

1st STOP CHECKLIST: MOTOR VEHICLE REPAIR

REQUIREMENTS & REGULATIONS

This includes motor vehicle garage and service station mechanical equipment (e.g., gasoline pumps, hoists and installation).

- [] Auto repairs are regulated by **Ohio's Auto Repairs and Services Law**. Please read the attached information from the **Ohio Attorney General's Office**. If you have questions, contact the Ohio Attorney General's Office at **(800) 282-0515 or (614) 466-4320**. Information can also be found on-line at <http://www.ohioattorneygeneral.gov/>.
****Remember to check local government agencies.****
- [] Motor vehicle collision repair shops must be registered with the **Ohio Board of Motor Vehicle Collision Repair**. *A motor vehicle collision repair shop is any motor vehicle repair business that does **more than five** collision repairs in a calendar year.* Contact the board at **(614) 995-0714**. Information and registration forms are also available on-line at www.collisionboard.ohio.gov/. ****Remember to check local government agencies.****
- [] Motor vehicle repair shops must charge sales tax on repairs. If you have a **storefront**, or **mobile or on-site** vehicle repair, you need a **VENDOR'S LICENSE** from YOUR COUNTY AUDITOR or Information is also on-line at <http://business.ohio.gov>.
- [] If you will sell tires, contact the **OHIO DEPARTMENT OF TAXATION** for information about tire fees.
- [] Contact the **OHIO DEPARTMENT OF TAXATION** at **(888) 405-4039 for Business Tax Assistance; (888) 405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line**. Information is also on-line at <http://tax.ohio.gov>.
- [] Contact the **Ohio Environmental Protection Agency (EPA)** for information about the proper disposal of hazardous and solid waste. The EPA can be reached at **(614) 644-3020 for General Inquiries or (800) 329-7518 for Office of Compliance Assistance and Pollution Prevention**. The Ohio EPA is also on-line at www.epa.state.oh.us.
****Remember to check local government agencies.****
- [] If you will provide towing services, you may need a commercial driver's license. It depends on the size of the vehicle you will drive and the weight you will tow. Contact the **Ohio Bureau of Motor Vehicles** at **(614) 752-7500** for more information. Information and registration forms can also be found on-line at www.bmv.ohio.gov.
****Remember to check local government agencies.****



Auto Service and Repair Facility Pollution Prevention

There are many pollution prevention opportunities for auto repair facilities. Reducing the risk to public health, safety and the environment can also help your bottom line.

Automotive repair facilities can generate spent solvents from parts washers, lead-acid batteries, used antifreeze, absorbents, used oil and filters, shop cleaning wastes, aerosol cans, paint wastes, refrigerants, tires and various engine and auto body parts. There are many P2 opportunities for auto repair facilities.

General P2 Opportunities

Use catch pans to prevent leaks, drips and spills from reaching the floor. Keep a spill kit on site, and train employees yearly in spill prevention and response. Know where your floor drains lead. Using floor drains improperly can contaminate nearby surface and/or drinking waters.

Keep waste streams separate for reuse, recycling or treatment. Keep non-hazardous materials from becoming contaminated. Label all materials and wastes. Keep tight-fitting lids on containers except when adding or removing material or waste.

Control inventory to prevent overuse or underuse of materials. Don't let the inventory become old and useless, creating hazardous wastes. Don't store materials in a manner that makes them useless. For example, some materials are damaged by freezing, heating or getting wet. Use a first-in, first-out policy.

Used Oil and Antifreeze

Recycle used oil, antifreeze, engine fluids, batteries and used parts. Use pop-up level indicators on drums and other bulk receptacles to prevent overfilling. Oil filters should be hot drained and crushed prior to disposal/recycling. Burn used oil onsite for energy recovery, but be sure to follow proper handling and air pollution control regulations. Some examples of used oil include engine oil, lubricating oil, brake fluid, transmission fluid and hydraulic fluid.

Solvents/Parts Washing

Consult the Material Safety Data Sheet (MSDS) before purchasing a new product. Substitute less toxic or nontoxic solvent alternatives whenever possible. Options include terpenes, citric acid-based cleaners, microbial cleaners or aqueous or water-based cleaners.

Microbial cleaners use enzymes to digest the oils and other soils from parts, allowing the solution to be used for an extended period. Some shops can use their microbial cleaner for almost two years, adding only enzyme and water with no loss of cleaning power.

Aqueous or water-based cleaners can reduce worker exposures and hazardous wastes. These spent cleaners, however, may become a hazardous waste when used for long periods of time due to heavy metal build-up.

Keep parts washers away from heat sources and drafts to prevent evaporation. Increase the time between solvent change outs. Change solvent only when it loses its cleaning power, not on a schedule or because it looks dirty. Use a two-stage

What is Pollution Prevention?

Pollution prevention (P2) is the use of source reduction techniques to reduce risk to public health, safety, welfare and the environment and, as a second preference, the use of environmentally sound recycling to achieve these same goals. P2 addresses all types of waste and environmental releases to the air, water and land.

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cleaning system, using dirty solvent for pre-cleaning, then finish cleaning with clean solvent. Drain all parts completely to reduce the drag-out loss of cleaning fluids. Installing a drainage shelf may help.

Parts should be pre-cleaned by mechanical means, such as wire brushes or rags. This will decrease the amount of sludge and soil loading on the system. Clean only the parts that need to be cleaned for the repair. Install a filter to extend the cleaning time of the solvent. Use a solvent parts washer with a built-in distillation unit that supplies continuous clean solvent.

Benefits of Auto Service and Repair Facility P2

Auto body shops and repair facilities must comply with numerous environmental laws and regulations. Implementing some of the P2 techniques described in this fact sheet may help reduce some of the requirements and the costs of compliance. Environmental benefits include protection of surface waters and/or drinking water supplies, energy recovery from burning used oil onsite, reduction in the amount of hazardous waste and reduced worker exposure.

Where to Get More Help

Contact the Office of Compliance Assistance and Pollution Prevention at (800) 329-7518 for more information or check the Division of Environmental and Financial Assistance website at epa.ohio.gov/defa/. For information about ways that other Ohio companies may be implementing pollution prevention, and possible ideas pertinent to your facility, please refer to our [Encouraging Environmental Excellence \(E3\) web page](#).

MOTOR VEHICLE REPAIR CONTINUED

- [] If you will provide towing services, you may need to register with the **Public Utilities Commission of Ohio's (PUCO) Motor Carrier Division**. It depends on the size of the vehicle you will drive. Contact the division at **(800) 686-7826**. Information and registration forms can also be found on-line at www.puco.ohio.gov.
- [] If you will tow oversize loads, you will need a special hauling permit from the **Ohio Department of Transportation (ODOT)**. Contact ODOT's main office at **(614) 466-7170** or your ODOT District Office for more information. Permit and fee information can also be found at www.dot.state.oh.us. ****Remember to check local government agencies.****
- [] **Storage tanks** must be inspected before use. Contact the local fire authority or the **State Fire Marshal**. The State Fire Marshal's Office can be reached at **(614) 752-8200** and is also on-line at www.com.state.oh.us/fire. ****Remember to check local government agencies.****
- [] Ohio's motor vehicle repair laws can be found in **Ohio Revised Code (ORC) Section 4775.03**.
- [] Ohio's motor vehicle repair laws and regulations can be found in **Ohio Administrative Code (OAC) 3901-1-54**.
- [] The **ORC** and **OAC** can be found in your local library or on-line at <http://codes.ohio.gov/>.

For more help, contact your local Small Business Development Center (SBDC).

www.ohiosbdc.ohio.gov

REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.

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