



CAR AUDIT PACKET

Enclosed you will find the information you need in order for the Auditor of your choosing to perform your annual CAR audit. There is a lot of information, but please browse through it all, and you will see that this is a very quick process.

Enclosed you will find:

- A blank audit report to be filled out by the Auditor.
- A tutorial that will explain what the Auditor should be looking at in regards to each of the items on the audit checklist.
- Torch-use Education and Orientation for an automotive recycling facility

The auditor that you hire must be an Environmental Professional. Industry experience is a big plus, but is not a requirement. **(NOTE: Self Audits will be done on even numbered years for current CAR members).** We will need a copy of his credentials and his official business name, address and phone number. Most all cities, counties and townships have these professionals working for them in the county. You are responsible for paying this auditor and agreeing to terms as you would any other business transaction.

Auditors Name _____
Company _____
Address _____
City _____
State, Zip _____
Phone # _____
E-mail _____

When Audit is complete please return the completed report, this form with Auditor's information, a copy of their credentials and the necessary labeled photos (please see audit report). Send all information to:

Automotive Recyclers Association

ATTN: Chrissi Moyer

9113 Church Street

Manassas, VA 20110

Any questions call or e-mail Chrissi Moyer at (540) 303-2282 or Chrissi@a-r-a.org.

Please note any comments, praise or items you may need help with in the areas provided on the audit report.

Thank you,

A handwritten signature in dark ink, appearing to read 'Shannon Nordstrom', written over a light-colored background.

Shannon Nordstrom
ARA CAR Chairman

CAR^{v3} PROGRAM



Partnered with EPA's



2009 Tutorial for CAR Professional Auditors

On behalf of the Automotive Recyclers Association (ARA), we would like to thank you for completing this audit for the Certified Auto Recycler (CAR) program. For in depth details on the history and goals of the CAR program, please visit the CAR web page located at the ARA web site, www.a-r-a.org. You will find a list of the CAR Standards which will provide an outline of the objectives and terms of the program. We would like you to use this Tutorial as a guide, when filling out the included blank audit report, to assure that your client's audit is performed thoroughly and assures that the standards of the CAR program are being adhered to. Please read through all of the information before beginning your audit.

Reminder: Photographs of some items will be required. Please include labeled photos and a copy of your professional credentials with the completed audit report. This information should be sent to:

Automotive Recyclers Association
ATTN: Chrissi Moyer
9113 Church Street
Manassas, VA 20110

Your cooperation will help to lead to a successful audit for our CAR member.

To help assist you with this audit, this document will help give you an understanding of the particular items being audited for our member. We will guide you through the audit check list with some helpful hints to make this process efficient. A more thorough explanation is available in the official Guidance Manual. Available if needed.

CAR Program Standards

General Business Standards

1. Confirm that customer parking is readily available in an area that is maintained and designated as a customer parking area. This must be an area separate from the salvage vehicles and parts storage.
2. Confirm the customer lobby area is maintained, and adequate for the scope of business.
3. The signs in the office should be informative, effective and non-offensive to the general public.
4. We want the property to be well maintained, safe and void of hazards caused by poor up-keep and lack of normal maintenance. It must be apparent that the facility is showing diligence in the general housekeeping and sanitation of the entire facility; having also a semblance of

organization and order. We want CAR facilities to be shining examples of the BEST ARA has to offer.

5. Delivery vehicles should be well kept and portray a professional image of the business and the industry. We want the CAR members to constantly be thinking of the image of a professional recycler.
6. The questions that we ask you to answer in the general business standards area are to give us an idea of the size and scope of the dismantling operations. These numbers will help us to understand the volume of potential items and issues this facility may have to deal with.

Environmental Standards

1. Our main objective with the CAR standard is that all potentially harmful fluids are handled using effective best management practices. These BMP's need to insure that the member reaches the objective of not allowing potentially hazardous fluids to become part of the surface water run off or absorbed into the ground. There is not a "model" that must be followed on how to perform the BMP. Many different BMP's methods can be used, but the main thing is to ask yourself the question; Will the BMP being used prevent the fluids from being an environmental problem?
2. All fluid storage should be inside. If stored outside, the fluids should have a secondary containment sufficient to control a leak or spill from the tank that the fluid is contained. A certified double walled tank would satisfy this requirement. We must be diligent in confirming the fluid tanks are clearly marked, well maintained, and if outside have sufficient secondary containment.
3. Removals of batteries are to be part of the dismantling process. Non-functional or damaged batteries awaiting accredited disposal, must be stored in an impervious container with a lid if outside. If inside, they must be in a specified area that any potential leakage will not leach to the ground or reach a floor drain. Non-functional or damaged batteries should be transported and discarded by a EPA approved company and transported in a manner that indemnifies the recycler from any transportation liability.
4. Refrigerant (Freon R-12, R-134a) must be captured from all vehicles that will be scrapped or put into a self service facility. The company must have a machine to match their removal needs. If they have any vehicles that are 1993 (approx) or older, they will need an R-12 capable removal machine. If the inventory is newer than that, which most will be, they need a machine which is capable of R-134A removal. We also want to see what they do to dispose or sell there good refrigerant and their contaminated refrigerant. Any sales or disposal must be done with a licensed removal vendor or approved resale company. Show us your disposal method and vendor license.
5. All good engines and transmissions for resale must be protected in such a way that rain water can not wash over them, and cause contamination of the surface water run-off. We would prefer for them to be stored inside. If they are stored outside, they must be under a shelter that will prevent rain washing over them and must be on an impervious surface which will stop fluids leaks from leaching in to the ground.
6. Core or scrap engines and transmissions (customer exchanges or bad items to be scrapped) need to follow the same guidelines as number 5 above. These items can sometimes have the highest potential for problems, and are often hard to manage due to the quantities that need to be handled. We need to make sure that there is a managed system. One or two days of core accumulation might be normal, but a pile that is not managed will not be acceptable. Check the entire property for core or scrap storage areas that could cause environmental problems.
7. Parts cleaning solutions must be properly disposed of. Solvents must be taken away by an authorized processor such as "Safety Clean". They must have documentation showing a

pattern of this being done. Wash water from water based cleaning systems must be disposed of by methods approved by the local jurisdiction. In most situations, a drain field is not acceptable for parts washing water. If a holding tank is used, it must be hauled away by the provisions of the local jurisdiction. Often times a permit is required from the water treatment district it is hauled to. Bottom line, we do not want contamination problems.

8. Scrap tires can be a big problem for some. We want CAR members to have a managed plan for their scrap tires. These are tires that they are not trying to sell. We do not want these tires to build up and be out of control. We have specified a semi load as the maximum quantity. When they are hauled to processors, this is the typical load. Many places have a containers on site that are rotated as filled. We want to see the tires in a managed location, and not just scattered around unmanaged. If there is a system, and they are not building up a quantity greater than 1000-1500 tires (max that will lace into a 53ft semi) we are considering them to be meeting the standard.
9. CAR certification requires that the company participate in the National Vehicle Mercury Switch Recovery Program (NVMSRP) or the equivalent State program. The NVMSRP is a cooperative effort among auto manufacturers, steelmakers, dismantlers, shredders, US EPA, individual States and representatives of the environmental community that gives dismantlers the ability to market reduced-mercury scrap and earn recognition and certain financial incentives. The program also includes an educational component whereas participating dismantlers are to train their employees regarding appropriate participation in the program and regularly publicize and reinforce participation through employee recognition, workplace posters and other means. Under the program, the End of Life Vehicle Solutions (ELVS) group will collect, transport and dispose of convenience light mercury switches in pellet and/or assembly form, thereby relieving dismantlers of the hazardous waste transportation liability associated with the toxic mercury. Dismantlers are to remove mercury-containing convenience light switches from scrap vehicles, collect the switches in the designated ELVS bucket and ship them back to ELVS. The NVMSRP only covers convenience light switches. Dismantlers may choose to voluntarily collect ABS switches and ELVS will collect them in the same fashion as the convenience light switches. In States with existing legislative programs, the NVMSRP does not replace any State programs, requirements, or responsibilities that are more stringent than those assumed in NVMSRP. Therefore, be aware that some States will require collection of ABS switches. To learn if a State has specific requirements, select the State from the interactive U.S. map on the ELVS home page at www.elvsolutions.org and review the information provided or contact the State environmental department listed on the site.

Safety Standards

1. The dismantling business can be very dangerous if safety standards are not followed. We want to see the basic safety essentials being provided and used. Things that are expected to be seen are safety glasses, chemical proof gloves for solvents and batteries, safety shoes (steel toe), safety shields on grinders and around dangerous chemicals. Some of these safety standards may be required by the local jurisdiction. It is essential that CAR members make every effort to provide their workers with a safe working environment. Others are things we want to see to meet the CAR standard.
2. The auto recycling industry has had an unimpressive history of fires and injury caused by the improper and unsafe use of cutting torches. Our industry is proactively encouraging members to help do their part to not repeat history and start a new trend of safety and awareness. As a CAR member the recycler must retain a copy of the signed CAR Torch-use Education & Orientation Protocol, prior to the employee's use of the cutting torch. (Available on the website to all users).

3. The eye wash station or stations must be near the dismantling area and easily accessible from where chemicals are used or stored. An example would be near the battery charging or disposal area. We need to confirm that the eye wash is capable of a consistent 15 minute flow and that it is regularly serviced. If it is plumbed as a fixture, it is important that the water flow is adequate and controlled at a safe temperature for eye washing. Some facilities may only have one eye wash; this is not a problem if the eyewash station is in a central location that is easily accessible for all employees in the event of an eye emergency. (avoid lots of doors to go through, obstructed pathways and such)
4. Fire extinguishers must be readily available in all buildings. Proof that these extinguishers are regularly inspected, maintained and of the proper type for the potential flammables in the area of the extinguisher must be provided. Our concern is that they are very visible and that they are not in obstructed pathways. We also want to know that the technicians that go outside to remove parts have access to fire extinguishers in the event of a fire in a remote location. We need fire extinguishers stocked in the same area as any torching operations.
5. The first aid kits at a CAR facility should be accessible to all employees and available in any building where dismantling and part moving is being performed. The kits should be of a sufficient size for the operation at hand and require common first aid essentials. We want to make sure the kits are maintained and restocked on a regular basis. We should not find a depleted first aid kit.
6. Spill kits are emergency kits that contain different containment and absorbency devices that are needed to contain a spill in an emergency situation. These kits are available from many sources and should be available in any fluid storage or filling areas. The kits are designed to contain a spill until the proper authorities can arrive to take care of the matter. The kit must be adequately sized for the fluids that are being stored in that area.
7. The CAR standard requires that there is a safety program with a designated supervisor. Often times the safety supervisor is the owner or a higher level manager. We want to see meetings that are scheduled regularly. Meeting agendas and or minutes would be a good thing to see to prove this is occurring. We want to know that the employees have input in matters of safety. We want to know the name and title of the Safety supervisor that coordinates the safety programs and agendas at the facility.

Licensing and Regulatory Standards

1. Every jurisdiction has different requirements to be in the Recycled parts business. Some states only require a sales tax license and a used car dealer's license. Some States and cities have specific licenses to be in the dismantling business. We need to confirm the CAR member has the licenses and permits that are necessary to be in business in their area. Most members will show you these licenses and it will not be a problem. When you see an expired license or when there is none to show is when an explanation is needed.
2. Every facility should have a permit number under the storm water permitting requirements of the EPA. This permit is issued in accordance with the State that they do business with, or if the State is not certified with the federal EPA to do it's own permitting, the member must have authorization at a federal level. This is a requirement that must be followed.
3. The CAR member should have an employee bulletin board in an accessible area to the workers. This board should have a current version of the workplace rules as related to equal opportunity employment and OSHA. There is also the information that needs to be provided in regards to MSDS (Material Safety Data Sheets). MSDS sheets should be available for all chemicals used in the work place. These sheets should be organized and once again, readily available to the workers at the CAR facility. Regular hazardous communication (right to know) training and written material and safety materials that address fire prevention, eyewash stations, personal protective equipment and emergency response.

4. Facilities need to have documentation that an employee is available to ship air bags and has completed or been trained by a certified trainer in hazardous materials shipments. They should be able to show you a certificate; most will probably be from an industry led or internet training course. If they do not have this to show you, we need to ask further questions. If the facility can prove that they have never shipped an SRS unit (air bag), we will disallow this standard.
Please note that proof of completion of the ARA Product Services, Airbag Protocol airbag training, will be recognized by the CAR Program as an ARA approved method of certified employee airbag handling & training.
5. All dismantling facilities require forklift use of some sort. All operators of forklifts must have completed an industry approved forklift use training course. The operators must have been certified within the past three year. The facility must provide documentation of the completed training.

REQUIRED SUBMITTALS

The following must be included when submitting the completed audit form.

1. Copy of auditor's credentials.
2. Completed audit form signed by the auditor and the facility contact.
3. Required photographs must be properly labeled with the company name and intent of photograph. These pictures may be submitted either in electronic form, sent to Chrissi@a-r-a.org, or mailed by standard mail in CD or paper form.

Is your company interested in Auditing for other ARA members?

If so, let us know here so we can keep your information available for those who inquire.

If you have any questions regarding the CAR audit, please call Chrissi Moyer, CAR Program Manager, at (888) 385-1005.

Version 4.0 tutorial 04/09

Torch-use Education and Orientation

for an automotive recycling facility



The Automotive Recyclers Association (ARA) Certified Auto Recycler (CAR) program suggests that the gas cutting torch is a tool that should have limited use and that any use should be monitored and restricted to employees that have been properly trained. All safety protocols must be in place prior to the use of any gas cutting torch.

Facility management and every employee that uses the gas cutting torch should review this document. Further training may be required or advisable based upon your jurisdiction or your property and casualty insurance carrier requirements or suggestions.

A cutting torch is a tool that if not properly used, can lead to explosion, fire, flash burns, skin burns, eye injury and even loss of life. Some insurance companies have changed their insurance policies so that property damage and loss caused by the use of a cutting torch would lead to steeply increased deductibles in the event of a claim. Retain a signed and dated copy of this and any other training programs in the employee files prior to use of a gas cutting torch.

Here are some facts you need to know:

- Flame temperature can be in excess of 6000 degrees Fahrenheit.
- A misdirected flame, excess heat, or sparks that come near combustible material may cause instant fire, explosion or a delayed, unattended fire or explosion.
- Equipment must be inspected for proper operation. Damaged tips, valves, tanks, regulators, hoses or torch bodies could lead to injuries or devastation related to fire or explosion.
- Pressures must be properly regulated, due to the possibility of an explosion or serious injury.
- Fire and explosion resulting in property damage or injury can occur when the torch comes in contact with hidden dangers such as compressed gas in shock absorbers, exotic materials, hidden fuel lines, hidden insulation or sound deadeners, batteries, and other flammables.

Best Management Practices (BMP's) for Safe Use:

- The best practice is to eliminate the use of the torches completely. The next best option is to severely limit their use. With modern air tools and rechargeable electric tools, torch use can be virtually eliminated. Many facilities around the country have eliminated their use.
- Limit access to torch equipment by locking it up, allowing access only by approval of a supervisor, and only allow use to a properly orientated employee.
- If the torch must be used, move the vehicle or part to be cut into a "clear zone" that is away from combustibles and safety hazards.
- If the torch must be used, all vehicles located in the work area must have the gas tank removed and placed away from the work area. Any fuel spills must be properly cleaned. Confirm floor or soil is dry and free of debris and flammable materials. Many fires are the result of the fuel igniting after the tank has been removed from the vehicle, but not cleared from the "clear zone". Confirm all flammables are removed from the cutting path or near it. Do not take any chances. Sparks from cutting activities can fly up to 35 feet; confirm your zone is clear to that size. **REMOVE ALL FLAMMABLE INTERIOR AND INSULATION COMPONENTS.**
- OSHA eye and face protection standard, 29 CFR 1910.133, requires the use of eye and face protection whenever workers may be exposed to hazards such as flying objects, molten metal, liquid chemicals, acids, or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Eye protection must conform to the American National Standards Institute (ANSI) Standard Z87.1 - 1989.
- Wear non-flammable gloves and make sure that clothing is worn in such a manner that sparks or slag cannot enter shirts, ignite flammable clothing, burn skin, or get trapped in loose or baggy clothing.
- A second employee should observe and be on "FIRE WATCH" during all cutting activities. Fire watch must be continued for at least 30 minutes after the cutting has been completed. **Do not do any cutting at the end of the day, when no employees will be around to observe the area.** After hours fires are usually the result of a smoldering area that ignites into a fire when no one is there to contain it.
- Know and understand the type and use of each fire extinguisher. Have the proper class of fire extinguisher on hand in the instance a flame or spark comes in contact with flammable materials while using the gas cutting torch. Have the proper fire extinguishers at your immediate access during all cutting operations. A further safeguard is the use of rechargeable water extinguishers or garden sprayers that can be used to wet the grounds around the cut area. Water provides an affordable solution for fighting the small fires that can occur with paper and grass that may become ignited.

- The cutting torch is not a hammer. The tip should be free of restriction and properly formed. A damaged tip can lead to improper temperatures and flow that will result in dangerous results and “spitting” of hot molten metal. If your tip is not in good condition, do not use the torch until it is cleaned or replaced.
- Ensure the area is properly ventilated. Ideally, cutting and welding should be conducted outside. Improper ventilation can lead to an oxygen depleted atmosphere, which can lead to suffocation, while an oxygen rich environment is a severe risk for accelerated fire or explosion.
- **Do not use acetylene at operating pressures above 15 psig (103kPa).** This is the maximum working pressure currently permitted by federal regulations.
- **Do not handle oxygen regulators, oxygen cylinders, valves or any other equipment with oily or greasy hands or gloves.** Oxygen reacts with oil and grease in a manner that could easily result in a fire or explosion.
- **Do not use the oxygen to blow dirt off clothing.** The fabric can become saturated with oxygen and ignited by spark, flames, or cigarettes.
- **Do not empty an oxygen cylinder below 25 psig-50 psig (172 kPa-345 kPa).** When pressure is below this level, the cylinder will lose its positive pressure allowing dangerous contamination to occur.
- **Do not smoke when oxygen or fuel gases are present.**
- Perform inspections before every use. Look for cracked or damaged hoses and damaged regulators, valves or tips. Look for any contamination with oil or grease. If any damage is reported, do not use the equipment until it is in proper working order.
- Back off the pressure adjusting screw of the regulator to release spring force before opening the cylinder valve.
- Open the cylinder valves very slowly. Opening oxygen valves quickly could result in a violent reaction if contaminants are present.
- You must purge hose lines individually before lighting the torch with the proper flint type device. **(Do not use a lighter or matches!)** This purge will assure that no oxy-fuel gas mixture is present in the hoses, which could cause an explosion or fire when the torch is ignited.

Both the Occupations Safety and Health Administration (OSHA - 29CFR 1910.252(a) Fire Prevention and Protection Basic Precautions) and the National Fire Protection Association (NFPA - 51B Standard for Fire Prevention During Welding, Cutting, and Other Hot Work) have established specific requirements for conducting cutting operations (or other “hot” work). Both standards hold management and supervisors responsible for conducting overall safe cutting operations, providing fire protection equipment, and authorizing hot work.

The goal of this document and training is to make the cutting tool the tool of last resort. If the torch is used, follow proper guidelines. **If proper guidelines are not followed, death, serious injury or devastating property damage could result.**

Supervisor, Owner or Manager

I have explained this document and ensured the employee has taken the time to read it.

Print Name: _____ Signature: _____ Date: _____

Employee

I have taken adequate time to read this document. I have been provided proper hands-on training by supervisors, owners or managers and have had the opportunity to ask questions. I feel confident in my abilities to properly execute safe cutting operations.

Print Name: _____ Signature: _____ Date: _____

A copy of this documentation should be retained in the employee's personnel file, and one copy should be given to the employee for his records.

**CERTIFIED AUTOMOTIVE RECYCLER (CAR)
PROFESSIONAL AUDIT REPORT 2009**

Facility Name: _____ Facility Contact: _____

Facility Address: _____

Facility ARA Member Number: _____

Auditor: _____ Date: _____

Applicable	CAR Standard	Substantial Compliance	Deficiencies	Required Corrective Action & Documentation	Action Approved
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General Business Standards

	1. Adequate, well-graded (or paved), well drained customer parking facility is separate from vehicle holding area.				
	2. Clean and organized retail sales counter and reception area.				
	3. Signs in good taste and of a positive tone.				
	4. Building and property is well-maintained to reflect a clean, orderly, and safe operation.				
	5. Delivery and support vehicles are well maintained to ensure employee and community safety.				
Average number of salvaged vehicles processed for parts monthly: _____ Number of dismantling bays at facility: _____ Average number of employees at the facility: _____					

Environmental Standards

	1. The following fluids are properly removed as part of the dismantling procedure, prior to crushing the vehicles, or before customers dismantle parts at "you-pull-it" facilities: Fuel, Motor Oil, Brake Fluid, Antifreeze, Transmission Fluid.				
	2. All fluids (new and recyclable) are stored inside a building, or outside with secondary containment				
	3. All batteries are removed and placed within a covered storage area on an impervious surface or in plastic containers with lids.				
	4. Refrigerant is evacuated from each vehicle in accordance with applicable regulations, or contracts for refrigerant removal with a licensed vendor: R-12 recovery machine, R-134a recovery disposal machine, Licensed removal vendor.				
	5. Engine and transmissions to be resold are stored under a permanent roof on an impervious surface, or in an outside covered weather-proof container.				

Applicable	CAR Standard	Substantial Compliance	Deficiencies	Required Corrective Action & Documentation	Action Approved
	6. Core and scrap engines and transmissions are stored under a permanent roof on an impervious surface, in an outside covered weather-proof container, or an impervious surface that drains to an oil-water separator.				
	7. Spent solvents from parts cleaning systems are disposed of with an authorized processor. Wash water from water-based parts washers is either recycled or collected for disposal in an approved manner.				
	8. Tires are removed to approved disposal sites regularly, never having more than a semi-load of tires on site at any time.				
	9. The facility is participating in the National Vehicle Mercury Switch Recovery Program (NVMSRP) or the equivalent State program.				

Safety Standards

	1. Utilization of basic personal protective equipment including glove, hard hats, safety shoes, safety clothing, safety shields and goggles, when required.				
	2. Company has a signed copy of CAR Torch-use Education & Orientation Protocol document prior to employee's use of the cutting torch. Must have one for each user.				
	3. OSHA approved 15-minute eye wash station(s) readily accessible near dismantling and corrosive materials (i.e. battery storage, processing and recharge area).				
	4. Readily available, appropriately typed, & fully charged fire extinguishers. With required inspections logged.				
	5. First aid kit(s) properly stocked, in close proximity to the dismantling areas, and are adequately sized for the number of employees in that area.				
	6. Spill kit(s) are adequately sized and available in close proximity to the storage and/or removal areas of hazardous fluids.				
	7. A safety program in which a particular individual is in charge of regularly scheduled safety meetings and safety inspections. List name of safety supervisor.				

Applicable	CAR Standard	Substantial Compliance	Deficiencies	Required Corrective Action & Documentation	Action Approved
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Licensing and Regulatory Standards

	1. Has applicable business license and permits				
	2. Has reviewed and acknowledged applicable environmental regulatory requirements pertaining to: Storm Water, Refrigerant Removal, Hazardous Materials.				
	3. Has reviewed and acknowledged applicable OSHA requirements pertaining to: Material Data Safety Sheets (MSDS), Right To Know, & Employee Safety.				
	4. Has documentation of appropriate DOT training for employees associated with the shipping of airbags.				
	5. Has documentation of appropriate forklift training for employees.				

CAR Professional Audit Report 2009 Completion

Please include labeled pictures of the following when submitting your completed CAR Audit Report:

Pictures may be submitted in photo form, on a CD or by email to chrissi@a-r-a.org.

1. Storage of Core Engines
2. Storage of Transmissions
3. Overall facility photos from 3 different angles (Front and sides)
4. Overall photo of the Dismantling area
5. Storage of Tires

Facility has met the CAR Audit requirements: Yes No

If No, please explain why: _____

If No, please explain next steps: _____

If No, please specify follow up date: _____

Please specify type of audit: Initial 12 Months Recertification

Facility Auditor Signature

Facility Contact Signature