



EnviroCertified
www.envirocertified.org

1201 N. Ash St. #201
Spokane, WA 99201
 509-535-7084 office

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 Pollution Prevention Assistance (PPA) visit from the Spokane Regional Health District.

PPA Technical Assistance Visit Date:

PPA Specialist's Name:

Our business has made and maintained the corrections required to be EnviroCertified as recommended by the Pollution Prevention Assistance Specialist.

Certification Date:

Re-certification Date:



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 and EnviroCertified pages
 - ✓ Promotion at community events
 - ✓ Feature in social media
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 1201 N. Ash St. #201 Spokane, WA 99201
 509-535-7084 • lauri@spokaneriver.net



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.
		An oil/water separator is properly installed and operational.
		Greasy mop & floor scrubber water is discharged to sanitary sewer through an oil/water separator
		All vehicle wash water is discharged to sanitary sewer through an oil/water separator.
		The oil/water separator is cleaned and regularly maintained as required by local ordinance. 3 years of grease removal device cleaning, inspection & service records are on file and available.
		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.
		The Facility has had no violations of the local sewer ordinance in the last year.
		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.

EnviroCertified	3 Stars Certification
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Maintenance & General Housekeeping – Mark all that apply. Minimum Requirement - 4

Our business follows Best Management Practices

YES Goal NA

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floors are swept and spot-cleaned for drips and spills, in place of using a floor machine, or hose. Flat mops are used instead of traditional mops to conserve water, minimize cleaners and contain contaminants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmentally preferable cleaning products are used. (e.g., Green Seal, EcoLogo, DFE, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reusable cloth wipes are laundered by a permitted industrial laundry and replace disposables.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Battery racks are anchored to the wall for employee safety and earthquake protection.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater drainage system is mapped, inspected quarterly and maintained as needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Data Sheets (SDS) are reviewed before purchasing products.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low phosphate and bio-degradable vehicle washing soaps are purchased.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An inventory system streamlines product purchasing and prevents overstock.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shipments are inspected for leaks or damage before they are accepted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stock is organized to be used or sold by purchase or expiration date. Long shelf-life is considered when purchasing products.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records are kept of all mercury, vinyl and PVC containing devices within our facility. A plan to systematically replace such products is in place.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Furniture purchased is free of halogenated flame retardants, e.g., PBDE-free polyurethane foam.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

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



EnviroCertified	4 Stars Certification
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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	Ink/Cartridges	YES/NA	Scrap Metal	YES/NA	Fuels: Gasoline/Diesel	YES/NA	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.

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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 lauri@spokaneriver.net

EnviroCertified

GOALS

*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:



GOT WASTE?
Put it in the right place!

www.SpokaneWasteDirectory.org
www.KootenaiWasteDirectory.org

Spokane Waste and Recycle 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.