


**Standard
Operating
Procedures
Quick Checklist
&
Weekly Inspection
Log**

New Hampshire
Motor Vehicle Salvage Yards

FACILITY IDENTIFICATION

Facility Name: _____

Facility Owner Name: _____

Operator(s) Name: _____

Mailing Address: _____

Street Address: _____

Town _____

Phone: _____ FAX: _____

e-mail address: _____

Web address: _____

PERMIT NUMBERS: WHERE APPLICABLE

DES General Permit: _____

Local License Number: _____

DOS Junk License Permit: _____

HW Generator Activity Number: _____

Solid Waste Permit: _____

Groundwater Monitoring Permit: _____

Aboveground Storage Tank Permit: _____

Underground Storage Tank Permit: _____

Stormwater Permit: _____

Air Permit: _____

NMVTIS: _____

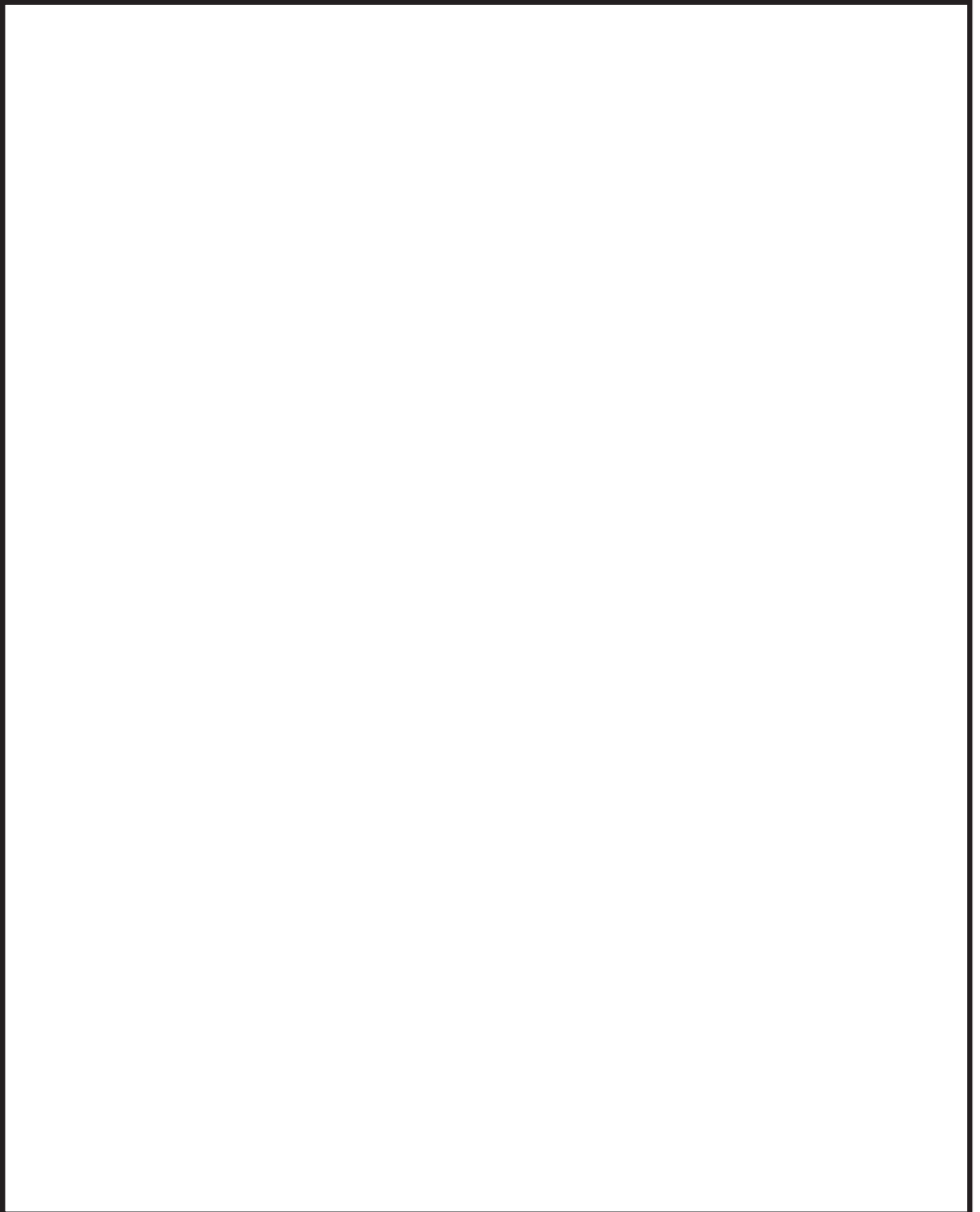
Other: _____

Other: _____

Other: _____

FACILITY LAYOUT

Use this page to sketch the layout of your facility. Show all storage areas for incoming and processed vehicles (wet and dry), fluids, tires, used parts, batteries and other inventory and regulated materials. Also show the location of buildings, fences, access roads, crusher pads and other important site features. Highlight on this sketch all areas that need to be inspected weekly. Also use this sketch as a guide to get organized and stay organized.



REMEMBER: AN ORGANIZED YARD IS A WELL-RUN YARD!

**CONTACTS FOR MOTOR VEHICLE SALVAGE YARDS
EMERGENCY NUMBERS**

Fire Department: _____

Fire Marshal: _____

Ambulance Service: _____

Local Police: _____

NH Dept. of Environmental Services: _____ (603) 271-2900

US Environmental Protection Agency: _____ (888) 372-7341

NH Department of Safety (DMV): _____ (603) 271-1042

Other (specify): _____

Other (specify): _____

Other (specify): _____

TRADE ASSOCIATIONS

NH Auto & Truck Recyclers Association: _____ (603) 483-2366

Auto Recyclers Association: _____ (888) 385-1005

NH Towing Association: _____ (603) 863-4206

Towmasters: _____ (603) 863-1400

NH Auto Dealers Association: _____ (603) 224-2369

Other (specify): _____

Other (specify): _____

7 HABITS OF HIGHLY EFFECTIVE SALVAGE YARDS

Presents a Good Business Image, starting at the front entrance

- ✓ Business signs are posted at front entrance, showing name, hours of operation
- ✓ Has curb appeal
- ✓ Has a recognizable customer service area
- ✓ Provides a good, safe work environment

Implements a Standard Operating Procedure (SOP)

- ✓ Has step by step process for routinely handling all vehicles, from the moment they arrive until they are shipped off-site
- ✓ Understands the business is about moving material efficiently and using limited storage space to make money
- ✓ Keeps records
- ✓ Trains employees to follow the SOP

Uses an Inventory Control System

- ✓ Knows what is stored on-site, how long it has been there, and has a plan for getting it to its final destination
- ✓ Uses the inventory control system to keep vehicles, parts, and scrap moving
- ✓ Considers market conditions when managing inventory
- ✓ Gets rid of material that has no market value

Implements Good Housekeeping Practices

- ✓ Well-organized
- ✓ Consolidated work areas
- ✓ No clutter and excess debris
- ✓ Keeps stuff off the ground and under cover
- ✓ Labels just about everything
- ✓ All areas of the facility are easily accessed and viewed for inspection
- ✓ Regularly inspects

Implements Good Spill Prevention and Response Measures

- ✓ Never handles or stores fluids except over a leak proof surface under a roof
- ✓ Always cleans up spills and leaks when they happen

Has a Commitment to Continuous Improvement

- ✓ Seeks education and training; Stays current and well informed
- ✓ Provides employee training
- ✓ Invests in making facility improvements to stay current

Shows Pride

- ✓ Takes pride in doing things the right way
- ✓ Works hard to be a good neighbor
- ✓ Earns community respect and trust

WEEKLY INSPECTION RECORD



INSTRUCTIONS FOR WEEKLY INSPECTION RECORD

The following pages provide an inspection checklist that salvage yard operators need to fill out weekly and make available to DES inspectors on request. The terms used on this checklist are outlined below.

Note: The cited "Sections" refer to the sections in the *Motor Vehicle Salvage Yard Environmental Compliance Manual & Self-Audit Checklist*, where you will find more detailed instructions for proper facility operations. For a copy, go to <http://des.nh.gov/organization/commissioner/pip/publications/wmd/documents/wmd-09-1.pdf> or contact the DES at (603) 271-2938.

Wet ELVs (Section A): Check all end-of-life vehicles that still contain gasoline, antifreeze, oil and other fluids (Wet ELVs) to make sure they are not leaking. Take care of leaks as soon as they are found.

Fluid Storage Areas (Sections C, D, G, H): Inspect all areas where vehicle fluids are stored. Take care of leaks, missing labels, open containers, dented/rusted drums, aisle space and other problems immediately.

Health & Safety Equipment (Section J): Check your spill kits, fire extinguishers, first aid kits and other required emergency equipment, as well as emergency postings to make sure everything is in its proper place and in working order.

Stormwater (Section Q): Survey your property for any oil sheens on puddles, erosion of sediment and/or evidence of stormwater runoff coming in contact with fluids or fluid containing parts. Take care of these problems immediately.

Tires Stored Properly (Section N): Inspect your stockpiles of scrap tires as well as good tires for sale. Get rid of excess tires (keep one trailer load or less). Store in a fire safe, dry manner.

Parts Stored Properly (Section K): Make sure all oily, greasy parts including those that have been drained are stored off the ground and in such a way to not allow residual fluids to contaminate groundwater and/or soil. This can also help protect the parts from deterioration.

General Tidiness (Section P, R): Make sure your facility is organized so that parts, cars, fluids and other items have a specific location. Pick up and properly dispose of all trash and debris found throughout the site. A well organized, uncluttered facility has a lower risk of environmental and safety problems.

Issues Corrected: Document issues that were found and how they were corrected.

Sample entry: Next page

✓ Indicates compliance with all items in that category.

× Indicates that there was a problem. The problem, and its solution, should be briefly described in the "Items Corrected" Section.

Date	Wet ELVs	Fluid Storage Areas	Health Safety Equip.	Storm-water	Tires Stored Properly	Parts Stored Properly	General Tidiness	Initials
7/2/2010	✓	✗	✓	✓	✓	✗	✓	TMA
<i>Issues Corrected: _ Inserted two bungs in used oil drums and reminded employees of proper practices; Built rack for rear ends; Removed batteries from wet storage.</i>								
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