purchased is free of halogenated flame retardants, e.g., PBDE-free polyurethane foam.
			Purchased computers and electronics are rated in conformance with EPEAT (Electronic Product Environmental Assessment Tool) Product Registry www.epa.gov/epeat .

Employee Training & Involvement - Mark all that apply. Minimum Requirement - 5

Our business educates, informs and involves our employees in reducing waste and pollution.

YES Goal NA

			Regular meetings are held to generate and implement pollution and waste reduction ideas.
			Proper product storage, disposal and spill cleanup training is provided to employees.
			EnviroCertified goals are posted and discussed.
			One staff member is responsible for routine inspections of product/ waste/recycling containers.
			Waste management or pollution prevention publications are made available to employees. (e.g., ASA's Washington Dateline, NACE, NAIT, I-CAR, Shop Talk, etc.)
			Unapproved products are not brought to work.
			A "no grease down the drain" policy is observed by employees.
			Only toilet paper and seat covers are allowed to be flushed.

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4 Stars Certification

Systematic Waste Reduction Operations - Mark all that apply. Minimum Requirement - 4

YES	Goal	NA	
			Electronic communications are used when possible to reduce paper waste, including, appointment reminders, internal memos, and e-newsletters.
			Lobby magazines are recycled or given to a charity organization, schools, neighbors, etc.
			Landscape maintenance employs integrated pest management (IPM), using least hazardous methods first, to prevent and control pest or weed problems.
			Contracted services specify use of the least toxic products available. <i>List on page 9.</i>
			Carpet, which can collect deep dust contaminants, is replaced with linoleum, cork, bamboo, concrete, marmoleum, Forestry Stewardship Certified (FSC) wood, or other flooring.
			Hazardous waste hauling service is scheduled to fit volume and frequency needs.
			Employees are encouraged to take the bus, bike, carpool, walk and/or are hired locally.
			Reduction, reuse, recycling or elimination of all wastes produced has been explored and systematic actions have improved our practices. <i>Explain how and by how much on page 9.</i>

Recycling – Mark ‘yes’ for all items your *business recycles*. Wastes that are not generated are marked with NA.

YES/NA	YES/NA	YES/NA	YES/NA
Ink/Cartridges	Scrap Metal	Fuels: Gasoline/Diesel	Oil
Paper	Mercury	CFCs/Refrigerants	Oil filters
Batteries	Condensers	Window washer fluid	Rags
Tires	Radiators	Parts washer solvent	Greases
Paint	Aluminum	Pesticides/Herbicides	Plastic parts
Glass	Core parts	Computers/Electronics	Cardboard

Marketing & Education - Mark all that apply. Minimum Requirement - 3

Our business markets environmentally responsible actions to our customers, community and industry.

YES	Goal	NA	
			Tours of the facility are available to trade associations, customers, or environmental groups.
			Our billing insert, newsletter, postcard, e-mail, blog, website, and /or Facebook page includes environmental or waste management features.
			The hazardous waste/environmental compliance fee is explained to customers.
			Our environmental awards appear on our website, Facebook, blog and/or print marketing.
			Materials to educate employees and/or customers about steps they can take to prevent pollution and conserve resources at home are provided.
			Storm drains are stenciled with a message i.e., “Dump no waste, drains to aquifer & river”.

Policies, Management & Accounting Systems - Mark all that apply. Minimum Requirement - 2

Our business accounts for all waste management costs and is implementing an improvement plan.

YES	Goal	NA	
			Disposal and recycling records are analyzed yearly to monitor the amount of waste generated and evaluate progress in waste reduction.
			Costs for labor, training, and waste management associated with specific wastes is calculated and customers are charged an itemized environmental fee instead of a flat rate
			Vendors, suppliers, and contractors are checked for insurance and required permits from regulatory agencies before contracts are signed.
			Energy consumption is monitored and conserved. We participate in EPA Green Lights, Energy Star or local rebate and incentive programs.

EnviroCertified**5 Stars Certification**

Leadership - Mark all that apply. Minimum Requirement - 4

Our business works within our industry to promote environmental stewardship.

For * items please provide requested details on page 9 or attach additional information.

YES Goal NA

			Our successes, cost savings and environmental tips are shared with others through trade association meetings, trade publications or industry-related conferences. <i>*Which ones?</i>
			Our commitment to leadership includes educating the industry leaders of tomorrow by discussing waste management, pollution prevention and/or materials choices in on-the-job training, voc-tech or college programs. <i>*Where?</i>
			We work with our suppliers, manufacturers, government agencies or non-profit organizations to play an active role in promoting environmentally sensitive products and technologies. <i>*Describe.</i>
			We research, purchase and stay up to date on new technology, product, or service innovations that reduce wastes or prevent pollution. <i>*Describe.</i>
			We write articles for professional/informal publications discussing environmental protection, health, safety, green business strategies, and/or other ideas. <i>*Attach a copy.</i>
			We participate in or sponsor neighborhood clean-up, or other projects in our community to encourage environmental stewardship. <i>*Describe.</i>
			We have developed a NEW technology, product, or service innovation that resulted in eliminating hazardous materials use, greenhouse gas emissions, or other environmental impacts. <i>*Please detail the innovation.</i>
			We encourage other businesses to become EnviroCertified. <i>*Please provide the business name and contact person.</i>

Comprehensive Environmental Protection - Mark all that apply. Minimum Requirement – 8

YES

YES

	Double-sided copies are made.		Motion-sensors, LED or natural lighting is used.
	Office supplies are reused.		Vendors take back damaged or unused products.
	Shipping materials and containers are reused.		Hybrid, electric, biodiesel or car-share vehicles used.
	Materials reuse/exchange station is set up.		LEED Certified – Specify level.
	Rechargeable batteries are used.		Low Impact Development Landscaping e.g., grassy swale, drought resistant plants, pervious surface, etc.
	Recycled products are purchased.		Low Impact Development Building e.g., roof garden, solar panels, white roof, etc.
	Equipment is repaired vs. replaced.		Kitchen supplies are reusable or compostable.
	EPA Waterwise / Wastewise program member		Food composting is available.
	Low flow toilets are installed		Worm bins are used for composting.
	Energy Star rated products are purchased.		
	Other:		Other:



Please Describe Other Innovations, Leadership Actions or Environmental Stewardship.

Congratulations! Receive the recognition you deserve as an EnviroCertified Business!
E-mail your completed application to Tonilee@spokanriver.net or fax to 509-535-3986



Spokane Waste Directory has disposal options for hundreds of waste types like: acetone, acids, aerosols, amalgam, antifreeze, antistatic brushes, aqueous cleaners, asbestos, asphalt, batteries, biohazard medical waste, brakes and brake fluids, CFL, compressed gas cylinders, compressor oil, computers, contaminated fuel, contaminated soil, fiberglass resins, film, flares, FOG (fats, oils & grease), formaldehyde, freon, grease trap interceptors, HID lamps, hot tanks, lead acid batteries, lead aprons, mercury containing waste, neon light bulbs, paint, parts washer, PCBs, plating solutions, pool chemicals, sheetrock, solvents, televisions, tires, transformer oil, transmission fluid, used oil, x-ray materials and more.

