



Pollution Prevention Checklist for

Wood Products/Furniture Manufacturers



Creating a Successful Pollution Prevention Program.

Reducing wastes from your facility can result in significant cost savings. Pollution prevention (P2)/waste reduction can also help reduce your facility's regulatory burden, improve employees' health, and improve your public image. The first step in getting started is to identify and quantify all types of wastes from your operations, including solid and hazardous wastes, air emissions, and wastewater. After doing this, use the following checklist to help generate ideas for pollution prevention improvements.

Use of this Checklist.

Answering the following questions will help you assess your current P2 activities. Any "no" answers indicate possibilities to investigate further.

Good Operating Practices

Yes No

Good Operating Practices	Yes	No
1) Are employees trained in the proper handling and use of hazardous materials, including ways to minimize waste generation?	<input type="checkbox"/>	<input type="checkbox"/>
2) Do you consistently track the amounts of materials used and waste generated?	<input type="checkbox"/>	<input type="checkbox"/>
3) Do you practice good housekeeping, including preventing spills and leaks, keeping floors clean (sweeping or vacuuming is preferable to using water), and keeping storage areas organized?	<input type="checkbox"/>	<input type="checkbox"/>
4) Have you consolidated as much as possible the number of different products you use which contain hazardous materials? (To simplify inventory and reduce the number of MSDS' required)	<input type="checkbox"/>	<input type="checkbox"/>
5) Do you purchase materials only as needed and use a "first in, first out" policy? (To prevent generation of waste from expired shelf-life materials)	<input type="checkbox"/>	<input type="checkbox"/>
6) Do you use returnable or reusable containers and purchase	<input type="checkbox"/>	<input type="checkbox"/>

	materials in bulk as much as possible?		
7)	Do you cover containers which store coatings and solvents with tight-fitting lids when not in use?		
8)	Do you inspect your transfer equipment for coatings and solvents for leaks regularly (pumps, hoses, connections, spigots, etc.)?		
9)	Do you properly maintain spray equipment, including spray guns, air pressure gauges and regulators, transformers, and condensers?		

Coatings and Adhesives

Yes No

1)	Do you use high-volume, low pressure (HVLP) paint guns or air-assisted airless paint guns, rather than conventional? (to achieve a higher transfer efficiency, which reduces coatings costs and VOC emissions)		
2)	Are your employees trained in efficient spray gun techniques?		
3)	Have you investigated the use of water-based coatings or high-solids, low VOC coatings?		
4)	Have you minimized your use of adhesives which contain methylene chloride or other hazardous air pollutants?		

Notes on coatings and application:

You may want to consider switching or modifying the types of coatings you use to reduce your VOC and/or HAPs emissions. This can help you achieve compliance with air quality regulations, or possibly help you to avoid having to obtain an air emissions permit. To find a lower VOC coating which will achieve the quality of finish you need, you should work with the coatings manufacturers or their reps (not limiting yourself to the vendors you currently use).

Whether you stay with your current coatings or switch to lower VOC coatings, achieving better transfer efficiency can result in significant cost savings as well as reduced emissions. Choose the most efficient application equipment for your choice of coatings and your parts/products, and make sure your painters are properly trained. (For more information on improving transfer efficiency and alternative coatings, refer to the P2 case studies and the waste reduction fact sheet from the Minnesota Technical Assistance Program, both enclosed in this packet.)

Cleaning of Equipment and Spray Booths

Yes No

1)	Do you schedule production runs to minimize the number of color changes and required paint gun and equipment cleaning?		
2)	Do you use a two-stage cleaning system for spray guns? (using dirty solvent for the initial cleaning, followed by clean solvent - see fact sheet on paint gun cleaning included with this packet)		
3)	Do you use an enclosed gun cleaner for the final stage of the gun cleaning?		
4)	Do you recycle spent solvents on-site with a solvent distillation unit? (To reduce solvent usage and solvent waste generation) If not, are they recycled off-site?		
5)	Do you use low VOC solvents or water-based cleaners as much as possible to clean other equipment (such as conveyors, hooks, etc.)?		
6)	Do you use reusable paint booth filters?		
7)	Do you use a laundry service for dirty shop rags? (Reduces hazardous waste generation vs. using disposable rags)		

Wood Waste

Yes No

1)	Do you manage your inventory to minimize storage problems and store wood properly to avoid damage from weather and humidity?		
2)	Do you train employees to minimize the generation of wood scrap?		
3)	Do you find ways to reuse or recycle wood scrap? (such as use in particle board, chipcore or laminates, use as fuel for heat, or give to scrap haulers for off-site use as compost, animal bedding, or landscaping material - see list of wood recyclers included with this packet)		

This checklist was compiled by the Colorado Department of Public Health and Environment's Pollution Prevention Program. For additional information, call Kirk Mills at (303) 692-2977