

An Environmental Guide for Texas Automotive Repair Shops

RG-308, PDF version
(revised August 2003)

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Automotive Repair and Pollution— What’s the Connection?

It’s a proven fact—machinery and chemicals used to repair automobile engines can pollute air and water. When that happens, public health is at risk and the environment suffers. Then too, you’re losing profits if you’re using inefficient machinery to operate your business. That’s why state and federal environmental laws are designed to help your business become environmentally efficient, increase your profits, and, in turn, minimize pollution and protect public health. But none of this can happen unless you do your part.

This booklet informs you of some basic rules and regulations you need to know and follow in order to comply with state and federal environmental laws. There are two main parts to this booklet—a set of general guidelines and, at the back, a compliance checklist. With this checklist, you can get

a better idea of whether your business is complying with all the environmental regulations that affect it. The general guidelines explain each major area of the checklist. Cross-references under each heading help you find the right explanation in the guidelines for each item on the checklist.

Run through the checklist now to see how close your business is to generally complying with the rules. If you find a problem, aren’t sure of the answer, or wonder whether the question applies to you, then either fix the problem or make note of your questions and refer back to the general guidelines for help! You may want to run through the checklist every few months to make sure any problems you fixed stay fixed and that you understand what basic requirements apply to you.

Get Proper Air Authorization

Compliance Checklist Items 1–7

The Texas Commission on Environmental Quality (TCEQ), the state’s environmental agency, requires every business, small or large, that generates air pollution to obtain an air authorization for its facilities. Before you construct or modify your business, you **must** qualify for de minimis, a permit by rule, or a State Air Quality Permit.

De Minimis

De minimis sites emit such low amounts of air pollution that no state air authorization is required. Facilities that qualify for de minimis status do not need to register with the TCEQ, but must keep records to prove they have met the de minimis conditions.

If your facility uses less than 50 gallons of cleaning and stripping solvents per year, you may qualify for de minimis status.

Permits by Rule (PBR)

A facility may be permitted by rule and may not have to apply for a standard state air permit. To claim a permit by rule or PBR, a facility cannot emit more than 25 tons per year of the following:

- volatile organic compounds (VOCs)
- sulfur dioxides
- particulate matter (PM10) small enough to inhale
- other air contaminants (carbon dioxide, water, nitrogen, methane, ethane, hydrogen, and oxygen are not included)

If your facility emits less than these amounts, and also meets all the requirements of one or more permits by rule, you may claim those PBRs from the air permitting process. Know that PBRs are process- or equipment-specific. Your facility may claim a PBR as long as you meet the all the conditions of the PBR, the general requirements listed in Title 30 of the Texas Administrative Code (30 TAC), Section 106.4, and the record keeping requirements as outlined in 30 TAC Section 106.8. To claim some PBRs, you must submit a PI-7 form to the TCEQ. Other PBRs require no notification from you. Chances are you’ll have more than one PBR available to you, so, it’s important to know which require you to submit the PI-7 form. Here’s a look at the kinds of permits by rule automotive repair facilities may receive.

Parts Washing or Degreasing: PBR 106.454 applies to certain types of parts degreasers. “Remote reservoir” and “cold solvent” cleaners are the most common degreasers. Both cleaners are covered by this PBR when certain design, operating, and record-keeping requirements are met. The type of machine and amount of solvent you use may require you to submit a PI-7 form.

Handheld and Manually Operated Equipment: PBR 106.265 applies to certain manual processes like grinding, buffing, and drilling. Because these processes generate minimal air pollution, they’re permitted by rule and don’t require registration.

Used Oil Burners: PBR 106.181 allows an owner or operator to burn used oil generated on-site or used oil received from household “do it yourself” generators. No registration is required for this permit by rule.

Heat Cleaning Devices: PBR 106.495 requires controls on types of materials baked off engines as well as on types of fuels used to fire heat cleaning devices. Form PI-7 is required for a PBR.

Surface Coating of Parts or Engines: PBR 106.433 is required for painting engine blocks or other automotive parts. The PBR specifies the types of paints, coatings, and applications you may use. If coating is done outdoors or in an open area, written site approval by the TCEQ is required. Depending on the amount of paint solvent you use, a PI-7 form may be required.

Steam Cleaning of Parts or Engines: PBR 106.411 applies to businesses that steam-clean engines. No registration is required.

Acid Bath Cleaning of Parts or Radiators: PBR 106.375 applies to the use of acid baths or other aqueous solutions for stripping or cleaning parts. No registration is required.

Fuel Dispensing: PBR 106.412 applies to businesses that have equipment that is used exclusively to store and dispense motor fuels into motor vehicles. No registration is required.

State Air Quality Permits

A state air permit is required when you don’t qualify for or a permit by rule. By law, permits are required before you construct or modify a facility. Application for a permit requires you to:

- submit TCEQ Form PI-1
- pay a fee
- supply additional information about your process
- post a public notice

For questions about de minimis, permits by rule, permits, or a facility under construction without authorization, please call the Small Business and Local Government Assistance (SBLGA) hot line at **1-800-447-2827**.

Meet Federal Air Requirements

Compliance Checklist Items 8–17

Facilities that emit or have the potential to emit large amounts of air pollutants are called *major sources*. Compliance with additional regulations and a permit registration with the Environmental Protection Agency (EPA) are required of major sources.

If your facility still uses a solvent cleaning machine and halogenated solvent cleaners such as methylene chloride, you must comply with the EPA’s regulations known as “NESHAP (National Emissions Standards for Hazardous Air Pollutants) for Halogenated Solvent Cleaners.”

Is Your Facility Located in a Nonattainment Area?

Nonattainment areas include counties that haven't met federal air quality requirements. Businesses located in nonattainment areas have limits on volatile organic compound (VOC) emissions. Ozone nonattainment areas currently include the Beaumont–Port Arthur, Dallas–Fort Worth, El Paso, and Houston-Galveston areas. El Paso is also a nonattainment area for particulate matter.

Note: The Austin, San Antonio, and Tyler/Longview areas likely will receive “deferred nonattainment” status because they have committed to reduce emissions earlier than required. These areas may have stricter air quality standards for your facility.

If your facility recovers refrigerant, it must be sent to an EPA-approved reclaiming facility. Technicians must be certified, and only EPA-approved equipment may be used.

If your facility dispenses gasoline from stationary storage tanks into fuel tanks of on-road vehicles and is located in an ozone non-attainment area, you may be subject to the TCEQ's Stage I and Stage II vapor recovery requirements.

Know the State's General Air Regulations

To control air pollution, the TCEQ developed the following rules to guide all businesses, including automotive repair facilities:

Conduct an Emissions Inventory: If your facility is in an ozone nonattainment area and emits 10 tons or more per year of VOCs, you must file an emissions inventory report with the TCEQ annually. If you emit 10 tons or more of a specific Hazardous Air Pollutant (HAP) you also must file an emissions inventory. (Call 1-800-447-2827 for a list of HAPs). This information helps plan and track the progress of the state's efforts to reduce air pollution.

Don't Be a Nuisance: Facilities must not create emissions, including odors, that adversely affect human health or welfare, animal life, vegetation, or the normal use and enjoyment of property.

Practice Good Housekeeping and Maintenance: Keep lids on cans containing solvents. Clean up spills immediately. Keep pollution-control equipment in good working order, operate it properly, and promptly repair leaks.

Control Visible Emissions: Your facility must not discharge visible emissions or fine particulate matter. If these emissions can be seen coming from your facility, contact the SBLGA to learn how these emissions are regulated.

Make sure and check with your local air authority for any additional regulations that may apply.

Comply With Storage Tank Regulations

Compliance Checklist Items 18–25

Underground Storage Tanks

Underground storage tanks (USTs) consist of one or a combination of tanks and any connecting underground pipes whose volume is 10 percent or more beneath the ground. Tanks are regulated if they contain either petroleum substances or hazardous substances. Some of the most common regulated substances you may find at an auto service facility include:

- gasoline
- diesel
- used oil
- new oil
- petroleum solvents
- ethylene glycol
- acetone
- methyl ethyl ketone (MEK)

Aboveground Storage Tanks

Aboveground storage tanks (ASTs) are regulated by the TCEQ if they have a capacity of more than 1,100 gallons and store petroleum products that are capable of propelling motor vehicles and aircraft. Petroleum products include **gasoline, diesel, kerosene, gasohol, and aviation gasoline**. Regulated ASTs are subject to registration, fees, release-reporting, corrective action, record-keeping, and other reporting requirements.

Be Aware: Regulated underground storage tanks are subject to extensive TCEQ administrative and technical standards, including requirements for registration, installation, upgrades, repairs, removals, release reporting, corrective action, financial assurance, fees, contractor registration, and reporting and record keeping.

Other Requirements

The use, location, and contents of some USTs and ASTs will subject them to the regulations of other TCEQ programs as well as to regulations of other state, federal, or local agencies having legal jurisdiction. If your facility has USTs or ASTs, do the following:

- Check with the EPA for possible spill prevention control and countermeasure (SPCC) requirements if:
 - ◆ tanks store petroleum or oil and if UST is 43,000 gallons or larger, or
 - ◆ if total capacity of all ASTs is 1,320 gallons or more.
- Check with the Texas General Land Office for possible Oil Spill Prevention and Response Act (OSPRA) requirements if the tanks store petroleum or oil *and* are in Texas coastal regions.
- Check with the State Fire Marshal's Office (Texas Department of Insurance) if tanks store flammable liquids at a retail service station.

Pollution Prevention

Pollution prevention has many benefits. Financially—you'll reduce your costs of raw materials, waste disposal, permit fees, and meeting environmental requirements. That should lower your administrative costs because the less you pollute, the fewer regulations apply to you and the less time you'll spend dealing with the government. *Best of all*, you'll reduce health and safety risks for your workers. Then there's the legal reason to prevent pollution. The state's Waste Reduction Policy Act (WRPA) requires businesses that generate more than 1.1 tons of hazardous waste per year to have a source reduction and waste minimization plan.

A good source reduction and waste minimization plan begins with applying pollution prevention practices to everything you do: *rethink, reduce, reuse, and recycle*. In other words, see if you can do things differently with greater efficiency; reduce the amount of materials you use; reuse materials, if possible; and, if not, recycle.

Determine the Kind of Waste You Generate

Compliance Checklist Items 26–31

Before you throw anything away, take time to find out if you'll be in compliance with state and federal waste regulations. You see, every day, businesses dispose of waste—some of it hazardous and some nonhazardous. It's the hazardous waste that can do the most harm to your business, your employees, and your community. That's why it's critical for you to know if the waste you have is hazardous, how to handle it, and how to transport and dispose of it properly. Here are some basic terms to know and steps you can take to get you started.

Solid waste can be a liquid, a solid, or a contained gas you plan to throw away or no longer will use. A **waste stream** is a type of waste that results from a type of process.

There are two different ways that a waste can be designated as a **hazardous waste**: it can be "listed" as hazardous or it can have hazardous characteristics. The EPA's list has over 400 chemical products and wastes classified under a

single letter (F, K, P, or U) followed by a three-digit code. Automotive repair facilities commonly generate hazardous waste listed under the letter "F"—for example, solvents used in parts washing and other types of degreasing.

Find Out If Your Waste Is Hazardous

Your task is to find out if your shop generates hazardous waste. Here are three ways to identify hazardous waste:

1. Check the EPA list. (Call SBLGA for a copy of the list.) Look for TRIC—one or more of the hazardous characteristics.
2. "Process knowledge:" Use your knowledge about the waste or product label information to check against the EPA's list or look for hazardous characteristics. This information must be written and kept on-site.
3. Arrange for a lab test to determine if waste is hazardous.

You should do a hazardous waste determination only once for each waste stream. However, if you generate new waste or your waste content changes, then you must do a new hazardous waste determination.

Assign Waste Codes

Your next task is to assign a specific identification number to each waste stream you've determined is hazardous. This number is called a "Texas Waste Code." For more information, call TCEQ Publications at 512/239-0028 and request publication RG-22, *Guidelines for the Classification and Coding of Industrial and Hazardous Wastes*. If you have technical questions, call the TCEQ's Waste Evaluation Section at 512/239-6832.

Find Your Generator Status

Now you must figure out your generator status. This status applies to you only if you generate hazardous waste. Non-hazardous waste, unused hazardous materials, or the amount of waste you ship is not relevant to your generator status. Your generator status is determined by these three factors:

1. the amount of hazardous waste you generate per month
2. the amount of hazardous waste you collect
3. the length of time you store waste—from when you begin to accumulate it until you have it transported off-site

Is All Hazardous Waste on the EPA's List?

No. Some waste is considered hazardous if it exhibits one or more of the following characteristics—in other words, you could say this kind of waste has a "TRIC":

Toxicity: Waste that leaches specific amounts of a regulated toxic constituent is toxic.

Reactivity: Waste that's reactive is unstable or undergoes a rapid, violent chemical reaction when in contact with water or other materials.

Ignitability: Ignitable waste has a flash point of less than 140 degrees.

Corrosivity: Liquid waste is corrosive if it has a pH less than or equal to 2 or greater than or equal to 12.5. This includes waste that dissolves metals or other materials or burns the skin.

There are three types of generator status:

- **Conditionally Exempt Small-Quantity Generator (CESQG):** (a) generates up to 220 lbs. (about half of a 55-gallon drum of liquid) per month; (b) collects up to 2,200 lbs. (about five 55-gallon drums of liquid), and (c) has no time limit on storage.
- **Small-Quantity Generator (SQG):** (a) generates from 220 to 2,200 lbs. per month; (b) collects up to 13,200 lbs. (about thirty 55-gallon drums of liquid), and (c) stores hazardous waste for up to 180 days.
- **Large-Quantity Generator (LQG):** (a) generates over 2,200 lbs. per month; (b) collects any amount of waste, and (c) stores hazardous waste for up to ~90 days.

Count Properly—and Keep Records

Remember—the amount of hazardous waste you generate, collect and length of time you store it determines your generator status. So be sure to count hazardous waste that’s:

- generated or accumulated on-site
- treated or disposed of on-site
- packaged or transported off-site
- generated as sludge or still bottoms
- recycled off-site

Check your generator status periodically and update your records. If your status changes, you must write the TCEQ. In your letter, indicate any changes, including:

- your change of status
- your desire to cancel your EPA and state hazardous waste generator number(s)
- notification that the submittal of an Annual Waste Summary is no longer required—you may also submit your Annual Waste Summary and check off box 22 (“No Report Required”)

Universal Waste

Some hazardous wastes may qualify as “Universal Waste.” Universal Waste is a specific type of hazardous waste that is subject to more flexible regulatory requirements regarding accumulation, record keeping, and shipping. The categories of Universal Waste currently include batteries, pesticides, thermostats and fluorescent lights, and paint and paint-related wastes.

Correctly classifying any relevant waste as Universal Waste has several advantages:

- You don’t have to count Universal Waste toward your facility’s generator status.
- You don’t have to identify Universal Waste on your facility’s Notice of Registration (NOR).
- Universal Waste does not count toward the amount of waste you report on the Annual Waste Summary.
- You may accumulate Universal Waste for up to one year before sending it for disposal.

- Universal Waste does not need to be manifested when shipping your waste in Texas.
- You don’t need a registered waste hauler to transport your Universal Waste—you may use a common carrier.
- Universal Waste is not subject to the end-of-year hazardous waste generation fee.

Properly Handle Hazardous Waste Before Disposal

Compliance Checklist Items 32–42

Hazardous waste you collect and keep on-site requires proper maintenance of waste containers. When storing hazardous waste, be certain to:

- comply with appropriate accumulation time and quantity requirements;
- clearly label containers with the words “Hazardous Waste” the same day collection begins;
- indicate the name of each waste in the container;
- keep containers in good condition—don’t allow leaks to happen;
- inspect containers weekly and tanks daily for leaks, corrosion, and bulging;
- keep containers closed when not in use;
- keep containers with ignitable or reactive wastes at least 50 feet from your facility’s property line and as far as possible from your general work area; and
- never collect incompatible wastes in the same container.

Properly Transport and Dispose of Hazardous Waste

Compliance Checklist Items 43–47

Keep in mind that you’re responsible for waste you generate, including its proper disposal. Arrange for your hazardous waste to be transported off-site for recycling, treatment and disposal. Do this *before* you collect the maximum amount or keep any waste on-site for the maximum time allowed under your generator status. Use a registered transporter and disposal company who will deliver the waste to a TCEQ-approved facility.

Each time your waste is hauled, it must be accompanied by a *Uniform Hazardous Waste Manifest*. This form has four copies—one green, one yellow, one pink, and one white.

- Keep the green copy, and be sure the transporter signs it.
- The transporter keeps the yellow copy.
- The disposal facility keeps the pink copy.
- The white copy is to be returned to you by the disposal facility with all signature blocks complete.

Careful: Do not transport or dispose of hazardous waste yourself unless you have TCEQ authorization to do so.

If you don't receive the white copy of your manifest within 35 days of when your waste was hauled, call your transporter, the treatment, storage, and disposal facility (TSDF), or both. If you don't receive the white copy within the next 10 days, you must inform the TCEQ in writing. Your letter will be filed as an exception report and requires no special form.

Properly Handle Your Waste

Compliance Checklist Items 48–82

Automotive repair shops generate several waste streams. Whether they're hazardous or nonhazardous, these waste streams have special requirements for handling and disposal. You must determine the types of specialty automotive waste you generate and be aware of the proper registration, storage, transport, and disposal procedures. Never dispose of these waste streams with your regular trash:

- used oil
- used oil filters
- lead-acid batteries
- antifreeze
- scrap tires

Used Oil

You are considered a "used oil generator" if you remove used oils, or spent engine lubricating oils from a vehicle. These may include but are not limited to, the following:

- automotive crankcase oil, including car, truck, marine, and aircraft engine oils not used for engine fuel;
- diesel engine crankcase oil, including car, truck, marine, heavy equipment, aircraft, and railroad engine oils not used for fuel;
- natural gas fired engine oils;
- alternative fuel engine oils;
- transmission fluids;
- brake fluids;
- power steering fluid.

Registration: Your shop must register as a "Used Oil Collection Center" if the shop collects used oil from other shops or from the public.

Storage: Containers used to store used oil must be in good condition, must not leak, and must be clearly marked with the words "Used Oil." All used oil spills must be cleaned up. Spills of 25 gallons or more must be reported to the TCEQ at 512/463-7727.

Transport and Disposal: Only a registered used oil processor may dispose of used oil. You may transport up to 55 gallons of oil at a time to a registered processor or

recycling facility. Only registered used oil transporters may transport larger volumes of used oil.

Used Oil Filters

You are a "used oil filter generator" if your business removes used oil filters from vehicles or other transportation or equipment.

Registration: A "used oil filter generator" is required to register as a "Used Oil Filter Collection Center" if the shop collects used oil filters from other shops or from the public.

Storage: You may store up to six 55-gallon drums of used oil filters without having to register as a storage facility. Containers must be in good condition, not leak, and be clearly marked with the words "Used Oil Filters" in letters three inches high. The shop owner's name and phone number must also be written on the container label. You must have sufficient equipment on-site to respond to a spill volume equivalent to 10 gallons for every 55-gallon drum.

Transport and Disposal: All free-flowing oil must be removed from used oil filters stored on-site. Used oil filters may only be transported by a registered used oil filter transporter and delivered only to a registered used oil filter processor. However, at any one time, you may transport two 55-gallon containers or less of used oil filters yourself without registering as a transporter. All used oil filter shipments must be sealed, properly labeled, and accompanied by a bill of lading. Never dispose of used oil filters with your regular trash.

Lead-Acid Batteries

If your shop removes lead-acid batteries from vehicles or other types of transportation or equipment, you're a "generator of lead-acid batteries," and must comply with specific regulations. In addition, if your business sells batteries, you must register with the Office of the State Comptroller and collect an appropriate fee.

Registration: You must register with the TCEQ if your shop reclaims batteries. If you send batteries off-site to be reclaimed, you are not required to register.

Storage: There are no specific requirements for the storage of lead-acid batteries. However, you must ensure that your storage practice does not damage the environment *and* that any spills are properly contained and reported.

Transport and Disposal: Taking spent lead-acid batteries to a reclaimer does not require TCEQ registration or record keeping. However, you must ensure that your transport practices do not cause any spills or damage to the environment. The TCEQ's Technical Support and Used Oil Program can supply you with a list of approved battery-reclaiming facilities.

Scrap Tires

Registration: You must register with the TCEQ if your shop routinely generates, transports, or retails used or scrap tires. You must obtain a waste tire generator ID number by calling 817/469-6750. There is no charge to register.

Storage: You may store a maximum of 500 scrap tires outside and in a nonenclosed area or a maximum of 2,000

scrap tires in an enclosed area. After storing the maximum amount, you have 90 days to remove the scrap tires. If you exceed the maximum storage limits, you must register as a storage facility and meet storage facility requirements such as financial assurance.

Transport and Disposal: Only a TCEQ-registered waste tire hauler may transport scrap tires from your facility. A TCEQ-approved scrap tire manifest must accompany each scrap tire shipment. You may call the TCEQ for authorization to transport the scrap tires yourself. All scrap tires must be transported to an authorized storage site, scrap tire recycling processor, or a landfill. Tires sent to a landfill must first be split, quartered, or shredded.

Antifreeze

If your shop removes antifreeze from vehicles, the antifreeze may be a hazardous waste. Antifreeze may be hazardous if it is mixed with hazardous waste such as solvents, or it may be characteristically hazardous if it comes from an older car and has a high concentration of lead (5 ppm) or a high pH. If your shop generates antifreeze that is nonhazardous, no special rules apply and it should be treated like any other nonhazardous waste. Remember, antifreeze is always a good candidate for recycling even if the antifreeze is hazardous.

Storage: There are storage requirements only if the antifreeze is hazardous. If it has not been mixed with other hazardous waste and is not characteristically hazardous, then it should be properly stored like any other nonhazardous waste your shop generates.

Transport and Disposal: The TCEQ regulates treatment and disposal only if the antifreeze is hazardous. If your used antifreeze is hazardous, then it must be transported and disposed of like any other hazardous waste you generate. Nonhazardous antifreeze may be discharged to the sanitary sewer if you first get the approval of your local wastewater treatment plant. The best disposal choice for any used antifreeze your shop generates is recycling.

Wastewater Regulations

Compliance Checklist Items 83–91

Wastewater produced at auto repair shops includes water produced from steam cleaning engines, flushing engine cooling systems, or washing shop floors. Make a hazardous waste determination on all your wastewater as you would any waste stream. If you have hazardous wastewater, you must follow storage, reporting, and disposal procedures. For nonhazardous wastewater, choose one of the following discharge options:

- With permission, discharge to a sanitary sewer system that is connected to a local publicly owned treatment works (POTW). Check with your POTW operator to determine whether a permit is required.

- With a TCEQ permit, you may discharge wastewater in or next to state waters such as a lake, river, stream, pond, spring, creek, estuary, wetland, ditch, or storm drain.

Wastewater Permits

Permits aren't always required. If you discharge wastewater into a sanitary sewer operated by a local POTW, call the POTW operator for permission to discharge. Usually, a city or municipal utility district (MUD) operates the POTW. Some POTWs simply require compliance with local municipal sewer discharge codes.

If you discharge into or near a lake, river, or stream, call the TCEQ's Wastewater Permitting Section in the Water Quality Division for information on how to obtain an industrial discharge permit (512/239-4671).

Septic Tanks

On-site septic tanks can only be used for domestic waste. You may collect no more than 5,000 gallons of domestic waste per day. Waste must be collected, treated, and disposed of on-site. Septic tanks must meet TCEQ construction and installation standards. Permits to construct and operate septic tanks are required unless the tanks are located on 10 or more acres of land. Local government entities usually grant these permits.

General Regulations

Compliance Checklist Items 92–99

Spills

A spill is any incident in which oil, hazardous substances, industrial waste, or "other substances" contaminate or may contaminate surface water or ground-water. This includes substances spilled on the ground because they may find their way into surface water or groundwater. Remember, all spills must be controlled, contained, cleaned up, and reported to the proper authorities.

Changes to Your Business

Are you planning to change any process, method of operation, or equipment? If so, first consider whether you can still meet the conditions of your existing exemptions or permits. Changes may trigger the need for a permit or permit amendment. Then, too, changes to your business might generate new waste streams or alter your generator status.

Toxics Release Inventory (TRI)

Federal right-to-know laws require certain facilities to use form R to report their "releases" of toxic materials or "transfers" of specific toxic chemicals in waste. When submitting Form R, include all toxics that end up in your air emissions or in your water discharges, waste you send to a landfill, or waste you recycle. Your information becomes part of the Toxics Release Inventory (TRI) compiled by every state. For more information on the TRI, call the TCEQ's TRI Program Coordinator at 512/239-1441, email: toxic@tceq.state.tx.us.

Record Keeping

Keep records to verify your compliance with the conditions of your permit, exemptions, or hazardous waste generation. All records should be kept in an orderly manner and be easy to access in the event of an inspection.

Proposition 2 Tax Exemption

Did you know that your pollution control equipment may be tax exempt? Under Proposition 2, adopted by the Texas Legislature in 1993, certain property you use for environmental compliance could be exempt from property taxes. Your equipment may be on the preapproved list. Examples include spray booths, solvent distillation units, paint spray gun cleaners, and HVLP guns. If it is not, you may still ask the TCEQ to determine if you will be allowed to claim a tax exemption for your equipment. If you think your business might qualify for this tax exemption, call the TCEQ's Publications Unit at 512/239-0028 to obtain a copy of *Use Determination for Pollution Control Property* (RG-102). For further information call 512/239-3100.

Texas Environmental, Health, and Safety Audit Privilege Act ("Audit Act")

The Audit Act provides an incentive for you to perform voluntary audits of your company's compliance with

environmental, health, and safety regulations. If you plan to conduct an audit, follow these procedures:

- first notify TCEQ that you will conduct an audit;
- complete the audit;
- note what problems you found; and
- correct the potential violations in a timely manner.

By conducting an audit, you may be exempt from penalties. Some information discovered in an audit is privileged and confidential, and cannot be used against you in civil and administrative proceedings.

For information about this audit process, call the TCEQ's Publications Unit at 512/239-0028 to order the guidance document for the *Texas Environmental, Health, and Safety Audit Privilege Act* (RG-173), or call the TCEQ's Litigation Support Division at 512/239-3400.

Check the Rules of Other Government Agencies

It's important for you to find out if local, county, state, and federal agencies require any registration, notification, permits, inspections, certificates of occupancy, or business licenses from you.

Small Business Assistance Program
An Environmental Guide for Texas Automotive Repair Shops

COMPLIANCE CHECKLIST

Company Information 1st Visit 2nd Visit 3rd Visit Other Site Visit Date: _____

Company Name _____ Facility Contact _____

Mailing Address _____ Physical Address _____

_____ County _____

Owner's Name _____ Business Phone _____

Date of Construction _____ Primary SIC _____

Start of Operation _____ Secondary SIC _____

Latitude _____ Longitude _____

(IMPORTANT NOTE: Compliance related questions are denoted with a blue arrow [▶]. Answering "no" to a question with a blue arrow may mean the facility is out of compliance with state or federal environmental rules).

Air Regulations (Operating Authorization)

A facility can be grandfathered if operations began before 9/1/71. Otherwise, all facilities that emit air pollutants must have authorization from the TCEQ before beginning construction or opening for business. Authorization can be obtained in one of two ways:

- Permit by Rule (PBR)
- Permit

	Yes	No	N/A
1. Does this facility have an air account number? If yes, Account # _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 2. Does this facility have a standard air permit? If yes, Permit # _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 3. If Yes: Does the facility comply with all permit conditions? (Use "Comments" Section.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4. Does the facility claim a Permit By Rule (PBR)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If Yes: Does the facility meet all requirements of the PBR(s) claimed? See Below			
▶ 106.102 Comfort Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 106.181 Used Oil Combustion Units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 106.227 Soldering Brazing, Welding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 106.265 Hand Held Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 106.411 Steam or Dry Cleaning Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 106.412 Fuel Dispensing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 106.453 Washing & Drying of Glass & Metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 106.454 Degreasing Units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 106.495 Heat Cleaning Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 6. Does the facility maintain records that demonstrate compliance as required by 106.4 for all PBRs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 7. Does the business avoid being a nuisance (noise, dust, odor etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Air Regulations (Federal Requirements)

	Yes	No	N/A
8. Does the business use any of the following solvents in a cleaning machine with a volume greater than 2-gallons or uses a solvent that contains 5 percent of more by weight of any one or any combination of the following solvents??	a <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Trichloroethylene			
b. 1,1,1 Trichloroethane	b <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
c. Perchloroethylene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Methylene Chloride	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Chloroform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Carbon Tetrachloride	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If Yes: then the NESHAP for Solvent Degreasing Units apply			
a. For Batch Vapor & In-line Cleaning Machines			
▶ i. Does the business meet the overall emission limit or the equipment standard for each machine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ ii. If the equipment standard is used, does the business also meet basic design, work practice, and operator text requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. For Batch Cold Cleaning Machines			
▶ i. Does the business comply with equipment control and work practice requirements for each machine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 10. If Yes: Has the business registered with the EPA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the business service vehicle air conditioners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. If Yes: Are technicians and equipment approved/certified by the EPA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is the business maintaining a copy of the technician certification on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Has the business submitted a certification of acquisition of recovery/recycle equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is recovered refrigerant sent to an EPA-approved reclaiming facility or reclaimed on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the business maintaining records of the name and address of any facility to which refrigerant is sent for a minimum of three years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 17. If required, does the business submit an Emissions Inventory report to TCEQ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Petroleum Storage Tanks (PST) Regulations			
▶ 18. a. Are all regulated USTs and ASTs registered with the TCEQ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ b. Are all active USTs containing motor fuel self-certified and is a TCEQ delivery certificate posted at the facility ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 19. Are the appropriate records being maintained for the record keeping requirements of 30 TAC 334.10?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 20. Have all motor fuel USTs been properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 21. Is the business involved in retail sales and required to keep Inventory Control records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 22. Do all USTs meet TCEQ requirements for corrosion protection, spill & overfill prevention, leak detection, financial assurance etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Do any of the following conditions exist regarding storage tanks? Check all that apply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Total aboveground capacity of the facility is more than 1,320 gallons			
<input type="checkbox"/> Total capacity in underground tanks is more than 42,000 gallons			
24. If Yes: Does the business have an SPCC (Spill Prevention Control and Countermeasure) Plan? Contact the USEPA Region 6 Office in Dallas at 214/665-2277.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 25. Does the business have an exemption for Stage II or meet Stage I and Stage II requirements, if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Regulations (General Requirements)			
▶ 26. Has the business performed a hazardous waste determination on all solid waste streams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 27. Does the business maintain documentation to support all hazardous waste determinations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 28. Does the business have records of monthly waste generation to support its claimed generator status? Indicate the generator status claimed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accumulation Time/Accumulation Quantity			
<input type="checkbox"/> Conditionally Exempt Small Quantity Generator (CESQG - 220).....No limit /2,200 lbs or less			
<input type="checkbox"/> Small Quantity Generator (SQG 220-2200).....80 days or less/ 13,200 lbs or less			
<input type="checkbox"/> Large Quantity Generator (LQG 2200+).....90 days or less / No limit			
▶ 29. Is the facility registered with the TCEQ as a hazardous waste generator?(not required for CESQG) TCEQ Registration # _____ EPA ID _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 30. Is the business' Notice of Registration (NOR) up to date, including all waste streams and waste management units? (Not required for CESQG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 31. Has the business submitted an Annual Waste Summary each year? (Not required for CESQG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ Can be extended to 270 days if the generator must transport waste 200 miles or more.

Waste Regulations (On-Site Accumulation Requirements)		Yes	No	N/A
▶ 32.	Does the business comply with appropriate accumulation time requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 33.	Does the business comply with appropriate accumulation quantity requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Is hazardous waste accumulated in tanks at the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	If Yes:			
▶ a.	Has the tank system's integrity been assessed and certified by an independent, qualified, registered professional engineer? (LQG only)	a <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ b.	Are tanks labeled with the words hazardous waste?	b <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ c.	Are records kept of daily tank inspections?	c <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ d.	Do tanks have a secondary containment system designed to contain 100% of the largest tank within its boundary? (LQG only) (40 CFR 265.193(e))	d <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ e.	If Yes: Is the secondary containment designed or operated to prevent run-on or infiltration of precipitation into the secondary containment system or does the collection system have sufficient excess capacity to contain run-on or infiltration of precipitation from a 25-year 24-hour rainfall event? (LQG only) (40 CFR 265.193(e))	e <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Is hazardous waste accumulated in container storage areas at the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 37.	If Yes: Are waste containers labeled, dated, closed, and compatible with their contents? (LQG and SQG only, although CESQG may want to adhere to also)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	If business is a small quantity generator or a large quantity generator:			
▶ a.	Does the business conduct and document weekly container inspections for leakage and deterioration?	a <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ b.	Have employees been trained in the handling of hazardous waste with regards to their job duties? Is this documented?	b <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ c.	Has an emergency response coordinator and alternate been designated, available 24 hours a day to respond to on-site spills and accidents?	c <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ d.	Have emergency numbers been posted by the telephone at the facility?	d <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Is hazardous waste accumulated in satellite accumulation areas at the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	If Yes: (required by SQG and LQG)			
▶ a.	Are waste containers labeled, closed, and compatible with their contents?	a <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ b.	Is the amount of accumulated waste at each satellite accumulation point less than 55 gallons per waste stream (or 1 quart of acutely hazardous waste)?	b <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ c.	Is waste from the satellite area moved to a waste management unit within 3 days once the 55 gallon limit (or 1 quart of acutely hazardous waste) is exceeded?	c <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ d.	Is the location of the satellite accumulation area documented?	d <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 41.	Have all on-site and off site hazardous waste recycling activities been registered with the TCEQ? (entered on NOR or TCEQ 0525. SQG and LQG only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 42.	If hazardous waste is treated, stored, or disposed of on site, has the business complied a waste analysis plan (WAP) or obtained a permit for that activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Regulations (Transportation and Disposal Requirements)		Yes	No	N/A
▶ 43.	Does the business use a TCEQ/EPA registered transporter (CESQGs may transport their own waste, without a manifest, to an authorized facility)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 44.	Does the business use a TCEQ/EPA permitted treatment, storage, disposal (TSD) facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 45.	Does the business manifest all hazardous that is transported? (SQG, LQG, recommended for CESQG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 46.	Does the business have copies of manifests (green & white) for the last 3 years? (SQG and LQG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 47.	Does the business have Land Disposal Restriction (LDR) certifications (SQG and LQG) per waste stream and per disposal facility for the last 3 years ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used Oil Regulations		Yes	No	N/A
48.	Does the business collect used oil from the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 49.	If Yes: Is the business registered with the TCEQ as a used oil collection center?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 50.	Are all containers labeled with the words "USED OIL"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 51.	Are containers kept closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52.	Are any hazardous fluids mixed with the used oil? (CESQG exempt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
▶ 53. If Yes: Is this mixture managed as a hazardous waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 54. Does the business use a TCEQ/EPA registered transporter to remove used oil? (Not necessary if transporting one 55-gallon drum or less.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 55. Does the owner avoid transporting more than one 55 gallon drum of used oil to an authorized disposal/recycling facility at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used Oil Filter Regulations			
56. Does the business collect used oil filters from the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 57. If Yes: Is the business registered with the TCEQ as a used oil filter collection center?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 58. Are all containers labeled with the words "USED OIL FILTERS", the business owner's name, and business phone number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 59. Are containers kept closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 60. Are filters drained before recycling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 61. Does the business store 6 or fewer 55-gallon drums of filters at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 62. Does the business use a TCEQ-registered transporter to remove the filters? (Not necessary if transporting two 55-gallon drums or less.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 63. Does the business use a bill of lading when having the filters transported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 64. Does the business keep used oil filters separate from other types of filters (e.g. fuel)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead Acid Battery Regulations			
▶ 65. If the business sells batteries, is it registered with the state comptroller and collecting the appropriate fee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 66. Are all used batteries sent to an authorized facility for recycling or reclamation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 67. If the business reclaims batteries on-site, has the TCEQ been notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tire Regulations			
68. Does the business generate used or scrap tires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69. If Yes:			
a. Does the business store more than 500 used or scrap tires?	a <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ b. Is the business registered with the TCEQ?	b <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ c. Are quantities over 500 stored in trailers or other enclosed, portable, and lockable containers?	c <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ d. Are tires stored outside monitored for vectors (mosquitos, rats and snakes) at least once every two weeks.	d <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 70. Are scrap tires transported by a TCEQ registered transporter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71. Does the business transport used or scrap for other generators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 72. If Yes: Is the business registered with the TCEQ as a transporter (registration is not required if hauling your own tires)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 73. Are scrap tires transported to either a permitted landfill or a scrap tire facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 74. Does the business document the disposal of scrap tires using a manifest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 75. If Yes: Does the business receive a completed copy of the manifest within 60 days after the scrap tires were transported off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76. Does the business sell good used tires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77. If Yes:			
▶ a. Are used tires sorted, marked, classified, and arranged in an organized manner for sale to the consumer?	a <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ b. Does the business document used tire sales using work orders, invoices or other records?	b <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 78. Does the business retain originals of manifests, work orders, invoices or other documentation for 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Antifreeze Regulations			
79. Does the business recycle antifreeze?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 80. If No: Does the business have approval from the local POTW to discharge antifreeze into the sewer system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81. Is used antifreeze mixed with any hazardous waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 82. If Yes: Is that mixture managed as a hazardous waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discharges to Publicly-Owned Treatment Works (sanitary sewer system)		Yes	No	N/A
83.	Does the business discharge process wastewater to the sewer system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
84.	If Yes, has the business obtained permission from the POTW to discharge wastewater?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶85. a.	If the POTW has a pretreatment program, does the facility have a pretreatment permit to discharge to the POTW?	a <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ b.	Does the facility comply with the requirements of that permit? (If this question is not applicable move on to question 87)	b <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
86.	Is the business a Categorical Industrial User, as listed in 40 CFR 405-471?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a.	If no, the business may also be required to submit semi-annual monitoring reports to the TCEQ if it is a non-categorical significant industrial user. It is also recommended that the business contact the POTW and inform them of the nature of their discharge.	a <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ b.	If Yes, does the business submit monitoring reports to the TCEQ each June and December?	b <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharges to Water in the State		Yes	No	N/A
87.	Does the business discharge wastewater into surface water (via run-off, storm drains, rivers, creeks, dry water ways, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶88.	If Yes, does the business have a Texas Pollutant Discharge Elimination System (TPDES) permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89.	Does the business dispose of wastewater adjacent to surface water? (by irrigation, evaporation pond, subsurface injection, or another approved method)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶90.	If Yes, does the business have a Texas Land Application permit? [Note: If hazardous or Class I industrial waste is being disposed of then multiple other regulations apply]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶91.	Discharges to On-Site Sewage Facilities Does the facility avoid discharging any process wastewater to a septic system? [Note: On-site septic systems can only be used for domestic sewage]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Requirements		Yes	No	N/A
92.	If the business uses more than 10,000lbs. (≈20 drums) of cleaning chemicals or other listed chemicals in a year, and has more than 10 full-time employees, does the business report under the Toxic Release Inventory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93.	Does the business comply with Texas Department of Health requirements of Tier II?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94.	Is the business subject to the Waste Reduction Policy Act (WRPA)? (If you are an SQG or LQG or report on Form R)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
95.	If Yes:			
▶ a.	Has a Source Reduction Waste Minimization Plan (SR/WM) been developed? (SQG, LQG and TRI reporters submit once every 5 years)	a <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ b.	Has an executive summary of the SR/WM Plan and a Certificate of Completeness and Correctness been submitted? (SQG and LQG, TRI reporters only)	b <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ c.	Has an annual progress report been submitted? (LQG and TRI reporters only)	c <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶96.	Does the business have Material Safety Data Sheets or other information sheets for all chemicals used in the past 24 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
97.	Is there any evidence of spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶98.	If yes: has the business taken appropriate reporting and abatement actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶99.	Does the facility practice good housekeeping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This checklist is for guidance purposes only. It is not a substitute for the rules and regulations. For updates to this checklist and other publications for small businesses, call TCEQ at 800/447-2827. The Small Business and Local Government Assistance Program (SBLGA) is an independent section, separate from enforcement, of the Texas Commission on Environmental Quality (TCEQ). Contact SBLGA on their toll free Hot Line 800/447-2827 or on the Internet at www.tnrcc.state.tx.us/exec/sbea/sblga.html

Comments:

Keep in mind that this guide does not contain the complete rules or all the information you may need to be in compliance.

TCEQ publication RG-234, *Industrial and Hazardous Waste: Rules and Regulations for Small-Quantity Generators* contains information that may be useful to you. To order this or other TCEQ publications, see “How to Get Copies of TCEQ Rules, Publications, and Forms” below.

What If I’m in Violation of TCEQ Rules?

It is always better to report your own violations than to be the subject of a complaint or to have violations discovered by the TCEQ during an inspection. In many instances, small businesses may not face fines or sanctions for their first violation if they make good-faith efforts to report problems as soon as they are aware of them and if they develop a TCEQ-approved plan to correct the problems.

For technical questions and assistance, call the Small Business and Local Government Assistance Section (SBLGA) for free, confidential help at 1-800-447-2827. SBLGA is an independent section of the Texas Commission on Environmental Quality (TCEQ). The Enforcement

Division of the TCEQ cannot seek information about your contact with the SBLGA.

How to Get Copies of TCEQ Rules, Publications, and Forms

■ On the Internet go to www.tceq.state.tx.us and click on the link for “Rules,” “Publications,” or “Forms.” Download and save or print a copy.

If the item you want is not listed on the Web site, the TCEQ Publications Unit will try to help you find it; contact them as shown below.

■ Fax your order to 512/239-4488, or order by voice at 512/239-0028.

■ Write to TCEQ Publications, MC 195; PO Box 13087; Austin, TX 78711-3087.

Try to give the number of the rule, publication, or form, as well as the title; this information will help the TCEQ get the correct item to you as quickly as possible.

**Small Business and Local Government Assistance/MC 106
P.O. Box 13087 • Austin, TX 78711-3087
800/447-2827**

**On the Internet at:
<http://www.tceq.state.tx.us/exec/sbea/sblga.html>**
