



## 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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## Guidance – Booth Filters



### SPRAYBOOTH FILTER MAINTENANCE LOG

Date Of Filter Change	Spraybooth Clock Time	Comments	By Whom/Signature

This form MUST be completed by the person changing the filters.

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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 on
- 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 or wear
- 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 change filters if required)
- that no solvent products are left in the Spraybooth during the bake cycle

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

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## 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 daily
- 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 air
- Write your findings in the Olfactory Record

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## Guidance – Olfactory Record

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### SPRAYBOOTH OLFATORY / EMISSIONS LOG

DATE	TIME	COLOR	ODOR	SMOKE	VENTILATION (AIR/FLOW RATE)	COMMENTS	ACTION BY

This record MUST be completed daily (if required by the Regulator).



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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 corrosion or wear
- 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.

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### Spraybooth Cleaning & Maintenance Log

Location		Booth F No	
Task	Date	Task	Date
Clean Ceiling & Grills		Clean Floor Vision Glass	
Clean Floor / Side Grills & Air Vents / Plenums		Clean Lighting Glass / Check for Cracks	
Clean Floor Area		Replace Daylight Tubes / Bulbs	
Wipe Walls Down & Tack-Coat / Re-Cover		Check LBU / Spray Cycle Efficiency	
Check & Replace Internal Air Regulator Filters			
Clean Door Seals & Hinges			



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## 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 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 process shall be contained by way of carrying out these processes in the containment areas of the mixing room
- 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 not in use
- 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
- 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 Log

- 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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## Guidance – Abnormal Emissions Log

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### ABNORMAL EMISSION LOG

Report all abnormal emissions to the relevant authority as soon as possible. The log should be completed immediately after the incident. It should be completed by the person who observed the incident. It should be completed by the person who observed the incident. It should be completed by the person who observed the incident.

Date	Location	Reported By	Chemical released and approximate quantity	Nature of release e.g. Spill, vapour	Control measures that failed	Emergency action taken	Corrective/preventative action 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!

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Any Questions?

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