



SELF-ASSESSMENT CHECKLIST

Use this checklist to perform your facility self-assessment. This will ensure that you have everything you need before you complete the actual application form. Correct any deficiencies before proceeding to the next step. The relevant sections of the guidebook are referenced for each item in the checklist.

Part One – Administrative

TRAINING			
All workers have received the necessary training relevant to their job descriptions?	YES	NO	N/A
• WHMIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Transportation of dangerous goods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Spill response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Written records are kept on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 7-9			

OHS ORIENTATION			
	YES	NO	N/A
New workers receive health & safety orientation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written records are kept on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 7-9			

ENVIRONMENTAL AWARENESS			
	YES	NO	N/A
Employees are made aware of company environmental policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy is posted in a visible location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 8, 21			

WASTE DISPOSAL PROCEDURES			
Employees are trained in waste handling/disposal procedures?	YES	NO	N/A
Written procedures are provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures are placed near areas where activities take place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 6-8			

RECORDS & ADMINISTRATION			
A copy of the transporter's current license to transport hazardous waste is kept on file?	YES	NO	N/A
Oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Antifreeze	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead acid batteries & lead wheel weights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil-water separators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shop rags, towels, coveralls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardboard & paper (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plastics, Plastic Containers, Metal, and Glass (optional)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Batteries (alkaline, non-rechargeable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 8-17			

SPILL RESPONSE			
	YES	NO	N/A
Spill procedures are posted in a visible location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 7, 12			

Part Two - Management Best Practices

WASTE STORAGE AREAS			
	YES	NO	N/A
Containers of oil and anti-freeze are under cover with tight fitting lids to avoid precipitation into the containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used oil filters are disposed of as hazardous waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers are adequately labeled to avoid cross contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage areas have adequate cover, an impervious floor, and adequate secondary containment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drains in the storage area are sealed to prevent spilled wastes from getting into drainage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area does not flood during rain or snowmelt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Batteries are stored in acid proof tubs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damaged or leaking batteries are stored in closed containers to prevent releasing toxic materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large funnel is available for employees to drain used oil and anti-freeze into containers without spillage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solvent-based wastes including thinners, waste paints and paint booth filters kept closed and contained when not in used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safely stored and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 9, 10			

SPILLS AND SPILL REPORTING			
	YES	NO	N/A
Adequate spill kits are kept on site, placed in a visible and accessible location, and clearly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spill kit includes personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spill kit includes absorbent materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spill kit includes shovels or scoops?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drip pans are used to catch residual oils?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absorbents used to soak up oils are placed in a double sealed bag (or metal container) and disposed of as hazardous waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The spill response plan is posted in a visible location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are able to locate where plan is posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small spills are attended to in a reasonable time frame and large spills are attended to immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spills over threshold are reported to the provincial emergency program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 11			

REFIRGERANTS			
	YES	NO	N/A
A service log is used to record the evacuation of R12 or R134?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers storing evacuated R12 or HFC134A are properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service log is maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 14			

OIL/WATER SEPERATORS			
	YES	NO	N/A
Oil/water separators are cleaned of sludge a minimum of every six months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Separators are tested annually and meet effluent criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service log is maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 15			

SHOP RAGS, TOWELS, COVERALLS			
	YES	NO	N/A
Shop rags, coveralls, and towels that may contain solvents paints and other hazardous wastes are disposed of properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soiled towels and coveralls are sent to an offsite laundry facility that can accept them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contaminated rags, towels, and coveralls are collected and properly stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laundry facility meets environmental standards and other applicable regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 16			

CARDBOARD AND PAPER			
	YES	NO	N/A
Company has a cardboard and paper recycling program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 17			

WASTE TIRES			
	YES	NO	N/A
No more than 120 waste tires are stored on location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 17			

PLASTICS, METAL, GLASS			
Your company recycles:	YES	NO	N/A
• Plastics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Plastic containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has a recycler to pick up waste metal or takes waste metal to a recycling facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Batteries (alkaline, non-rechargeable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 17			

OUTDOOR SERVICE AREA			
	YES	NO	N/A
Outdoor service area is roofed and/or concreted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area is bermed to prevent run off into sewage drains?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service log is maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidebook, Staff Training, Pages 19			

Required Photos

In order to verify compliance, you will need to upload the following photos with your application.

PHOTOS			
Please ensure the photos clearly show the following:	YES	NO	N/A
1. Waste storage areas demonstrating proper containment and identification of materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Waste lead-acid battery storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Waste tire storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Your posted environmental policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Your posted spill response plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Your outdoor vehicle repair area, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conclusion

If you have answered “NO” to any of the above, you must take corrective action before you can be accepted as an ARA Certified *Green Garage*. The application form only has “YES” or “N/A” as choices. Once you have successfully answered “YES” (or N/A if the item does not apply to your type of business), you are ready to apply for the program.