



Environmental audit checklists are designed to assist businesses by providing a low cost way of reviewing compliance with Minnesota's environmental laws and rules. Because the laws and rules are numerous and often complicated, this checklist cannot be a complete guide to your legal obligations. You may have obligations that are not covered on this checklist. If you have questions regarding the Environmental Audit Program or this checklist, please call the Small Business Environmental Assistance Program (SBEAP) at 651-282-6143 or 800-657-3938.

Date of Audit _____

Company _____

Completed by/Title _____

Environmental Audit Program Participation

A check mark in any of the boxes indicating that a requirement is not being met designates a violation of one or more regulations. To participate in the Environmental Audit Program, submit a report of your findings to the Minnesota Pollution Control Agency (MPCA). The Report Inventory form lists items that need to be included in the report and meets the audit report requirements. You do not need to submit a copy of this checklist.

Answer each question unless specifically directed otherwise.

1. Are you a retailer who collects more than 100 waste tires in a year as part of routine business?

- Yes Continue on to the next question.
- No If, after checking your inventory, you know that you collect **100 or fewer** waste tires in a year, stop. You do not need to complete this checklist.

2. Do you store more than 500 waste tires on-site at any time?

- Yes You must obtain a storage permit. If you do not already have a storage permit, you are not meeting this requirement. To obtain an application, see contact numbers at the end of this checklist.
- No You do not need a storage permit for your waste tires.

3. Are your waste tires taken to a disposal facility?

- Yes Make sure this disposal facility has an MPCA permit. See contact numbers at the end of this checklist.
- No **Skip to question 7.**

4. Do you haul your waste tires to a permitted disposal facility yourself?

- Yes You must meet these requirements.
 - Retain records for three years verifying:
 - Date of the shipment
 - Number and type of waste tires
 - Name of the disposal facility
 - SBEAP's *Compliance Calendar for Automotive Service Providers* contains a log for this purpose. Call SBEAP to request a copy, or find it at <http://www.pca.state.mn.us/publications/ea-s1-50.pdf>.
- No Continue on to the next question.

5. Do you hire a transporter to haul away waste tires to a permitted disposal facility?

Yes

- Make sure that the transporter has an MPCA Tire Hauler Identification Number. See contact numbers at the end of this checklist.
- Retain records for three years of:
 - Transporter's name and MPCA Tire Hauler Identification number (If you use a tire hauler registered with the MPCA, you will avoid cleanup fees for illegally dumped tires.)
 - Date of the shipment
 - Number and type of waste tires
- SBEAP's Compliance Calendar for Automotive Service Providers contains a log for this purpose. Call SBEAP to request a copy, or find it at <http://www.pca.state.mn.us/publications/ea-s1-50.pdf>.

No Continue on to the next question.

6. Do you alternate between self-hauling and hiring a waste tire transporter?

Yes Follow the practices from both questions 4 and 5 for these two transportation methods.

No Continue on to the next question.

7. If you sell new tires, do you take one waste tire for each new tire you sell? (Any fee you charge for this service should be reasonable. Reasonable fees encourage citizens to dispose of waste tires responsibly and legally.)

Yes You meet this requirement.

No You are not meeting this requirement.

Contacts

MPCA Web site <http://www.pca.state.mn.us>

Small Business Environmental Assistance Program (SBEAP) 651-282-6143
http://www.pca.state.mn.us/programs/sbap_p.html 800-657-3938