



GUIDELINES FOR SAFETY REQUIREMENTS AT AUTOMOTIVE BODY AND REPAIR SHOPS

To provide for uniformity and to ensure public and worker safety, the Hayward Fire Department has established these guidelines for safety and other requirements commonly associated with Automotive Body and Repair Shops. They are based on 2016 California Fire Code, Chapter 23 Motor Vehicle Fuel-Dispensing Operations and Repair Garages, Chapter 24 (Flammable Finishes), Chapter 35 (Welding and Other Hot Work), Chapter 50 (Hazardous Materials) and Chapter 57 (Flammable and Combustible Liquids) and the National Fire Protection Association (NFPA) Standard 30 (Flammable and Combustible Liquids) and other applicable codes.

Fire Department Permits

The following three annual Hayward Fire Department permits may be required for auto body and repair businesses:

- Hazardous Materials Use/Storage Consolidated Permit – An annual consolidated permit is required to store and use hazardous materials and waste through the Hayward Fire Department.
- Welding and Cutting Operational Permit – An annual Operation permit is required for welding and cutting.
- Spraying and Dipping Operational Permits – An annual Spraying and Dipping permit is required for spray painting operations.

Other Permits and Approvals

- Planning Approvals – Prior to locating your business in Hayward please contact the Hayward Planning Division at (510) 583-4005. More information can be obtained by visiting <http://www.hayward-ca.gov/your-government/departments/planning-division>
- Business Licenses – All businesses that operate in Hayward are required to obtain a city business license. For more information call (510) 583-4600 or visit <https://www.hayward-ca.gov/businesslicense>
- Air Quality Emission Permits – The Bay Area Air Quality Management District (BAAQMD) require permits for air emission including spray painting. For more information contact the BAAQMD at (415) 771-6000 or visit <http://www.baaqmd.gov/>
- Hazardous Waste Identification (ID) Number – Business that generate hazardous waste are required to obtain an EPA ID Number. That number can be obtained by calling 1- (800)-618-6942 and/or visiting <https://www.dtsc.ca.gov/IDManifest/>

Safety Equipment

- Spray Painting Booths – Spray painting operations shall always be conducted within spray booths that have been constructed and under approved permits issued by the City of Hayward Building Division and Hayward Fire Department. *CFC 2404.3*



Spray booths shall have:

- Fire Protection – Spray booths and spray rooms shall be protected by an approved automatic fire-extinguishing system complying with Chapter 9 of the California Fire Code. These systems shall be inspected regularly. They shall also be certified and have a current State Fire Marshal tag. *CFC 2404.4*
- Interlock system – These prevent the use of spray equipment if the ventilation is not on. *CFC 2404.6.1.2.1*
- Ventilation systems – Ventilation systems are designed to eliminate the buildup of flammable mists and vapors at explosive concentrations through ducting through filters and ducting that is directed through the roof of the facility. *CFC 2404.7*
- Filtrations systems – As air moves out of a spray booth, filters remove particulates prior to be released through the roof vent into the atmosphere. Filters must be maintained and replaced regularly to prevent clogging of the ventilation system that would allow for the accumulation of flammable vapors in the booth. *CFC 2404.7.8*

- **Sprayers** – Sprayers shall of an approved type for spraying flammable liquids.
- **Grounding** – Equipment shall be properly grounded to avoid electric static conditions.
- **Clearance** – Adequate clearance (3' minimum) of all materials on and around spray booths is required. *CFC 2404.3.2.5*

- **Welding Equipment** – No matter what type of welding equipment, it should be in good working order. Welding should not be done around hazardous environments such as around flammable liquids or combustible materials. Welding should be conducted with proper shielding and shall have fire extinguishers available nearby. *CFC 2403.2.7*



- **Fire Extinguishers** – Fire extinguishers shall be properly sized, mounted and placed within 75 feet of travel and near welding, cutting and spraying operations. They shall be serviced annually and have a State Fire Marshal tag on the extinguisher with the date of service. They shall also be properly serviced if used or if pressure is lost. *CFC 2404.4.1*



- **Flammable Liquid Cabinets** – Approved metal flammable liquid cabinets with self-closing doors and spill containment shall be provided to store flammable liquid for quantities in total exceeding 5 gallons.



- **Waste Rags Containers** – Waste oil and flammable liquid contaminated rags shall be kept only in an approved self-closing metal container until proper disposal.



- **Secondary Containment** – Containers such as waste and new oil 55-gallon drums require secondary containment to catch spills or releases. All secondary containment is required to remain dry and free of any liquids and debris.



- **Chains to Secure Compressed Gas Cylinders** – compressed cylinders shall be secured to fixed structures to prevent their movement with metal chain 1/3 and 2/3 down the cylinder. Cylinders not in use shall be capped with metal valve covers to prevent damage to valves. Incompatible gases, shall be separated by 20 feet, such as oxygen and acetylene.



Signage

- **NFPA 704 Placards** also known as the “Fire Diamond” shall be provided in approved locations (*CFC 2703.5*). Below is a common numbering for auto body and repair shops that use flammable liquids/gases. Numbers on the signs may vary please check with your inspector prior to posting:

Blue/Health – 1; Red/Flammability – 4;
Yellow/Reactivity – 0; White/Other – Empty



- **Hazardous Waste Labels** – All hazardous waste containers shall be labeled with special yellow hazardous waste labeling. The label shall be completely filled-out and must have the accumulation start date noted at the time when waste was first put in the container.



- **General Labeling** – Hazardous materials containers shall be labeled with their contents and/or original labeling for emergencies. Additionally, waste or other unlabeled containers shall be labeled with the label that best identifies their contents.



- **“No Smoking” Signs** – In areas where flammable liquids are present such as around auto repair and spray painting operations “No Smoking” signs should be posted and strictly enforced to prevent fires or explosions. *CFC 2403.2.6*



Reporting Requirements:

- **California Environmental Reporting Systems (CERS)** – Business that store hazardous materials are required to have a Hazardous Materials Business Plan (HMBP). This plan must be uploaded electronically into the CERS website by each business. This includes submitting facility information, emergency information, chemicals information, facility maps and employee training. In Hayward documents uploaded to the CERS website are reviewed by the Hayward Fire Department Certified Unified Program Agency (CUPA). For more information call the Hayward Fire Department at (510) 583-4900 or visit the CERS web site <http://cers.calepa.ca.gov/>
- **Spills** – Spills of hazardous materials shall be reported to the Hayward Fire Department including those that pose significant environmental harm, are dangerous or go into storm drains. For emergencies call 911. Additionally, contact the City of Hayward’s Water Pollution Source Control Division at (510) 881-7900 for spills or discharges that go into or threaten the City’s storm drains or sanitary sewage system.
- **Safety Data Sheets** – Safety Data Sheets (SDSs) are required to be available for each chemical used and must be available for employees and first responders.
- **Hazardous Waste Manifests** – Manifests and proper disposal receipts documentation shall be on site and available for the most current 3 years for inspection.
- **Training Records** – Training records of employees shall be kept on site. Training shall be conducted at minimum initially for new employees and annually thereafter. More frequent training may be required as needed to ensure safety or as required by law.

Common Violations

In addition to the above guidelines the following are common violations in auto body and repair facilities:

- **Electrical**
 - Extension Cords – The use of extensions cords is not permitted in place of permanent electrical wiring. *CFC 605.5*
 - Exposed Electrical Wiring – Open electrical panels, junction boxes and other exposed

- electrical wiring is dangerous and should be immediately repaired. *CFC 605.6*
- Blocked electrical panels – Electrical panels and shall always have clear access (30" minimum) in case of emergency. *CFC 605.3*
- Unpermitted electrical work – All electrical work shall be done by qualified individuals under permit with the City of Hayward Building Division.
- Modifying Spray Booths
 - Modifying or making holes in spray booths loses the safety listing of the booth and can be dangerous. Additionally, modifying or bringing electrical equipment, heaters, cutting/welding operations or extension cords into spray booths can also be dangerous and void the listing on the booth.
- Gas Heaters
 - The use of propane heaters in building is prohibited by the code.
- Unpermitted Equipment and Structures
 - Aboveground Tanks – Tanks that are 60 gallons or more require permitting from the Hayward Fire Department and may require seismic anchoring. Double walled metal tanks that meet UL 142 standards are generally accepted for waste or new oil. Plastic or metal intermodal bulk containers designed for transportation are not approved as fixed tanks.
 - Cargo Containers – The use of cargo containers for the storage of equipment is not permitted unless approved by the City of Hayward Planning and Building Divisions
 - Tents and carports – Structures to shield operations outside or inside are not allowed unless permits have been obtained from the City of Hayward Building Division.
 - Hoists, Lifts, Rack and Other Equipment – Hoist, lifts, racks or large equipment used are required to be properly secured under permit to prevent injury or collapse during their operation or in an earthquake.
 - Signs – Large exterior signs are required to be permitted by the Planning and Building Division of the City of Hayward.
- Partitions, Walls, Rooms and Awnings – Are required to be install only under permit from the City of Hayward Building Department.
- Excessive Combustible Storage *CFC Section 315*
 - Waste Car Parts and Masking Papers – Excess waste may create a fire hazard.
 - Tires – Excessive storage of tires is prohibited and may require additional permitting.
- Blocking Emergency Access – Emergency Access and emergency vehicle turnarounds shall not be blocked at any time. This includes the parking of vehicles in these areas. *CFC Section 503*
- Blocking Hydrants – Hydrants shall not be blocked at any time. *CFC 507.5.4*
- Vehicle Washing – The washing of vehicles or waste products in unapproved washing pads and drains is prohibited. Improper disposal into storm drains or soil of hazardous materials such as soaps, oils, antifreeze, heavy metals can kill wildlife and pollute creeks, the bay, soil and groundwater. This could also result in fines and the cost of environmental cleanup. For more information contact the City of Hayward Water Pollution Source Control Division at (510) 881-7900.
- Open Hazardous Materials/Waste Containers – Containers shall be closed when not actively dispensing in or out of.
- Exiting – Exit doors must be kept unblocked and labeled for emergencies. Access pathways to exit doors must also be unblocked. Chaining, sealing or impeding single action opening hardware on exit doors is prohibited. *CFC Section 1031*
- Housekeeping – Housekeeping is a general common violation which may include: storage that encroaches on required emergency access or other clearances, dangerous accumulation of flammable and combustible materials, disrepair of safety equipment or other items.
- Sanding Waste – Sanding waste from paints requires proper disposal given the metal content. This waste cannot be washed down drains or onto soil.
- Used Spray Booth Filters – Used and contaminated spray booth filters must be properly disposed of.
- Parking and Vehicle Storage – Vehicles shall be parked in designated stalls and consistent with the properties/parcels approved land use permits and

industrial/commercial zoning regulations. Parking is never allowed in areas or blocking emergency vehicle access, emergency turnaround, fire hydrants or building exit doors. Always consider neighbors when parking vehicles.

For More Information Contact the Hayward Fire Department at (510) 583-4900

Or visit our website at:

<https://www.hayward-ca.gov/fire-department>

