Small Business & Local Government Assistance
Auto Body Compliance Checklist

This checklist is for guidance purposes only. It is not a substitute for the rules and regulations. The Small Business & Local Government Assistance (SBLGA) Program is an independent section, separate from enforcement of the Texas Commission on Environmental Quality (TCEQ). Contact SBLGA on its toll-free hotline 800-447-2827 or on the SBLGA Web site.

Company Information ___1st visit ___2nd visit ___C2 Renewal Site Visit Date: _____			
Company Name		Facility Contact	
Mailing Address		Physical Address County	
Owner's Name		Business Phone	
Date of Construction		Primary SIC	
Start of Operation		Secondary SIC	
Latitude		Longitude	

IMPORTANT NOTES:

- Compliance-related questions are denoted with a checkmark (✓). Answering "no" to a question with a checkmark may mean the facility is out of compliance with state or federal environmental rules.
- Have there been any process changes since the last site visit? Y* / N
  *If yes, explain the changes and include the date of changes in the comments.

Air Regulations – Authorizations can be obtained in one of three ways:
- Permit by Rule (PBR)
- Standard Permit
- New Source Review (NSR) Permit

		Yes	No	N/A
1	Does this facility have an air account number? If yes, Account No. _____			
2✓	Does this facility have an air permit? If yes, Permit No. _____			
3✓	If yes: Does the facility comply with all permit conditions? (Use comments section)			
4✓	Does the facility claim a Permit by Rule (PBR)?			
5	If yes, Does the facility meet all requirements of the PBR(s) claimed? See below.			
	✓ ☐ SX89 – Sterilization Chamber			
	✓ ☐ SX75 – Surface Coating			
	✓ ☐ 106.227 – Soldering, Brazing, Welding			
	✓ ☐ 106.265 – Hand-held and Manually Operated Machines			
	✓ ☐ 106.375 – Aqueous Solutions for Electolytic and Electroless Process			
	✓ ☐ 106.392 – Thermoset Resin Facilities			

	✓ ☐ 106.411 – Steam or Dry Cleaning Equipment			
	✓ ☐ 106.412 – Fuel Dispensing			
	✓ ☐ 106.436 – Auto Body Refinishing Facility			
	✓ ☐ 106.452 – Abrasive Blasting			
	✓ ☐ 106.451 – Wet Blast Cleaning			
	✓ ☐ 106.454 – Degreasing Units			
	✓ ☐ 106.472 – Organic and Inorganic Liquid Loading and Unloading			
	✓ ☐ 106.473 – Organic Liquid Loading and Unloading			
	✓ ☐ 106.495 – Heat Cleaning Devices			
	✓ ☐ Other/Previous PBR: _____			
	✓ ☐ Other/Previous PBR: _____			
	✓ ☐ Other/Previous PBR: _____			
6✓	Does the facility maintain records that demonstrate compliance as required by 30 TAC 106.8 for all PBRs?			
7✓	Do the spraying operations use less than ½ pint of coatings and solvents per hour? If so, the facility is exempt from all requirements except for paragraphs (3), (4), (16) and (17) of 106.436 (106.436(2)(A)).			
8✓	Does the facility use less than 2 gallons of combined coating and solvents per week? If so, the facility is exempt from all requirements of 106.436 except for paragraphs (3), (4), (7), (8),(11), (12), (14), (16), (17) and 30 TAC 115.421 relating to emissions specifications (106.436(2)(B)).			
9✓	Does the facility avoid having visible emissions leave the property? (106.436(4))			
10✓	Does the facility avoid being a nuisance (noise, dust, odor, etc)?			
11✓	Can the facility demonstrate that all coating operations, which coat more than 9 square feet, are performed in a totally enclosed filtered spray booth or totally enclosed filtered spray area? (106.436(5))			
12✓	Can the facility demonstrate that a totally enclosed filtered spray booths or totally enclosed filtered spray areas have an air intake area of less than 100 square feet? (106.436(5))			
13✓	Can the facility demonstrate that all spray areas are equipped with a fan that achieves either a flow capacity of at least 10,000 cubic feet per minute or a face velocity of at least 100 feet per minute? (106.436(5)(A)			
14✓	Can the facility demonstrate that all coating operations, which coat less than 9 square feet and not in a totally enclosed booth, are performed on or in a dedicated preparation area? (106.436(6))			
15✓	Does the facility operate a ventilation system in the preparation area during spraying operations? (106.436(6)(A))			
16✓	Can the facility demonstrate that the preparation area exhaust air is vented through a stack to the atmosphere or recirculated back into the shop through a carbon adsorption system? (106.436(6)(B))			

17✓	If the preparation area is equipped with a carbon adsorption system, does the facility demonstrate that the carbon is replaced at the manufacturer's recommended intervals? (106.436(6)(B))			
18✓	Can the facility demonstrate that the preparation area ventilation system is equipped with a filter or filter system to control paint overspray? (106.436(6)C))			
19✓	Can the facility demonstrate that all paint booth, spray area, and preparation area overspray (exhaust) filters or filter systems have a particulate control efficiency of at least 90%? (106.436(7))?			
20✓	Are high volume low pressure (HVLP) spray guns, electrostatic spray guns, or other methods used to achieve 65% transfer efficiency? (106.436(8))			
21✓	Can the facility demonstrate that spray equipment cleanup is totally enclosed during washing, rinsing, and draining? (106.436(9)(A))?			
22✓	If non-enclosed cleaners are used, does the facility demonstrate the vapor pressure of the cleaning solvent less than 100 millimeters of mercury at 68 degrees Fahrenheit and is the solvent directed toward a drain that leads directly to a remote reservoir? (106.436(9)(A))			
23✓	Can the facility demonstrate that all wash solvents are kept in an enclosed reservoir that is covered at all times, except when being refilled with fresh solvent? (106.436(9)(B))			
24✓	Are all waste solvents and other cleaning materials kept in closed containers? (106.436(9)(C))			
25✓	Do all spray booth spray area, preparation area and shop heaters that are not electrically heated use pipeline quality natural gas or liquefied petroleum gas only and are heaters five million British Thermal Units (BTUs) or smaller? (106.436(10))			
26✓	Is the facility firing waste coatings, solvents, oils or other automotive fluids on-site? (106.436(10))			
27✓	If other buildings are within 200 feet of the body shop stack, does the facility demonstrate the stack height is at least 1.2 times higher than the tallest building, measured from the ground? (106.436(11)(A))			
28✓	If no buildings are within 200 feet of the body shop stack, does the facility demonstrate that the stack height is at least 1.2 times higher than the body shop, measured from the ground? (106.436(11)(B))			
29✓	Can the facility demonstrate that no ground level elevation within 250 feet of the spray booth stack is greater than the stack height requirements? (106.436(11)(C))			
30✓	Can the facility demonstrate that the spray booth, spray area, and preparation area stacks are located at least 50 feet away from any residence, recreation area, church, school, child care facility, or medical or dental facility? (106.436(12))			
31✓	Can the facility demonstrate that there are no rain caps, goose neck exhaust, or other stack heads that would restrict or obstruct vertical discharge of air contaminants? (106.436(13))			

32	Can the facility demonstrate that VOC emissions from the coatings or solvents used do not exceed the following limits, as delivered to the application system? (106.436(14))			
	a. ✓ 5.0 pounds per gallon (minus water and exempt solvents) for primers or primer surfacers;			
	b. ✓ 5.5 pounds per gallon (minus water and exempt solvents) for precoat;			
	c. ✓ 6.5 pounds per gallon (minus water and exempt solvents) for pretreatment;			
	d. ✓ 5.0 pounds per gallon (minus water and exempt solvents) for single-stage topcoats;			
	e. ✓ 5.0 pounds per gallon (minus water and exempt solvents) for basecoat/clearcoat systems;			
	f. ✓ 5.2 pounds per gallon (minus water and exempt solvents) for three-stage systems;			
	g. ✓ 7.0 pounds per gallon (minus water and exempt solvents) for specialty coatings;			
	h. ✓ 6.0 pounds per gallon (minus water and exempt solvents) for sealers; and			
	i. ✓ 1.4 pounds per gallon of wipe down solutions.			
33✓	If the facility uses coating(s) or solvent(s) which exceed the limits of 30 TAC 115.421(a)(8)(B), are daily records of the quantity and type of each coating and solvent consumed in sufficient detail to calculate the daily weighted average of VOC for all coatings and solvents? (106.436(15))			
34	Does the facility use less than or equal to the following coating categories? (106.436(15)) a. ✓ Cleanup solvents – 50 gallons per month;			
	b. ✓ Wipe solvents – 50 gallons per month;			
	c. ✓ Precoat – 50 gallons per month;			
	d. ✓ Pretreatment – 50 gallons per month;			
	e. ✓ Sealers – 50 gallons per month;			
	f. ✓ Primers/primer surfacer – 175 gallons per month;			
	g. ✓ Top coats – 320 gallons per month;			
	h. ✓ Specialty coatings – 50 gallons per month			
35✓	Are material safety data sheets (MSDS) or other coating data sheets on paint solvent systems used during the previous 24 month period or currently in use at the facility available? (106.436(16)(A))			
36✓	Are records of monthly coating and solvent purchases (invoices from suppliers are acceptable) during the previous 24 month period at the facility available? (106.436(16)(B))			

37✓	Are records of monthly paint and solvent use, if purchase volumes are above the levels specified for any category during the previous 24 month period, available at the facility? (106.436(16)(C)			
38✓	If necessary, are additional records kept in sufficient detail to allow an annual emission inventory to be submitted according to the requirements in 30 TAC 101.10 (relating to emission inventory requirements)? (106.436(16)(D))			
39✓	Are records of the U.S. EPA and the TCEQ's identification numbers for each waste generated at the shop? (106.436(16)(E))			
40	Does the facility service vehicle air conditioners?			
41	If yes, are the technician(s) approved/certified by EPA?			
42	If yes, is equipment approved/certified by EPA?			
43	Does the facility maintain a copy of the technician certification on-site?			
44	Has the facility submitted a certification of acquisition of recovery/recycle equipment?			
45	Is recovered refrigerant sent to an EPA approved reclaiming facility or reclaimed on-site?			
46	Does the facility maintain records of the name and address of any facility where refrigerant is sent for a minimum of three years?			
47✓	If required, does the facility submit an Emissions Inventory report to TCEQ?			

Air Regulations (Chapter 101) – Emission, Maintenance, Start-up, Shutdown

Nonattainment Areas			Early Action Compact Areas		Maintenance Area	Other Areas
Brazoria	Ft. Bend	Liberty	Bastrop	Hays	Victoria	Nueces
Chambers	Galveston	Montgomery	Bexar	Rusk		San Patricio
Collin	Hardin	Orange	Caldwell	Smith		
Dallas	Harris	Parker	Comal	Travis		
Denton	Jefferson	Rockwall	Gregg	Upshur		
El Paso	Johnson	Tarrant	Guadalupe	Williamson		
Ellis	Kaufman	Waller	Harrison	Wilson		

Air Regulations (Chapter 101)		Yes	No	N/A
48✓	Does the facility track all reportable and non-reportable emission events and report them to TCEQ by March. 31 of each year? (101.201)			
49✓	Does the facility track all reportable and non-reportable scheduled maintenance, start-up, and shut-down activities and report them to TCEQ by March 31 of each year? (101.211)			
50✓	Are all records maintained for a minimum of 5 years?			

Air Regulations (30 TAC 115 Regulations)

In addition to any other requirements, coating, solvent using, and degreasing processes in the following counties must meet the requirements outlined in this section.

Beaumont/Port Arthur Area	Dallas/Ft. Worth Area		Houston/Galveston Area		El Paso Area	Other	
Hardin Orange Jefferson	Collin Denton Dallas Tarrant Ellis	Johnson Kaufman Parker Rockwall	Brazoria Chambers Fort Bend Galveston	Harris Liberty Montgomery Waller	El Paso	Bastrop Bexar Caldwell Comal Gregg Guadalupe	Hays Nueces Travis Victoria Williamson Wilson

	Air Regulations (Federal and 30 TAC 111, 113, 115, 117 Requirements)	Yes	No	N/A
51✓	If the facility is a source of hazardous air pollutants (HAPs), do they comply with any applicable National Emission Standards for Hazardous Air Pollutants (NESHAP)? http://epa.gov/ttn/atw/mactfnlalph.html			
52✓	Does the facility comply with any applicable 30 TAC 111 requirements? (Control of Air Pollutants from Visible Emissions and Particulate Matter)			
53✓	Does the facility comply with any applicable 30 TAC 113 requirements? (Standards of Performance for HAPs)			
54✓	Does the facility comply with any applicable 30 TAC 115 requirements? (Control of Air Pollutants from Volatile Organic Compounds)			
55✓	Does the facility comply with any applicable 30 TAC 117 requirements? (Control of Air Pollutants from Nitrogen Compounds)			
	Air Regulations (Federal Requirements, 40 CFR 60, 61, 63)	**Yes**	**No**	**N/A**
56✓	Is the facility subject to 40 CFR Part 63, Subpart HHHHHH National Emissions Standards for Hazardous Air Pollutants (NESHAP): Paint Stripping and Miscellaneous Surface Coating Operations at Area Sources? http://epa.gov/ttn/atw/mactfnlalph.html			
57✓	If yes: a. ✓ Has the owner or operator submitted the "Initial Notification and Compliance Certification" (Form TCEQ-20454 for existing sources; Form TCEQ-20453 for new sources) or equivalent?			
	b. Is the facility in compliance with the requirements of 40 CFR Part 63, Subpart HHHHHH National Emissions Standards for Hazardous Air Pollutants (NESHAP): Paint Stripping and Miscellaneous Surface Coating Operations at Area Sources?			
	c. Has the facility kept adequate records to demonstrate compliance?			
	d. Has anything changed from the notice given in the "Initial Notification and Compliance Certification" form? Any changes require that an "Annual Notification of Changes Report" is submitted.			

Waste Regulations (General Requirements)		**Yes**	**No**	**N/A**
58✓	Has the facility performed a hazardous waste determination on all solid waste streams?			
59✓	Does the facility maintain documentation to support all hazardous waste determinations?			
60✓	Does the facility have records of monthly waste generation to support its claimed generator status? Indicate the generator status claimed.			
	Generator Status Accumulation Time/Accumulation Quantity ☐ Conditionally Exempt Small Quantity Generator (CESQG) up to 220lb……No limit/2,200 lbs or less ☐ Small Quantity Generator (SQG) 220lbs to 2,200 lbs……180 days or less[1]/13,200 lbs or less ☐ Large Quantity Generator (LQG) over 2,200 lbs…….90 days or less/no limit [1] Can be extended to 270 days if the generator must transport waste 200 miles or more.			
61✓	Has the facility reconciled their manifests with their records of generation to verify the amounts of waste transported off-site and disposed of? (335.9, 335.69)			
62✓	Is this facility registered with the TCEQ as a hazardous waste generator? (not required for CESQG) TCEQ Registration No._____ EPA ID _____			
63✓	Is the facility's Notice of Registration (NOR) up to date, including all waste streams and waste management units? (Not required for CESQG)			
64✓	Has the facility submitted an Annual Waste Summary each year? (Not required for CESQG)			
65✓	Does the facility fulfill all other recordkeeping and reporting requirements for its generator status?			
Waste Regulations (On-Site Accumulations Requirements)		**Yes**	**No**	**N/A**
66✓	Does the facility comply with appropriate accumulation time requirements?			
67✓	Does the facility comply with appropriate accumulation quantity requirements?			
68	Is hazardous waste accumulated in tanks at the facility?			
69	a. ✓ Has the tank system's integrity been assessed and certified by an independent, qualified, registered professional engineer? (LQG only)			
	b. ✓ Are tanks labeled with the words hazardous waste?			
	c. ✓ Are records kept of daily tank inspections?			
	d. ✓ Do tanks have a secondary containment system designed to contain 100% of the largest tank within its boundaries? (LQG only – 40 CFR 265.193(e))			
	e. ✓ If yes, is the secondary containment either designed or operated to prevent run-on or infiltration of precipitation into the secondary containment system or have sufficient excess capacity to contain run-on or infiltration of precipitation from a 25 year 24 hour rainfall event? (LQG only – 40 CFR 265.193(e))			

70	Is hazardous waste accumulated in container storage areas at the facility?			
71✓	If Yes: Are waste containers labeled, dated, closed, and compatible with their contents? (Required for LQG and SQG Only, although CESQG may want to adhere to also)			
72	**If the facility is a SQG or LQG:** a. ✓ Does the facility conduct weekly container inspections?			
	b. ✓ Does the facility document weekly container inspections?			
	c. ✓ Have employees been trained in the handling of hazardous waste, with regards to their job duties?			
	d. ✓ Has an emergency response coordinator and alternative been designated, available 24 hours a day to respond to on-site spills and accidents?			
	e. ✓ Have emergency numbers been posted by the telephone at the facility?			
73	Is hazardous waste accumulated in satellite accumulation areas at the facility?			
74	If yes: (required by SQG and LQG) a. ✓ Are waste containers labeled, closed and compatible with their contents?			
	b. ✓ Is the amount of accumulated waste at each satellite accumulation point less than 55 gallons (or 1 quart of acutely hazardous waste)?			
	c. ✓ Is waste from the satellite area moved to a waste management unit within 3 days once the 55 gallon limit (or 1 quart of acutely hazardous waste) is exceeded?			
	d. ✓ Is the location of the satellite accumulation area documented?			
75✓	Have all on-site and off-site hazardous waste recycling activities been registered with the TCEQ? (entered on NOR or TCEQ 0525, SQG and LQG only)			
76✓	If hazardous waste is treated, stored, or disposed of on-site, has the facility compiled a waste analysis plan (WAP) or obtained a permit for that activity?			
Waste Regulations (Transportation and Disposal Requirements)		**Yes**	**No**	**N/A**
77✓	Does the facility use a TCEQ/EPA registered transporter? (CESQGs may transport their own waste, without a manifest, to an authorized disposal facility)			
78✓	Does the facility use a TCEQ/EPA permitted treatment, storage, disposal (TSD) facility?			
79✓	Does the facility manifest all hazardous and Class I waste that is transported? (SQG, LQG, and CESQGs that generate more than 220lbs of Class I waste. Class I waste sent for recycling does not require a manifest.)			

80✓	Does the facility have all applicable copies (generator/transporter/disposal) of manifests for the last 3 years? (SQG and LQG only)			
81✓	Does the facility have Land Disposal Restriction (LDR) certification statements per waste stream and disposal facility for the last 3 years? (SQG and LQG only)			
Universal Waste Regulations		**Yes**	**No**	**N/A**
82	Does the facility currently manage any of its hazardous waste streams as "universal waste"?			
83✓	If yes: Are the waste streams appropriately classified and eligible for coverage under the universal waste rule?			
84✓	Are all containers holding universal waste properly labeled per 30 TAC 335.261?			
85✓	Are containers kept closed?			
86✓	Are all universal waste streams shipped to a Treatment, Storage Disposal (TSD) facility or universal waste handler within 1 year of their initial generation date?			
87✓	If not, does the facility have appropriate documentation on hand to show that an extended time limit is needed to facilitate proper recovery, treatment or disposal?			
88✓	If the facility is a Large Quantity Handler of universal waste, are all universal waste shipments accompanied by a bill of lading or other shipping document?			
89✓	Does the facility use a TCEQ/EPA permitted recycling or TSD facility?			
Discharge to Publicly Owned Treatment Works (POTW) (Sanitary Sewer System)		**Yes**	**No**	**N/A**
90	Does the facility discharge process wastewater to the sewer system?			
91	If yes, has the facility obtained permission from the POTW to discharge process wastewater?			
92	a. If the POTW has an approved pretreatment program, does the facility have a permit to discharge process wastewater to the POTW?			
	b. Does the facility comply with the requirements of this permit?			
93	If the POTW does not have an approved pretreatment program, a. Is the facility a categorical industrial user subject to the requirements of any category in 40 CFR Parts 405 – 471?			
	b. ✓ If yes, does the facility submit monitoring reports to the TCEQ each June and December?			
	c. ✓ If no, the facility may be required to submit semi-annual monitoring reports to the TCEQ if it is a significant non-categorical industrial user. It is also recommended that the facility contact the city and inform them of the nature of their discharge.			
Discharges to Water in the State		**Yes**	**No**	**N/A**
94	Does the facility discharge wastewater into surface water (via run-off, storm drains, rivers creeks, dry waterways etc)?			

95✓	If yes, does the facility have a Texas Pollutant Discharge Elimination System (TPDES) Permit?			
96	a. ✓ If yes, does the facility meet the daily average flow from each outfall?			
	b. ✓ Does the facility meet the daily maximum flow from each outfall?			
	c. ✓ Does the facility meet the discharge limitation for each constituent?			
	d. ✓ Does the facility conduct monitoring and sampling as required by their discharge permit?			
	e. ✓ Does the facility submit discharge monitoring reports (DMRs) as required by their permit?			
	f. ✓ Does the facility submit non-compliance reports as required by 20 CFR 122.41 and 30 TAC 305.125?			
97	Does the facility dispose of wastewater adjacent to surface water (by irrigation, evaporation pond, subsurface injection, or another approved method)?			
98✓	If yes, does the facility have a Texas Land Application Permit? (Note: If hazardous or Class I industrial waste is being disposed of, then multiple other regulations apply.)			
99✓	**Discharges to on-site septic facilities** Does the facility avoid discharging any process wastewater to a septic system? (Note: On-site septic systems can only be used for domestic sewage)			
Public Water Supply		**Yes**	**No**	**N/A**
100	Does the facility use a private well to supply drinking water to employees and customers? If no, skip to question 110.			
101	Does the facility provide drinking water from a private well to 25 individuals a day for at least 60 days a year? If no, skip to question 110.			
102	What type of PWS system does the facility have? ☐ transient, non-community – serves at least 25 people at least 60 days of the year and does not include residential service connections. ☐ non-transient, non-community – serves at least 25 of the same people at least 6 months out of the year and does not include residential service connections.			
103	What is the water source for the PWS? ☐ ground water ☐ surface water ☐ ground water under the influence of surface water			
104✓	Is the facility registered with the TCEQ as a PWS?			
105✓	Does the facility have a licensed operator? (non-transient, non-community system only)			
106✓	Does the facility conduct monthly microbiological testing?			

107✓	Does the facility conduct chlorine residual testing?			
108✓	Does the facility conduct other contaminant testing as required for their system? Indicate what contaminants the facility is testing for: _____ _____			
109✓	Does the facility conduct water pressure testing?			
Other Requirements		**Yes**	**No**	**N/A**
110	Does the facility comply with the Texas Department of State Health Services' requirements for Tier II?			
111	Is the facility subject to the Waste Reduction Policy Act (WRPA)?			
112	If yes: a. ✓ Has a Source Reduction Waste Minimization Plan (SR/WM) been developed? (SQGs, LQGs, and TRI reporters submit once every 5 years)			
	b. ✓ Has an Executive Summary of the SR/WM Plan and a Certificate of Completeness and Correctness been submitted? (SQGs, LQGs and TRI reporters only)			
	c. ✓ Has an Annual Progress Report been submitted? (SQGs, LQGs and TRI reporters only)			
113✓	Does the facility have Material Safety Data Sheets (MSDS) or other information for all chemicals used in the past 24 months?			
114	Is there any evidence of spills?			
115✓	If yes, has the facility taken appropriate reporting and abatement actions?			
116✓	Does the facility practice good housekeeping?			

Comments: