

TOWN OF SEABROOK  
JUNK YARD PERMIT APPLICATION  
RSA 236:111 – 129

Fee Paid: _____
Date Paid: _____

Please print or type. All questions must be answered or the application will be returned.

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Business Owner Address: \_\_\_\_\_

Landowner Name (if different then business owner): \_\_\_\_\_

Landowner Address (if different then business owner): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

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Dimensions of Junkyard: \_\_\_\_\_

Describe your entire fence and/or natural screening: \_\_\_\_\_

Distance of junk yard from all abutters: \_\_\_\_\_

\*\*\*Please attach a facility site plan diagram\*\*\*

\*\*\*Please attach state certifications and any other supporting documentation\*\*\*

Types of junk, waste and other end-of-life items the facility receives or intends to receive and stores or intends to store – check any and all that apply:

- |                                                                                  |                                                       |
|----------------------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Cars and light trucks                                   | <input type="checkbox"/> Farm equipment               |
| <input type="checkbox"/> Heavy trucks and construction vehicles                  | <input type="checkbox"/> Pipes and fittings           |
| <input type="checkbox"/> OHRVs – snowmobiles, ATVs, etc.                         | <input type="checkbox"/> Plumbing fixtures            |
| <input type="checkbox"/> Lawn and garden equipment – mowers, etc.                | <input type="checkbox"/> Aluminum beverage containers |
| <input type="checkbox"/> Washers, dryers, refrigerators and other appliances     | <input type="checkbox"/> Aluminum scrap               |
| <input type="checkbox"/> Boats/watercraft                                        | <input type="checkbox"/> Cable/wire                   |
| <input type="checkbox"/> Campers/trailers                                        | <input type="checkbox"/> Metal turnings               |
| <input type="checkbox"/> Mobile homes                                            | <input type="checkbox"/> Cast iron radiators, boilers |
| <input type="checkbox"/> Machinery/tools                                         | <input type="checkbox"/> Drums                        |
| <input type="checkbox"/> Propane tanks and/or other compressed gas tanks         | <input type="checkbox"/> Structural steel             |
| <input type="checkbox"/> Other ferrous (iron) scrap                              | <input type="checkbox"/> Electrical devices/equipment |
| <input type="checkbox"/> Construction or demolition debris                       |                                                       |
| <input type="checkbox"/> Other non-ferrous scrap (brass, copper, aluminum, etc.) |                                                       |
| <input type="checkbox"/> Empty/decommissioned petroleum or other storage tanks   |                                                       |
| <input type="checkbox"/> Other: _____                                            |                                                       |

Types of on-site business activities (check any and all that apply)

- |                                                       |                                                       |
|-------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Used part sales              | <input type="checkbox"/> Second hand shop             |
| <input type="checkbox"/> Swap shop                    | <input type="checkbox"/> Used/New motor vehicle sales |
| <input type="checkbox"/> Body shop                    | <input type="checkbox"/> Repair shop                  |
| <input type="checkbox"/> Towing yard/impoundment area |                                                       |
| <input type="checkbox"/> Other _____                  |                                                       |

Type of on-site processing activities and related equipment (check any and all that apply)

- |                                                                 |                                                     |
|-----------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Sorting (by hand, with magnet, other)  | <input type="checkbox"/> Shredding                  |
| <input type="checkbox"/> Cutting (torches/shears)               | <input type="checkbox"/> Bailing                    |
| <input type="checkbox"/> Smelting (EPA approved furnace)        | <input type="checkbox"/> Parts washer               |
| <input type="checkbox"/> Oil/water separator                    | <input type="checkbox"/> Underground storage tanks  |
| <input type="checkbox"/> Used oil burner for on-premise heat    | <input type="checkbox"/> Above-ground storage tanks |
| <input type="checkbox"/> Freon/refrigerant evacuation equipment | <input type="checkbox"/> Crushing                   |
| <input type="checkbox"/> Other _____                            |                                                     |

Disclosures/Other Inquiries

- Has the applicant been convicted of larceny or receiving stolen goods?  
 yes       no
- Is the applicant or the facility the subject of an administrative or judicial enforcement action for a violation of environmental statutes and rules?  
 yes       no

If so please explain: \_\_\_\_\_

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- Is the facility sited on property that is undergoing remedial action under the direction of the Department of Environmental Services (DES) to clean up contamination?
- yes       no

If so please identify the nature of the problem, the name and telephone number of the DES project manager and contractor, and provide the current status of the project: \_\_\_\_\_

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Applicant certifies that the information submitted is true and accurate to he/her knowledge and agrees that:

- Local governing body (or designated representative) is authorized to inspect the site at reasonable times to determine compliance with licensing requirements, and
- S/he shall maintain the facility in a reasonably clean manner and shall not adversely affect establish tourist and recreational uses.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date



**IMPORTANT NOTICE**  
**TO MOTOR VEHICLE SALVAGE YARD OPERATORS**  
*Amended State Law Changes Requirements for Obtaining a Town License to Operate a Motor Vehicle Junkyard*

Due to a change in state law effective January 1, 2007, all motor vehicle salvage yard operators seeking a required town-issued "junkyard" license under RSA 236:111-129 must certify in their license application that their salvage yard operates in compliance best management practices (BMPs) established by the N.H. Department of Environmental Services (DES). The BMPs are based on existing state and federal environmental protection requirements.

The enclosed booklet is a tool to help you do this\*. Please read the instructions on page 1 to learn how to use the booklet to inspect your own salvage yard and figure out if you are following the BMPs.

If you are not following a BMP, you should fix the problem as soon as possible. If the problem can not be fixed before you must submit your "junkyard" license application to the town, you should let your town licensing officials know about the problem, what you propose to do to fix it, and when you will get it done. Many problems can be fixed simply by changing certain work habits or procedures.

Depending on your town's particular needs, town licensing officials may ask you to sign a *Compliance Certification Statement*

similar to the enclosed sample statement, and submit it as part of your license application.

Before signing any compliance certification statement, make sure you inspect your own facility to see if you are actually following the BMPs. Remember: The requirement to follow the BMPs is not new. The BMPs are based on existing state and federal environmental protection requirements. It is your responsibility to know the BMPs and to consistently follow them.

Help is available! If you have questions about using the booklet, contact either the NH Green Yards Program or the NH Pollution Prevention Program (NHPPP), as shown below. Also, if you want FREE, CONFIDENTIAL help doing your first self-inspection, please contact the NHPPP.

NH Green Yards Program  
 (603) 271-2938  
 nhgreenyards@des.state.nh.us

NH Pollution Prevention Program (NHPPP)  
 1-800-273-9469 or (603) 271-6460  
 nhppp@des.state.nh.us

<u>Local License Facts</u>
<ul style="list-style-type: none"> <li>• With very few exceptions, state law (RSA 236:111-129) requires all motor vehicle salvage yard operators to have a license to operate from their town or city.</li> <li>• The requirement has existed in law since 1965.</li> <li>• If you don't have a license to operate, you should get one and display it with pride.</li> <li>• By law, the license must be renewed every year by April 1.</li> <li>• By law, the license is required even if the salvage yard is grandfathered as to location. There is no grandfathering provision for the license to operate.</li> </ul>

\* Additional copies of the enclosed *Motor Vehicle Salvage Yard Environmental Compliance Manual & Self-Audit Checklist* can be downloaded at: [www.des.nh.gov/sw/greenyards](http://www.des.nh.gov/sw/greenyards). Printed copies are in limited supply, so please keep track of your copy.

# **Motor Vehicle Salvage Yard Environmental Compliance Manual & Self-Audit Checklist**

New Hampshire

**Department of Environmental Services**

## **Motor Vehicle Salvage Yard Environmental Compliance Manual & Self-Audit Checklist**

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## A. Storing Vehicles that Contain Fluids

### Is this BMP followed consistently?

1. Each end-of-life vehicle at the facility is checked for leaks on a regular basis, at least weekly, starting when the vehicle first arrives at the facility and continuing until the vehicle is drained of all fluids.

YES                      NO

2. Drip pans are placed under leaking vehicles, where needed, to keep leaks off the ground.

YES                      NO

3. All vehicles containing fluids are stored with enough clear space around each vehicle to allow access for regular leak checks, as well as leak containment and clean up when needed.

YES                      NO

4. To prevent leaks and spills, vehicles containing fluids are not stacked or piled on top of one another.

YES                      NO

5. To prevent leaks and spills, vehicles containing fluids are stored in an upright position.

YES                      NO

## B. Draining and Transferring Fluids

1. All work involving motor vehicle fluids—including **draining** fluids from vehicles and parts, **dismantling** parts that contain fluids, **pouring** fluids from container to container, and **dispensing** fluids from containers—is done over a dry impervious spill containment surface, such as a concrete pad, using drip pans and funnels. This work is never done over bare ground or in the rain and snow.

YES                      NO

2. After cutting fuel lines, brake lines, and other fluid lines, the lines are plugged or crimped to stop leaks and drips.

YES                      NO

3. Gasoline, oil and antifreeze are drained and stored separately in leak tight containers, and are not mixed intentionally.

YES                      NO

## C. Fluid Containers

1. All tanks, drums, pails, and other containers used to store motor vehicle fluids are in sound, leak-tight condition.

YES                      NO

2. All tanks, drums, pails, and other containers used to store motor vehicle fluids are clearly labeled to show the contents.

YES                      NO

3. All tanks, drums, pails, and other containers used to store motor vehicle fluids are capped or closed tightly, except when fluids are being added or removed.

YES                      NO

4. Drip pans are kept under all spigots, valves and pumps connected to tanks and other containers used to store motor vehicle fluids.

YES                      NO

## D. Fluid Storage Areas

1. All containers of gasoline, oil, solvents and other flammable liquids — including tanks, drums, and pails — are stored in a fire safe manner.

YES                      NO

2. All containers of gasoline, oil, solvents and other flammable liquids — including tanks, drums, and pails — are stored:

- a. On a concrete or other impervious spill containment surface inside a ventilated enclosed structure — such as a ventilated building, box trailer, or storage shed;

YES                      NO

### AND/OR,

- b. Inside an impervious secondary containment device — such as a concrete vault — that is sheltered by a roof or other covering to keep out rain and snow. The secondary containment device, even when filled with containers, has enough capacity to hold 110 percent of the volume of the largest container stored within.

YES                      NO

3. There are no open drains in the area(s) where motor vehicle fluids or solvents are stored, except for drains connected to a municipal sewer system (with written permission) or to a holding tank registered with the N.H. Department of Environmental Services.

YES                      NO

4. All containers of motor vehicle fluids and solvents are stored where they can be easily inspected for leaks.

YES                      NO

5. If stored outdoors, all containers of gasoline, oil, and solvents — including tanks, drums, and pails — are kept at least 50 feet from surface waters, catch basins and storm drains.

YES NO

6. If stored outdoors, all containers of gasoline, oil and solvents — including tanks, drums, and pails — are kept at least 75 feet from private wells.

YES NO

7. If stored outdoors, all containers of gasoline, oil, and solvents — including tanks, drums, and pails — are kept outside the protective radius of public water supplies. (Note: Typically, the protective radius measures 75 to 400 feet, depending on the type of public water system).

YES NO

## **E. Regulated Above Ground Storage Tank Systems**

1. The regulated AST system is registered with the N.H. Department of Environmental Services as required by N.H. Administrative Rule Env-Wm 1402, or the successor rule.

YES NO

2. The regulated AST system is installed, operated, and maintained according to the standards and specifications established by the N.H. Department of Environmental Services in N.H. Administrative Rule Env-Wm 1402, or the successor rule.

YES NO

3. A Spill Prevention and Countermeasure Control Plan (SPCC Plan) has been developed for the facility and is available for review upon request.

YES NO

## **F. Used Oil and Filters**

1. All used oil collected at the facility is either burned in a used oil furnace during cold weather to heat the facility and/or shipped to an authorized used oil marketer or hazardous waste treatment facility on a regular basis.

YES NO

2. If the facility ships used oil off-site, transportation paperwork (bill of lading or manifest) documenting the destination is kept on file for at least three years and is available for inspection if requested.

YES NO

3. If the facility operates a used oil furnace, written notification has been submitted to DES on the required form and DES has issued an identification number to the facility.

YES NO

4. All used oil tanks, drums, and other containers are clearly labeled "Used Oil for Recycle," if suitable for recycling, or "Waste Oil" with a required hazardous waste label if contaminated.

YES NO

5. Used oil is never intentionally mixed with gasoline, antifreeze, solvents, or fluids from parts washers.

YES NO

6. Used oil filters are fully drained before being discarded or recycled with other scrap metal.

YES NO

**Used oil furnace operators must submit written notice to DES. Call (603) 271-6423 and (603) 271-3203 for forms and guidance.**

## G. Recovered Gasoline

1. Recovered gasoline is stored in leak tight tanks, drums, or other containers that are labeled clearly to show whether the gasoline is still useable ("Good Gas" or "Good Fuel") or is a gas/water mixture that needs to go to an authorized reclamation facility ("Gas/Water Mixture for Recycle") or is a hazardous waste ("Bad Gas" with a proper hazardous waste label).

YES NO

2. Recovered gasoline **that is still useable** is used to fuel vehicles and equipment.

YES NO

3. Recovered gasoline **that is no longer useable** is either shipped to a authorized reclamation facility as an off-specification commercial product (if a mixture of gas and water), or an authorized hazardous waste treatment or disposal facility (if no longer useable for other reasons).

YES NO

4. Gasoline is dispensed to vehicles and equipment over a concrete pad or other impervious spill containment surface only.

YES NO

## H. Antifreeze

1. Recovered antifreeze is stored in leak tight tanks, drums, or other containers that are labeled clearly to show whether the antifreeze is **still useable** ("Good Antifreeze," "Used Antifreeze for Recycle," or similar) or is **no longer useable** due to the presence of physical or chemical impurities or loss of original coolant properties ("Waste Antifreeze" or "Universal Waste-Antifreeze").

YES                      NO

2. Recovered antifreeze that is **still useable** is distributed for reuse as antifreeze in other vehicles.

YES                      NO

3. Recovered antifreeze that is **no longer usable** is either shipped offsite to a legitimate recycling facility or recycled on-site by a mobile contractor or the facility operator using distillation or filtration equipment.

YES                      NO

## I. Solvents and Degreasers from Parts Washing

1. Spent solvents and degreasers are always managed as a hazardous waste unless laboratory test results show the waste is non-hazardous.

YES                      NO

2. Spent solvents and degreasers that test non-hazardous are regularly shipped to a facility that is authorized to receive and treat the waste.

YES                      NO

3. The facility owner has been issued a hazardous waste generator identification number by DES.

YES                      NO

4. Solvents used to wash parts, including mineral spirits and kerosene, are never mixed with used oil to be burned, unless laboratory test results show the spent solvent is non-hazardous and can be burned.

YES                      NO

## J. Spill Response

1. Spill kits are kept in all fluid handling and storage areas.

YES                      NO

2. Emergency contact and spill response information is posted in all areas where fluids are handled or stored.

YES                      NO

3. Spills and leaks are contained and cleaned up when discovered.

YES NO

4. Spills, leaks, or other discharges of gasoline and oil are reported immediately to the N.H. Department of Environmental Services when required.

YES NO

5. Employees are trained to contain spills and leaks.

YES NO

### **Make Your Own Spill Kit**

**To make your own spill kit, put the following items in a large covered bucket, garbage can, or drum:**

- **Gloves**
- **Sorbent material such as "Speedy-Dri" or sorbent pads**
- **Wisk broom**
- **Squeegee**
- **Dustpan**
- **Small shovel or scoop**
- **Heavy duty plastic bags**
- **And other useful items for containing spills and leaks.**

## **K. Storing Greasy, Oily and Fluid-Containing Parts**

1. Oily, greasy parts and fluid-containing parts, including those that have been drained already, are stored on an impervious spill containment surface or inside a leak-proof container, and are never stored or placed on bare ground, even temporarily.

YES NO

2. Oily, greasy parts and fluid-containing parts, including those that have been drained already, are stored under a roof or other covering to keep them dry.

YES NO

## **L. Lead Acid Batteries**

1. Batteries are removed from end-of-life vehicles for recycling.  
YES                      NO
2. Batteries are stored in an upright position.  
YES                      NO
3. Batteries are stored under cover to keep them dry.  
YES                      NO
4. Batteries are stored over an impervious spill containment surface and are never stored over bare ground.  
YES                      NO
5. Batteries are stacked no more than five high.  
YES                      NO
6. Layers of stacked batteries are separated by cardboard or another non-conductive spacer to provide stability and prevent the terminal poles from puncturing the battery above.  
YES                      NO
7. Upon discovery, cracked or leaking batteries are placed in a closed, leak proof, acid proof container—for example, a covered five gallon plastic bucket—with a neutralizing agent, such as baking soda, in the bottom.  
YES                      NO
8. Batteries are sent to a reputable recycling facility on a regular basis.  
YES                      NO

## **M. Vehicle Refrigerants**

1. Soon after arrival, end-of-life vehicles are inspected to determine whether they are equipped with air conditioning systems that contain refrigerants.  
YES                      NO
2. Refrigerants in the air conditioning systems of end-of-life vehicles are evacuated, using U.S. Environmental Protection Agency approved equipment, and containerized for recycling.  
YES                      NO

3. Written records are available at the facility documenting that refrigerants are managed according to federal requirements.

YES NO

4. If refrigerants are removed using facility-owned equipment, the owner has filed the required Refrigerant Recovery Device Acquisition Certification form with the U.S. Environmental Protection Agency.

YES NO

## N. Scrap Tires

1. Scrap tires are removed on a regular basis to an authorized tire recycling or disposal facility.

YES NO

2. The number of scrap tires removed from the facility yearly typically equals or exceeds the number of scrap tires received yearly.

YES NO

3. Scrap tires, if stored on the ground, are in piles measuring no more than 25 feet across.

YES NO

4. Scrap tires, if stored on the ground, are in piles measuring no more than 15 feet high.

YES NO

5. Scrap tire piles, if any, are separated by 25 foot fire lanes.

YES NO

6. Scrap tire storage areas accessible by fire fighting apparatus

YES NO

7. Scrap tires are stored in a manner that keeps water from collecting inside the tire cavity.

YES NO

## O. Crushing Vehicles

1. Before crushing vehicles at this facility, the following are removed for proper recycling or disposal:

- Batteries  
YES NO
- Gasoline  
YES NO
- Motor oil  
YES NO
- Brake fluid  
YES NO
- Transmission fluid

- |                        |    |
|------------------------|----|
| YES                    | NO |
| • Power Steering fluid |    |
| YES                    | NO |
| • Antifreeze           |    |
| YES                    | NO |
| • Refrigerants         |    |
| YES                    | NO |
| • Washer fluid         |    |
| YES                    | NO |

2. Vehicles are crushed using equipment and methods that prevent fluids from spilling, dripping, or leaking onto the ground.

YES                      NO

3. Fluids from vehicle crushing activities are collected in leak-proof containers.

YES                      NO

4. When transferring fluids from vehicle crushing activities to drums or other containers, the work is done over an impervious surface using drip pans and funnels. This work is never done over bare ground.

YES                      NO

5. Fluids from vehicle crushing activities are contained as described in Section C.

YES                      NO

6. Fluids from vehicle crushing activities are stored at the facility as described in Section D.

YES                      NO

7. After vehicles are crushed at the facility, the crushing area is inspected for leaks, spills and debris.

YES                      NO

8. Leaks, spills, and debris in the crushing area are cleaned up and removed immediately.

YES                      NO

## **P. Site Control/Inspection**

1. The facility owner, or a person designated by the owner, inspects the facility at least weekly to identify potential problems such as leaks, spills, and improperly stored vehicles, fluids and parts.

YES                      NO

2. Problems are corrected in a timely manner.

YES                      NO

3. The ground surface at the facility is generally free of debris, litter, and excess materials.

YES                      NO

