

You and Your obligations under the:

Pollution Prevention And Control Act 1999 and the Environmental Permitting (England and Wales) Regulations 2010 Environmental Guidance

## What Are these Acts?

- An Act and Regulation passed by Parliament to reduce pollution damage to the environment
- In particular, to guide Bodyshops in carrying out the respraying of road vehicles in an environmentally friendly and compliant manner
- To ensure that main emissions from the process such as VOC's are controlled and reduced
- Thus helping us to reduce our overall "carbon footprint"

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## How Can You, The Staff, Help?

- By being more aware of potential problems around you in the bodyshop
- By embracing our environmental training programs
- By helping reduce emissions and maintain process equipment
- By maintaining continuous housekeeping in your work areas

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## Guidance Areas

- Booth Filter Inspection & Changing
- Environmental Awareness
- Spillage Procedures
- Visual Assessment & Recording
- Housekeeping Policies
- Abnormal Emissions



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## Guidance - Booth Filters

- Change the roof (P500) filters and the floor (open weave) filters on a regular basis (approximately every 100 hours of Spraybooth use)
- Log all filter changes in the Spraybooth Filter Change Log located on the clip board on the front of each Spraybooth
- Bag up the used filter and seal the bag prior to disposal in the designated waste container
- Remember Always wear your PPE

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Date Of Filter Change	Spraybooth Clack Time	Comments	By Whom/Signature
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## Guidance - Environmental Awareness

Waste Control & Transfer

- Ensure that all solvent waste is transferred to the relevant waste container using a lidded funnel
- When storing solvent waste containers, ensure that the waste drum is in a secure area away from all workshop processes to avoid damage or spillage of the container
- If the solvent waste container is stored outside, ensure that the drum is placed in a bunded / encapsulated trunk to avoid leakage and spillage
- Dry waste such as masking paper, used rag/cloth and paper wipes, tack rags and used sanding papers must be bagged and tied and placed in the waste container

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## Guidance - Environmental Awareness

Central Dust Extraction

- Ensure that the central dust extraction unit is switched
- Check all dust extraction tools are operational and have sufficient extraction (suction)
- Change the dust bag when full ensuring that the bag strap retaining clip is secured correctly
- Dispose of dust waste as Hazardous Waste, preferably bagged and sealed or in a sealed container avoiding spillage by using a funnel during transfer of bag contents to the container
- NEVER sweep up dust Use a vacuum cleaner

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## Guidance - Environmental Awareness

Spraybooth Start-up

Upon start-up, ensure

- . the Spraybooth burner is correctly lit and no smoke is being emitted
- . that all door aperture seals are functional with no corrosion
- . that all access doors are shut tight prior to spraying
- the magnahelic gauge is balanced at zero during the Spraybooth spray cycle, (if the magnahelic gauge shows positive pressure, check the booth filters for blockage and
- that no solvent products are left in the Spraybooth during the bake cycle



# Spillage Procedure

IMMEDIATE EMERGENCY ACTION - SAFETY

- Clear all staff and any personnel from the area to a safe place
- Do NOT operate any electrical equipment unless flameproof Summon the aid of emergency services if warranted Treat or refer casualties if necessary

FURTHER ACTION - SPILLAGE - IF SAFE:-

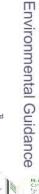
- Extinguish naked flames, e.g. cigarettes avoid making sparks
- Position fire fighting equipment
  Try to stop the flow of liquid product with the spillage socks located
- Try to stop the flow of liquid product with the spillage socks locate in the paint shop.

  Absorb or contain any spilled liquid.

  Use sand, earth or other suitable material if necessary.

  Disperse vapours to below flammable limit using water fog/spray, (LPG only).

- (LPG only)
  Prevent product from entering drains, waterways etc. (Covering outlets with the anti-spillage portable bunding kit or wet sacks may
- if the product reaches drains, waterways etc. Inform the EPA, water and fire authorities immediately



# Spillage Procedure

## **Cautionary Notices**

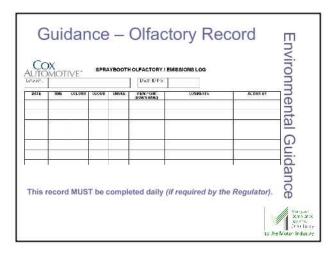
Where cautionary or instructive notices are displayed by The Company, they must be obeyed by everyone. In the event of a spillage, please read the spillage procedure notice provided for you in the mixing room. Used or activated paint should be decanted into the waste drum provided by the registered waste disposer in compliance with the company's Duty of Care. The concept of good housekeeping is a place for everything and everything in its place. This concept should be applied to every work situation providing an environmentally friendly and safer place of work.

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## Guidance - Olfactory Record

- An external check of the Spraybooth stacks (located at roof height) must be carried out
- · Position yourself downwind from the stacks
- · Look for colour or smoke emitting from the stacks
- · Ascertain if there is any odour of paint in the
- · Write your findings in the Olfactory Record

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## Housekeeping Policies

Spraybooth Housekeeping Policy

- Make sure that the Spraybooth floor area is kept clear of all tripping hazards such as hoses and trestles
- Lid all solvent based pre-cleaning products after use
- Wipe down all internal air separators and bleed them regularly
- Tack-coat the Spraybooth interior on a regular basis
- Check that all door aperture seals are functional with no
- · Check that all access doors are shut tight prior to spraying
- Ensure that all waste masking material is disposed of correctly

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# Spraybooth Cleaning Log

The Spraybooth Cleaning Log must be completed when cleaning tasks are carried out.

COX ALTOMOTIVE' spraybooth Cleaning & Maintenance Log

Clean Ceiling & Grills	Clean Floor / Side Grills & Pit I Vents / Plenums	Clean Floor Area	Wipe Walls Down & Tack-Coat / Re- Cover	Check & Replace internal Air Regulator Filters	Clean Door Seals & Hinges	Clean Door Vision Glass	Glass Lighting Glass J Check for Gracks	Replace Daylight Tubes / Bulbs	Check LEV / Spray
Date	Date	Date	Date	Date	Date	Date	Date	Date	Date



## Housekeeping Policies

### Paint Mixing Room Housekeeping Policy

- Keep the floor areas and mixing tables clear
   Crush all empty and discarded tins and dispose of in the proper

- Crush all empty and discarded tins and dispose of in the proper manner
  Keep the minimum of thinners and activators on the mixing table and working areas
  Full mixing cups should be sealed and stored in the paint store
  Keep the electronic balance plate clear of paint residue build
  After mixing paint from formulas, wipe the tinter spout clean of paint runs, this will help keep paint build down thus less paint spill contamination will occur around the stirring machine plinth
  Always replace the lids on activators and thinners after use to avoid accidental spillage
  All cleaning rags and other materials must be disposed of in a manner according to the Company's duty of care
  Re-mask (cover) all table mixing areas at least once a week
  Ensure that emissions from the gun leaning machine are vented correctly and check that the ventilation ducting is sealed and secure
  Fugitive VOC (Volatile Organic Compounds) emissions arising from mixing and gun cleaning processes in the contained by way of carrying out these processes in the contained by way of carrying out these processes in the containent areas of the mixing room
  All lids must be placed on wet solvent products after use as soon as
- All lids must be placed on wet solvent products after use as soon as possible and no less than daily

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# Housekeeping Policies

- Panel Area Housekeeping Policy

  Keep the floor areas clear of airlines and extension leads when
- Crush all empty and discarded cardboard cartons and packing and dispose of in the proper manner
   Keep the minimum of tools and equipment required within the immediate working areas

- immediate working areas

  Items such as panels or mechanical components should be
  transferred to stores until required

  All consumable products such as sealers, wet or dry etc. must
  be kept in their designated bin location until required

  Sanding dust must be kept to a minimum by using the dust
  extraction equipment provided

- Always replace the lids on all tins of liquid consumables after use to avoid accidental spillage
   Fugitive particulate emissions arising from sanding, grinding and dismantling shall be collected by vacuuming or otherwise by wet methods as soon as possible and no less than daily

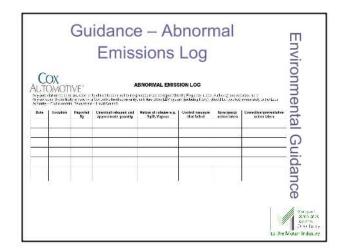
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## Guidance - Abnormal **Emissions Loa**

- This document must be used when there has been an Abnormal Emission
- . This means where there has been a spillage of solvents or paint or other chemicals
- · Where there is any smoke, odour or vapour dust being emitted that is not normal
- · Where any spilled products have entered any drains or nearby rivers or canals
- What actions were taken

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We all have a Duty of Care to our environment as well as ourselves – let's be more pro-active – more responsible!

