SALVAGE YARD
ENVIRONMENTAL GUIDEBOOK
AND SELF-AUDIT CHECKLIST

ILLINOIS
Illinois Sustainable Technology Center
PRAIRIE RESEARCH INSTITUTE
SALVAGE YARD ENVIRONMENTAL GUIDEBOOK AND SELF-AUDIT CHECKLIST

Prepared by the Illinois Sustainable Technology Center

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Acknowledgments

The Illinois Sustainable Technology Center (ISTC) acknowledges the following organizations whose work was invaluable in the development of this guidebook:

- California Environmental Protection Agency
- Connecticut Department of Energy and Environmental Protection
- Illinois Environmental Protection Agency
- Illinois Secretary of State
- Indiana Department of Environmental Management
- Maine Department of Environmental Protection
- Massachusetts Department of Environmental Protection
- Ohio Environmental Protection Agency
- Rhode Island Department of Environmental Management
- United States Environmental Protection Agency
- Vermont Department of Environmental Conservation

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Information presented in this guide is intended to foster a general understanding of the statutory and regulatory requirements governing salvage operations.

This information is not intended to replace, limit, or expand upon the complete statutory and regulatory requirements found in the Illinois Environmental Protection Act and Title 35 of the Illinois Administrative Code. These requirements are interpreted and applied on a fact-specific basis to determine compliance. Following the suggestions and recommendations contained in this guide is intended to be helpful but may not necessarily result in full compliance with applicable requirements, depending on the specific facts involved.
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Introduction

The salvage business has evolved into a sophisticated, technology-driven operation that constantly changes in response to innovations in industry. The modern-day salvage business needs established operating practices that realize the maximum market value of recyclable scrap, as well as provide environmental protection within the community.

If you operate a salvage business, it is important for you to know the environmental laws and regulations that apply to your activities. You may need permits for air pollution sources, wastewater discharges, or waste activities. You may also be required to notify the Illinois Environmental Protection Agency (Illinois EPA) or the United States Environmental Protection Agency (U.S. EPA) for certain activities.

Complying with regulations, such as getting a permit, may take some time. The earlier you look into your responsibilities, the better.

In order to improve environmental protection, the Illinois Sustainable Technology Center (ISTC) developed this environmental guidebook and self-audit checklist. Using the guidebook and checklist will help you better understand the environmental issues, comply with state and federal environmental regulations, and implement best management practices to minimize risks and liabilities.

Please note that city or county ordinances in your area may establish separate regulations or requirements, or require additional permits. This document cannot address local ordinances or codes. It remains your facility’s responsibility to comply with any local requirements.

Please see the resources below if you have questions or would like more information:

- Illinois Sustainable Technology Center (ISTC) Technical Assistance Program: https://www.istc.illinois.edu/techassist
- Illinois EPA toll-free Environmental Helpline at 888/372-1996
- Illinois EPA web resources:
  - Home page: https://www2.illinois.gov/epa/Pages/default.aspx
  - Contact information: https://www2.illinois.gov/epa/about-us/contact-us/Pages/default.aspx
  - Quick Answer Directory: https://www2.illinois.gov/epa/about-us/Quick%20Answer%20Directory/Pages/default.aspx
  - Business information: https://www2.illinois.gov/epa/business/Pages/default.aspx
  - Local Illinois EPA office locations and phone numbers: https://www2.illinois.gov/epa/about-us/Locations/Pages/default.aspx
Salvage yard facilities are potentially subject to a wide range of environmental regulations, including requirements related to solid and hazardous waste, wastewater, stormwater management, air pollution, and licensing. Enforcement of these regulations is governed by U.S. EPA, Illinois EPA, county and municipal governments, and local publicly-owned treatment works (POTWs) or sewer authorities. The Illinois Secretary of State (Illinois SOS) regulates business licensing.

The Illinois Environmental Protection Act (Act) ([http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1585&ChapterID=36](http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1585&ChapterID=36)) is Illinois’ primary statute for establishing a unified, statewide program for restoring, protecting, and enhancing the quality of the environment, and to ensure that adverse effects upon the environment are fully considered and borne by those who cause them.

State environmental regulations ([http://www.ilga.gov/commission/icar/admincode/035/035parts.html](http://www.ilga.gov/commission/icar/admincode/035/035parts.html)) administered by the Illinois EPA are adopted by the Illinois Pollution Control Board (Board) and are found in Title 35 of the Illinois Administrative Code (35 Ill. Adm. Code). Pending regulations can be found at [https://pcb.illinois.gov/ClerksOffice/PendingRulemakings](https://pcb.illinois.gov/ClerksOffice/PendingRulemakings).

Federal environmental regulations ([http://www.epa.gov/laws-regulations/regulations](http://www.epa.gov/laws-regulations/regulations)) can be found on the U.S. EPA website.


Illinois Secretary of State (IL SOS) Police documents include the Illinois Secretary of State Dealer Handbook, which describes licensing requirements for auto parts recyclers and scrap processors, and the Illinois Secretary of State Licensed Illinois Scrap Processor, Auto Parts Recyclers, and Rebuilders and Repairer List.
Solid Waste

What is a solid waste?

A solid waste is generally defined as a discarded material or material that is going to be discarded. It may be in the form of solids, semi-solids, liquids, or contained gaseous material (35 Ill. Adm. Code §721.102).

Do you properly manage the solid waste generated at your facility?

Solid wastes generated by salvage recyclers can include garbage, refuse, absorbents, auto fluff, automotive parts and fluids, contaminated soil, empty containers, glass, paint booth filters, sump sludge, spent sand blast media, construction debris, tires, commercial waste, industrial waste, or general household waste. Nearly any item at your facility that is no longer in use or usable can be considered waste.

Therefore, it is very important to maintain your business in a way that does not allow for the excessive accumulation or mismanagement of solid waste. Send solid waste to a permitted landfill or transfer station, treatment facility, or recycling facility. Remove recyclable and salvageable materials on a regular basis to help prevent environmental and regulatory problems at your facility. Maintain trash dumpsters on-site and dispose of waste regularly. All trash collection vessels must be kept covered while not in use (adding waste materials).

Special Waste

Some of your solid waste may meet the definition of a special waste. Special wastes include hazardous waste, industrial process waste, and pollution control wastes. Most of the waste from your business except for office waste is likely be special waste. Special waste requires additional disposal considerations, including non-special waste certifications and/or hazardous waste determinations.

Do not send hazardous waste to a landfill. Solid waste landfills in Illinois are not permitted to accept hazardous waste for disposal. For more on hazardous waste, see the Hazardous Waste section of this guide.

Special waste (both hazardous and non-hazardous) must be hauled by a permitted special waste hauler and properly manifested during transport. U.S. EPA launched e-Manifest, a national system for electronically tracking hazardous waste shipments, on June 30, 2018. Non-hazardous special waste will be tracked using an Illinois EPA paper manifest. As of January 2020, this system is not yet in place. Visit https://www2.illinois.gov/epa/topics/waste-management/waste-disposal/special-waste/transportation-permits/Pages/manifest-selection.aspx or contact Illinois EPA at (217) 524-3300 for more information. Any business generating non-liquid, non-hazardous industrial process waste or pollution control waste may potentially certify these wastes as non-special waste and not have to use any manifest.

For more information on special waste: https://www2.illinois.gov/epa/topics/waste-management/waste-disposal/special-waste/Pages/default.aspx.

For more information on non-special waste certification: https://www2.illinois.gov/epa/topics/waste-management/waste-disposal/special-waste/Pages/certification.aspx.


Waste Containers and Empty Containers

Store your solid waste within a structurally sound container (e.g., dumpster, trash can, drum, 5-gallon bucket). Place liquids in sealable, non-leaking containers. Do not place waste in vehicles before crushing.

Segregate and properly label your wastes to reduce disposal costs and regulatory issues. Maintain adequate...
aisle space between waste containers to allow unobstructed movement of personnel and emergency response equipment.

You may reuse containers on-site after all product has been removed. Recycle larger metal containers such as drums. Contact your local landfill for their container acceptance policies.

Empty containers must meet the EPA definition of “empty”. EPA defines “empty” as:

• All waste has been removed that can be removed by pouring, pumping, or by means of suction; and
• No more than 1 inch (in.), equivalent to 2.5 centimeters, of residue remains on the bottom of the container or inner liner (commonly referred to as the “one-inch rule”); or
• No more than 3 percent by weight of total capacity of the container remains in the container or inner liner if the container is less than or equal to 119 gallons (gal) in size; or
• No more than 0.3 percent by weight of the total capacity of the container remains in the container or inner liner if the container is greater than 119 gal in size.

**Auto Fluff/Auto Shredder Residue**

Auto shredder residue or “fluff” consists of foam, plastics, metal fines, rubber, glass, fabric, oils, and possibly polychlorinated biphenyls (PCBs) left behind once the valuable scrap metal has been removed. It is easily contaminated by mercury switches, fuel tanks, batteries, capacitors, ballasts, and other fluids and metals left in the vehicles, so it is in the shredder’s best interests to remove as much of those as possible from the vehicles prior to shredding. Uncontaminated shredder residue can be sent to a permitted landfill, where it is often used as alternative daily cover.

For more information on PCBs: [https://guides.library.illinois.edu/pcb-wastes](https://guides.library.illinois.edu/pcb-wastes).

For more information on typical wastes generated by vehicle maintenance: [https://www.epa.gov/hwgenerators/typical-wastes-generated-industry-sectors#pane-13](https://www.epa.gov/hwgenerators/typical-wastes-generated-industry-sectors#pane-13).


If the shredder residue is contaminated to the point that it becomes a hazardous waste, it must be managed as such. Refer to the [Hazardous Waste](https://www.epa.gov/hazardous-waste) guide section for further information. Managing automotive shredder residue as hazardous waste is avoidable if you remove potential hazardous contaminants prior to shredding the vehicle.

**Contaminated Soil**

Soil becomes contaminated whether fluids escape a drop at a time or all at once in a spill. When spills occur, clean up the release immediately. Also clean up any other areas of discolored soil you notice.

If the leaked or spilled material was hazardous waste, then the contaminated soil is likely hazardous waste as well. If the spilled material was non-hazardous waste, then the contaminated soil will also be non-hazardous.

If you don’t know what leaked or spilled, or whether it was hazardous, collect a sample of the contaminated soil and send it to an environmental laboratory for analysis to determine if it is hazardous. Illinois EPA maintains a list of accredited laboratories at [https://www2.illinois.gov/epa/topics/certification-training/lab-accreditation/Pages/accredited-labs.aspx](https://www2.illinois.gov/epa/topics/certification-training/lab-accreditation/Pages/accredited-labs.aspx). The laboratory can supply appropriate sample containers and instruct you on how to collect the sample. Keep a copy of the analytical results. Manage hazardous contaminated soil as hazardous waste. Refer to the [Hazardous Waste](https://www.epa.gov/hazardous-waste) section for further information. You may certify non-hazardous contaminated soil as non-special and place it in your dumpster if it does not contain free liquids.

**Used Rags**

Determine whether your used rags are hazardous waste. If rags were used with gasoline, solvents, or other hazardous materials, they are usually hazardous. If hazardous, send rags to an industrial laundry service or dispose of them at a permitted hazardous waste disposal facility. Refer to the [Hazardous Waste](https://www.epa.gov/hazardous-waste) section for further information. Non-hazardous rags may be certified non-special and placed in your on-site dumpster if they do not contain free liquids.

Be careful to store your rag accumulation properly. Rags soaked with oils or other flammable materials may spontaneously combust during storage. Store ignitable rags in National Fire Protection Association (NFPA)-approved,
labeled containers until they are picked up for laundering or disposal.

**Absorbents**
Absorbent materials such as oil dry/clay, specific absorbents, specialized foams, and absorbent socks or booms are used to contain and absorb spilled liquids such as used oil, solvents, or other hazardous materials. Keep spill kits stocked and readily available. Spill kits should be periodically inspected.

If an absorbent is used on a hazardous waste spill, it may become a hazardous waste when used. As with any other waste, you must determine the regulatory status of each waste generated and manage it appropriately. Avoid mixing used oil absorbents with other absorbents that you have used to clean up materials such as battery acid, antifreeze, and solvents. Disposal costs for absorbents that contain only oil and/or gasoline may be significantly lower than those contaminated with other hazardous liquids.

Immediately report all significant spills or releases of hazardous materials, including petroleum products, to the Illinois Emergency Management Agency (IEMA) at 800/782-7860 and/or the National Response Center at 800/424-8802. Spills completely contained on paved surfaces that do not reach storm drains do not need to be reported. For more information on when to report a spill, visit [https://www.epa.gov/emergency-response/when-are-you-required-report-oil-spill-and-hazardous-substance-release](https://www.epa.gov/emergency-response/when-are-you-required-report-oil-spill-and-hazardous-substance-release).

Do you open dump materials at your facility?
The Illinois Environmental Protection Act defines open dumping as “the consolidation of refuse from one or more sources at a disposal site that does not fulfill the requirements of a sanitary landfill.” An open dump is any waste that is scattered or piled on the ground instead of being containerized and staged for disposal. Open dumping is prohibited by law.

Do you open burn waste at your facility?
Open burning of solid waste is prohibited by law. Properly dispose of your solid waste at a permitted solid waste management or recycling facility on a routine basis. Please see the [Air Pollution Control](https://www.epa.gov/air-emissions/air-pollution-control) section of this document for more information.

**Floor Sweepings**
Sweep or vacuum paved areas as needed to prevent excessive accumulations of sediment, debris, and loose absorbent. Collect and contain waste materials from unpaved areas of your facility as well.

Open dumping is prohibited by state law.

Open burning is prohibited by state law.
Do you take proper precautions when dealing with asbestos-containing materials (ACMs)?

If you remove or accept asbestos-containing materials, take precautions to reduce your exposure to asbestos. Such measures include respiratory and eye protection. The wet-wipe method, which involves the use of a spray bottle or other device to finely mist water onto all brake and clutch parts, then wiping the parts clean with a cloth, will further reduce your exposure.

It is recommended that the used cloths and other asbestos waste be collected and disposed of in sealed, impermeable containers labeled with the following: “Danger. Contains asbestos fibers. Avoid creating dust. Cancer and lung disease hazard.” Any asbestos-containing piping, tile, mastic, or siding you accept must also be wetted and properly handled as outlined above.

Do you properly manage sludges and oils from your oil/water separator or sump?

If you have a sump or oil/water separator, the sludge that builds up in the bottom may be hazardous, depending on what goes into it. If you limit what gets into the unit, you may be able to keep the sludge from becoming hazardous. Water from oil water separators must be properly disposed off-site because it may contain emulsified oil. Water should never be poured on the soil, into a water way or placed in a drain that is connected to a septic system or otherwise drains into the ground.

When you clean out the unit, collect a representative sample of the sludge and send it to an environmental laboratory for analysis to determine if it is hazardous. Illinois EPA maintains a list of accredited laboratories at [https://www2.illinois.gov/epa/topics/certification-training/lab-accreditation/Pages/accredited-labs.aspx](https://www2.illinois.gov/epa/topics/certification-training/lab-accreditation/Pages/accredited-labs.aspx). The laboratory can supply appropriate sample containers and instruct you on how to collect the sample. Keep a copy of the analytical results.

If the sludge is not hazardous waste and not a liquid, you may certify it as non-special waste and dispose of it at a permitted landfill. Sludge must not have any “free liquids” if placed in your dumpster. You can check for free liquids by placing sludge in a 60-mesh paint filter. If any liquids pass through within five minutes, the sludge contains free liquids and is not suitable for landfill disposal without dewatering or solidification. U.S.

Do you properly manage spent sand blast media?

During metal prep operations, contain sand blast media to prevent it from becoming airborne, where it can contaminate the ground and you can breathe it in. Blasting can be contained in a booth for smaller pieces or by draping for large or exterior jobs.

Send a representative sample of the spent blast media to an environmental laboratory for analysis to determine if it is hazardous. Illinois EPA maintains a list of accredited laboratories at https://www2.illinois.gov/epa/topics/certification-training/lab-accreditation/Pages/accredited-labs.aspx. The laboratory can supply appropriate sample containers and instruct you on how to collect the sample. Retain a copy of the analytical results. If the spent media is non-hazardous, you may certify it as non-special and place it in your dumpster. Be careful not to overfill the dumpster to prevent over-weight fees.

No sandblasting job is too big to contain.
Hazardous Waste

What is hazardous waste?

A hazardous waste is a solid waste or combination of solid wastes that meets either of the following criteria (35 Ill. Adm. Code 721.103):

- **Listed Hazardous Waste** is wastes designated by U.S. EPA on one of four lists as hazardous because they are harmful to human health and the environment when not properly managed, treated, stored, transported, or disposed of. These lists are located at 35 Ill. Adm. Code Part 721, Subpart D. They include F-Listed waste (hazardous waste from non-specific sources, § 721.131), K-Listed (hazardous waste from specific sources, § 721.132), and U-Listed and P-Listed (discarded commercial chemical products, off-specification species, container residues, and spill residues thereof, § 721.133). The distinction between U-Listed and P-Listed is that P-Listed wastes are considered Acute Hazardous Waste. Acute Hazardous Waste also includes, in addition to the P-List, any F-Listed wastes (35 Ill. Adm. Code 721.131) that were listed for being an acute hazardous waste.

- **Characteristic Hazardous Waste** is a waste that has not been listed as hazardous but may still be regulated as a hazardous waste if it exhibits one or more of the characteristics of Ignitibility, Corrosivity, Reactivity, or Toxicity. Hazardous waste characteristics and properties are located at 35 Ill. Adm. Code Part 721, Subpart C.

Do you generate hazardous waste?

All materials generated from salvage yard operations must be evaluated to determine if they are a hazardous waste. This evaluation is generally referred to as a hazardous waste determination. The hazardous waste determination is the responsibility of the generator and can be based on knowledge or analytical data through laboratory analysis. A product data sheet or Safety Data Sheet (SDS, formerly called Material Safety Data Sheet [MSDS]) can also provide useful information when making a hazardous waste determination. If you do not have an SDS, you may request one from the material vendor or visit www.ilpi.com/msds/.

The following are examples of solid wastes generated by salvage yards that could be hazardous wastes:

- spent solvents
- solvent contaminated wipes*
- waste paints
- aerosol cans
- contaminated rags
- lead-acid batteries**
- contaminated used gasoline
- contaminated used antifreeze
- contaminated used oil
- mercury switches**
- spent fluorescent bulbs**
- sodium azide* in waste undeployed air bags

*Further discussed later in this section
**See the Universal Waste Management section

How much hazardous waste do you generate per month?

Amounts of hazardous waste must be counted on a calendar month basis in order to determine your generator status and applicable requirements.

Hazardous waste generators are divided into the following three categories:

- **Very Small Quantity Generators** (VSQGs) generate no more than 100 kilograms (220 pounds) of non-acute hazardous waste, 1 kilogram (2.2 pounds) of acute hazardous waste, or 100 kilograms (220 pounds) of materials resulting from cleaning up a spill of acute hazardous waste per calendar month. One hundred kilograms is approximately equivalent to one-half of a 55-gallon drum.

- **Small Quantity Generators** (SQGs) generate between 100 kilograms (220 pounds) and 1,000 kilograms (2,200 pounds) of hazardous waste, no more than 1 kilogram (2.2 pounds) of acute hazardous waste, or no more than 100 kilograms (220 pounds) of materials resulting from cleaning up a spill of acute hazardous waste per calendar month. This quantity of hazardous waste is approximately equivalent to more than one-half of a 55-gallon drum and less than five
55-gallon drums. Note that if more than 1 kilogram (2.2 pounds) of acute hazardous waste or 100 kilograms of acute hazardous waste spill residue or soil is generated in any given month, the VSQG or SQG becomes fully regulated as a large quantity generator (LQG). Acute hazardous wastes are any P-Listed waste and six items on the F List (F020, F021, F022, F023, F026, and F027).

- **Large Quantity Generators** (LQGs) generate more than 1,000 kilograms (2,200 pounds) of hazardous waste, more than 1 kilogram (2.2 pounds) of acute hazardous waste, or more than 100 kilograms (220 pounds) of materials resulting from cleaning up a spill of acute hazardous waste per calendar month. One thousand kilograms is approximately equivalent to five or more 55-gallon drums.

VSQGs, SQGs, and LQGs are subject to requirements at 35 Ill. Adm. Code §§ 722.114, 722.116, and 722.117, respectively, to be exempt from hazardous waste permitting, plus other generator requirements of 35 Ill. Adm. Code Part 722. These requirements are summarized below. 35 Ill. Adm. Code §722, Subpart L sets requirements for “episodic generation,” in which generators incidentally or on a one-time basis generate more than their usual category, yet they are not reclassified.

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**Do you have a U.S. EPA hazardous waste generator identification number?**

A U.S. EPA hazardous waste generator identification number (EPA ID) is a unique 12-character number assigned to facilities by address to track hazardous waste activities. SQGs and LQGs are required by federal regulations to obtain an EPA ID using the Site Identification Form (EPA Form 8700-12, [https://www.epa.gov/hwgenerators/instructions-and-form-hazardous-waste-generators-transporters-and-treatment-storage-and]). Form 8700-12 includes information such as the name and address of the generator, contact information, and a description of hazardous waste activities conducted at the site. There is no cost to obtain an ID number and the number stays with the property regardless of ownership or occupant.

VSQGs are not required by federal regulations to obtain an EPA ID number. However, the Illinois Vehicle Code (625 ILCS 5/5-30(1)(c)(4)) requires all auto repairers and auto body shops to obtain either an EPA ID number or a Certificate of Exemption. If you are a VSQG, do not have an EPA ID number, and conduct any auto repair or body work at your site, you may obtain a Certification of Exemption from the Illinois EPA to keep on file in the event that the Secretary of State should require proof of an EPA generator identification number. For more information and to obtain a form, visit [https://www2.illinois.gov/epa/topics/small-business/publications/Pages/cesqg.aspx](https://www2.illinois.gov/epa/topics/small-business/publications/Pages/cesqg.aspx).

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**Do you document hazardous waste shipments?**

SQGs and LQGs are required to complete a Uniform Hazardous Waste Manifest for each hazardous waste shipment sent off-site. Generators of non-hazardous special waste are also required to use the Uniform Hazardous Waste manifest for their non-hazardous special wastes, unless they meet criteria of 35 Ill. Adm. Code §808.123. The manifest documents and tracks the movement of waste from the generator’s site to the permitted facility designated on the manifest, where the waste will be treated, stored, or disposed of. Manifests must be retained for a period of three years. VSQGs are not required to use a manifest. Further information regarding manifests can be found at [https://www2.illinois.gov/epa/topics/waste-management/waste-disposal/special-waste/transportation-permits/Pages/manifest-form-selection.aspx](https://www2.illinois.gov/epa/topics/waste-management/waste-disposal/special-waste/transportation-permits/Pages/manifest-form-selection.aspx). However, some waste haulers will not accept hazardous waste from a generator...
without a generator ID number regardless of their generator status. As of June 30, 2018, U.S. EPA requires electronic manifests (e-manifest) to be filed. For more information on e-manifest, see https://www2.illinois.gov/epa/topics/forms/land-forms/generator/Documents/eManifest%20fact%20sheet.pdf#search=e%2Dmanifest.

Do you properly manage and store hazardous waste in appropriate containers?

When storing hazardous waste in containers:

- Mark containers with the words “Hazardous Waste” and the accumulation start date. For wastes stored in satellite accumulation areas, the start date is the date the container is filled.
- Keep containers in good condition and stored in a manner that minimizes risks of ruptures, leaks, or corrosion.
- Keep containers closed except when being filled or emptied. Store containers so that they may be fully monitored/inspected.
- Inspect containers at least once per week for condition, closed status, labeling, and leaks.
- Store containers in a manner that minimizes the potential for accidental mixing of incompatible materials.
- Use containers that are compatible with the hazardous waste to be stored. The waste must be placed in a container that complies with applicable U.S. Department of Transportation (U.S. DOT) rules before it is shipped off-site.
- When transferring flammable or combustible wastes, use spark resistant funnels and pumps that are bonded and grounded.

Do you meet the hazardous waste accumulation quantity and time limits?

A generator can store their own hazardous waste on-site in tanks, containers, or a containment building without a permit for a limited time, within the following limitations:

- **VSQGs** have no maximum on-site time limits for storage but cannot accumulate more than 1,000 kilograms (2,200 pounds) of hazardous wastes, 1 kilogram (2.2 pounds) of acute hazardous waste, or 100 kilograms (220 pounds) of acute hazardous waste spill residues at any time. A VSQG who exceeds the 1,000-kilogram limit for hazardous waste becomes regulated as an SQG, with storage time limits (see below) beginning on the day the generator crossed the 1,000-kilogram threshold. A VSQG who exceeds the limit for acute hazardous waste or acute hazardous waste cleanup materials becomes fully regulated as an LGQ, with storage time limits (see below) beginning on the day the generator crossed the 1 kilogram or 100 kilogram threshold.
- **SQGs** can accumulate no more than 6,000 kilograms (13,228 pounds) of hazardous waste on-site for up to 180 days without a permit (or up to 270 days if the generator must transport the hazardous waste more than 200 miles for recovery, treatment, or disposal).
- **LGQs** may accumulate any amount of hazardous waste for no more than 90 days without a permit prior to moving the hazardous waste to an approved recovery, treatment, storage, or disposal site.

An SQG or LGQ that exceeds the respective limitations on storage becomes an unpermitted storage facility subject to 35 Ill. Adm. Code Parts 702, 703, and 724 through 727 and is required to notify the U.S. EPA using Form 8700-12.

Proper hazardous waste storage with secondary containment inside a building. The drum is closed and properly labeled as containing hazardous waste with an accumulation start date. Area is identified with a sign that says, “Hazardous Waste Storage Area.”

What’s in these drums, and how long have they been sitting around?

An SQG or LGQ that exceeds the respective limitations on storage becomes an unpermitted storage facility subject to 35 Ill. Adm. Code Parts 702, 703, and 724 through 727 and is required to notify the U.S. EPA using Form 8700-12.
Do you have basic contingency procedures or a written contingency plan for responding to spills or releases of hazardous waste?

VSQGs are not required to have basic contingency procedures or a written contingency plan, but both are strongly recommended.

SQGs are required to have basic contingency procedures. These must include the following:

- At all times there must be at least one employee, designated as the emergency coordinator, either on-site or on-call with the responsibility and authority to coordinate all emergency response measures associated with the spill or release of hazardous materials.
- The following information must be posted near the telephone: (1) the name and emergency phone number of the emergency coordinator, (2) locations of fire extinguishers and spill control material, fire alarm if there is one, and (3) the telephone number of the fire department, unless the facility has a direct alarm.
- All employees who manage or come in contact with hazardous waste must be thoroughly familiar with proper waste handling and emergency procedures.

LQGs must have a written contingency plan designed to minimize hazards to human health or the environment from fires, explosions, or release of hazardous waste or hazardous waste constituents. The plan must include the following provisions:

- Instructions on what to do in the event of a fire, explosion, or a release.
- Arrangements agreed to by local police and fire departments, hospitals, and state and local emergency response teams to provide emergency services.
- Names and emergency phone numbers of all persons qualified to act as an emergency coordinator.
- Location of all emergency equipment at the facility.
- An evacuation plan.

A copy of the plan, as well as all revisions, must be submitted to all local emergency responders (i.e., police departments, fire departments, hospitals, and State and local emergency response teams that may be called upon to provide emergency services). The generator may also submit this document to the Local Emergency Planning Committee, as appropriate.

Do you have basic contingency procedures or a written contingency plan for responding to spills or releases of hazardous waste?

In addition, LQGs must submit a quick reference guide of the plan to local emergency responders and the Local Emergency Planning Committee, as appropriate. The quick reference guide must include:

- The types or names of hazardous wastes in layman’s terms and the associated hazard associated with each hazardous waste present at any one time (e.g., toxic paint wastes, spent ignitable solvent, corrosive acid, etc.);
- The estimated maximum amount of each hazardous waste that may be present at any one time;
- The identification of any hazardous wastes where exposure would require unique or special treatment by medical or hospital staff;
- A map of the facility showing where hazardous wastes are generated, accumulated, and treated and routes for accessing these wastes;
- A street map of the facility in relation to surrounding businesses, schools and residential areas to understand how best to get to the facility and also evacuate citizens and workers;
- The locations of water supply (e.g., fire hydrants and their flow rate);
- The identification of on-site notification systems (e.g., a fire alarm that rings off site, smoke alarms, etc.); and
- The name of the emergency coordinators and 24/7 emergency telephone numbers or, in the case of a facility where an emergency coordinator is continuously on duty, the emergency telephone number for the emergency coordinator.

A generator must update its quick reference guides, if necessary, whenever the contingency plan is amended and submit these documents to local emergency responders or, as appropriate, the Local Emergency Planning Committee.

Do you generate solvent-contaminated wipes or rags?

A solvent-contaminated wipe is defined as a wipe that, after use or after cleaning up a spill, contains one or more of the F001 through F005 solvents listed at 35 Ill. Adm. Code 721.131 or the corresponding P or U-listed solvents found at 35 Ill. Adm. Code 721.133, exhibits a hazardous characteristic from a solvent listed in 35 Ill. Adm. Code Part 721, or exhibits only the hazardous waste characteristic of ignitability due to the presence of one or more solvents that are not listed in 35 Ill. Adm. Code 721 (in other words, any material that exhibits a flashpoint of 140 degrees F or less).
Solvent-contaminated wipes sent for cleaning and reuse (reusable wipes) are not a solid waste, and non-trichloroethylene solvent-contaminated wipes sent for disposal (disposable wipes) are not a hazardous waste, provided that certain conditions are met. The exclusion does not apply to solvent-contaminated wipes that contain listed hazardous waste other than solvents or exhibit the characteristic of toxicity, corrosivity, or reactivity due to non-listed solvents or contaminants other than solvents.

What conditions must be met to exempt solvent-contaminated wipes from hazardous waste regulation?

- Exempt means that the total volume of reusable or disposable wipes generated each year do not count toward a generator's status as long as all requirements are met.
- Reusable and disposable wipes must be contained in non-leaking, closed containers that are able to contain free liquids. The containers must be labeled “Excluded Solvent-Contaminated Wipes.”
- Reusable and disposable wipes may be accumulated by the generator for up to 180 days prior to being sent for cleaning or disposal.
- Reusable and disposable wipes must contain no free liquids before being transported.
- Free liquids removed from the reusable and disposable wipes or from the container holding the wipes must be managed according to the applicable hazardous waste regulations. Free liquids are defined as liquids which readily separate from the solid portion of a waste under ambient temperature and pressure (40 CFR 260.10). If liquid escapes when a towel is wrung by hand, it contains free liquid.
- Reusable wipes must be sent to a laundry or dry cleaner whose discharge, if any, is regulated under state or federal water pollution control standards.
- Disposable wipes must be sent to a municipal solid waste landfill, a hazardous waste landfill, a municipal waste combustor, or hazardous waste combustor.
- Generators must maintain the following documentation on-site.
  - The name and address of the laundry, dry cleaner, landfill, or combustor;
  - The documentation that the 180-day accumulation time limit is being met (in other words, receipts or bills of lading showing that the wipes (reusable or disposable) were shipped off site within 180 days or less); and
  - A description of the process the generator is using to ensure that the solvent-contaminated wipes contain no free liquids.

Do you generate aerosol cans?

Aerosol cans are usually considered a hazardous waste due to the flammability of their contents and the explosive potential of the pressurized can itself. However, aerosol cans do not have to be disposed of as hazardous waste if they have been completely emptied through use. A can is empty when completely sprayed out (the pressure inside the container is equal to or nearly equal to atmospheric pressure and minimal product remains) and no more than 1 inch and 3% of the total capacity of the container remains in the can. Always use the aerosol product for its intended purpose.

Metal aerosol cans that do not contain significant liquid meet the definition of scrap metal and are exempt from regulation if recycled. If not recycled, aerosol cans emptied as described above may be placed in your dumpster if you complete and keep a non-special waste certification. Contents removed from the can are subject to hazardous waste regulation, as applicable, regardless of whether the empty can is recycled or discarded.

Do you properly remove airbags before shredding or crushing vehicles?

Many vehicles now contain multiple airbags. Be sure to remove all undeployed airbags prior to crushing or shredding (deployed bags may be left in place).

When removing airbags, protect yourself from the explosive and acutely toxic nature of sodium azide by using respiratory, eye, and skin protection. Place the recovered airbags in a container and store away from sunlight. For information on the health effects of sodium azide, consult with a professional.
azide, visit the Centers for Disease Control website at https://emergency.cdc.gov/agent/sodiumazide/basics/facts.asp.

Removal of undeployed airbags prior to crushing or shredding the vehicle.

The reuse of undeployed recovered airbag modules, when properly evaluated, handled, stored, shipped, and professionally installed, is a viable, economical, and safe alternative to the use of costlier new airbags. However, U.S. DOT requires that anyone involved with the handling and shipping of airbags, including delivery drivers, must be trained and certified. The Automotive Recyclers Association (ARA) has developed a training program for the shipment of airbags. ARA members can access their training manual at https://www.a-r-a.org/.

Store undeployed airbags indoors in a container and protected from the weather. If undeployed airbags or airbag initiators are sent for disposal, you must dispose of them as acute hazardous, ignitable, reactive waste (P-listed). If airbags are sold for reuse, maintain shipping papers or bills of lading on-site that indicate the name of the reclaimer, the date of transfer, and the quantity of airbags/cartridges shipped for at least three years.

In 2018, EPA issued an interim final rule for the safe management of recalled airbags. The rule exempts entities that remove airbag waste from automobiles from Resource Conservation Recovery Act (RCRA) hazardous waste requirements. This waste could include airbag modules and inflators. Under this rule, entities that generate airbag waste are designated “Airbag Waste Handlers.” They include automobile dealerships, salvage and scrap yards, independent repair facilities and collision centers.

Through this rule the EPA exempts from RCRA the generation and accumulation of airbag waste at the airbag waste handler location and during transport to an airbag waste or designated collection facility. Once the airbag waste is collected at the facility it will be managed as RCRA hazardous waste and must be sent to RCRA disposal or recycling facilities.

Airbag waste handlers are allowed to accumulate up to 250 airbag modules or airbag inflators for up to 180 days, whichever comes first. During accumulation under the airbag waste exemption, airbag waste must be packaged in a container designed to address the risk posed by the airbag waste. In most cases, this container would be the same container that the replacement airbag part was shipped in to the airbag handler, or, in the case of salvage yards, the container provided by the salvage recovery vendor. However, any container that meets DOT requirements for transporting the airbag items would meet the terms of the conditional exemption. Each container must be labeled “Airbag Waste—Do Not Reuse.”

Airbag waste must be shipped directly to either (1) a designated facility as defined in 40 CFR 260.10, or (2) an airbag waste collection facility in the United States under the control of a vehicle manufacturer or their authorized representative, or under the control of an authorized party administering a remedy program in response to a recall under the National Highway Traffic Safety Administration. Airbag waste collection facilities may include part supply centers/parts distribution centers or any other facility authorized by vehicle manufacturers to collect their airbag waste and hold it for more than 10 days. (Airbag waste held at a transfer facility for less than 10 days is considered to be in transport and only subject to the DOT transportation regulations).

Airbag waste handlers must maintain at the facility and make available upon inspection records that document off-site shipments of airbag waste for a period of three years to help verify the airbag waste went to an appropriate destination. Specifically, for each shipment of airbag waste, the handler must maintain documentation of the date of each shipment, the name of each transporter, the type and quantity of airbag waste (i.e., airbag modules or airbag inflators) shipped, and the name and address of the destination facility or airbag waste collection facility. This recordkeeping requirement may be fulfilled by ordinary business records, such as bills of lading, including electronic records. In addition, airbag waste handlers are required to maintain confirmations of receipt from the designated facility or airbag waste collection facility in order to verify that the airbag waste reached its intended destination and was not diverted. These receipts must be maintained at the airbag waste handler for a period.

Remove undeployed airbags prior to crushing or shredding the vehicle.
of three years. Specifically, the airbag waste handlers must maintain documentation of receipt that includes the name and address of the designated facility or airbag waste collection facility, the type and quantity of airbag waste (i.e., airbag modules or airbag inflators) received, and the date which it was received.

While used airbag modules and used airbag inflators are not solid waste when reused for their intended purpose, in the case of airbag modules and airbag inflators that are subject to a recall under the National Highway Traffic Safety Administration, such reuse is not allowed under RCRA.
### Summary of hazardous waste requirements for VSQGs, SQGs, and LQGs

<table>
<thead>
<tr>
<th>Requirement</th>
<th>VSQGs</th>
<th>SQGs</th>
<th>LQGs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U.S. EPA ID Number</strong></td>
<td>Not required ($§722.114)</td>
<td>Required ($§722.116)</td>
<td>Required ($§722.117)</td>
</tr>
<tr>
<td><strong>Generation Limits (monthly)</strong></td>
<td>&lt; 100 kg hazardous waste</td>
<td>&gt; 100 kg &lt; 1,000 kg hazardous waste</td>
<td>&gt; 1,000 kg hazardous waste</td>
</tr>
<tr>
<td></td>
<td>&lt; 1 kg acute hazardous waste</td>
<td>($§720.110)</td>
<td>&gt; 1 kg of acute hazardous waste</td>
</tr>
<tr>
<td></td>
<td>&lt; 100 kg acute hazardous waste</td>
<td></td>
<td>&gt; 100 kg of acute hazardous waste</td>
</tr>
<tr>
<td></td>
<td>spill residue or soil ($§720.110)</td>
<td></td>
<td>spill residue or soil ($§720.110)</td>
</tr>
<tr>
<td><strong>Accumulation Quantity</strong></td>
<td>&lt; 1,000 kg hazardous waste</td>
<td>&lt; 6,000 kg</td>
<td>No accumulation limit</td>
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<tr>
<td></td>
<td>&lt; 1 kg acute hazardous waste</td>
<td>&lt; 1 kg acute hazardous waste</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&lt; 100 kg acute spill cleanup material ($§722.114)</td>
<td>&lt; 100 kg acute spill cleanup material ($§722.116(a))</td>
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<tr>
<td><strong>Accumulation Time Limits</strong></td>
<td>None</td>
<td>&lt; 180 Days (&lt;270 if &gt; 200 miles)</td>
<td>&lt; 90 Days ($§722.117(a))</td>
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<tr>
<td><strong>Accumulation Requirements</strong></td>
<td>None</td>
<td>Basic requirements ($§722.116(b))</td>
<td>Required ($§722.134(a))</td>
</tr>
<tr>
<td><strong>Personnel Training</strong></td>
<td>Not required</td>
<td>Basic training ($§722.116(b)(9)(C))</td>
<td>Required ($§722.117(a)(7))</td>
</tr>
<tr>
<td><strong>Contingency Plan and Emergency Procedures</strong></td>
<td>Not required</td>
<td>Basics required ($§722.116(b)(9))</td>
<td>Required ($§722.117(a)(6))</td>
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<tr>
<td><strong>Preparedness and Prevention</strong></td>
<td>Not required</td>
<td>Required ($§722.116(b)(8))</td>
<td>Required ($§722.117(a)(6))</td>
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<tr>
<td><strong>Air Emissions</strong></td>
<td>Not Required</td>
<td>Not Required</td>
<td>Required ($§§722.117(a)(1)(A))</td>
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<tr>
<td><strong>Land Disposal Restrictions</strong></td>
<td>Not Required</td>
<td>Required ($§722.116(b)(7))</td>
<td>Required ($§722.117(a)(9))</td>
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<tr>
<td><strong>Manifest</strong></td>
<td>Not required</td>
<td>Required ($§722.120)</td>
<td>Required ($§722.120)</td>
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<tr>
<td><strong>Waste Minimization</strong></td>
<td>None</td>
<td>Good faith effort ($§722.127)</td>
<td>Program in place ($§722.127)</td>
</tr>
<tr>
<td><strong>Pre-Transport Requirements</strong></td>
<td>If required by DOT</td>
<td>Required ($§§721.130 - 722.133)</td>
<td>Required ($§§722.130–722.133)</td>
</tr>
<tr>
<td><strong>Annual Report</strong></td>
<td>Not required</td>
<td>Not required</td>
<td>Required ($§722.141)</td>
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<tr>
<td><strong>Exception and Additional Reporting</strong></td>
<td>Not required</td>
<td>Required ($§§722.142(b), 722.143)</td>
<td>Required ($§§722.142–722.143)</td>
</tr>
<tr>
<td><strong>Recordkeeping</strong></td>
<td>Not required</td>
<td>Required ($§722.144)</td>
<td>Required ($§722.140)</td>
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<tr>
<td><strong>Allowed Waste Receiving Facility Type</strong></td>
<td>Facility listed in §722.114(a)(5)</td>
<td>RCRA permitted/interim status</td>
<td>RCRA permitted/interim status</td>
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<tr>
<td></td>
<td>Note: no municipal landfills in Illinois are permitted to take VSQG hazardous waste</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Closure</strong></td>
<td>Not required</td>
<td>Required for tanks ($§722.116(b)(3)(F))</td>
<td>Required ($§722.117(a)(8))</td>
</tr>
</tbody>
</table>
Universal Waste

Do you manage certain hazardous wastes as universal waste?

Universal waste includes four types of hazardous waste so commonplace that simplified requirements were enacted to facilitate proper management, encourage resource conservation, and reduce illegal disposal by promoting their recycling. The four types of universal waste are Batteries, Pesticides, Mercury-Containing Equipment, and Lamps (light bulbs):

• Batteries are devices consisting of one or more electrically connected electrochemical cells designed to receive, store, and deliver electric energy.
• Pesticides are a substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, or intended for use as a plant regulator, defoliant, or desiccant (other than specific animal drugs or feeds).
• Mercury-Containing Equipment is a device or part of a device (excluding batteries and lamps) that contains elemental mercury integral to their function.
• Lamps are the bulb or tube portion of an electric lighting device. Common universal waste lamps include (but are not limited to) fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps.

How much universal waste do you store on-site at any one time?

Universal waste handlers are persons or businesses who generate, accumulate, receive, or send universal waste. They are divided into two categories:

• Small Quantity Handlers of Universal Waste (SQHUW) accumulate less than 5,000 kilograms of all universal waste categories on-site at any one time.
• Large Quantity Handlers of Universal Waste (LQHUW) accumulate 5,000 kilograms or more of all universal waste categories on-site at any one time. The weight of universal waste streams must be calculated (i.e., all batteries, lamps, thermostats, switches, etc.) and counted toward the daily storage limit of 5,000 kg or approximately 1,100 pounds.

Do you properly manage and store universal waste in appropriate containers?

Universal waste must be managed and stored in a manner that prevents releases to the environment. The containers must be closed, structurally sound, compatible with the contents of the universal waste, and must lack evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

The containers must be labeled or marked clearly with the words “Universal Waste” and further described as to the type of universal waste (e.g., “Batteries,” “Pesticides,” “Mercury Containing Equipment,” or “Lamps”). Include an accumulation start date or use other means to ensure universal waste is not stored for more than one year. Don’t self-transport universal waste off your site unless you comply with applicable U.S. DOT requirements.

See also: https://www.epa.gov/hw/universal-waste

Universal Waste label.
Do you remove traditional lead-acid batteries from motor vehicles?

Motor vehicle batteries contain hazardous materials such as lead, zinc, mercury, nickel, cadmium, and strong acids. Motor vehicle batteries should be removed prior to storing or crushing vehicles to prevent the release of hazardous materials to the environment.

Lead-acid motor vehicle batteries were banned from Illinois landfills on September 1, 1990.

Do you properly store motor vehicle batteries in a building or in a manner that protects them from exposure to the elements?

Spent lead-acid batteries should be accumulated in a designated storage area prior to removal from your site.

The storage area may be inside or outside, if covered by a roof or tarpaulin to prevent storm water contact. The storage area should not be located near drains or outfalls that could impact storm sewers, sanitary sewers, streams, rivers, or other surface waters, or on the ground near an injection well or septic system. Secondary containment is recommended.

Proper battery storage with secondary containment inside a building. The spent lead acid battery storage area should be identified with a sign.

Summary of universal waste requirements for CESQGs, SQGs, and LQGs

<table>
<thead>
<tr>
<th>Requirement</th>
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<th>LQHs</th>
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<td>Accumulation Quantity &lt; 5,000 kg (11,000 lb.) ($733.109)</td>
<td>Accumulation Quantity &gt; 5,000 kg ($733.109)</td>
</tr>
<tr>
<td>U.S. EPA ID Number</td>
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<td>Required ($733.132)*</td>
</tr>
<tr>
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<td>So as to prevent releases ($733.133)</td>
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<tr>
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<td>Keep records of each shipment for 3 years ($733.139)</td>
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</table>

*A U.S. EPA ID Number may be obtained by filling out and submitting a Notification of RCRA Subtitle C Activity, EPA Form 8700-12. This form can be found at [https://www.epa.gov/hwgenerators/instructions-and-form-hazardous-waste-generators-transporters-and-treatment-storage-and](https://www.epa.gov/hwgenerators/instructions-and-form-hazardous-waste-generators-transporters-and-treatment-storage-and)
Do you handle lithium-ion batteries?

Environment and Health Impacts

Lithium-ion batteries contain chemicals including cadmium, lead, nickel, electrolytes and lithium. Cadmium and nickel are both known carcinogens and are regulated under U.S. EPA’s National Emissions Standards for Hazardous Air Pollutants (NESHAP). The battery casing can corrode when not properly handled during storage or disposal. Corrosion can lead to chemicals leaching into the soil, which can contaminate the water supply and waterways.

Leaking batteries can also cause fires. In the case of leaking batteries in landfills, these fires can sometimes burn underground for years, while continuously releasing toxic chemicals into the air and increasing the potential for human exposure.

Lithium-Ion batteries contain electrolytes that are typically a mix of organic carbonates which have flashpoints ranging from 18 to 145 degrees C (64° to 293° F). The electrolyte is clear and colorless and has a slightly sweet odor. Its viscosity is similar to water. Precautions should be taken to avoid contact with the liquid. This liquid is highly reactive with water and can produce hydrofluoric acid, which can cause irritation or burns on skin, eyes, nose, throat, and lungs.

If the electrolyte comes into contact with your skin, flush with water immediately. If the electrolyte gets into your eyes, do not rub your eyes. Immediately flush your eyes with a large quantity of water and seek medical treatment as soon as possible. To avoid injury by coming in contact with the electrolyte, wear protective clothing and personal protective equipment for organic electrolyte including SCBA or protective mask for organic gases.

Salvage facilities should maintain an Emergency Isolation Container to safely hold depleted or damaged batteries until they are picked up for disposal. This will minimize risk in the case of a battery fire. Sand, an effective smothering agent, is useful to keep on hand as well. However, keeping the surrounding area clear of combustible materials is imperative because large battery fires are difficult to smother.

Spills, Leaks and Fires

If unknown fluid leakage is observed under a vehicle body known to have lithium ion batteries, this may be electrolyte leaking from the Main drive lithium-ion battery. This electrolyte is flammable and poisonous acidic gas will evaporate from the electrolyte. Wear a mask for organic gas, solvent-resistant gloves (or heavy-duty rubber gloves), and eye protection. Use an absorption mat or sand to absorb spilled electrolyte. Contain and dispose of any sand, soil, and other materials used to absorb the electrolyte. Do not dispose of this material in a landfill.

Under federal and state universal waste regulations, if sand, soil, and other materials are contaminated or used to absorb electrolyte, facilities must make a determination whether any releases or residues from lithium batteries are hazardous, and if they are, they must be managed as hazardous waste. Facilities should contact a waste management company for assistance in making a waste determination. The waste management company can arrange to properly receive, transport, and dispose of the material.

To minimize risk and the potential for injury, follow manufacturer guidelines for battery removal and disposal.

Personal Protective Gear

Protective clothing and insulated gloves (electrically insulated), rubber gloves, safety goggles, safety shoes, and a breathing mask are recommended.

Battery Removal Cautions


- Be sure to wear insulated gloves when handling high-voltage parts.
- Even if the vehicle relays are off, be sure to remove the service plug grip before performing any further work.
- Power remains in the high voltage electrical system for 10 minutes even after the high-voltage (HV) battery pack is shut off because the circuit has a condenser that stores power.
- Make sure that the tester reading is 0 V (zero volts) before touching any high-voltage terminals which are not insulated.
- The supplemental restraint system (SRS) may remain powered for up to 90 seconds after the vehicle is shut off or disabled. To prevent serious injury or death from unintentional SRS deployment, avoid cutting the SRS components.

Dismantling guide.pdf offers additional guidance:

- Before dismantling, shut off the HV circuits or discharge the Main drive lithium-ion battery in accordance with the manufacturer’s instructions.
- Do not assume HV components have been shut off simply because the vehicle is quiet.
- Never directly touch any exposed HV wiring cables, protective covers detached from HV components, or HV components that might be damaged.
- If the vehicle must be left unattended during the dismantling process, display a sign indicating “HIGH VOLTAGE WORK IN PROGRESS!! DANGER! DO NOT TOUCH!” Refer to the signboard example in Figure xxx.
- Advise all dismantlers that an electric vehicle is involved.
- If a charge connector is connected to the vehicle, remove it.
- Example of cautionary signage:

  ![CAUTION: HIGH-VOLTAGE. DO NOT TOUCH.](image)

  Person in charge:

Best Management Practices and Disposal
EPA does not currently regulate small quantities of lithium ion batteries as waste. EPA regulates large quantities as universal waste. Classifications of small and large quantity handlers and generators are included in the Definitions section of this manual. Automobile batteries, including lithium ion batteries, are currently excluded from this category. Typically, large quantities of lithium ion batteries are sent to a hazardous waste facility for incineration.

Reuse
Lithium-ion batteries from cars are often discarded when they still hold up to 80% of their charge. These batteries can be reused for storing energy generated from wind and solar installations. These battery backups ensure that charge and power are available when the wind or sun isn’t strong enough to generate electricity. They can be used for a range of applications from storing energy for homes to powering street lights.

Recycling
Lithium-ion battery recycling is an emerging market and efforts to establish standard procedures are ongoing. Most battery mining, production, and recycling currently happens overseas. The ReCell Center, a $15 million, three-year research project housed at Argonne National Lab, hopes to change that. The project focuses on developing new battery designs that will enable greater material recovery at end of life.

Lithium Battery Shipping Regulations
Shipping of lithium batteries is regulated under 49 CFR 173.185 (https://www.ecfr.gov/cgi-bin/text-idx?SID=c908f16400017f54b47e59b9d4e5d486&mc=true&node=se49.2.173_1185&rgn=div8). Shipping regulations differ, depending on whether they are travelling by air, ground, or ocean.

Packaging and labeling requirements vary depending on size, watt, gram ratings and quantity of batteries. This ensures safe transfer of materials and minimizes potential for injury.

For air shipments, standalone lithium batteries are restricted to cargo aircraft only and must meet 30% or less charge capacity. Damaged or defective batteries are not allowed to be shipped by air. The U.S. Department of Transportation’s guide to safely shipping batteries by air (https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/docs/PHMSA_battery_guide.pdf) has more detail on packaging and labeling requirements.

For additional discussion of lithium battery shipping requirements, see Transporting Lithium Batteries (https://www.phmsa.dot.gov/lithiumbatteries)
Does your auto salvage facility generate used vehicle fluids?

The majority of auto salvage yards generate used vehicle fluids. Fluids may include fuel, antifreeze, used oil, brake fluid, transmission fluid, power steering fluid, windshield wiper fluid, parts washer solvent, battery acid, and residual fluids from storage of parts, among others.

Used fluids not recycled are a **Special Waste** or **Hazardous Waste**.

Also see [https://www2.illinois.gov/epa/topics/small-business/publications/Pages/special-waste.aspx](https://www2.illinois.gov/epa/topics/small-business/publications/Pages/special-waste.aspx) or call 1-888-EPA-1996.

Do you remove fluids from vehicles upon entry to the salvage yard and prior to disassembly, crushing, or storage?

The Illinois EPA recommends that you remove fluids before the vehicle is disassembled, stored, or crushed. Removing fluids and properly containerizing and storing them can help minimize spills or releases that could otherwise harm the environment. When transferring flammable or combustible liquids, use spark resistant funnels and pumps that are bonded and grounded.

Do you contain and store used vehicle fluids?

You may store fluids in steel or plastic drums. The drums should be leak-free and not dented, rusted, or bulging. You may also store used fluids in above ground tanks or totes. These should likewise be in good condition and leak-free.

To reduce the risk of impacts to soil, groundwater, and surface water, a best management practice is to keep all containers closed when not in use. Additionally, containers should be labeled to identify their contents, e.g., “used antifreeze.”

If possible, store fluids inside a building or on an impervious surface, preferably covered by a fixed canopy with containment to reduce your risk of contaminating the environment. You may wish to use a drum pallet containment unit for drum storage to reduce the risk of a release if a drum leaks or a spill occurs.

Does your facility inspect used fluid containers weekly?

Inspect the used fluid container area weekly for leaks and container condition to reduce your risk of impacting the environment. Maintain sufficient aisle space to walk among containers.

Improperly stored drums that have leaked; note the stained soil and dead vegetation.

Does your facility properly dispose of or recycle used vehicle fluids?

You must determine if the used fluids you generate are a hazardous waste or a special waste. If an end-user utilizes the fluid directly as a product or as a raw material or ingredient, the fluids may not be regulated as waste.
Ask the end-user for documentation that the material is not a waste if they indicate that you can ship the material to them on a bill of lading. If fluids are not directly reused or must be treated before reuse, or are to be disposed of, they are a special or hazardous waste and must be managed and disposed of accordingly. Used oil is recycled under separate regulations (Part 739) and is a nonhazardous special waste when sent for recycling.

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**Does your facility store vehicles without removing the fluids?**

While not recommended, if you choose not to remove the fluids, follow these basic best management practices:

- Inspect all vehicles for leaks upon arrival.
- If the vehicle is observed to be leaking, stop the leak or remove the fluids to minimize a release to the environment.
- Drip pans may be used to capture leaks. However, it is recommended that the vehicle be stored on an impervious surface designed to control surface run-off and impacts to soil.
- If drip pans are used, monitor and empty the pans, and containerize the fluids as described in this section.
- Check the storage area weekly for signs of spilled used fluids.

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**Do you crush vehicles on-site?**

If you crush vehicles on-site, remove all fluids, mercury switches, lead, air bags, and lithium-ion batteries prior to crushing. Crush vehicles on an impervious surface with containment, preferably inside a building or a three-walled structure to avoid impacting the environment. Even after fluid is removed, crushing vehicles generates residual used fluid. This waste is generally collected in a pan underneath the crusher. Monitor the crusher’s fluid drip pan and empty and containerize the fluids. Fluids generated by the crushing of vehicles are a mixture of all fluids contained within a vehicle (oil, gas, antifreeze, transmission fluid, etc.). Therefore, the crusher’s drip pan waste may not be recyclable, and you must properly characterize and dispose of such waste.

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**Do you store vehicle parts on-site?**

Residual fluids may be released from used vehicle parts such as engines and transmissions. Store parts on an impervious surface and preferably inside a building. Outside parts storage is not recommended. If parts must be stored outside, store them on an impervious surface with containment and cover them with a permanent roof, a tarp or plastic to limit soil, groundwater, or surface water impact.

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**Do you know how to handle a spill or release?**

Maintain a spill kit that includes items such as a non-sparking shovel, broom, Oil-Dri™ or absorbent, containers, and personal protective equipment (PPE) (gloves, safety glasses/goggles, protective clothing). If a spill or release of used vehicle fluids occurs, immediately stop the release; if possible, prevent material from entering storm drains or open water, and clean up and contain all spilled materials, as well as all visibly impacted soil/debris. If possible, recover the fluids and store them in a labeled container. All waste and contaminated soil or debris from cleaning up a spill or release is a special waste or hazardous waste and must be managed as such.


If you suspect that a spilled fluid has entered a drain, has migrated off-site, or was not otherwise fully contained, immediately contact the Illinois Emergency Management Agency at 800/782-7860 to report that a release has occurred.
Because used oil is one of the fluids most commonly generated by the automobile salvage industry, there are specific regulations for its management—35 Ill. Adm. Code Part 739. Used oil is defined as any petroleum-based or synthetic oil that has been used and, as a result of such use, is contaminated by physical or chemical impurities such as dirt, water, or metal. Examples include used crankcase oil, brake fluid, transmission fluid, and power steering fluid. It is important to manage used oil properly to protect the environment and worker safety.

To prevent hazardous waste regulations, used oil must be recycled or burned for energy recovery, rather than sent off-site for disposal. Using used oil as a dust suppressant on your property is prohibited.

See also https://www2.illinois.gov/epa/topics/waste-management/factsheets/Pages/used-oil.aspx.

Are your used oil containers or tanks in good condition and not leaking?

Store your used oil in containers or tanks. Regulations require that containers and aboveground storage tanks (ASTs) used to store used oil must be in good condition with no severe rusting, apparent structural defects, or deterioration. There should be no visible leaks associated with the containers or ASTs. If a container or AST is not in good condition, immediately repair or replace it. If you store used oil in an underground storage tank (UST), you will also need to comply with local, county, state and federal UST regulations.

Best management practices for used oil storage include staging containers and ASTs on an impermeable surface and providing secondary containment to prevent leaks or spills from contacting soils or reaching surface waters. In addition, containers should be securely closed and staged in a manner to prevent rainwater accumulation. Inspect containers and tanks regularly for leaks and damage. There is no time limit on used oil storage. However, it may be considered disposal rather than storage if used oil is on-site longer than one year and without a definite plan for removal.

Are your containers, ASTs, and UST fill pipes clearly labeled “Used Oil”?

Clearly label used oil containers, ASTs, and UST fill pipes with the words “Used Oil.” This may be accomplished by affixing a “Used Oil” label or marking with other appropriate means, such as a paint stick or stenciling.

Is your site free of releases of used oil to the environment?

If a release of used oil is detected, take the following actions:

- Stop the release.
- Contain the released used oil.
- Properly clean up and manage the released used oil and other materials.
- If necessary, repair or replace any leaking used oil storage containers or tanks prior to returning them to service.

For more information on when to report a spill, visit https://www.epa.gov/emergency-response/when-are-you-required-report-oil-spill-and-hazardous-substance-release.
Do you only burn your own oil and/or household do-it-yourselfer oil in on-site space heaters?

You may burn used oil that you generate or that you collect from household do-it-yourselfers in an on-site space heater that has a maximum capacity of ≤ 0.5 million Btu per hour and that vents combustion gases to ambient air. You may not burn used oil at your site that is generated at other businesses. Accepting used oil generated at another location (other than household do-it-yourselfers) will cause you to be regulated as a used oil marketer and you will be subject to additional regulations.

If you send your used oil off-site, do you use only transporters who have a U.S. EPA ID number and an Illinois special waste ID number?

Ensure that your used oil is transported only by transporters with U.S. EPA identification numbers and Illinois special waste identification numbers. You are not required to complete a manifest for used oil managed in accordance with 35 Ill. Adm. Code Part 739. You may offer your used oil to a licensed special waste hauler who has not obtained a U.S. EPA identification number and Illinois special waste identification number if the used oil is reclaimed under a contractual agreement in which reclaimed oil is returned to you for use as a lubricant, cutting oil, or coolant. It is good practice to retain receipts or bills of lading for used oil shipments.

If you self-transport your used oil, do you transport ≤55 gallons of used oil at one time to either 1) a registered used oil collection center or 2) an aggregation point that you own?

You may self-transport without obtaining a U.S. EPA identification number or Illinois special waste identification number up to 55 gallons of used oil at any one time in a vehicle owned by you or your employee to a used oil collection center that has registered by written notification to the Illinois EPA to manage used oil. You may also self-transport up to 55 gallons of used oil at any one time to an aggregation point at a site that you own or operate. However, if you generate more than 220 pounds of special waste per month, you must be a licensed special waste hauler to transport the used oil.

Do you avoid mixing hazardous waste with your used oil?

If you are a VSQG and you mix your hazardous waste with your used oil, the mixture is regulated as used oil provided that the mixture contains less than 1,000 parts per million total halogens (i.e., chlorinated solvents). If the amount of hazardous waste that you generate in a calendar month exceeds the VSQG threshold, and this waste is mixed with used oil, the mixture may be regulated as hazardous waste, triggering additional regulatory requirements. For this reason, it is a good practice not to mix your wastes.

Does your aboveground oil storage capacity exceed 1,320 gallons?

If you have an on-site oil storage capacity of more than 1,320 gallons, you are subject to the federal Spill Prevention, Control, and Countermeasure (SPCC) Rule found at 40 CFR 112, in addition to 35 Ill. Adm. Code Part 739. In calculating your oil storage capacity, include all aboveground containers/tanks for both product and used oil that have a capacity of 55 gallons or greater. Count the capacity of the containers, not the actual amount of oil they are holding. Per federal requirements, sites whose oil storage capacity exceeds 1,320 gallons must develop a spill prevention, control and countermeasure SPCC plan detailing steps to prevent, control, and mitigate a release of oil. Alternatively, you may reduce the total oil storage capacity at your site to avoid being subjected to this rule.

Do you hot drain your used oil filters prior to recycling or disposal?

Properly drain your used oil filters by hot draining for at least 12 hours at or near the engine’s operating temperature and always above room temperature (60°F). Filters that immediately drip oil when picked up have not been properly drained. Consider the following methods for hot draining:

- Puncturing the filter anti-drain back-valve contained in most automotive oil filters or the filter dome and then hot draining; the anti-drain back-valve consists of a rubber flap that creates a vacuum to prevent oil from draining back into the engine
- Hot draining and crushing
- Dismantling and hot draining
• Using any other equivalent draining method that will remove the used oil such as pressurized air draining. Used oil drained from filters can be combined with other used oil and managed as discussed earlier in this guide. The drained filters should be placed in covered dumpsters or containers that prevent stormwater (rain, snow) infiltration. In addition, the dumpsters or containers should be capable of holding any residual used oil that may escape from the filter. Used oil filters that have not been properly drained must be managed as used oil if recycled. If the filters are sent for disposal, you must determine if they are hazardous waste.

Recycling as scrap metal is the recommended option for drained filters. If you choose to dispose of your drained filters rather than recycle them, you can discard non-terne plated filters with your general refuse after first certifying them as non-special waste.

Terne-plated filters (more commonly used in heavy-duty vehicles such as buses and trucks) may require management as hazardous waste due to their lead content. Undrained filters destined for disposal must also be managed as hazardous waste.

Draining your filters and recycling the oil and filter cartridge gives you two recyclable streams, while simply disposing of undrained filters will incur disposal costs. It makes “cents” to drain and recycle!
Underground Storage Tanks

Do you have any underground storage tanks?

The presence of an underground storage tank (UST), whether in use or out of service, could mean that your facility is subject to additional regulations. It’s possible that you have an underground storage tank but are not aware of it. If you have items resembling the pictures, you will need to examine them further to determine if you have an UST.

Do you have petroleum or hazardous substance-containing USTs of ≥110 gallon capacity that have not been registered with the Office of the State Fire Marshal?

If you have a UST that has not been registered with the Office of the State Fire Marshal, submit a Notification Form for Underground Storage Tanks to the Office of the State Fire Marshal. To be in compliance, you will need to contact the Office of the State Fire Marshal Petroleum & Chemical Safety Division at 217/785-1020 to register, abandon-in-place, or remove your tank.

Call the Office of the State Fire Marshal, Petroleum & Chemical Safety Division at 217/785-1020 or visit https://www2.illinois.gov/sites/sfm/About/Divisions/Petroleum-Chemical-Safety/Pages/default.aspx.

(A) Fill pad and (B) vent lines for a UST.
Illinois regulates businesses and individuals that handle used tires. You may be subject to the 35 Ill. Adm. Code Part 848 regulations and Title XIV of the Illinois Environmental Protection Act if you generate, store, or transport used tires. A used tire is defined as a worn, damaged, or defective tire that is not mounted on a vehicle and any portion of such a tire. Tires that are removed from vehicles (both those on and off rims) are considered used tires. A tire that is mounted on a vehicle is not considered a used tire. A waste tire means a used tire that has been disposed of.

Do you have more than 50 used or waste tires stored at your site or do you sell new or used tires at retail?

**Notification**
Illinois state law requires individuals with more than 50 used tires on their property or who sell tires at retail to notify the Illinois EPA within 30 days of commencement of activity using the Used and/or Waste Tire Activity Notification and Registration Form (all forms in this section may be found at https://www2.illinois.gov/epa/topics/forms/land-forms/used-tires/Pages/default.aspx). Complete Parts A and C of the form. If you have an Illinois EPA ten-digit site number, include it on the form.

**Registration**
In addition to the initial notification, individuals who operate a tire storage site (see below) must register annually by completing Parts A, B, and C of the Notification & Registration Form and paying an annual $100.00 fee for each tire storage site. The form(s) and applicable fees must be submitted by January 1st each year.

**Tire Storage-Exempt Sites**
You may be exempt from the annual registration requirement. If all of your tires are stored in a building or so, they are prevented from accumulating water, and if any of the exemptions below apply, your facility is storage-exempt (not a storage site):

- Used tires are separated from the vehicle wheel rim at the site and the site never accumulates more than 250 used tires at any one time;
- Used tires are accepted in trade as part of the sale of new tires and the site never accumulates more than 250 used tires at any one time;
- The site sells tires at retail in the regular course of business and the site never accumulates more than 250 used tires at any one time; or
- The site sells tires at retail and the site never maintains more than 1,300 recyclable tires, 1,300 tire carcasses, and 1,300 used tires on-site, and those tires are stored inside a building or a container so that they are prevented from accumulating water.

Complete Part A of the Notification & Registration Form and under “Type of Operation,” place an “X” in the appropriate “Tire Storage-Exempt” box that applies to your facility. Skip Part B (if an exemption applies) and complete Part C of the Notification and Registration Form. Remember to use only Illinois-registered carriers to transport your used tires and to maintain records (tire tracking receipts) that document the dates and numbers of used tires removed from your site.

**Tire Storage Sites**
If you do not qualify for an exemption, your facility is a tire storage site subject to 35 Ill. Adm. Code 848. Complete Parts A, B, and C of the Notification and Registration Form, placing an “X” in the appropriate “Used Tire Storage Site” box under “Type of Operation,” and pay the annual $100.00 fee for each tire storage site.

If you are a Used Tire Processing Site, Disposal Site, or Combustion Site, place an “X” in the appropriate box(es). Complete a separate form for each facility.

**Do you sell new or used tires at retail?**

Section 55.8 of the Illinois Environmental Protection Act requires anyone selling or offering to sell new or used tires at retail in Illinois to do the following:

- Collect from their customers a fee of $2.50 per tire sold to be paid to the Illinois Department of Revenue,
Used Tire Management Fund, less a collection allowance of 10 cents per tire to be retained by the seller (this fee must be stated as a distinct line item separate and apart from the selling price of the tire).

- Accept for recycling the used tires from customers in a quantity equal to the number of new tires purchased.
- Post in a conspicuous place a written notice at least 8.5 by 11 inches that includes the universal recycling symbol and the following statements: “DO NOT put used tires in the trash,” “Recycle your used tires,” and “State law requires us to accept used tires for recycling in exchange for new tires purchased.”
- Not allow used tires to accumulate for periods of more than 90 days.

Do you open dump waste tires at your facility?

It is a violation of Illinois law to store used or waste tires in a manner that allows the accumulation of water (e.g., outside and uncovered). To be in compliance with existing statutory and regulatory requirements, either store the used/waste tires inside a building or fully enclosed container and register with the Illinois EPA as a used tire storage site, or collect and remove all used/waste tires on-site and have them transported to a used tire processing or disposal facility. Be advised that state law prohibits the disposal of used/waste tires at Illinois solid waste landfills or transfer stations. Illinois EPA regulations also prohibit the open burning of used or waste tires. Open dumping of more than 50 used tires is a Class 4 felony under Illinois law.

**Tire Removal Agreements**

Waste tire disposal sites with more than 1,000 tires may be able to avoid violations through an approved tire removal agreement (TRA). A proposed written tire removal agreement shall include a complete inventory of the tires located on the site, a description of how the removal will be conducted, a description of the methods to be used during removal including, but not limited to, the methods for removing, transporting, processing, storing, or disposing of tires, the off-site facilities to be used, and a schedule for completing the removal of tires from the site. The total time allowed shall not exceed the following: one year if the site contains 1,000 tires or fewer; two years if the site contains more than 1,000 tires but fewer than 10,000 tires; or five years if the site contains 10,000 or more tires.

Do you store used or waste tires in a manner that poses a fire hazard?

If you operate a used tire storage site, no used tires shall be placed or accumulated outside of a building or fully enclosed container unless the tires are stored:

- not less than 40 feet from other piles, combustible ground vegetation, and any other combustible material;
- not less than 50 feet from all buildings and the site’s property boundaries;
- not less than 100 feet from trees; and
- not less than 250 feet from all outdoor activities that present a risk of fire (e.g., near heat sources, activities such as welding, cutting torches, and smoking, or under power lines).

If you operate a used tire storage site with more than 60 tons of used tires, you must develop a tire storage/tire contingency plan that meets the requirements of 35 Ill. Adm. Code Part 848.203 and maintain financial assurance based on an approved written removal cost estimate, unless you are operating in compliance with an executed TRA.

**Used Tire Storage Permits**

Any site that stores more than 10,000 used tires or processes more than 500 used tires annually must have a permit issued by the Illinois EPA by July 1, 2016.
pursuant to section 55(d-5) of the Illinois Environmental Protection Act.

Do you prevent water from accumulating in used or waste tires?

Prevent water accumulation by storing tires inside a leak-proof building or a fully enclosed container or under cover (i.e., tarp or tarped open top trailer), by altering the tires by slashing, cutting, or drilling holes, or by other methods.

Do your waste tires have the potential to harbor vectors that pose a threat to human health?

Used tires pose a health hazard as a breeding ground for rodents, mosquitoes, fleas, ticks, and other animals that can transmit disease to humans. Mosquitoes lay their eggs in water to complete their lifecycle. Minimize vector attraction by storing tires dry in a building, a fully enclosed container, or under a tarp, or altered by slashing, cutting, or drilling holes so they cannot hold water.

Do you transport used tires?

Only vehicles registered with the Illinois EPA as a tire transporter may transport loads of more than 20 used tires within Illinois (not counting ones still on a salvage vehicle in transit). Those who generate used tires must have their tires transported in a registered and placarded vehicle. Complete and retain tire tracking receipts to document the dates of used tire removal, the number or weight in tons of tires transported, and the destination of the used tires.

A registered used tire transporter must display an Illinois EPA-issued company-specific registration number on both sides of the permitted vehicle. The registration number must appear below the words “Registered Tire Transporter” and above an expiration seal that designates the date on which the registration expires. The Used Tire Transportation Registration Application and instructions can be found at https://www2.illinois.gov/epa/topics/forms/land-forms/used-tires/Pages/default.aspx.

See https://www2.illinois.gov/epa/topics/forms/land-forms/used-tires/Pages/default.aspx, call 217/785-8604, or write to:

Illinois EPA Used Tire Unit, 1021 North Grand Avenue East, P.O. Box 19276, Springfield, IL 62794-9276
White Goods

The term “white goods” refers to major household appliances. Section 22.28 of the Illinois Environmental Protection Act defines “white goods” to mean “all discarded refrigerators, ranges, water heaters, freezers, air conditioners, humidifiers and other similar domestic and commercial large appliances.”

Many older white goods contain small capacitors, lighting ballasts, and/or refrigerants that are harmful to health and the environment. Although the federal government banned the production of polychlorinated biphenyls (PCBs) in 1979, many older capacitors and lighting ballasts still contain this known carcinogen and regulated toxic chemical. In addition, refrigerants found in freezers, refrigerators, and air conditioners may contain chlorofluorocarbons (CFCs), which are harmful to the ozone layer. Switches and fluorescent lights may contain mercury, which is a toxic heavy metal. These harmful chemicals can be released if white goods are crushed, baled, or shredded without first removing capacitors, ballasts, and refrigerants.

Consequently, Illinois law designates “white good components” that must be removed before disposing of or salvaging white goods to include: (i) CFC refrigerant gases such as Freon, (ii) electrical switches containing mercury, (iii) devices that may contain PCBs, and (iv) fluorescent lights that contain mercury. It is illegal to collect or offer to collect white goods for landfill disposal unless their white good components have been removed. It is also illegal for the owner, operator, agent, or employee of a junkyard or scrap dealership to shred, scrap, dismantle, recycle, incinerate, handle, store, or otherwise manage any white good that still contains white good components in any way that violates the Illinois Environmental Protection Act or any other applicable state or federal law. If you accept white goods, you must ensure that white good components have already been removed, train your employees to remove them safely and legally, or contract with a professional to remove them.

Do you properly remove and manage refrigerant gases?

In addition to refrigerant removal mandated by Illinois law, the federal Clean Air Act (CAA) prohibits the release of refrigerant gases while maintaining, servicing, repairing, or disposing of air conditioners and refrigerators. Please refer to the Air Pollution Control portion of this document for more information.


Do you properly remove and manage mercury switches?

Mercury switches can be found in the gas pilot assembly of gas ranges with pilot lights, the light socket assembly of chest-style freezers with an interior lid light, fluorescent lamps that illuminate control panels on the back of some electric ranges and clothes washing machines, the lid opening detector and out of balance detector of certain pre-1972 washing machines, and sump and bilge pump float switches. Remove mercury switches and send them to a recycling or recovery facility prior to recycling or disposing of the appliance.

For mercury spill cleanup information, see: https://www2.illinois.gov/epa/topics/waste-management/mercury/Pages/spills.aspx

Mercury-containing white good components do not become universal waste until they are removed from the appliance. Therefore, universal waste requirements do not apply until that point. However, other types of universal waste that may come to your place of business, such as fluorescent lights or batteries that have already been removed from the larger equipment that held them, are already universal waste, so you must comply with universal waste requirements from the moment you take possession of them.

Do you properly remove and manage PCB components?

Due to their non-flammability, chemical stability, and electrical insulating properties, PCBs were used as dielectric fluid in various types of electrical equipment, including heat transfer systems, fluorescent lamp ballasts, television sets, and numerous other kinds of electrical appliances. In addition, PCBs were used as plasticizers in paints, plastics, and rubber products, and in pigments, dyes, carbonless copy paper, and many other applications. Because of their resistance to thermal breakdown and insulating properties, PCBs were the fluid of choice for transformers and capacitors. Because of their fire resistance, they were actually required by some fire codes.

PCBs have been demonstrated to cause a variety of adverse health effects, including cancer and serious non-cancer health effects in animals, such as effects on the immune, reproductive, nervous, and endocrine systems. Studies in humans provide supportive evidence for potential carcinogenic and non-carcinogenic effects of PCBs, including negative effects on the intellectual development of children and adults.

Concerned about industrial chemical toxicity and persistence in the environment, Congress enacted the Toxic Substances Control Act (TSCA) on October 11, 1976, which included prohibitions on the manufacture, processing, and distribution in commerce of PCBs. Under TSCA, Congress mandated the regulation of PCBs from manufacturing to disposal (“cradle to grave”) throughout the U.S. PCBs are regulated primarily by U.S. EPA, whose regulations are found at http://www.ecfr.gov/cgi-bin/text-idx?SID=c47363b20bfbd01334513a97a9ca4f1c&mc=true&node=pt40.31.761&rgn=div5. These regulations describe how to label, store, and dispose of PCB materials. A U.S. EPA PCB question and answer document is available at https://www.epa.gov/pcbs/polychlorinated-biphenyl-pcb-question-and-answer-manual-and-response-comment-documents.

Although TSCA prohibited further manufacturing, processing, and distribution of PCBs, it allowed products containing PCBs (e.g., PCB-containing electrical equipment) to remain in use. However, once white goods enter the waste stream, PCB components must be removed and properly managed before the appliance can be shredded, crushed, or otherwise processed.

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Removing, storing, and disposing of PCB small capacitors

Household appliances that commonly contain PCBs
- Air conditioners
- Copy machines
- Dehumidifiers
- Fluorescent light ballasts (Fluorescent stove lights may use a transformer ballast containing a PCB-asphalt resin. Resins found in resistors, fluorescent light ballasts, and other electrical equipment also are likely to contain PCBs.)
- Mercury vapor lamps
- Microwave ovens
- Oil-filled space or portable heaters (These may contain PCBs in the actual oil inside of the heater. The number of products with PCB oil may be relatively small, but the levels of PCBs in them may be very high. Testing of the oil is recommended prior to disposal, crushing, shredding, or baling.)
- Submersible well pumps (depending on manufacturer)
- Electrical control panels

Household appliances that predominantly contain dry (non-PCB) capacitors
Dry capacitors (i.e., not oil-filled) are not known to contain PCBs and therefore do not need to be handled as such. However, please be aware that some appliances such as the following may contain both dry and oil-filled capacitors:
- Clothes dryers
- Fans
- Refrigerators
- Stoves
- Televisions
- Washing machines
- Various types of electronic equipment

Identification of capacitors
Starting capacitors
Starting or electrolytic capacitors are used to help single phase electric motors to start. These capacitors are used only for short periods of time during motor operation. Consequently, they do not need to dissipate heat and are therefore usually dry capacitors. Starting capacitors are most easily identified by a black plastic casing or outer shell. If the capacitor is dry, the casing is not hermetically sealed or totally enclosed, but it generally contains a porous plug at one end.

Running capacitors
Running or oil-filled capacitors are designed to stay in a motor circuit for the entire cycle of operation. The oil helps to dissipate the heat in the capacitor during operation and maximizes the running efficiency of a motor. Running capacitors are identified by rectangular or oval metal casings. An oil-filled capacitor manufactured after 1979 may have “No PCBs” stamped on its casing. Such capacitors’ oil does not contain PCBs and they may be managed like a dry capacitor for disposal.

Removal of small capacitors
Capacitors may store an electrical charge for days even after the unit has been unplugged, so take precautions against electrical shock.

Air conditioners
Air conditioners may have one or two oil-filled small capacitors. Remove the casing, which may require removal of 10–30 screws. One capacitor will be wired to the fan motor, and the other will be wired to the compressor.

Air conditioners contain high-pressure Freon, which produces acid if the compressor has failed. Because it is under pressure, this acid can spray out if the item is punctured. If you detect an odor, move away from the appliance until the odor dissipates. Wear goggles and acid-resistant gloves.

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**Microwaves**
Microwave ovens have one capacitor located directly behind the control panel and wired to the transformer. Access the capacitor by removing the front panel.

**Fluorescent lights**
Fluorescent light ballasts are located in the housing of the light fixtures. You may have to unscrew the back panel to access the ballast.

**Other equipment**
Appliances with motors, such as washing machines and refrigerators, usually have the motor located near the bottom and accessible from the rear. The capacitor, which is usually dry, will be attached to the motor housing and may be covered by a protective casing. Remove the cover to access the capacitor.

**Management of PCB-containing components**
PCB-containing components are regulated as a Special Waste in Illinois and thus are subject to the requirements discussed in that section of this guide. Under federal law, TSCA defines a “small capacitor” as a capacitor that contains less than 1.36 kilograms (3 lbs.) of dielectric fluid. Small PCB capacitors may be sent to a municipal landfill for disposal. Large PCB capacitors (3 lbs. or more of fluid), however, must be sent to an EPA-approved incinerator or disposal facility.
Other PCB Equipment

As previously mentioned, PCBs can be found in various types of equipment containing dielectric fluid, such as heat transfer systems, transformers, oil-filled switches, voltage regulators, capacitors, hot oil-based hydraulic systems, etc. If the concentration of PCBs in a component is greater than 50 parts per million (ppm), the component is regulated under TSCA and must be stored and disposed of as a TSCA waste. Salvage facilities should not accept fluid-filled transformers or other electrical equipment without lab analysis or manufacturer’s documentation indicating that the fluid contains less than 50 ppm PCBs. A properly rinsed and drained component may be disposed of in a municipal landfill or salvaged as scrap metal ONLY if the PCB concentration in the removed fluid was less than 500 ppm. Therefore, even if the component has been drained, lab analysis or manufacturer’s documentation should be required before accepting the empty carcass for recycling. As for the removed fluid, if it contained PCBs at 50 ppm or higher, then both the fluid and rinsate remain regulated under TSCA and cannot be recycled.

U.S. EPA retains authority over the handling and disposal of TSCA wastes and should be contacted at 312/886-7061. If you have waste that contains PCBs at a concentration greater than 50 parts per million, you must submit appropriate reports to U.S. EPA Region V in Chicago.

A label like the one above (white or yellow background) indicates the equipment contains fluid with 500+ ppm PCBs. Keep in mind that not all PCB equipment is labeled.
Mercury Vehicle Switches

Mercury switches were used in vehicles to control convenience lighting, anti-lock brake systems (ABS), and airbag crash sensors. Mercury in switches in scrap vehicles is released to the environment when vehicles are shredded, crushed, and smelted unless the switches are removed first. Once in the environment, mercury can be converted into more toxic methylmercury, which accumulates in the food chain. Mercury is a dangerous neurotoxin, even in small amounts. It can negatively impact infant and child development and adult cardiovascular and immune systems.

The Illinois Mercury Switch Removal Act requires removal of mercury convenience light switches from vehicles prior to crushing or shredding. The National Pollution Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Industrial Activities requires removal of mercury convenience light switches and anti-lock brake g-force sensors. Removed convenience light switches and ABS sensors must be properly recycled or disposed of as universal or hazardous waste.

Automakers created the End of Life Vehicle Solutions (ELVS) program, which includes a system for removing, collecting, and managing mercury convenience light switches and ABSs. Contact ELVS at 877/788-6656 or http://elvsolutions.org to enroll in the program. For a collection bucket and answers to transportation questions, contact Ryan Grudzien with EQ, A US Ecology Company, at either 800/495-6059 or ryan.grudzien@usecology.com.

How do you properly store and ship removed switches and ABSs?

Mercury light switches and ABSs are universal or hazardous waste, depending on how they are managed. The ELVS program procedures comply with these regulatory requirements. ELVS includes educational materials and a switch removal log with the first bucket. Switch removal logs must be kept on-site for at least three years. The records must be made available to Illinois EPA during an inspection.

Storage procedures

• Place plastic liner in bucket.
• Place all mercury switches and ABSs inside the liner.
• Put the lid on and close the bucket when not adding or removing switches or ABS sensors.
• Affix completed universal waste sticker on the outside of the bucket.
• Store no more than 450 mercury switches and ABSs in a bucket.
• Ship the bucket to ELVS either when full or within one year from the date the first switch or ABS sensor was put in the bucket.

Shipping procedures

• Using the zip tie provided in the bucket, tie the plastic liner shut.
• Close the lid until it locks.
• Place a copy of the completed removal log and a request for a replacement bucket on top of the bucket.
• Place bucket in a shipping box and seal.
• Use the pre-paid shipping label provided to return the bucket to EQ, A US Ecology Company. Call UPS to arrange for a pickup. If the pre-paid shipping label is missing, contact EQ, A US Ecology Company, at either 800/495-6059 or ryan.grudzien@usecology.com.
• Manufacturers of motor vehicles in Illinois must pay $2 per mercury switch and $6 per ABS to cover the costs of removal, collection, and shipping to the mercury recycling facility. In order to receive payment, include in the shipping box the removal log showing make, model, and year of each vehicle from which mercury light switches and ABSs were removed.
Do you implement appropriate safety procedures and have emergency equipment available in the areas where mercury switches are handled?

Proper safety procedures include the following:

• Not removing ampules from switch assemblies.
• Providing a readily available mercury cleanup system to immediately transfer any mercury resulting from spills or leaks from broken ampules to a structurally sound container.
• Immediately transferring any mercury resulting from spills or leaks from broken ampules from the containment device to a structurally sound container.

End of Life Vehicle Solutions: 877/788-6656
http://elvsolutions.org
Air Pollution Control

Do you have air permits that may be required for your business?

Permits may be required for various types of equipment typically found at auto salvage recyclers. This includes equipment such as shredders, metal melting furnaces, solvent degreasers, storage tanks, and certain types of reciprocating internal combustion engines (RICE) or other equipment that is not exempt from permitting.

Determining whether your business operates any emission units that require permits may be complicated and could require interpretation. Similarly, questions requiring interpretation may arise in determining whether an emission unit falls within an exemption, how to calculate emissions, what kind of permit you may need, or if you must register under the Registration of Smaller Sources (ROSS) program.

For equipment that requires permits, two kinds of air pollution control permits are required by the Illinois Environmental Protection Act. Construction permits are required prior to beginning construction of an emission source or air pollution control equipment. Operating permits are required for operation of an emission source or air pollution control equipment subject to the permit requirements. If your source meets the eligibility criteria for the ROSS program, you may complete and return an application to the Illinois EPA Bureau of Air.

For more information on exempt equipment, see: http://www.ilga.gov/commission/jcar/admincode/035/03500201sections.html

For more information on air permitting, see: https://www2.illinois.gov/epa/topics/small-business/publications/pollution-control-permit/Pages/apc.aspx

For more information on the ROSS program, see: https://www2.illinois.gov/dceo/SmallBizAssistance/EnvironmentalAssistanceProgram/Pages/SBEAP-ROSSProgram.aspx

Do you open burn waste at your facility?

Section 9(c) of the Illinois Environmental Protection Act states that no person shall cause or allow the open burning of refuse, conduct any salvage operation by open burning, or cause or allow the burning of any refuse in any chamber not specifically designed for the purpose and approved by the Illinois EPA, except that the Illinois Pollution Control Board may adopt regulations permitting open burning of refuse in certain cases.

Open burning is prohibited by state law.

Local governments (counties or municipalities) may also regulate open burning within their jurisdictions. Local ordinances may be more restrictive than state law or regulations, and must be followed. Local ordinances may require that you obtain additional permits.

For more information on open burning, see: https://www2.illinois.gov/epa/topics/forms/air-forms/Pages/open-burning.aspx

Does fugitive particulate matter (dust, smoke, etc.) leave your property?

You must not cause or allow the emission of fugitive particulate matter (including dust or smoke) from any process, including any material handling or storage activity, that is visible by an observer off your property.
The following activities or areas may create particulate matter that could cross property lines: torching, welding, driving on gravel or dirt parking areas or roadways, and moving various mobile equipment around the facility. If you have unpaved parking lots, you must prevent dust from blowing off your property. All visible particulate matter or dust must be prevented from crossing your property line.

Do you control emissions from solvent and cleaner/degreaser operations?

Many types of commercial solvents are used for cleaning grease, oil, and dirt from engines and parts. Gasoline, brake cleaner, paint thinner, and other volatile compounds can also be considered solvents. Know what solvents you have and maintain a Safety Data Sheet (SDS) for each. Solvents that contain volatile organic materials (VOM) evaporate and contribute to ground-level ozone (smog). Keep all solvent containers labeled and closed when not in use.

Parts washers are commonly used to clean parts or components. Parts washers include cold cleaning units, vapor degreasers, and conveyor-type degreasers. Cleaning solutions used in parts washers include petroleum-based solvents such as mineral spirits, Stoddard solvent, and petroleum naphtha, as well as other organic solvents such as trichloroethane, trichlorethylene, benzene, and xylenes. Aqueous cleaners are pH-neutral or alkaline water-based solutions that break down and remove dirt from part surfaces. Semi-aqueous solutions that contain small amounts of solvents are also available. Keep parts washers closed when not in use.

All cold-cleaning, open-top vapor degreasing operations that use organic solvents must meet Illinois regulations establishing organic material emissions standards and limitations. These requirements are related to operating procedures, equipment limitations, material specifications, and recordkeeping requirements, and will vary depending on where your business is located in Illinois.

In addition, the federal National Emission Standards for Hazardous Air Pollutants (NESHAP) Halogenated Solvent Cleaning Rule sets permitting, work practice, control, performance testing, and reporting requirements for facilities that use one or more halogenated solvents at a concentration exceeding 5% in solution and one or more of the following four types of cleaning equipment:

- Immersion batch cold-solvent cleaning equipment with a capacity exceeding two gallons
- Remote-reservoir batch cold-solvent cleaning equipment of any volume
- Batch vapor cleaning equipment of any volume
- In-line (continuous) cold or vapor cleaning equipment of any volume

For more information on controlling emissions from solvent and cleaner/degreaser operations, see:

- [https://www2.illinois.gov/epa/topics/small-business/publications/Pages/parts-washer-wastes.aspx](https://www2.illinois.gov/epa/topics/small-business/publications/Pages/parts-washer-wastes.aspx)
- [https://www2.illinois.gov/epa/topics/air-quality/factsheets/Pages/cold-cleaning.aspx](https://www2.illinois.gov/epa/topics/air-quality/factsheets/Pages/cold-cleaning.aspx)

For more information about alternative parts washers, see:

- [https://www.epa.gov/p2/case-studies-safer-alternatives-solvent-degreasing-applications](https://www.epa.gov/p2/case-studies-safer-alternatives-solvent-degreasing-applications)

Do you use a sweat furnace?

A sweat furnace is used to melt mixed aluminum scrap into more uniform, saleable ingots or sows. If your facility uses a sweat furnace, contact the Illinois EPA’s Air Permit Section at 217/785-1708 or contact the Illinois Small Business Environmental Assistance Program (SBEAP) at 800.252.3998 or email dceo.sbeap@illinois.gov to learn if you need a permit.
Do you collect refrigerants and refrain from venting?

U.S. EPA regulates the recycling and capture of automotive refrigerants. Section 608 of the Clean Air Act prohibits individuals from intentionally venting ozone-depleting substances used as refrigerants (generally chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs)) into the atmosphere while maintaining, servicing, repairing, or disposing of air conditioning or refrigeration equipment. Collect all refrigerants from air conditioners and refrigeration units. Do not cut or puncture refrigerant lines. Maintain records for every vehicle you crush, scrap, or otherwise finally dispose of.

Only four types of releases are permitted under the prohibition:

- De minimis (i.e., very small or inconsequential) quantities of refrigerant released in the course of making good faith attempts to recapture and recycle or safely dispose of refrigerant
- Refrigerants emitted in the course of normal operation of air conditioning and refrigeration equipment (as opposed to during the maintenance, servicing, repair, or disposal of this equipment), such as from mechanical purging and leaks. However, U.S. EPA requires the repair of leaks above a certain size in large equipment.
- Releases of CFCs or HCFCs that are not used as refrigerants. For instance, mixtures of nitrogen and R-22 that are used as holding charges or as leak test gases may be released.
- Small releases of refrigerant that result from purging hoses or from connecting or disconnecting hoses to charge or service appliances will not be considered violations of the prohibition on venting. However, recovery and recycling equipment manufactured after November 15, 1993, must be equipped with low-loss fittings.

Do you remove refrigerants from vehicles prior to storing them in the yard?

Remove all refrigerants from all non-drivable vehicles prior to storing the vehicles in the yard to reduce the chance of an accidental release as vehicles age.

Are employees trained to remove and capture refrigerants?

Ensure that all employees who deal with refrigerants at your facility receive training to remove and capture them. Proper training will reduce the chance of accidental refrigerant releases to the atmosphere.
Are all air conditioner openings sealed after evacuation to prevent leaking of residual refrigerant?

Ensure that all air conditioner openings are sealed after evacuation to reduce small releases into the environment.

Are all collection/storage devices inspected to ensure they are not overfilled?

Initiate an inspection program to ensure that all your refrigerant storage devices are not overfilled. An inspection program will reduce the chances of accidental releases into the environment.

For refrigerant removal training and certification programs, call the Stratospheric Ozone Hotline at 800/296-1996 or visit [https://www.epa.gov/mvac/section-609-technician-training-and-certification-programs](https://www.epa.gov/mvac/section-609-technician-training-and-certification-programs)
Groundwater is one of our most precious natural resources, yet few people give much thought to it because they can't see it. However, with the state's growing population, groundwater has become more important as a drinking water source, as well as for industrial and agricultural uses. Since 1970, the State of Illinois has taken action to protect groundwater with laws such as the Illinois Groundwater Protection Act and the Illinois Environmental Protection Act, as well as numerous regulations adopted under those laws and the federal Safe Drinking Water Act.

Where do your shop floor drains go?

Floor drains are found in many salvage yard buildings. Common floor drain systems may include a concrete trench running along the center of the floor to capture water, cleaners, oil, dirt, and other materials. Some shops have small rectangular or round floor drains connected together by piping beneath the floor. Floor drains may be used daily or only in emergencies.

It is very important that you know where all floor drains lead. Some floor drains may lead into a sanitary sewer, routing wastewater to an off-site treatment plant. Other floor drains may lead to an underground holding tank or discharge to a waterway or into or onto the ground. If you don't know where your floor drains go or if you are using them improperly, you could be contaminating surface water or groundwater.

If you had the building built, your builder or plumber should be able to tell you where your drains go. If you bought the building from someone else, they may know or have plans that indicate where the drains go. Sometimes, drains simply lead into the ground, where fluids enter the soil and may contaminate groundwater. Such drains are one of many types of what is known as an injection well. Even if your business is in a rural location, spills and releases may threaten someone's drinking water because rural residents depend upon their own wells for water.

Groundwater Protection

If liquids or process wastewater from your operation enter a floor drain that discharges directly into the ground or to a cesspool, septic system, or leach field, call the Illinois EPA's Underground Injection Coordinator at 217/524-3300 to register and find out whether a permit or other controls are needed. See also: https://www2.illinois.gov/epa/topics/waste-management/Pages/underground-injection-control.aspx.

If floor drains discharge to a waterway, a sanitary sewer going to an off-site treatment plant, or into a holding tank whose contents are periodically hauled for disposal, call the Illinois EPA's Division of Water Pollution Control's Permit Section at 217/782-0610 for information on permitting and regulatory requirements.

Do you conduct activities that may spill or leak on a hard surface (such as concrete flooring or paving) and clean up the spills and leaks promptly?

Storing materials and fluids on a relatively impermeable surface such as concrete or pavement allows drips, spills, and leaks to be detected easily during inspections and cleaned up promptly (i.e., before the next rain event). If not, rainfall and snowmelt will wash them into surface waters, soil, and groundwater. Even liquids spilled on concrete indoors out of the weather may penetrate the flooring over time, potentially contaminating soil and groundwater.

If you have areas that have been contaminated by leaks or spills, the Illinois EPA's Bureau of Land (217/524-3300) may advise you on how to clean up small spills or may ask you to enroll in a cleanup oversight program for more extensive cleanup.
Are you a primary or secondary source of groundwater contaminants?

If your operation is very large, state law may limit how close you can be to water supply wells. If you store or accumulate at any one time more than 75,000 pounds aboveground, or 7,500 pounds belowground, of “hazardous substances” defined in accordance with the federal Water Pollution Control Act, Comprehensive Environmental Response, Compensation, and Liability Act, Resource Conservation and Recovery Act, Clean Air Act, or Toxic Substances Control Act, you are a “potential primary source” (of groundwater contaminants), per Section 3.345 of the Illinois Environmental Protection Act.

If you store or accumulate at any one time more than 25,000 pounds aboveground or 2,500 pounds belowground, of any hazardous substance, or store or accumulate at any one time more than 25,000 gallons aboveground or 500 gallons belowground of petroleum products, you are a potential secondary source.

In such cases, no new community water supply well can locate within 200 feet of you, or within 400 feet of you if the well will get its water from fractured or highly permeable bedrock or from an unconsolidated, unconfined sand and gravel formation. A “new” community water supply well is one constructed after September 24, 1987. The 400-foot setback doesn't apply if the potential primary or secondary source has been certified as a “minimal hazard” per Section 14.5 of the Illinois Environmental Protection Act.

Conversely, a new potential primary or secondary source may not be located within 200 feet of any existing or permitted community water supply well or other potable water supply well, or within 400 feet of any existing or permitted community water supply well deriving water from an unconfined shallow fractured or highly permeable bedrock formation or from an unconsolidated and unconfined sand and gravel formation, unless the source obtains a waiver from the well owner and the Agency. A “new” potential source is one not in existence or under construction by January 1, 1988; one which expands laterally beyond a permitted boundary or boundary in existence on January 1, 1988; or one which undergoes major reconstruction. “Major” reconstruction means the fixed capital cost of new components constructed within a 2-year period exceeds 50% of the fixed capital cost of a comparable entirely new facility. Construction is considered to have begun when all necessary federal, state and local approvals have been obtained, and work at the site has been initiated and proceeds in a reasonably continuous manner to completion.
All salvage operations need to be aware of their potential impact on storm water and how to decrease any negative impacts they may have. Because many items at a salvage business are stored outside without cover, it is important to practice good housekeeping measures. Such measures may reduce or eliminate contamination of rain or snow resulting from fluids removal, dismantling, crushing, shredding, and other activities.

Do you discharge process wastewater to a ditch, stream, river, lake, pond, or other surface water?

This is known as a direct discharge of industrial wastewater, and it requires a National Pollutant Discharge Elimination System (NPDES) permit. You must apply for an NPDES permit at least 180 days before you begin discharging. Once you have the permit, it will require periodic discharge testing, a treatment system operator, and monthly reporting.

In addition, you may be required to treat your wastewater to remove harmful contaminants such as metals and oil or grease before discharging it. If treatment is required, you will have to obtain a separate permit from the Illinois EPA to construct wastewater treatment units.

For more information on all wastewater and stormwater permitting, call the Illinois EPA’s Division of Water Pollution Control’s Permit Section at 217/782-0610.

Do you discharge process wastewater to an off-site treatment plant?

Often, publicly-owned treatment works (POTWs), or wastewater treatment plants, regulate businesses that discharge to them. If you want to discharge industrial wastewater (including from floor drains) to a local POTW, discuss this with them directly. Permission from the POTW and/or obtaining Illinois EPA construction/operating permitting may be necessary.

A large POTW may be able to handle the volume of your wastewater, but even they are not generally designed to handle industrial contaminants such as chemicals, metals, and oils. Therefore, the POTW may require you to install pretreatment equipment before discharging wastewater to them.

Are you or do you plan on disturbing land greater than one acre in area?

Land-disturbing activities include any man-made change of the land surface, including purposefully removing vegetative cover, excavating, grading, filling, and construction activities that expose the soil surface. Construction activities that disturb one acre or more must have coverage under the General NPDES Permit for Storm Water Discharges from Construction Site Activities (Permit ILR10). This is a generic permit that the Illinois EPA issues statewide for terms of five years. If you need the permit but don’t have one, you should do the following.

A. Develop a site-specific Storm Water Pollution Prevention Plan (SWPPP) to address erosion control measures. Include in the SWPPP all of the items listed in Part IV “Storm Water Pollution Prevention Plans” of the ILR10 permit found online at https://www2.illinois.gov/epa/Documents/epa/permits-forms-fees/storm-water/ilr10-general-permit-08-03-2018.pdf.

B. Submit a Notice of Intent (NOI) and your site-specific SWPPP. The NOI form can be downloaded at https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages/construction.aspx. Complete,
sign, and email the NOI and the site-specific SWPPP to epa.constir10swppp@illinois.gov. You may also mail your documents in hardcopy to Illinois EPA, DWPC/Permits #15, P.O. Box 19276, 1021 North Grand Ave. East, Springfield, IL 62794-9276. An application fee ($250 if less than five acres and $750 if five acres or greater) must be mailed to the Illinois EPA in all instances.

C. If applicable, contact your local Municipal Separate Storm Sewer System (MS4) entity. Local government officials can help to identify the MS4 entity in your area. The MS4 may require a land disturbance permit, a sediment and erosion control plan, a grading permit, or a stormwater management plan. You may also contact the Illinois EPA Bureau of Water/Permit Section for additional assistance.

For information and forms for storm water construction permitting, see:
https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages/construction.aspx

For information on developing an SWPPP, see:
https://www.epa.gov/npdes/developing-stormwater-pollution-prevention-plan-swppp

Information on various erosion and sediment controls is available at http://www.aiswcd.org/illinois-urban-manual/

Unless the Illinois EPA sends you a Notice of Completeness, your coverage under ILR10 is automatic 30 days after they receive your NOI, provided you received sign-off from Illinois Department of Natural Resources (IDNR) and its Division of Historic Preservation that your site complies with endangered species and historic preservation laws, and the Illinois EPA has received your correct application fee. If the information on your NOI changes during the course of your project, submit a revised NOI providing the new information.

The ILR10 permit expires every five years and may be reissued by the Illinois EPA upon timely request. If your construction-related discharges will be continuing past the expiration date, you must submit an updated/revised SWPPP within 12 months of the effective date of the reissued Permit ILR10. Updating your SWPPP is not required if construction activities will be completed within 12 months of the ILR10 reissuance and you submit a Notice of Termination after the site is stabilized.

Prior to the start of construction, you must install the erosion and sediment controls stipulated in the SWPPP. Until final stabilization is achieved, perform weekly and post-precipitation inspections to gauge the effectiveness of these controls and maintain or replace them as necessary. Document each inspection and when necessary, update your SWPPP to reflect changes in the erosion controls.

If any noncompliance with the ILR10 permit is identified, notify the Illinois EPA by email at epa.swnoncomp@illinois.gov, telephone at 217/782-0610, or fax at 217/782-9891 within 24 hours. In addition, submit an Incidence of Non-Compliance (ION) form to Illinois EPA, DWPC/CAS # 19 P.O. Box 19276, Springfield, IL 62794-9276 within five days and include specific information on the cause of the non-compliance, actions that were taken to prevent any further causes of noncompliance, and a statement detailing any environmental impact that resulted. Corrective actions must be undertaken immediately to address the identified non-compliance issues. The ION can be found online at http://www.epa.state.il.us/water/permits/storm-water/forms/incidence-non-compliance-construction.pdf.

Is your storm water runoff exposed to industrial activity?

Storm water discharges from industrial activities, including metal scrapyards, battery reclaimers, salvage yards, and automobile junkyards including, but not limited to, SIC 5015 (used motor vehicle parts) and SIC 5093 (scrap and waste materials), are regulated under a General NPDES Permit for Storm Water Discharges from Industrial Activities (ILR00). This is a generic permit that the Illinois EPA issues statewide for terms of five years. If you need the permit but don’t have one, do the following.

A. Develop a site-specific Storm Water Pollution Prevention Plan (SWPPP) to address sources of pollution that may affect stormwater discharges associated with industrial activity at the facility. It must include all of the requirements in Section E of the Storm Water Pollution Prevention Plan of the ILR00 permit found online at http://www.epa.state.il.us/water/permits/storm-water/general-industrial-permit.pdf.

B. Submit a completed and signed Notice of Intent (NOI) form and your site-specific SWPPP electronically to epa.indir00swppp@illinois.gov. Mail the $500 application fee (and subsequent $500
annual fees) to Illinois EPA, DWPC/Permits # 15 P.O. Box 19276, Springfield, IL 62794-9276. The NOI form is available online at [http://www.epa.state.il.us/water/permits/storm-water/forms/notice-intent-industrial.pdf](http://www.epa.state.il.us/water/permits/storm-water/forms/notice-intent-industrial.pdf).

The ILR00 permit expires five years from the date of issuance. If you will continue to discharge stormwater after the expiration date, you must submit an updated SWPPP and a renewal NOI at least 180 days before that date.

Once you receive a Notice of Coverage letter, you must begin conducting quarterly visual stormwater inspections. The inspections must be documented and you must promptly address any problems that are discovered. Corrective actions should be noted on the inspection form.

Permit ILR00 requires the submission of an annual inspection report covering the one-year period beginning with the effective date of your coverage under the permit, submitted no later than 60 days after this one-year period has ended. Each subsequent report must contain the previous year’s information and must be submitted no later than one year after the previous year’s report was due.

The annual report should include the following:

- Any changes to your submitted NOI,
- Any changes to your facility, operation, or activities,
- Results of quarterly benchmark monitoring,
- Results of quarterly inspections, and
- Documentation of any spill, treatment unit malfunction, etc., and corrective action details.

Copies of the reports must be maintained with the SWPPP for at least three years.

Further information on the ILR00 permit can be found at [https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages/industrial.aspx](https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages/industrial.aspx).
Electronic Waste

The Illinois Electronic Products Recycling and Reuse Act took effect January 1, 2010. It requires manufacturers of a specific list of covered electronic devices to begin recycling those electronics that are discarded from Illinois households. Beginning January 1, 2012, all covered electronic devices (CEDs) and eligible electronic devices (EEDs) were banned from landfills.

The definition of CEDs and EEDs does not include electronic devices that are part of a motor vehicle or any component part of a motor vehicle assembled by or for a vehicle manufacturer or franchised dealer, including replacement parts for use in a motor vehicle. However, electronic devices removed from motor vehicles may be regulated as solid, special, universal, hazardous, or PCB-containing waste, depending on their composition and management following removal.

The Electronic Products Recycling and Reuse Act will sunset on January 1, 2020 and be replaced by the Consumer Electronics Recycling Act that same day. More information is available from the Illinois EPA at the link given below.

For more information:
Electronic Recycling Program
Illinois Environmental Protection Agency
Tel: 217/524-6713, Fax: 217/782-9308
https://www2.illinois.gov/epa/topics/waste-management/electronics-recycling/Pages/default.aspx
Appendices

Phone Numbers

Abbreviations

Useful Links and Email Addresses

Definitions

Environmental Self-Audit Checklist

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### Phone Numbers

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<td>End of Life Vehicle Solutions (mercury switch program)</td>
<td>877/788-6656</td>
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<tr>
<td>Illinois Department of Revenue (for tire fee information)</td>
<td>800/732-8866 or 217/782-3336</td>
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<tr>
<td>Illinois EPA/Bureau of Air/Permit Section</td>
<td>217/785-1708</td>
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<tr>
<td>Illinois EPA/Bureau of Land/Electronic Recycling Program</td>
<td>217/524-6713</td>
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<tr>
<td>Illinois EPA/Bureau of Land/Electronic Recycling Program fax</td>
<td>217/782-9308</td>
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<tr>
<td>Illinois EPA/Bureau of Land/Underground Injection Coordinator</td>
<td>217/524-3300</td>
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<tr>
<td>Illinois EPA/Bureau of Land/Used Tire Unit</td>
<td>217/785-8604</td>
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<td>Illinois EPA/Division of Water Pollution Control/Permit Section</td>
<td>217/782-0610</td>
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<td>Illinois EPA/Division of Water Pollution Control/Permit Section fax</td>
<td>217/782-9891</td>
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<tr>
<td>Illinois EPA/EPA Office of Emergency Response</td>
<td>217/782-3637</td>
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<tr>
<td>Illinois EPA/Toll-Free Environmental Helpline</td>
<td>888/372-1996</td>
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<tr>
<td>Office of the State Fire Marshal/Petroleum &amp; Chemical Safety Division</td>
<td>217/785-1020</td>
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<td>Spill reporting:</td>
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<tr>
<td>Illinois Emergency Management Agency</td>
<td>800/782-7860</td>
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<td>National Response Center</td>
<td>800/424-8802</td>
</tr>
<tr>
<td>U.S. EPA Stratospheric Ozone Hotline</td>
<td>800/296-1996</td>
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<tr>
<td>U.S. EPA TSCA (PCB) Information</td>
<td>312/886-7061</td>
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## Abbreviations

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<th>Abbreviation</th>
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<td>ABS</td>
<td>Anti-lock Braking System</td>
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<td>ACM</td>
<td>Asbestos Containing Material</td>
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<tr>
<td>ARA</td>
<td>Automotive Recyclers Association</td>
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<tr>
<td>AST</td>
<td>Aboveground Storage Tank</td>
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<tr>
<td>BMP</td>
<td>Best Management Practice</td>
</tr>
<tr>
<td>BOL</td>
<td>Bureau of Land (Illinois EPA)</td>
</tr>
<tr>
<td>Btu</td>
<td>British thermal unit</td>
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<tr>
<td>CAA</td>
<td>Clean Air Act</td>
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<td>CED</td>
<td>Covered Electronic Device</td>
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<tr>
<td>CESQG</td>
<td>Conditionally Exempt Small Quantity Generator (this term is now superseded by VSQG)</td>
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<tr>
<td>CFC</td>
<td>Chlorofluorocarbon</td>
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<td>CWA</td>
<td>Clean Water Act</td>
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<tr>
<td>DWPC</td>
<td>Division of Water Pollution Control (Illinois EPA)</td>
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<td>EED</td>
<td>Eligible Electronic Device</td>
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<td>ELVS</td>
<td>End of Life Vehicle Solutions</td>
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<td>HCFC</td>
<td>Hydrochlorofluorocarbons</td>
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<td>IDNR</td>
<td>Illinois Department of Natural Resources</td>
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<td>IEMA</td>
<td>Illinois Emergency Management Agency</td>
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<td>Illinois EPA</td>
<td>Illinois Environmental Protection Agency</td>
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<td>Illinois SOS</td>
<td>Illinois Secretary of State</td>
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<td>IAC</td>
<td>Illinois Administrative Code</td>
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<td>ISTC</td>
<td>Illinois Sustainable Technology Center</td>
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<td>LGQ</td>
<td>Large Quantity Generator of Hazardous Waste</td>
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<tr>
<td>LQHUW</td>
<td>Large Quantity Handler of Universal Waste</td>
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<tr>
<td>MSDS</td>
<td>Material Safety Data Sheet</td>
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<td>NFPA</td>
<td>National Fire Protection Association</td>
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<td>NPDES</td>
<td>National Pollution Discharge Elimination System</td>
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<td>NESHAP</td>
<td>National Emission Standards for Hazardous Air Pollutants</td>
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<td>NOI</td>
<td>Notice of Intent</td>
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<td>PCBs</td>
<td>Polychlorinated Biphenyls</td>
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<td>PIHW</td>
<td>Potentially Infectious Medical Waste</td>
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<td>POTW</td>
<td>Public Wastewater Treatment Plant</td>
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<td>PPE</td>
<td>Personal Protective Equipment</td>
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<td>RCRA</td>
<td>Resource Conservation and Recovery Act</td>
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<td>ROSS</td>
<td>Registration of Smaller Sources</td>
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<td>SDS</td>
<td>Safety Data Sheet (previously known as an MSDS)</td>
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<td>SIC</td>
<td>Standard Industrial Classification</td>
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<td>SWCD</td>
<td>Soil and Water Conservation District</td>
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<td>SWDA</td>
<td>Safe Drinking Water Act</td>
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<td>SWPPP</td>
<td>Storm Water Pollution Prevention Plan</td>
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<td>SPCC</td>
<td>Spill, Prevention, Control, and Countermeasure</td>
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<tr>
<td>SQG</td>
<td>Small Quantity Generator of Hazardous Waste</td>
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<tr>
<td>SQHUW</td>
<td>Small Quantity Handler of Universal Waste</td>
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<tr>
<td>TMDL</td>
<td>Total Maximum Daily Load</td>
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<td>TSCA</td>
<td>Toxic Substances Control Act</td>
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<td>U.S. ACE</td>
<td>United States Army Corps of Engineers</td>
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<td>U.S. DOT</td>
<td>United States Department of Transportation</td>
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<td>U.S. EPA</td>
<td>United States Environmental Protection Agency</td>
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<td>UST</td>
<td>Underground Storage Tank</td>
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<td>VOM</td>
<td>Volatile Organic Materials</td>
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<td>VSQG</td>
<td>Very Small Quantity Generator of Hazardous Waste</td>
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### Useful Links and Email Addresses (subject to change without notice)

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<td>Federal Environmental Regulations</td>
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<td>VSGQ Certificate of Exemption</td>
<td><a href="https://www2.illinois.gov/epa/Documents/epa.state.il.us/small-business/cosqg-certificate.pdf#search=certificate%20of%20exemption">https://www2.illinois.gov/epa/Documents/epa.state.il.us/small-business/cosqg-certificate.pdf#search=certificate%20of%20exemption</a></td>
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<td>ARA Airbag Training Manual</td>
<td><a href="https://www.a-r-a.org/">https://www.a-r-a.org/</a></td>
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- **EPA Interim Final Rule: Safe Management of Recalled Airbags**
  - https://www.epa.gov/hw/interim-final-rule-safe-management-recalled-airbags

#### Universal Waste
- **U.S. EPA Universal Waste Information**
  - https://www.epa.gov/hw/universal-waste
- **Illinois Universal Waste Regulations**
- **Hazardous Material Shipping Information**
- **Universal Waste Export Requirements**

#### Used Fluids
- **Illinois EPA Office of Small Business - Publication**
  - Do I Have a Special Waste?
  - https://www2.illinois.gov/epa/topics/waste-management/waste-disposal/special-waste/Pages/do-i-have.aspx

#### Used Oil
- **Used oil information**
  - https://www2.illinois.gov/epa/topics/waste-management/waste-disposal/used-oil/Pages/default.aspx

#### Underground Storage Tanks
- **OSFM UST applications and forms**
  - https://www2.illinois.gov/sites/sfm/About/Divisions/Petroleum-Chemical-Safety/Pages/Applications-and-Forms.aspx
- **OSFM UST notification form and instructions**
  - Notification: https://www2.illinois.gov/sites/sfm/SFMDocuments/Documents/NotificationForm.pdf
  - Instructions: https://www2.illinois.gov/sites/sfm/SFMDocuments/Documents/NotificationFormInstructions.pdf

#### Used Tires
- **Illinois Pollution Control Board Used and Waste Tire Management regulations**
- **Used Tire Notification and Registration Form**
- **Instructions for Used Tire Notification and Registration**
  - https://www2.illinois.gov/epa/topics/forms/land-forms/used-tires/Pages/notification-and-registration.aspx
- **Tire Transporter Registration Application**
- **Instructions for Used Tire Transporter Registration Application**
  - https://www2.illinois.gov/epa/topics/forms/land-forms/used-tires/Pages/transportation-registration.aspx
- **Written Tire Recycling Notice**
  - http://www.epa.state.il.us/land/tires/recycle.pdf
- **Annual Tire Summary**
  - http://www.epa.state.il.us/land/tires/annual-tire-summery-notice.pdf
- **Illinois Department of Revenue ST-8 Form**
  - https://www2.illinois.gov/rev/forms/sales/Documents/tire/st-8.pdf#search=t%20ST-8
- **Illinois Department of Revenue Tire User Fee Link**
  - https://www2.illinois.gov/rev/research/taxinformation/sales/Pages/tire.aspx
- **Tire tracking receipts**
  - http://www.epa.state.il.us/land/tires/tire-tracking-receipt.pdf#search=tire%20tracking%20receipt
- **Illinois EPA Used Tire Information**
  - https://www2.illinois.gov/epa/topics/waste-management/waste-disposal/used-tires/Pages/default.aspx

#### White Goods
- **Association of Lighting and Mercury Recyclers**
  - http://www.almr.org/index.html
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<td>U.S. EPA PCB Information</td>
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<td>Illinois Department of Commerce and Economic Opportunity &amp; Illinois EPA Publication, Does My Business Need an Air Pollution Control Permit?</td>
<td><a href="https://www2.illinois.gov/epa/topics/small-business/publications/pollution-control-permit/Pages/apc.aspx">https://www2.illinois.gov/epa/topics/small-business/publications/pollution-control-permit/Pages/apc.aspx</a></td>
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<td>Illinois EPA Registration of Smaller Sources (ROSS) Program</td>
<td><a href="https://www2.illinois.gov/deco/SmallBizAssistance/EnvironmentalAssistanceProgram/Pages/SBEAP-ROSSProgram.aspx">https://www2.illinois.gov/deco/SmallBizAssistance/EnvironmentalAssistanceProgram/Pages/SBEAP-ROSSProgram.aspx</a></td>
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<td>Illinois EPA Open Burning Information</td>
<td><a href="https://www2.illinois.gov/epa/topics/forms/air-forms/Pages/open-burning.aspx">https://www2.illinois.gov/epa/topics/forms/air-forms/Pages/open-burning.aspx</a></td>
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<td>Illinois EPA Cold Cleaning Information</td>
<td><a href="https://www2.illinois.gov/epa/topics/air-quality/fact-sheets/Pages/cold-cleaning.aspx">https://www2.illinois.gov/epa/topics/air-quality/fact-sheets/Pages/cold-cleaning.aspx</a></td>
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## Useful Links and Email Addresses (contd.)

### Air Pollution Control (contd.)
- **Illinois Pollution Control Board Organic Emissions Standards for the Chicago Area**
- **U.S. EPA Sweat Furnace Information**
- **U.S. EPA Refrigerant Recycling Rule Information**
  - [https://www.epa.gov/section608](https://www.epa.gov/section608)
- **U.S. EPA Air Conditioner Technician Training and Certification Programs**
- **Illinois EPA Parts Washer Waste Management Information**
  - [https://www2.illinois.gov/epa/topics/small-business/publications/Pages-parts-washer-wastes.aspx](https://www2.illinois.gov/epa/topics/small-business/publications/Pages-parts-washer-wastes.aspx)
- **Illinois EPA Open Burning Permits**
  - [https://www2.illinois.gov/epa/topics/forms/air-forms/Pages-open-burning.aspx](https://www2.illinois.gov/epa/topics/forms/air-forms/Pages-open-burning.aspx)

### Groundwater Protection
- **Illinois EPA Underground Injection Control Information**
  - [https://www2.illinois.gov/epa/topics/waste-management/Pages-underground-injection-control.aspx](https://www2.illinois.gov/epa/topics/waste-management/Pages-underground-injection-control.aspx)
- **Illinois EPA Site Remediation Program**
  - [https://www2.illinois.gov/epa/topics/cleanup-programs/srp/Pages-default.aspx](https://www2.illinois.gov/epa/topics/cleanup-programs/srp/Pages-default.aspx)

### Surface Water Protection
- **Illinois EPA General Permit for Construction Storm Water Discharges**
  - [http://www.epa.state.il.us/water/permits/storm-water/general-construction-permit.pdf](http://www.epa.state.il.us/water/permits/storm-water/general-construction-permit.pdf)
- **Illinois EPA Construction Storm Water Notice of Intent Form**
  - [https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages-noi.aspx](https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages-noi.aspx)
- **Illinois EPA Construction Storm Water Information**
  - [https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages-construction.aspx](https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages-construction.aspx)
- **U.S. EPA Information on Developing a Storm Water Pollution Prevention Plan (SWPPP)**
- **Illinois EPA Construction Storm Water Incident of Non-Compliance Form**
  - [http://www.epa.state.il.us/water/permits/storm-water/forms/incidence-non-compliance-construction.pdf](http://www.epa.state.il.us/water/permits/storm-water/forms/incidence-non-compliance-construction.pdf)
- **Illinois EPA General Permit for Industrial Storm Water Discharges**
  - [http://www.epa.state.il.us/water/permits/storm-water/general-industrial-permit.pdf](http://www.epa.state.il.us/water/permits/storm-water/general-industrial-permit.pdf)
- **Illinois EPA Industrial Storm Water Notice of Intent Form**
  - [https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages-noi.aspx](https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages-noi.aspx)
- **Illinois EPA Industrial Storm Water Information**
  - [https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages-industrial.aspx](https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages-industrial.aspx)
- **U.S. EPA Storm Water Best Management Practices**
- **Illinois EPA e-Mail Address to File Construction Storm Water Documents**
  - epa.constilr10swppp@illinois.gov
- **Illinois EPA e-Mail Address to File Storm Water Non-Compliance Report**
  - epa.swnoncomp@illinois.gov
- **Illinois EPA e-Mail Address to File Industrial Storm Water Documents**
  - epa.indilr00swppp@illinois.gov
- **Illinois EPA e-Mail Address to File the Industrial Storm Water Annual Report**
  - epa.indannualinsp@illinois.gov

### Electronic Waste
- **Illinois EPA Electronic Waste Recycling**
  - [https://www2.illinois.gov/epa/topics/waste-management/electronics-recycling/Pages-default.aspx](https://www2.illinois.gov/epa/topics/waste-management/electronics-recycling/Pages-default.aspx)
Definitions

**Acute hazardous waste**
Acute hazardous wastes are those fatal to humans and animals at low doses and include listed hazardous wastes F020, F021, F022, F023, F026, and F027, and all P-listed hazardous wastes.

**Airbag Waste Handlers**
Entities that generate airbag waste. They can include automobile dealers, independent repair facilities, collision centers, and salvage and scrap yards.

**Aisle**
An aisle is an accessible clear space that is located indoors and between each storage pile and all other storage piles, groups of storage piles, combustible materials, and indoor activities at the site that present a risk of fire, and is maintained in a manner that provides for unobstructed storage pile access, movement of equipment, visual inspection of storage piles, and operations.

**Best Management Practices (BMPs)**
Best management practices are measures to prevent or reduce the discharge of pollutants, such as schedule of activities, prohibitions of practice, treatment requirements, operation and maintenance procedures, use of containment facilities, and other management practices.

**CFCs**
CFCs are chlorofluorocarbons, a compound consisting of chlorine, fluorine, and carbon.

**Characteristic hazardous waste**
A characteristic hazardous waste is a waste determined to be hazardous by testing or generator knowledge that indicates that it exceeds specified limits for ignitibility, corrosivity, reactivity, and/or toxicity.

**Covered tire**
A covered tire is a used tire located in a building, vehicle, or facility with a roof extending over the tire, or securely located under a material so as to preclude exposure to precipitation.

**Direct discharge**
A direct discharge is wastewater discharged to a ditch, stream, or other waterway.

**Disposal**
Disposal, in the context of used tires, means the placement of used tires into or on any land or water except as an integral part of systematic reuse or conversion in the regular course of business.

**Firebreak**
A firebreak, in the context of used tires, is an accessible, clear space that is located outdoors and between each storage pile and all other storage piles, groups of storage piles, buildings, property boundaries, trees, combustible ground vegetation, combustible materials, and outdoor activities at the site that present a risk of fire, and is maintained in a manner that provides for unobstructed storage pile access, movement of equipment, visual inspection of storage piles, and firefighting operations.

**Free liquid**
Free liquid is the material that drips from a waste using Method 9095 (the Paint Filter Test).

**Fugitive particulate matter**
Fugitive particulate matter means any particulate matter emitted into the atmosphere other than through a stack, provided that nothing in this definition or in 35 Ill. Adm. Code §212, Subpart K shall exempt any emission unit from compliance with other provisions of 35 Ill. Adm. Code 212 otherwise applicable merely because of the absence of a stack.

**Fully enclosed container**
A fully enclosed container, in the context of used tires, is a portable, hard-walled, lockable receptacle that is impervious to precipitation and surface runoff. It does not include any container that is overfilled and cannot, as a result, be locked.

**Groundwater**
Groundwater is underground water that occurs within the saturated zone and geologic materials where the fluid pressure in the pore space is equal to or greater than atmospheric pressure.

**Hazardous waste**
Hazardous waste is a waste, or combination of wastes that because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause or significantly contribute to an increase in mortality or an increase in serious, irreversible, or incapacitating reversible illness; or it may pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed, and which has been identified, by characteristics or listing, as hazardous pursuant to 35 Ill. Adm. Code Part 721.
HCFCs
HCFCs are hydrochlorofluorocarbons, a compound consisting of hydrogen, chlorine, fluorine, and carbon.

Household Do-It-Yourself used oil
Household Do-It-Yourself Used Oil is oil derived from households, such as used oil generated by individuals who generate used oil through the maintenance of their personal vehicles.

Indirect discharge
An indirect discharge is wastewater discharged via a sanitary or combined sewer system to a local public wastewater treatment plant (POTW).

Land disturbing activities
Land disturbing activities include any man-made change of the land surface, including purposefully removing vegetative cover, excavating, grading, filling, and construction activity that will expose the soil surface.

Large Quantity Generator (LQG)
An LQG is a hazardous waste generator who generates more than 1,000 kilograms (2,200 pounds) of hazardous waste per calendar month. LQGs may accumulate any amount of hazardous waste for no more than 90 days without a permit prior to sending the hazardous waste to an approved recovery, treatment, storage, or disposal facility.

Large quantity handler of universal waste
A large quantity handler of universal waste is a handler that accumulates 5,000 kilograms or more total of universal waste at any time. This designation as a large quantity handler of universal waste is retained through the end of the calendar year in which the 5,000-kilogram limit is met or exceeded.

Listed hazardous waste
A listed hazardous waste is a waste that U.S. EPA has placed on one of four lists because they are harmful to human health and the environment when not properly managed, treated, stored, transported, or disposed of. Listed hazardous wastes retain their status as hazardous no matter how treated or diluted, unless formally delisted via a petition to U.S. EPA. These lists are located at 35 Ill. Adm. Code Part 721, Subpart D. They include F-Listed waste (hazardous waste from non-specific sources, § 721.131), K-Listed (hazardous waste from specific sources, § 721.132), and U-Listed and P-Listed (discarded commercial chemical products, off-specification species, container residues, and spill residues thereof, § 721.133). The distinction between U-Listed and P-Listed is that P-Listed wastes are considered Acute Hazardous Waste.

Acute Hazardous Waste also includes, in addition to the P-List, any F-Listed wastes (35 Ill. Adm. Code 721.131) that were listed for being an acute hazardous waste.

(Material) Safety Data Sheet ([M]SDS)
A Safety Data Sheet (formerly called Material Safety Data Sheet) is a document that contains detailed information regarding a material's physical and chemical properties.

Open burning
Open burning is the combustion of any matter in the open or in an open dump.

Open dumping
Open dumping is the consolidation of waste from one or more sources at a disposal site that does not fulfill the requirements of a sanitary landfill.

Ozone
Ozone is a form of oxygen whose molecules are composed of three oxygen atoms instead of the usual two. Ozone is a bluish gas that is harmful to breathe. Nearly 90% of the Earth’s ozone is in the stratosphere and is referred to as the ozone layer. Ozone absorbs a band of ultraviolet radiation called UVB that is particularly harmful to living organisms. The ozone layer prevents most UVB rays from reaching the ground.

PCBs
PCBs are polychlorinated biphenyls.

Potable
Potable means generally fit for human consumption in accordance with accepted water supply principles and practices.

Potential primary source
A potential primary source is any unit at a facility or site not currently subject to a removal or remedial action which (1) is utilized for the treatment, storage, or disposal of any hazardous or special waste not generated at the site; or (2) is utilized for the disposal of municipal waste not generated at the site, other than landscape waste and construction and demolition debris; or (3) is utilized for the landfilling, land treating, surface impounding, or piling of any hazardous or special waste that is generated on the site or at other sites owned, controlled, or operated by the same person; or (4) stores or accumulates at any time more than 75,000 pounds aboveground, or more than 7,500 pounds belowground, of any hazardous substances.

A new potential primary source is (i) a potential primary source which is not in existence or for which construction
has not commenced at its location as of January 1, 1988; or (ii) a potential primary source which expands laterally beyond the currently permitted boundary or, if the primary source is not permitted, the boundary in existence as of January 1, 1988; or (iii) a potential primary source which is part of a facility that undergoes major reconstruction. Such reconstruction shall be deemed commenced when all necessary federal, state, and local approvals have been obtained, and work at the site has been initiated and proceeds in a reasonably continuous manner to completion.

Potential route
A potential route is abandoned and improperly plugged wells of all kinds, drainage wells, all injection wells, including closed loop heat pump wells, and any excavation for the discovery, development, or production of stone, sand, or gravel. This term does not include closed loop heat pump wells using USP food grade propylene glycol.

A new potential route is (1) a potential route which is not in existence or for which construction has not commenced at its location as of January 1, 1988, or (2) a potential route which expands laterally beyond the currently permitted boundary or, if the potential route is not permitted, the boundary in existence as of January 1, 1988. Construction shall be deemed commenced when all necessary federal, state, and local approvals have been obtained, and work at the site has been initiated and proceeds in a reasonably continuous manner to completion.

Potential secondary source
A potential secondary source is any unit at a facility or a site not currently subject to a removal or remedial action, other than a potential primary source, which (1) is utilized for the landfilling, land treating, or surface impounding of waste that is generated on the site or at other sites owned, controlled, or operated by the same person, other than livestock and landscape waste, and construction and demolition debris; or (2) stores or accumulates at any time more than 25,000 but not more than 75,000 pounds aboveground, or more than 2,500 but not more than 7,500 pounds belowground, of any hazardous substances; or (3) stores or accumulates at any time more than 25,000 gallons aboveground, or more than 500 gallons belowground, of petroleum, including crude oil or any fraction thereof which is not otherwise specifically listed or designated as a hazardous substance; or (4) stores or accumulates pesticides, fertilizers, or road oils for purposes of commercial application or for distribution to retail sales outlets; or (5) stores or accumulates at any time more than 50,000 pounds of any de-icing agent; or (6) is utilized for handling livestock waste or for treating domestic wastewaters other than private sewage disposal systems as defined in the “Private Sewage Disposal Licensing Act.”

A new potential secondary source is (i) a potential secondary source which is not in existence or for which construction has not commenced at its location as of July 1, 1988; or (ii) a potential secondary source which expands laterally beyond the currently permitted boundary or, if the secondary source is not permitted, the boundary in existence as of July 1, 1988, other than an expansion for handling of livestock waste or for treating domestic wastewaters; or (iii) a potential secondary source which is part of a facility that undergoes major reconstruction. Such reconstruction shall be deemed commenced when all necessary federal, state, and local approvals have been obtained, and work at the site has been initiated and proceeds in a reasonably continuous manner to completion.

Processing
Processing, in the context of used tires, is the altering, converting, or reprocessing of used or waste tires.

Recyclable tire
A recyclable tire is a used tire that is free of permanent physical damage and maintains sufficient tread depth to allow its use through resale or repairing.

Release
A release is any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, excluding (a) any release that results in exposure to persons solely within a workplace, with respect to a claim which such persons may assert against the employer of such persons; (b) emissions from the engine exhaust of a motor vehicle, rolling stock, aircraft, vessel, or pipeline pumping station engine; (c) release of source, byproduct, or special nuclear material from a nuclear incident, as those terms are defined in the Atomic Energy Act of 1954, if such release is subject to requirements with respect to financial protection established by the Nuclear Regulatory Commission under Section 170 of such Act; and (d) the normal application of fertilizer.
Reprocessed tire
A reprocessed tire is a used tire that has been recapped, retreaded, or regrooved and that has not been placed on a vehicle wheel rim.

Sanitary landfill
A facility permitted by the Illinois EPA for disposal of waste on land meeting the requirements of the Resource Conservation and Recovery Act and regulations thereunder, and without creating nuisances or hazards to public health or safety.

Safety Data Sheet (SDS)
A document that contains information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products.

Setback zone
A setback zone is a geographic area, designated pursuant to the Illinois Environmental Protection Act, containing a potable water supply well or a potential source or potential route, having a continuous boundary, and within which certain prohibitions or regulations are applicable in order to protect groundwaters.

Small Quantity Generators (SQGs)
An SQG is a generator who generates between 100 kilograms (220 pounds) and 1,000 kilograms (2,200 pounds) of hazardous waste per calendar month. SQGs can accumulate no more than 6,000 kilograms (13,228 pounds) of hazardous waste on-site for up to 180 days without a permit (or up to 270 days if the generator must transport the hazardous waste more than 200 miles away for recovery, treatment, or disposal).

Small quantity handler of universal waste
A small quantity handler of universal waste is a handler that does not accumulate 5,000 kilograms or more total of universal waste at any time.

Solid waste
Solid waste is generally defined as a material discarded as defined at 35 Ill. Adm. Code 6721.102. It may be solid, semi-solid, liquid, or gaseous in form.

Special waste
A special waste is any solid waste that is an industrial process waste, pollution control waste, or hazardous waste, except as determined pursuant to Section 22.9 of the Act and 35 Ill. Adm. Code 808. Though hazardous waste is a form of special waste, the term “special waste” is often used to mean “non-hazardous special waste.”

Special waste hauler/transporter
Per 35 Ill. Adm. Code §809.103, a special waste hauler or transporter is any person who transports special waste from any location. This is interpreted to mean transportation from one property to another, i.e., not within the same site.

Storage
The containment of waste, either on a temporary basis or for a period of years, in such a manner as not to constitute disposal.

Sweat furnace
A sweat furnace is a unit designed and used exclusively to reclaim aluminum from scrap that contains substantial quantities of iron by using heat to separate the low melting point aluminum from the scrap while the higher melting point iron remains in solid form. These units are also commonly known as dry hearth furnaces.

Tire
A tire is a hollow ring made of rubber or similar materials that was manufactured for the purpose of being placed on the wheel rim of a vehicle.

Tire carcass
A tire carcass is the internal part of a used tire containing the plies, beads, and belts suitable for retread or remanufacture.

Tire storage site
A tire storage site is a site where used tires are stored or processed, other than (1) the site at which the tires were separated from the vehicle wheel rim, (2) the site where the used tires were accepted in trade as part of a sale of new tires, or (3) a site at which both new and used tires are sold at retail in the regular course of business, AND at which not more than 250 used tires are kept at any time; OR (4) a facility at which tires are sold at retail, provided that the facility maintains less than 1,300 recyclable tires, 1,300 tire carcasses, and 1,300 used tires on-site and those tires are stored inside a building or so that they are prevented from accumulating water.

Tire transporter
A tire transporter is a person who transports used or waste tires in a vehicle.

Universal waste
A universal waste is any of the following hazardous wastes when managed under the universal waste requirements of 35 Ill. Adm. Code Part 733.
Battery
A device consisting of one or more electrically connected electrochemical cells that is designed to receive, store, and deliver electric energy. An electrochemical cell is a system consisting of an anode, cathode, and an electrolyte, plus such connections (electrical and mechanical) as may be needed to allow the cell to deliver or receive electrical energy. The term battery also includes an intact, unbroken battery from which the electrolyte has been removed.

Lamp
The bulb or tube portion of an electric lighting device. A lamp is specifically designed to produce radiant energy, most often in the ultraviolet, visible, or infra-red regions of the electromagnetic spectrum. Common examples of universal waste electric lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps.

Mercury-containing equipment
A device or part of a device (including thermostats, but excluding batteries and lamps) that contains elemental mercury integral to its function.

Pesticide
Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest or intended for use as a plant regulator, defoliant, or desiccant, other than those excluded at 35 Ill. Adm. Code §733.109.

Universal waste handler
A universal waste handler is a generator of universal waste or the owner or operator of a facility, including all contiguous property, that receives universal waste from other universal waste handlers, accumulates universal waste, and sends universal waste to another universal waste handler, to a destination facility, or to a foreign destination.

Used oil
Used oil is oil that has been refined from crude oil, or any synthetic oil, that has been used and as a result of such use is contaminated by physical or chemical impurities.

Used oil collection center
A used oil collection center is any site or facility that is registered by the Illinois EPA to manage used oil and accepts or aggregates and stores used oil collected from used oil generators regulated under 35 Ill. Adm. Code §739.Subpart C that bring used oil to the collection center in shipments of no more than 55 gallons under the provisions of Section 739.124. Used oil collection centers may also accept used oil from household do-it-yourselfers.

Used oil generator
A used oil generator is any person, by site, whose act or process produces used oil or whose act first causes used oil to become subject to regulation.

Used oil transporter
A used oil transporter is any person that transports used oil, any person that collects used oil from more than one generator and that transports the collected oil, and owners and operators of used oil transfer facilities.

Used tire
A used tire is a worn, damaged, or defective tire that is not mounted on a vehicle and any portion of such a tire.

U.S. EPA ID #
A U.S. EPA ID number is a unique 12-character number assigned to identify facilities that generate and/or manage hazardous waste.

Vehicle
A vehicle, in the context of used tires, means every device in, upon, or by which any person or property is or may be transported or drawn, except for devices moved by human power or by animal power, devices used exclusively on stationary rails or tracks, and motorized wheelchairs.

Very Small Quantity Generator (CESQG)
A VSQGs is a hazardous waste generator who generates no more than 100 kilograms (220 pounds) of non-acute hazardous waste, 1 kilogram (2.2 pounds) of acute hazardous waste, or 100 kilograms (220 pounds) of materials resulting from cleaning up a spill of acute hazardous waste, per calendar month. VSQGs have no maximum on-site time limits for storage but cannot accumulate more than 1,000 kilograms (2,200 pounds) of hazardous wastes or 1 kilogram (2.2 pounds) of acute hazardous waste, or 100 kilograms (220 pounds) of acute hazardous waste spill residues, at any time.

Waste, junk, derelict, discarded, or abandoned vehicles
The Illinois Vehicle Code (625 ILCS) provides the following definitions.

Derelict vehicle
A derelict vehicle is any inoperable, unregistered, discarded motor vehicle, regardless of title, having lost its character as a substantial property and left
unattended without justification on the owner’s land contrary to the public policy expressed in the Illinois Vehicle Code.

**Junk vehicle**
A junk vehicle is a vehicle that has been or is being disassembled, crushed, compressed, flattened, destroyed, or otherwise reduced to a state in which it no longer can be returned to an operable state.

The Vehicle Code further states, “The General Assembly finds that abandoned and derelict vehicles: constitute a safety hazard and a public nuisance; are detrimental to the health, safety and welfare of the general public by harboring disease, providing breeding places for vermin, inviting plundering, creating fire hazards, and presenting physical dangers to children and others; produce scenic blights which degrade the environment and adversely affect land values and the proper maintenance and continuing development of the State of Illinois and all of its subdivisions; represent a resource out of place and an energy loss to the Illinois economy, and require state and local governmental attention, in conjunction with any federal governmental attention, in order to assure the expeditious removal and recycling of these abandoned and derelict vehicles.”

Statues and regulations directly enforced by the Illinois EPA do not have their own definition of waste, junk, derelict, discarded, or abandoned vehicles. The Vehicle Code’s “derelict vehicle” definition best describes the status that the Illinois EPA views as constituting “waste” and therefore subject to open dumping prohibitions. Several provisions of the Illinois Environmental Protection Act apply to vehicles that are waste.

§21(c) of the Illinois Environmental Protection Act states that no person shall “abandon any vehicle in violation of the ‘Abandoned Vehicles Amendment to the Illinois Vehicle Code,’ as enacted by the 76th General Assembly.” The Illinois Vehicle Code defines as abandoned “any vehicle in a state of disrepair rendering the vehicle incapable of being driven in its condition or any vehicle that has not been moved or used for 7 consecutive days or more and is apparently deserted.” Under the Illinois Vehicle Code, it is unlawful to abandon a vehicle, or any part thereof, on any highway or on private or public property in view of the general public, anywhere except on property of the owner or bailee of the abandoned vehicle. The “in the view of the general public” criterion and the owner/bailee property exception may complicate the determination of the abandoned status.

Waste, junk, derelict, discarded, or abandoned vehicles may constitute a violation of open dumping prohibitions because a consolidation of them is “discarded material” and therefore refuse or waste as contemplated within the Act’s definition of “open dumping.” The Board considers abandoned vehicles to be “litter,” the presence of which in an open dump violates §1(p)(1) of the Act. As part of the Act, §21(e), also prohibits storing or abandoning any waste at a site or facility that does not meet the requirements of the Act or its regulations.

These issues are particularly relevant to auto repair parts businesses, salvage operations, or impound yards. Alleged plans for use or reuse of vehicles or parts does not automatically shield them from being waste. The Board stated that “plans for future use...are not dispositive in determining if materials are waste or litter.” If vehicles or parts are in fact being used or salvaged, or stored so as to facilitate use or salvage, they likely would not be considered waste or litter. Conversely, where vehicles and/or other materials on-site appear discarded or abandoned in an unsightly, unsanitary, unsafe, or inaccessible manner, they could still be considered waste.

The Illinois EPA has consulted with the Office of the Illinois Secretary of State regarding how vehicles should be stored at salvage yards and impound lots. Based on those discussions, a facility should stage vehicles in a manner that provides adequate spacing and allows unobstructed access around them for the purpose of inspection of serial numbers, mercury switches, tires, and leaking automotive fluids. Vehicles should be clear of all trees, brush, and overgrown vegetation. Vehicles should be scrapped and removed from the site on a routine basis.

**White good components**
White good components are any chlorofluorocarbon refrigerant gas; any electrical switch containing mercury; any device that contains or may contain PCBs in a closed system, such as a dielectric fluid for a capacitor, ballast, or other component; and any fluorescent lamp that contains mercury.

**White goods**
White goods are all discarded refrigerators, ranges, water heaters, freezers, air conditioners, humidifiers, and other similar domestic and commercial large appliances.
Best Management Practices for Auto Salvage Yards

General Tips
- Clean out and store empty containers in a manner that prevents rain or snow from getting into containers.
- Use drip racks, drip tables, screen tables and trays to capture fluids. Drained parts should be stored on an impervious surface, under cover and protected from weather.
- Label every container with its contents and manage the container appropriately as waste or product.
- Keep all chemicals in closed, covered or sealed containers.
- Store chemicals in compatible containers (e.g., acids)
- Always use funnels or pumps when transferring or dispensing liquids.
- When transferring flammable or combustible liquids, use spark resistant funnels and pumps that are bonded and grounded.
- Place a platform or step next to storage drums so employees do not have to lift drain pans above their waists.
- Maintain equipment to prevent leaks/spills.
- Immediately clean up leaks/spills.
- Maintain trash dumpsters on-site and dispose of waste regularly. All trash collection vessels must be kept covered while not in use (adding waste materials).
- Do not burn or bury waste.

Special Waste
- Do not send hazardous waste to a landfill.
- Special waste (both hazardous and non-hazardous) must be hauled by a permitted special waste hauler and properly manifested during transport.

Waste Containers and Empty Containers
- Store solid waste within a structurally sound container (e.g., dumpster, trash can, drum, 5-gallon bucket).
- Place liquids in sealable, non-leaking containers. Do not store waste in vehicles before crushing.
- Segregate and properly label wastes.
- Maintain adequate aisle space between waste containers and periodically inspect them for damage or leaks.
- Reuse containers on-site after all product has been removed.
- Recycle larger metal containers such as drums. Contact your local landfill for their container acceptance policies.
- Empty containers must meet the EPA definition of “empty”. EPA defines “empty” as:
  - All waste has been removed that can be removed by pouring, pumping, or by means of suction; and
  - No more than 1 inch (in.), equivalent to 2.5 centimeters, of residue remains on the bottom of the container or inner liner (commonly referred to as the “one-inch rule”); or
  - No more than 3 percent by weight of total capacity of the container remains in the container or inner liner if the container is less than or equal to 119 gallons (gal) in size; or
  - No more than 0.3 percent by weight of the total capacity of the container remains in the container or inner liner if the container is greater than 119 gal in size.

Auto Fluff/Auto Shredder Residue
- Remove fluids, metals, and other potential hazardous contaminants before shredding to avoid contaminating “fluff”.
- Send uncontaminated shredder residue to a permitted landfill.
- Contaminated shredder waste may need to be managed as a hazardous waste.

Contaminated Soil
Clean spills immediately, as well as any other areas of discolored soil. Manage hazardous contaminated soil as hazardous waste.

Used Rags and Wipes
- Used rags and wipes used with gasoline, solvents, or other hazardous materials, are usually hazardous and must be sent to an industrial laundry service or disposed a permitted hazardous waste disposal facility.
- Non-hazardous disposable rags and wipes may be certified non-special waste and placed in your on-site dumpster if they do not contain free liquids.
- Store ignitable rags in National Fire Protection Association (NFPA)-approved, labeled and closed containers until they are picked up for laundering or disposal.
- Keep reusable and disposable wipes in non-leaking, closed containers that are able to contain free liquids. Label containers “Excluded Solvent-Contaminated Wipes.”
- Free liquids can be removed through gravity separation, wringing, centrifuge (explosion proof if contaminated with flammable or combustible liquids), etc.
- Free liquids removed from the reusable and disposable wipes or from the container holding the wipes must be managed according to the applicable hazardous waste regulations.
- Reusable wipes must be sent to a laundry or dry
cleaner whose discharge, if any, is regulated under state or federal water pollution control standards.

- Disposable wipes must be sent to a municipal solid waste landfill, a hazardous waste landfill, a municipal waste combustor, or hazardous waste combustor.
- Maintain on site the name and address of the laundry, dry cleaner, landfill, or combustor where wipes are sent to for laundering and/or disposal. Document that the 180-day accumulation time limit is being met; and develop a written description of the process of how you are ensuring that the solvent-contaminated wipes contain no free liquids.

Floor Sweepings

- Sweep or vacuum paved areas as needed to prevent excessive accumulations of sediment, debris, and loose absorbent.
- Collect and contain waste materials from unpaved areas.
- Floor sweepings that potentially contain mercury must be disposed of as hazardous waste.
- Sludge and oils from oil/water separator or sump.
- Limit what you put into your oil/water separator or sump to keep the liquid from becoming hazardous.
- Collect a representative sample of the sludge when cleaning out the unit. Send it to an environmental laboratory for analysis to determine if it is hazardous. Keep a copy of the analytical results.
- Maintain oil/water separation systems or sumps on a frequent, regular schedule to keep them in good working order.
- Equip the oil/water separator with an emergency shut-off to prevent spills from entering the sewer, or discharging directly to surface waters.
- If the sludge is not hazardous waste and not a liquid, you may certify it as non-special waste and dispose of it at a permitted landfill.
- Oil from oil/water separator may be decanted and recycled.
- Water from oil/water separators must be properly disposed off-site, as it may contain emulsified oil. Water should never be poured on the soil, into a water way or placed in a drain that is connected to a septic system.

Spent Sand Blast Media

- Contain blasting in a booth for smaller pieces or by draping for large or exterior jobs.
- Send a representative sample of the spent blast media to an environmental laboratory for analysis to determine if it is hazardous. Keep a copy of the analytical results.

Absorbsents: granular clay, pads and booms

- Do not put spent absorbent in vehicles to be crushed or shredded, in drains, or on the ground.
- Soak up leaks and spills as soon as they occur and properly clean up any spill contaminated soil and dispose of spill cleanup materials in a timely manner.
- Manage absorbent that comes in contact with hazardous waste as a hazardous waste.
- Do not mix used non-hazardous absorbent with used hazardous absorbent.

Solvent-based parts washers

- Don’t use chlorinated aerosol cleaners (such as brake or carburetor cleaner) over a parts washer, as it may mix with the parts washer solvent and cause it to become a listed hazardous waste which limits recycling and management options and increases disposal costs.
- Keep parts washers closed when not in use.
- Consider using aqueous based parts cleaning systems versus solvent based, which may be a hazardous waste and more costly to manage and dispose of.

Pressure washing

- Perform pressure washing on a curbed concrete pad. Wastewater may contain heavy metals and greases, which if improperly managed, could contaminate soil and/or groundwater.
- Pressure wash parts and engines over a contained, impervious surface such as a wash table that drains to an oil/water separator.
- Do not allow wastewater, oils or grease releases to the ground.
- Do not allow wastes to flow into a septic tank or a drain leading to a ditch, stream, lake or dry well.
- Check with your local sewer utility to verify that drains in your pressure washing containment area are connected to a sanitary sewer system.
- Notify and receive written authorization prior to discharging wastewater to a sanitary sewer system.
- Maintain oil/water separation systems or sumps on a frequent, regular schedule to keep them in good working order.
- Equip the oil/water separator with an emergency shut-off to prevent spills from entering the sewer, or discharging directly to surface waters.

Aerosol Cans

- Always use the aerosol product for its intended purpose.
- Before recycling or disposing aerosol cans, make sure they are completely empty.
- In most circumstances, you may deactivate the cans with an aerosol can puncturing device.
• Manage fluids collected from puncturing aerosol cans as potentially hazardous waste.
• Punctured cans may be disposed of in the trash or recycled with scrap metal.
• Aerosol cans that have not been fully emptied, or have malfunctioned and can no longer be used need to be treated as a potential hazardous waste or returned to your supplier.

Airbags
• Many vehicles now contain multiple airbags. Be sure to remove all undeployed airbags prior to crushing or shredding (deployed bags may be left in place).
• Use respiratory, eye, and skin protection (chemical resistant gloves) when removing airbags.
• Place recovered airbags in a container and store away from sunlight.
• Undeployed recovered airbag modules may be reused when properly evaluated, handled, stored, shipped, and professionally installed.
• Train and certify personnel involved with handling and shipping of airbags, including delivery drivers on the safe handling and management of airbags. The Automotive Recyclers Association (ARA) has developed a training program for the shipment of airbags. ARA members can access the training manual at www.a-r-a.org.
• Store undeployed airbags indoors in a labeled container and protected from the weather.

Vehicle Batteries
• Remove motor vehicle batteries prior to storing or crushing vehicles to prevent the release of hazardous materials to the environment.
• Store motor vehicle batteries in a building or in a manner that protects them from exposure to the elements.
• Accumulate spent lead-acid batteries in a designated storage area prior to removal from your site. The storage area may be inside or outside, if covered by a roof or tarpaulin to prevent storm water contact. Do not locate near drains or outfalls or on the ground near an injection well or septic system.

Used Fluids
• Remove fluids from vehicles upon entry to the salvage yard and prior to disassembly, crushing, or storage
• Store fluids in leak-free steel or plastic drums, totes, or tanks. Drums must not be damaged, dented, rusted, or bulging.
• Keep all containers closed when not in use.
• Label containers to identify their contents, e.g., “used antifreeze.”
• Store fluids inside a building or on an impervious surface with containment to reduce your risk of contaminating the environment. A drum pallet containment unit for drum storage reduces the risk of a release if a drum leaks or a spill occurs.
• Inspect used fluid containers weekly.
• Maintain sufficient aisle space to walk among containers.
• Properly dispose of or recycle used vehicle fluids
  - Determine if the used fluids are a hazardous waste or a special waste.
  - Ask the end-user for documentation that the material is not a waste if they indicate that you can ship the material to them on a bill of lading.
  - If fluids are not directly reused or must be treated before reuse, or are to be disposed of, they are a special or hazardous waste and must be managed and disposed of accordingly.
  - In Illinois, used oil is recycled under separate regulations (IAC Title 35, Part 739) and is a nonhazardous special waste when sent for recycling.

Storing vehicles without removing fluids
While not recommended, if vehicles are stored without first removing fluids, follow these basic best management practices:
• Inspect all vehicles for leaks upon arrival.
• If the vehicle is observed to be leaking, stop the leak or remove the fluids to minimize a release to the environment.
• Drip pans may be used to capture leaks. However, it is recommended that the vehicle be stored on an impervious surface designed to control surface run-off and impacts to soil.
• If drip pans are used, monitor and empty the pans, and containerize the fluids.
• Check the storage area weekly for signs of spilled used fluids.

Crushing vehicles on-site
• Remove all fluids prior to crushing.
• Crush vehicles on an impervious surface with containment, preferably inside a building or a three-
walled structure to avoid impacting the environment.
• Collect residual used fluid in a pan underneath the crusher.
• Monitor the crusher’s fluid drip pan and empty and containerize the fluids.
• Properly characterize and dispose of combined fluids from crushing operations.

Fluids in stored parts
• Store parts on an impervious surface and preferably inside a building.
• If parts must be stored outside, store them on an impervious surface with containment and cover them with a tarp or plastic to limit soil, groundwater, or surface water impact.

Used Antifreeze
• Store antifreeze in closed, labeled containers. For example, if a container is used to store used antifreeze to be recycled, label it “Spent Antifreeze”.
• Keep containers closed except when emptying or filling to prevent spills.
• If antifreeze becomes excessively contaminated with fuel, metals and sludge, it may need to be handled as hazardous waste.
• Do not put antifreeze in storm drains, septic tanks, dry wells, or on the ground.

Used brake fluid, gear oil, power steering fluid, transmission fluid
• Reuse uncontaminated used brake fluid, gear oil, power steering fluid and transmission fluids or recycle with your used oils.
• Store and manage brake fluids containing chlorinated brake or carburetor cleaners separately. Used brake fluid that is contaminated with chlorinated brake/carburetor cleaner must be managed as a hazardous waste.

Used Oil
• Recycle or burn used oil for energy recovery.
• You may burn used oil that you generate or that you collect from household do-it-yourselfers in an on-site space heater that has a maximum capacity of ≤ 0.5 million BTU per hour and that vents combustion gases to ambient air.
• Store used oil in containers or tanks that have no visible leaks or damage.
• Immediately repair or replace tanks and containers in poor condition.
• Place staging containers and above ground storage tanks (ASTs) on an impermeable surface.
• Provide secondary containment to prevent leaks or spills from contacting soils or reaching surface waters.
• Securely close and stage containers to prevent rainwater accumulation.
• Inspect containers and tanks regularly for leaks and damage.
• Clearly label used oil containers, ASTs, and underground storage tank (UST) fill pipes with the words “Used Oil.”

Freon and Refrigerants R-12 and R-134a
• Do not vent any refrigerant to the air.
• An EPA-licensed refrigerant technician should remove or install refrigerant substances from vehicles or appliances.
• Store refrigerants in tanks that meet Federal Department of Transportation and/or Underwriters Laboratory standards.
• Maintain records that refrigerants were recovered on site by a licensed technician, licensed reclaimer, or that the vehicle/appliance was brought into the facility free of refrigerants.
• Collect all refrigerants from non-drivable vehicles, air conditioners and refrigeration units.
• Collect all refrigerants in U.S. EPA-approved devices.
• Do not cut or puncture refrigerant lines.
• Maintain records for every vehicle you crush, scrap, or otherwise finally dispose of.
• Ensure that all air conditioner openings are sealed after evacuation to reduce small releases into the environment.
• Initiate an inspection program to ensure that all your refrigerant storage devices are not overfilled. An inspection program will reduce the chances of accidental releases into the environment.

Old Fuel (diesel and gasoline)
• Old fuels may contain benzene, which can make the fuel a hazardous waste if disposed. Reusable fuel can be used at the facility or in employee vehicles.
• Do not mix old fuel with any other waste.
• If not recycled or reused, the old fuel is considered a hazardous waste and must be managed appropriately. A petroleum recycler can determine if the unusable fuel can be recycled.

Windshield washing and deicing fluids
• Windshield fluid can be ignitable depending on the concentration of solvents used (e.g. methanol or isopropyl alcohol) (flashpoint 140 degrees F or lower).
• Do not dispose of in a storm drain, dry well, sewer system or septic tank.
• Do not mix with other wastes, because other wastes may be hazardous waste.
• Reuse window washing fluid in the facility’s or employee’s vehicles.
Spills & Leaks

**Spill control**
If a spill occurs, auto dismantlers should have procedures and training in place to immediately clean up a spill or leak. Spills may need to be reported to the Illinois Emergency Planning Committee or to local fire departments.

- Keep spill control equipment/absorbent materials and spill kits in locations accessible to all employees near where spills may occur. Be sure to periodically inspect for readiness and restock after use.

If a release of vehicle fluid is detected, take the following actions:

- Stop the release.
- Contain the released used fluid.
- Properly clean up and manage the released fluid and other materials.
- If necessary, repair or replace any leaking storage containers or tanks prior to returning them to service.
- Avoid mixing hazardous waste with used oil.

**Spill kits**
Common components of spill kits are:
- Absorbents for various types of spilled materials.
- A non-sparking shovel to pick up used absorbent.
- Personal protective equipment (i.e., chemical resistant gloves, safety glasses, coveralls, boots or shoe covers, etc.)
- Protective drain mats or similar equipment to prevent spills from entering drains
- Flexible berms/socks to control and contain spills
- A container, such as a drum, to hold the used absorbent.
- An inventory checklist to make sure used materials are replaced.
- A dedicated cart or cabinet to hold the spill kit items.

Granulated clay often works for some fluid spills but not in rain and usually not for oily substances. Perlite or chemical absorbents may work better for oil.

**Salvaging Automobile and Appliance Parts**

**Used Oil Filters**
- Used oil filters should be crushed, or punctured and hot drained into a drain pan for at least 12 hours. Hot draining means the oil is at a temperature over 60 degrees Fahrenheit, as it would be if the filter were removed from the engine while still warm. Oil collected should go into your “used oil” container. Best practices for hot draining include:
  - Puncture the filter anti-drain back-valve contained in most automotive oil filters or the filter dome and then hot drain. The anti-drain back-valve consists of a rubber flap that creates a vacuum to prevent oil from draining back into the engine.
  - Hot draining and crushing
  - Dismantling and hot draining
  - Using any other equivalent draining method that will remove the used oil such as pressurized air draining.
- Puncturing the top of the oil filter releases vacuum and can commonly allow 50% more oil recovery.
- Drained oil filters can be recycled as scrap metal or handled as a solid waste, which can be disposed of in the trash. Crush drained filters to save space in the trash container and recover more salable used oil.

**Used transmission filters**
- These can be handled like used oil filters. The transmission fluid from these types of filters can be placed in the “used oil” container.
- Drained transmission filters may be recycled if they are metal, or disposed of in the trash.

**Waste fuel filters**
- Spent fuel filters may be considered a hazardous waste if not fully drained.
- Fully drain filters and properly dispose of or recycle the waste fuel. Fuel that is recycled and/or sent for energy recovery in an EPA authorized boiler is not a hazardous waste.
- Recycle empty filters as scrap metal only if sufficiently drained.
- Contact a used oil recycler to determine if they will accept and burn waste fuel filters as fuel.

**Lead Acid Batteries**
- Place cracked or leaking batteries in a leak-proof plastic container. Battery acid can degrade concrete and metal shelving units.
- If a battery is leaking, provide secondary containment and manage the liquid acid as hazardous waste.
- Store batteries indoors or in a covered area.
- Protect batteries from freezing.

**Lead tire weights and other leaded parts**
- Remove lead tire weights and battery cable ends before crushing vehicles.
• Remove other known sources of lead when practical and recycle.
• Store lead parts in a covered container out of the weather that is strong enough to hold the weight.

**Radiators and heater cores**
• Radiator cores can contain lead.
• Store radiators and heater cores indoors or in a covered area or in such a manner to prevent contact with stormwater.
• Do not rinse radiators on the ground. This can contaminate your property.

**Fluorescent lamps/bulbs/headlights**
Fluorescent, High Intensity Discharge, Sodium Halide, and Compact Fluorescent lamps can contain mercury and lead. They can be managed as “Universal Waste” if they are properly recycled. If they are not recycled, they must be managed and disposed as Hazardous Waste.
• Do not break the bulbs. Store them in a cardboard box or fiber drum large enough to hold the bulbs completely within the container.
• Keep the container closed. Use a strong tape, such as duct tape, to secure the lamp box top.
• Label as “Universal Waste Lamps” or “Used Lamps.” Mark the date the first bulb goes in the container. Universal waste cannot be stored on site for more than one year.
• Send bulbs to the recycler when the container is full or when the year is up, whichever comes first.
• Carefully clean up any broken bulbs and place in a double plastic bag. Do not use a vacuum cleaner because this practice further contaminates potentially clean areas.

**Catalytic converters**
Catalytic converters may be removed prior to crushing and recycled for their platinum content if removed safely according to acceptable Occupational Safety and Health Administration requirements.

**Used Tires**
Prevent water from accumulating in used or waste tires by storing tires inside a leak-proof building or a fully enclosed container or under cover (i.e., tarp or tarped open top trailer), by altering the tires by slashing, cutting, or drilling holes, or by other methods.

**Mercury switches, and PCB containing products**
Properly remove and manage mercury switches.
• Do not remove ampules from switch assemblies.
• Provide a readily available mercury cleanup system to immediately transfer any mercury resulting from spills or leaks from broken ampules to a structurally sound container.
• Immediately transfer any mercury resulting from spills or leaks from broken ampules from the containment device to a structurally sound container.
• Safely store mercury switches
  - Place plastic liner in bucket.
  - Place all mercury switches and ABSs inside the liner.
  - Put the lid on and close the bucket when not adding or removing switches or ABS sensors.
  - Affix completed universal waste sticker on the outside of the bucket.
• Store no more than 450 mercury switches and ABSs in a bucket.
• Ship the bucket to ELVS either when full or within one year from the date the first switch or ABS sensor was put in the bucket.

Properly remove and manage products containing PCBs.

**Air Pollution Control**
• Do not open burn waste unless specifically permitted.
• Contain particulate matter from torching, welding, driving on gravel or dirt parking areas or roadways, and moving various mobile equipment around the facility. All visible particulate matter or dust must be prevented from crossing your property line.

**Hazardous Waste**
• Mark containers with the words “Hazardous Waste” and the accumulation start date (date the container was completely filled and sealed).
• Keep containers in good condition and stored in a manner that minimizes risks of ruptures, leaks, or corrosion.
• Keep containers closed except when being filled or emptied.
• When transferring flammable or combustible wastes, use spark resistant funnels and pumps that are bonded and grounded.
• Inspect containers at least once per week for condition, closed status, labeling, and leaks.
• Store containers in a manner that minimizes the potential for accidental mixing of incompatible materials.
• Use containers that are compatible with the hazardous waste to be stored. The waste must be placed in a container that complies with applicable U.S. Department of Transportation (U.S. DOT) rules before it is shipped off-site.
• Know your hazardous waste accumulation quantity and storage time limits.
• Develop basic contingency procedures or a written contingency plan for responding to spills or releases of hazardous waste. Provide training to employees.

**Universal Waste Storage**
• Store universal waste in closed, structurally sound containers that are compatible with the contents of the universal waste.
• Label or mark containers clearly with the words “Universal Waste” and the type of universal waste (e.g., “Batteries,” “Pesticides,” “Mercury Containing Equipment,” or “Lamps”). Include an accumulation start date (date container was filled and sealed) or use other means to ensure universal waste is not stored for more than one year.
• Don’t self-transport universal waste off your site unless you comply with applicable U.S. DOT requirements.

**Groundwater Protection**
Know where all floor drains lead. Some floor drains may lead into a sanitary sewer, routing wastewater to an off-site treatment plant. Other floor drains may lead to an underground holding tank or discharge to a waterway or into or onto the ground.

**Training**
Auto dismantlers should train all employees to:
• Understand the environmental and human health risks associated with products, materials and wastes from their business activities
• Identify and properly manage all wastes
• Properly handle used oil and hazardous waste
• Reduce waste generation when possible
• Properly segregate wastes for recycling
• Use appropriate personal protective equipment
• Know the location of the Safety Data Sheet book
• Respond to emergencies
• Identify and, if adequately trained and equipped, clean up spills, leaks and releases and manage wastes from spills, leaks and releases
• Properly store wastes, manage containers and understand labeling requirements
• Know how to properly dispose of wastes if part of their job duties.

**Recordkeeping**
Auto dismantlers must keep waste management records for at least three years.
• Keep bills of lading, landfill receipts for waste disposal of contaminated soil, hazardous waste manifests (if applicable) or bills of lading, used oil pickup receipts, antifreeze recycling receipts, lead acid battery core pickups, universal waste receipts, and Freon recovery logs.
• Make sure used oil recyclers are registered transporters (unless self-transporting less than 55 gallons) and used oil goes to a registered used oil processor.
### Environmental Self-Audit Checklist

#### Solid Waste

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
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</thead>
<tbody>
<tr>
<td>Do you properly dispose of your garbage, contaminated soils, absorbents, and other solid wastes at a permitted landfill or transfer station?</td>
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<tr>
<td>Do you refrain from having a waste pile or dump at your facility?</td>
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<tr>
<td>Do you refrain from burning waste at your facility?</td>
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<tr>
<td>Do you properly remove airbags from your vehicles before shredding or crushing?</td>
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<tr>
<td>Do you take proper precautions when dealing with asbestos containing materials (ACMs)?</td>
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<tr>
<td>Do you properly manage the sludges and oils generated in your oil/water separator?</td>
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<tr>
<td>Do you properly manage your spent sand blast material by determining its waste characteristics?</td>
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#### Hazardous Waste

<table>
<thead>
<tr>
<th>Question</th>
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<tbody>
<tr>
<td>Do you generate hazardous waste?</td>
<td></td>
<td></td>
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<tr>
<td>Do you know how much hazardous waste you generate?</td>
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<tr>
<td>Do you know your generator status and the applicable requirements?</td>
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<tr>
<td>Do you have a U.S. EPA hazardous waste generator identification number?</td>
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<tr>
<td>Do you retain copies of hazardous waste manifests?</td>
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<tr>
<td>Do you properly manage and store hazardous waste in appropriate containers?</td>
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<tr>
<td>Do you meet the hazardous waste accumulation quantity and time limits?</td>
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<tr>
<td>Do you have basic contingency plan procedures or a written contingency plan in place for responding to spills and releases of hazardous waste?</td>
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<tr>
<td>Do you generate solvent-contaminated wipes?</td>
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<tr>
<td>Do you meet the conditions to exclude solvent-contaminated wipes from hazardous waste regulation?</td>
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<tr>
<td>Do you properly remove airbags from your vehicles before shredding or crushing?</td>
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#### Universal Waste

<table>
<thead>
<tr>
<th>Question</th>
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<tbody>
<tr>
<td>Do you manage applicable hazardous wastes as universal waste?</td>
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<tr>
<td>Do you know how much universal waste is stored on-site at any onetime?</td>
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<tr>
<td>Do you properly manage and store universal waste in appropriate containers?</td>
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<tr>
<td>Does your auto salvage facility remove lead-acid batteries from motor vehicles?</td>
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<tr>
<td>Do you remove lead-acid batteries prior to storing or crushing vehicles?</td>
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<tr>
<td>Do you properly store lead-acid batteries?</td>
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<tr>
<td>Do you store universal waste no longer than one year?</td>
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<tr>
<td>Do you promptly clean up and manage any leaks or releases from universal wastes?</td>
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</table>

#### Used Fluids

<table>
<thead>
<tr>
<th>Question</th>
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<tbody>
<tr>
<td>Do you generate used vehicle fluids?</td>
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<tr>
<td>Do you remove fluids from vehicles upon entry to the salvage yard and prior to disassembly, crushing, or storage?</td>
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<tr>
<td>Do you store and contain used vehicle fluids?</td>
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<tr>
<td>Do you inspect used fluid containers weekly?</td>
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<tr>
<td>Do you properly dispose of, or recycle used vehicle fluids?</td>
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<tr>
<td>Do you refrain from storing vehicles without first removing the fluids?</td>
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<tr>
<td>Do you remove all fluid prior to crushing vehicles on-site?</td>
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<tr>
<td>Do you store vehicle parts on-site such that they do not impact soil, groundwater, or surface water (i.e., on an impervious surface with containment or inside a building)?</td>
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<tr>
<td>Does your facility know how to handle a spill or release?</td>
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</table>

#### Used Oil

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
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</thead>
<tbody>
<tr>
<td>Are your used oil containers and/or tanks in good condition and not leaking?</td>
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</table>
### Environmental Self-Audit Checklist (contd.)

#### Used Oil (contd.)

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are your containers, ASTs, and UST fill pipes clearly labeled “Used Oil”?</td>
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<tr>
<td>Is your site free of releases of used oil to the environment?</td>
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</tr>
<tr>
<td>Do you only burn your own used oil and/or household do-it-yourselfers' used oil in on-site space heaters? (☐ not applicable)</td>
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</tr>
<tr>
<td>If you send your used oil off-site, do you use only licensed special waste haulers who have a U.S. EPA ID number and an Illinois special waste ID number? (☐ not applicable)</td>
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</tr>
<tr>
<td>If you self-transport your used oil, do you generate less than 220 pounds per month of special waste and transport ≤55 gallons of used oil at one time to either 1) a registered used oil collection center or 2) an aggregation point owned by you? (☐ not applicable)</td>
<td></td>
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<tr>
<td>Do you avoid mixing hazardous waste with your used oil?</td>
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<tr>
<td>Does your aboveground oil storage tank capacity not exceed 1,320 gallons? (☐ not applicable)</td>
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<tr>
<td>Do you hot-drain your used oil filters prior to recycling or disposal?</td>
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</tbody>
</table>

#### Underground Storage Tanks

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
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</thead>
<tbody>
<tr>
<td>Do you have any underground storage tanks (USTs)?</td>
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<tr>
<td>Do you have petroleum or hazardous substance-containing UST(s) ≥110 that have not been registered with the Office of the State Fire Marshal?</td>
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</tr>
</tbody>
</table>

#### Used Tires

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
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</thead>
<tbody>
<tr>
<td>Do you have more than 50 used or waste tires stored at your site or sell new or used tires at retail?</td>
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<tr>
<td>If yes, have you notified Illinois EPA about these activities?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you refrain from open dumping used or waste tires at your facility?</td>
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<tr>
<td>Do you refrain from storing used or waste tires in a manner that poses a fire hazard?</td>
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<tr>
<td>Do you prevent water from accumulating in used or waste tires?</td>
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</tr>
<tr>
<td>Do you prevent your waste tires from harboring vectors that pose a threat to human health?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you haul used tires off-site only in accordance with Illinois requirements?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### White Goods

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you use a certified refrigerant recovery technician to remove refrigerants from white goods?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do they use methods that maximize recovery of CFCs and HCFCs and their blends during disposal of air-conditioning and refrigeration equipment?</td>
<td></td>
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<tr>
<td>Do they ensure delivery of the refrigerant to a consolidator or reclaimer?</td>
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</tr>
<tr>
<td>Do you remove all mercury-containing equipment and fluorescent lighting from white goods?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you follow universal waste requirements and store removed mercury-containing equipment and fluorescent lighting in appropriate containers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you use safe procedures and personal protective equipment while removing mercury components?</td>
<td></td>
<td></td>
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<tr>
<td>Do you have a mercury spill cleanup plan and spill kit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you remove all potentially-PCB-containing capacitors and other such components from white goods?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you filed a Notification of PCB Activity form with U.S. EPA?</td>
<td></td>
<td></td>
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<tr>
<td>Do you store PCB components safely prior to shipping?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you ship PCB components under manifest unless you generate less than 220 pounds total special waste per month?</td>
<td></td>
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</tr>
<tr>
<td>Do you follow additional TSCA requirements for PCBs if the concentration of PCBs in your waste is greater than 50 parts per million?</td>
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</tbody>
</table>

#### Mercury Vehicle Switches

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you remove mercury switches from vehicles at your facility?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you properly store and ship removed switches and ABS sensors?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you implement appropriate safety procedures and have emergency equipment available in the areas where mercury switches are handled?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Air Pollution Control

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you refrain from open burning any materials on your property?</td>
<td></td>
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<tr>
<td>Do you use solvents and/or cleaners/degreasers at your facility?</td>
<td></td>
<td></td>
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<tr>
<td>If so, do you store your solvents in closed containers when not in use?</td>
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<tr>
<td>Do you prevent particulate matter (i.e., dust, smoke, etc.) from leaving your property?</td>
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<tr>
<td>Do you use a sweat furnace at your facility?</td>
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<tr>
<td>If yes, do you know if it requires an air permit?</td>
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<tr>
<td>Do you keep records documenting the appropriate removal of refrigerants from vehicles, appliances (e.g., refrigerators and air conditioners), or other equipment?</td>
<td></td>
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<tr>
<td>Do you collect refrigerants in U.S. EPA-approved devices?</td>
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<tr>
<td>Do you refrain from releasing refrigerants into the atmosphere?</td>
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<tr>
<td>Are refrigerants removed from vehicles prior to storing them in the yard?</td>
<td></td>
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<tr>
<td>Are employees trained to remove and capture refrigerants?</td>
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<tr>
<td>Are all air conditioner openings sealed after evacuation to prevent leaking of residual refrigerant?</td>
<td></td>
<td></td>
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<tr>
<td>Are all collection/storage devices inspected to ensure they are not overfilled?</td>
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</tbody>
</table>

### Groundwater Protection

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
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</thead>
<tbody>
<tr>
<td>Have you identified all floor drains and their destinations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you contacted the Illinois EPA UIC Coordinator at 217/524-3300 if there are drains that drain into the soil or cesspools, septic systems, or leachfields?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you conduct operations that may have leaks or spills over a hard surface that can contain such spills?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you store all liquids over hard surfaces that can contain leaks or spills?</td>
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<td></td>
</tr>
<tr>
<td>Do you inspect your work surface regularly for evidence of leaks and spills?</td>
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<tr>
<td>If you discover that you have contaminated the ground, have you called the Illinois EPA Bureau of Land at 217/524-3300?</td>
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</tbody>
</table>

### Surface Water Protection

<table>
<thead>
<tr>
<th>Question</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you discharge process wastewater from any on-site activities into a ditch, stream, or other waterway only in accordance with an NPDES permit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you discharge process wastewater to a local wastewater treatment plant (POTW) only in accordance with necessary POTW and Illinois EPA permitting?</td>
<td></td>
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</tr>
<tr>
<td>If there are any existing or planned land disturbing activities greater than one (1) acre at your facility, have you obtained coverage under the General NPDES Permit ILR10 for Storm Water Construction Activities and are you complying with the permit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you obtained coverage under the General NPDES Permit (Permit ILR00) for Storm Water Discharges from Industrial Activities and are you complying with the permit?</td>
<td></td>
<td></td>
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</tbody>
</table>