



# EnviroCertified

## Fleet Services

### Business Info

Business Name: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ City: \_\_\_\_\_ Business Website: \_\_\_\_\_

### Contact Info

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

PPA Visit Date: \_\_\_\_\_ PPA Specialist's Name: \_\_\_\_\_

Certification Date: \_\_\_\_\_

**Business has met all the requirements of the PPA visit.**

### Solvents

- \_\_\_\_\_ Our facility has a dishwasher style (aqueous spray cab) washer or a water-based parts washer.
- \_\_\_\_\_ Our facility has replaced our solvent-based parts washer with a water-based parts washer through Washington State's Department of Ecology's Degreaser Product Replacement Program.
- \_\_\_\_\_ We use a solvent parts washer that is covered, closed, and has an effective filter system.
- \_\_\_\_\_ Our parts washer gets serviced to match volume and frequency needs.
- \_\_\_\_\_ We use spigots, pumps, or funnels when pouring solvents and cleaners.
- \_\_\_\_\_ Higher flash point solvents or aqueous solutions are used to reduce evaporation and fire hazards.

### Oil/Water Separator

- \_\_\_\_\_ Our oil/water separator is installed, cleaned, and regularly maintained as required by local ordinance.
- \_\_\_\_\_ Three years of cleaning, inspection, and maintenance records are on file and available.
- \_\_\_\_\_ Floor cleaning wastewater is disposed of properly, e.g. dumped into a mop sink with an oil/water separator.
- \_\_\_\_\_ Separator water is evaporated or disposed of as dangerous waste.
- \_\_\_\_\_ Vehicle wash water is discharged to an oil/water separator connected to a sanitary sewer.

### Fleet Vehicles

- \_\_\_\_\_ Vehicle fueling is done in a covered space, away from and protecting catch basin, drywells, and storm drains.
- \_\_\_\_\_ Vehicles are checked for leaking fluids which are drained and/or contained immediately and promptly repaired.
- \_\_\_\_\_ Company vehicle travel is managed for fuel efficiency (i.e. planned routes).
- \_\_\_\_\_ A no idling policy is enforced.
- \_\_\_\_\_ Low phosphate and biodegradable vehicle washing soaps are used.

### General Maintenance

- \_\_\_\_\_ Our battery racks are anchored to the wall for employee safety and earthquake protection.
- \_\_\_\_\_ Waste and recycling containers are properly labeled, easily accessible, closed when not in use, and inspected regularly.

---

Waste and recycling containers are placed together to reduce contamination.

---

Water leaks are repaired immediately.

---

Chemicals, grease, or dangerous waste are not dumped down the drain.

---

We conduct routine inspections on our property - such as outdoor storage, waste containers, dumpsters, and drains - to identify and prevent possible contamination sources.

---

Product container lids are kept closed when not in use.

---

We use environmentally friendly cleaning products such as Green Seal, ECOLOGO, EPA's Safer Choice, etc.

---

We have replaced disposable cleaning cloths such as shop cloths or paper towels with reusable cloths.

---

Waste receptacles are in the bathrooms so that only toilet paper and seat covers are flushed.

---

### **Stormwater**

---

There are no improper connections to storm drains and an "only rain down the drain" policy is followed.

---

Stormwater drains are clearly labeled as "no dumping".

---

Wash water with soap, detergent, or cleaning product doesn't go down the storm drains.

---

Company vehicles are washed off-site at a commercial facility.

---

Rakes and brooms are used instead of leaf blowers or hoses when removing dirt and debris.

---

### **Inventory Management**

---

Shipments are inspected for leaks or damage before they are accepted.

---

Vendors take back damaged or unused products.

---

We use an inventory system to streamline product purchasing and prevent overstock.

---

Stock is organized by the to be used by, purchase, or expiration date.

---

Shelf life is considered when purchasing products.

---

Office supplies are reused/recycled whenever possible.

---

Recycled products are purchased whenever possible.

---

When replacing electronics, computers or furniture, eco-friendly/sustainable products are purchased such as Energy Star, EPEAT, etc.

---

### **Employee Training**

---

All employees receive proper product storage, waste disposal, and spill cleanup training.

---

Employees are trained as to why wastewater is not put in the storm drain and their role in protecting the aquifer.

---

Manufacturer's instructions for all products are followed.

---

Pollution prevention handouts provided during the PPA visit are made available to employees.

---

Employees have been made aware of the Waste Directory and know how to access it.

---

### **Waste Reduction**

---

Dangerous waste hauling service is scheduled to match volume and frequency needs.

---

Equipment is repaired, instead of replaced, when possible.

---

Reduction, reuse, recycling, or elimination of all wastes produced has been explored. Specific procedures have been added to improve our practices overall.

---

We review our disposal and recycling records monthly to monitor the amount of waste generated and evaluate progress in reducing waste, as well as to maintain SQG status.

---

Energy consumption is monitored to identify areas for improvement.

---

Motion sensors, LEDs, or natural lighting is used.

---

Electronic communication with employees and customers is used whenever possible. Printer settings default to double-sided printing.

---

A materials reuse/exchange location is available.

---

### **Community**

---

We participate in, and/or sponsor, neighborhood clean-ups or other projects in our community to encourage environmental stewardship. Provide specific examples.

---

We participate in educating the industry leaders of tomorrow via internships, vocational tech, or college programs.

---

We research, purchase and stay current on new technologies, products, or service innovations that reduce waste or prevent pollution.

---

We encourage other businesses to become EnviroCertified.

---

---

We encourage our customers to support other EnviroCertified businesses.

---

We support other certified businesses in our community whenever possible.

---

We advertise our EnviroCertified status in our customer outreach materials (website, social media, ads, newsletters, etc.).

---

We promote the Waste Directory to customers.

---

**Other:**

If there are other sustainability actions that you are taking that aren't included in this application, please list them below.

---

---

---

**Visit Notes:**