

# Green Stamp Accreditation for Mechanical Workshops



## What is the Green Stamp Accreditation Program?

The Green Stamp Accreditation Program is a national environmental accreditation program run by State Motors Trade Associations, including VACC / TACC, for the automotive industry.

This accreditation program assists and rewards businesses as a result of the environmental management and sustainability initiatives that are implemented into their day to day business. The program aims to put focus on automotive businesses that include environmental considerations when operating a business.

The program covers key areas considered as essential to reducing the automotive industry's impact on the environment. These key environmental areas include:

- Environmental management
- Resource efficiency
- Preventing water pollution
- Preventing air pollution
- Managing wastewater
- Managing hazardous waste
- Preventing noise pollution

## Why should my business be environmentally accredited?

A growing number of automotive businesses are operating their processes and managing particular wastes to a standard never seen in Australia.

Businesses, who demonstrate their efforts in decreasing and eliminating environmental impacts beyond their legal responsibilities, should be recognised.

Green Stamp accredited businesses have the opportunity to use a promotional pack for marketing purposes. This can give your accredited businesses a marketing edge by showing consumers that your business is accredited to a nationally recognised environmental program compared to competing businesses.

The promotional pack contains:

- 1 x Outdoor display sign (495mm x 300mm)
- 1 x Window sticker (170mm x 220mm)
- 25 x Pamphlets on the Green Stamp Accreditation Program
- 1 x Pamphlet holder
- Digital file of the Green Stamp logo for business use (i.e. website, business cards, stationery etc.)

## Accreditation Overview

The Green Stamp Accreditation Program has 3 levels, with accreditation being rewarded to businesses that meet Levels 2 and 3.

### Level 1 – Legislative Requirements

Level 1 – Legislative Requirements is not an accreditation level. Businesses meeting this level are showing that they are meeting environmental legislative requirements, and therefore all businesses should be meeting Level 1 requirements at a minimum.

Businesses that meet Level 1 have the opportunity to progress to an accreditation level that is nationally recognised.

### Level 2 – Voluntary Initiatives

Level 2 – Voluntary Initiatives is the first accreditation level of the Green Stamp Accreditation Program.

Businesses that achieve level 2 have demonstrated that they have met all the applicable level 1 requirements, and implemented a number of voluntary initiatives into their day to day activities.

### Level 3 – Continual Improvement

Level 3 – Continual Improvement is the highest level of accreditation that can be obtained in the Green Stamp Accreditation Program.

Businesses that achieve level 3 have demonstrated that they are continuously striving to reduce the business' impact on the environment by implementing an Environmental Management Plan and incorporating innovative ideas and technologies into their day to day activities.

### Need more help?

The Green Stamp Accreditation Program offers a range of resources automotive businesses to not only check their level of legal compliance, but to also identify and improve their eligibility for Green Stamp Accreditation. If your business does not currently satisfy the requirements of Green Stamp Accreditation, you can utilise the following services to work towards accreditation:

- **Environmental Assessments**

Assessments can be conducted on your business to identify any current environmental impacts and provide practical solutions and follow-up support

- **Environmental Guidelines**

Industry specific environmental guidelines identify environmental issues relevant to the motor trades, and suggest practical solutions to assist you in reducing your environmental impact. These guidelines can be accessed on the Green Stamp website or you can contact VACC for a copy.

- **Environmental Products and Services Guide**

VACC has identified various environmental product and service providers in Victoria who can help automotive businesses implement their environmental initiatives. This guide can be accessed on the Green Stamp website or contact VACC for your free copy.

- **Phone Advice**

VACC's OHSE Unit provides advice on environmental matters to all VACC and TACC members. Members can contact VACC's OHSE Unit on 03 9829 1117.

### Becoming Green Stamp Accredited

Becoming Green Stamp Accredited is a simple 4 step process.

- Step 1** Use the criteria to undertake a self-assessment of your business. This will give you an indication of whether or not you are able to meeting an accreditation level.
- Step 2** Complete the application form, declaration and payment details; and return to: VACC OHSE Unit, Level 7, 464 St Kilda Road, Melbourne VIC 3004, or email [environment@vacc.com.au](mailto:environment@vacc.com.au)
- Step 3** Upon receiving your application and payment, an assessor from VACC's OHSE Unit will arrange to visit your site. An environmental assessment will be undertaken assessing the environmental issues associated with your business and how these are managed.
- Step 4** Upon completion of the environmental assessment, your business will be rewarded with a promotional pack and certificate if an accreditation level is reached. This allows your business to promote your business as Green Stamp accredited.

### Cost of Accreditation

	Year 1	Year 2 and ongoing	Year 3	Other
	Initial application/assessment	Self Reaccreditation	VACC Re-accreditation audit	Travel and overnight accommodation costs will be applied where applicable.
<b>VACC/TACC Members</b>	\$1250+GST per site	\$385+GST	\$750+GST	
<b>Non Members</b>	\$1500+GST per site	\$500+GST	\$950+GST	

*\*Prices are inclusive of GST*

## Green Stamp Accreditation

OHSE Unit, VACC House, 464 St Kilda Road Melbourne, Victoria 3003 T: 03 9829 1117 E: environment@vacc.com.au

### Application Form

Trading name

VACC/TACC member number  Phone

Email  Fax

Street address

Suburb  Postcode

#### Full name(s) of proprietor(s)

Mr  Mrs  Ms  Surname  First name

Mr  Mrs  Ms  Surname  First name

Contact person (if different from proprietor)

Mr  Mrs  Ms  Surname  First name

Position

#### Level of Accreditation being applied for:

Level 1  Level 2  Level 3

If a business fails to meet the accreditation criteria and chooses to retract their application after their environmental assessment, the business will forgo their initial application fee. Businesses are therefore encouraged to carefully ensure compliance before confirming the date of the Green Stamp environmental assessment. Additional compliance assistance is available to members at no cost by contacting VACC.

#### Payment Details

Credit Card  Cheque  EFT to VACC Account

Westpac BSB: 033079

Account No: 000273

Reference: 5661-47

Visa  MasterCard

VACC ABN 63 009 478 209: This document will become a Tax Invoice for GST when fully completed and payment has been made

Card number  Exp  /   CCV

Name on card

Cardholder signature

## Green Stamp Declaration

I/WE

hereby make an application to become accredited under the National Green Stamp Accreditation program and solemnly declare that MY/OUR business complies with the criteria for participation of the accreditation program.

I/WE have read and understood the criteria requirements of the accreditation and I/WE willingly agree to the inspection of MY/OUR premises, equipment, and processes by a duly authorised VACC staff at any time during normal working hours for the purposes of the accreditation.

I/WE understand that the accreditation, including the use of Green Stamp logos, is not transferable between sites, and becomes void if the accredited business is sold or ceases to operate.

If at any time I/WE fail to meet the required standards of the accreditation, VACC reserves the right to withdraw the accreditation (or associated levels of accreditation) as deemed necessary.

I/WE agree that in the event of MY/OUR ceasing to qualify for accreditation I/WE will immediately notify VACC in writing of this fact and remove from display all promotional materials relation to the Green Stamp Accreditation Program.

Signed

Date

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## Level 1 – Legislative requirements

Every business must comply with Level 1 criteria to meet the basic environmental standard. Level 1 does not grant your business Accreditation. Level 2 or Level 3 must be achieved to receive Accreditation.

Assessment			Criteria	Additional information
<b>Environmental Management</b>				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Management and staff are aware of environmental responsibilities	The assessor will need to see a signed checklist or proof of attendance to staff meetings relating to responsibilities
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Safety Data Sheets (SDS) are held on site for all hazardous chemicals	SDS must be viewed by the assessor. SDS provide information on chemicals and are available from your suppliers
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Business has an Environmental licence if required by State / Territory legislation	
<b>Resource Efficiency</b>				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Compliance with water restrictions as required by State / Territory water authorities	Depending on the area and current water restrictions, businesses that wash vehicles may require evidence of a permanent water saving plan or permit from the local water authority to allow car washing on site (Applicable to VIC, NSW, SA and QLD businesses)
<b>Preventing Water Pollution</b>				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Stormwater drains are clear of liquid containments and litter	Stormwater drains around the workshop will be checked for any rubbish or liquid contaminants entering the stormwater system
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	All repair and servicing work is conducted inside the workshop or using a bunded/ contained method	The assessor will need to view where repair and servicing work is conducted
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	An adequate number of spill kits are available and easily accessible	The assessor will check the position and contents of the spill kit, which at minimum must contain: <input type="checkbox"/> Absorbant pads or granules <input type="checkbox"/> Containment booms <input type="checkbox"/> Broom and dustpan
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Vehicle washing is conducted in a an area that drains to a an oil water separator OR in a bunded / contained washbay	The assessor will check the suitability of the washbay, and inspect to ensure no wastewater is being discharged to stormwater drains
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Large quantities (>250L) of hazardous liquids are stored in a bunded/contained area	The assessor will check that all potential contaminants are stored in this manner <input type="checkbox"/> Oil <input type="checkbox"/> Coolant <input type="checkbox"/> Parts washer fluid <input type="checkbox"/> Fuel
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	All hazardous chemicals/substances are stored on sealed ground or undercover as required by State/Territory legislation	The assessor will check to ensure all chemicals are stored in an undercover area with sealed ground such as a dedicated chemical storage room
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Parts containing liquid are stored in a bunded/contained and undercover area	<input type="checkbox"/> Liquid waste drums <input type="checkbox"/> Radiators <input type="checkbox"/> Batteries <input type="checkbox"/> Used oil filters

Preventing Air Pollution				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	If air conditioning work is conducted, involving approved refrigerants, an ARCTick licence is held by the business and relevant technicians	Assessor will need details of the businesses Refrigerant Trading Authorisation and relevant technicians' Refrigerant Handling Licences Authorisation no: <input type="text"/> Licence no: <input type="text"/>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Any refrigerants reclaimed are removed for appropriate disposal	Businesses will be asked to provide documentation to verify that they are capturing refrigerants for appropriate disposal
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	LPG tanks are emptied by an appropriately competent person or as required State/Territory requirements	Copies of licences to be sighted by assessor if applicable.
Preventing Noise Pollution				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Noisy activity is restricted, as required by State/Territory legislation	
Managing Wastewater				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Wastewater is collected and removed for disposal by a licenced contractor or disposed of through an oil water separator and sludge is pumped out regularly	The assessor will need to see waste removal receipts for the disposal of wastewater; or if using an oil water separator, receipts for sludge removal
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	If an oil water separator is used, a Trade Waste Agreement is held with the local water authority to discharge wastewater to the sewer if required by State/Territory requirements	Copy of agreement is required to be sighted by the assessor
Managing Wastes				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Prescribed Industrial Wastes are removed by EPA licenced contractors, or managed for recycling, reuse or approved disposal.	The assessor will need to see copies of the receipts if kept in hard copy <input type="checkbox"/> Waste oil/lubricants <input type="checkbox"/> Oil filters <input type="checkbox"/> Coolant <input type="checkbox"/> Acids/Alkalis <input type="checkbox"/> Oily rags/absorbents <input type="checkbox"/> Parts washer fluid <input type="checkbox"/> Triple interceptor sludge
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	EPA Waste Transport Certificates are filled out and kept for at least 24 months if required by State/Territory legislation	The assessor will need to see copies of the Waste Transport Certificates if required by State/Territory legislation
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Tyres are removed for recycling as required by State/Territory legislation	Company <input type="text"/>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Batteries are removed for recycling as required by State/Territory legislation	Company <input type="text"/>

## Level 2 – Voluntary initiatives

Level 2- Voluntary Initiatives can only be achieved once all relevant criteria are met in Level 1. The Environmental Management criteria plus and additional eleven (11) criteria must be met to receive Green Stamp Accreditation. Other initiatives that are not listed may be included at the assessor's discretion.

Assessment			Criteria	Additional information
<b>Environmental Management</b>				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	COMPULSORY CRITERIA The business has an Environmental Management Plan (EMP) in place	The EMP addresses the business' action plan for environmental management. The assessor will need to see the management plan. A simple step by step guide to creating a management plan can be sent out by post, fax or email by contacting VACC/TACC or your State/Territory MTA.
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	COMPULSORY CRITERIA The business has and displays an environmental policy	The assessor will need to see the policy on display in the workshop and service counter
<b>Resource Efficiency</b>				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Lights are switched off after hours or when not required	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	The compressor is turned off after hours	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Computers are switched off after hours	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Skylights or other natural lighting is used to reduce the need for artificial lighting	Using natural lighting instead of artificial lighting during the day can significantly reduce your power bill
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Energy efficiency lighting is installed	Energy efficient globes such as LEDs reduce energy consumption Type of globe used <input type="text"/>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Energy efficiency equipment is used	Equipment with high energy ratings can be used to reduce energy consumption. The assessor will need to see the type of equipment (i.e. fridge, freezer, TVs, dishwasher, washing machine etc.)
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Recycled paper or paper from a sustainable resource is used	The assessor will need to see the type of recycled paper used Brand <input type="text"/>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Waterless car cleaning products are used to clean vehicles	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Vehicles are washed with a trigger nozzle or bucket	





## Level 3 – Voluntary Initiatives

Level 3 – Voluntary Initiatives can only be achieved once Level 2 is achieved. The business must show that they are constantly striving to decrease its environmental impact. To achieve Level 3, the business must implement the environmental management criteria and meet four (4) other criteria listed.

Assessment			Criteria	Additional information
<b>Environmental Management</b>				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	<b>COMPULSORY CRITERIA</b> The business' Environmental Management Plan (EMP) is being implemented. The EMP is updated to ensure continuous improvement	Copy of EMP required. An EMP provides a business with goals and actions and an action plan for environmental management. Contact VACC/TACC or your State/Territory MTA for an EMP Guide
<b>Resource Efficiency</b>				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	An energy audit of the business has been conducted to identify areas of excessive energy use and where it could be reduced	A number of independent companies can undertake these audits. The assessor will need to see the energy audit report and any initiatives introduced as a result
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	The business' electricity is supplied from Green Power. Many electricity companies offer the option of obtaining electricity from renewable production sources	The assessor will need to view an electricity bill stating the company that provides the business' Green Power Company <input type="text"/>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	All fleet vehicles have a 'Green Vehicle Guide' star rating of 3, 4, 5	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Water use reductions measures are used	There are many options available for reducing water consumption. For example: <ul style="list-style-type: none"> <li><input type="checkbox"/> Dual flush toilets</li> <li><input type="checkbox"/> Flow restrictors on taps</li> <li><input type="checkbox"/> Pressure washer used</li> <li><input type="checkbox"/> Waterless urinal system (e.g. Desert Cubes)</li> </ul>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Petrol is collected and recycled. Unused petrol tanks are collected and stored appropriately and re-used or removed for recycling	The assessor will need to see the system in place
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	The business has measured its carbon footprint to determine ways to minimise its environmental impact	Several independent companies offer this service. The assessor will need to see the report issued and any initiatives introduced as a result
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Grey water from car wash bays or other processes is recycled on site	The recycling and treatment system will need to be viewed by the assessor
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Rain water tanks have been installed to reduce mains water used on site.	The assessor will need to see the rainwater tanks and how the water is used. Rainwater may be used for vehicle washing or connected to bathroom pipes

Other Initiatives (to be determined by the assessor)			
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Initiative <input type="text"/>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Initiative <input type="text"/>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Initiative <input type="text"/>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Initiative <input type="text"/>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Initiative <input type="text"/>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Initiative <input type="text"/>



Achieving Green Stamp Accreditation is a great way to show your customers that your business cares about the environment and strives to act in an environmentally responsible way.

**Disclaimer**

Although every possible effort has been made, neither the Green Stamp Program, nor VACC nor any affiliated parties accept responsibility for the accuracy of the information or the environmental integrity of the companies herein.