

Certified Automotive Recycler (CAR)

Required Submittals 2009

Application Procedures



To receive CAR certification:

1. All applicants must be ARA Members in good standing. To obtain a copy of the ARA application or to check the status of your membership, please call ARA at (888) 385-1005.
2. Fill out and sign the CAR Application Form.
3. Submit the Application Form, the required photographs and document submittals, along with the certification fee of \$200, payable to ARA, to the CAR Program, Manager:

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

4. The CAR Program Manager will review and forward your CAR application and submittals to the CAR committee to review if your application has met the CAR Program standards and requirements. If further information or clarification is needed, the CAR Program Manager will contact you.
5. You will be notified in writing by the ARA CAR Program Manager of your successful certification.
6. Upon successful inclusion into the CAR program, you will be eligible to apply for Gold Seal Certification. Gain the edge over the competition. Take an active approach and become Gold Seal certified; become "Best in Class" in quality customer service and superior business practices.

Maintaining CAR Certification:

The CAR program requires an every other year professional 3rd party audit be performed by an Environmental Professional. The first audit to be completed by the CAR member must be a professional audit. On the alternate even numbered years the CAR member will be required to perform a self-audit, completed by the facility owner or manager. All documentation for the audit will still be required to be submitted to ARA by the regularly scheduled yearly audit deadline. The CAR program will reserve the right to ask for a professional audit to be performed on a given self audit year, should there be due cause for the CAR program to question a facilities compliance.

Certified Automotive Recycler (CAR)



Application Form 2009 (Please Print)

Owner/Contact Name(s): _____
Business Name: _____
D.B.A. (If applicable): _____
Street Address: _____
City: _____ State/Province: _____
Mailing Address (if different): _____
Zip/Postal Code: _____ Country: _____
Phone: _____ Fax: _____
E-mail: _____ ARA Member Number: _____
Average number of salvaged vehicles processed for parts monthly: _____
Number of dismantling bays at facility: _____
Average number of employees at the facility: _____
Name of safety supervisor: _____
(Local Media Outlet Information) Radio Station Name: _____
Telephone Number: _____ Local Newspaper Fax: _____
E-mail: _____ Local Television Station Telephone: _____

I am an ARA Member in good standing that wishes to apply for Certified Automotive Recycler (CAR) certification. I am providing the required photographs of the facility and specified photocopies.

I agree to meet the CAR Standards.

I agree to participate in the CAR auditing program to verify compliance with the CAR standards.

I agree to pay the CAR annual renewal fee as established by the Automotive Recyclers Association.

I agree to comply with the following guidelines:

- Be a member of the Automotive Recyclers Association, following the Association's Code of Conduct and the standards set forth in the membership requirements.
- Purchase and appropriately display applicable CAR program identity and promotional materials. I agree to surrender same if CAR membership is canceled or terminated.
- Improve my effectiveness as a businessperson and professional automotive recycler either through business courses and seminars offered by the Automotive Recyclers Association or other business related associations, or by recognized colleges and universities.
- To not knowingly purchase and/or sell automotive parts of questionable origin. A CAR member should take pride in his industry and business, thereby enhancing quality, customer service and confidence.

I understand that as the automotive recycling industry changes, the requirements to be a CAR member may also change, I agree to incorporate any such changes in my business. If I fail to do so, my CAR membership will be subject to termination.

Business Owner Signature: _____ Date: _____
(Staff Use Only) Date Received: _____

Certified Automotive Recycler (CAR) Standards 2009



General Business Standards

- Adequate, well-graded (or paved), well-drained customer parking facility is separate from the vehicle holding area.
- Clean and organized retail sales counter and reception area.
- Signs in good taste and of positive tone.
- Building and property is well-maintained to reflect a clean, orderly, and safe operation.
- Delivery and support vehicles are well-maintained to ensure employee and community safety.

Environmental Standards

- The following fluids are properly removed as part of the dismantling procedure, prior to crushing the vehicles or before customers dismantle parts at "U-Pull-It" facilities:
 - Fuel
 - Motor oil
 - Transmission fluid
 - Brake fluid
 - Antifreeze
- All fluids (new and recyclable) are stored inside a building, or outside with secondary containment.
- All batteries are removed and placed either in a covered storage area on an impervious surface or in plastic containers with lids.
- 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 machine
 - Licensed removal vendor.
- Engines and transmissions removed from vehicles to be resold are stored under a permanent roof on an impervious surface, or in an outside covered weather-proof container.
- Core and recyclable engines and transmissions are stored under a permanent roof on an impervious surface, or in an outside covered weather-proof container or on an impervious surface that drains to an oil-water separator or equivalent treatment device.
- 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.
- Tires are removed to approved disposal sites regularly, never having more than a semi-load of tires on site at any time.
- CAR Certification requires that the company participate in the National Vehicle Mercury Switch Recovery Program (NCMSRP) or the equivalent State program.

Certified Automotive Recycler (CAR)

Standards 2009 continued



Safety Standards

- Utilization of basic personal protective equipment including gloves, hard hats, safety shoes, safety clothing, safety shields and goggles, when required.
- OSHA approved 15-minute eye wash station(s) readily accessible near corrosive materials (i.e. battery storage, processing, and recharge areas).
- Readily available, appropriately typed, and fully charged fire extinguishers.
- Safeguards and training for the proper use of cutting torches are enacted at this facility.
- Company will administer and sign the CAR Torch-use Education & Orientation Protocol prior to an employee's use of a cutting torch. A properly stocked first aid kit that is in close proximity to the dismantling areas, and is adequately sized for the number of employees in that area.
- Adequately sized Spill kit(s) are available in close proximity to the storage and/or removal areas of the fluids listed in the environmental standards section of this application.
- A safety program in which a particular individual is in charge of regularly scheduled safety meetings and safety inspections. **Name of safety supervisor must be listed on the front of this application.**

Licensing and Regulatory Standards

- Have applicable business licenses and permits.
- Has reviewed and acknowledged applicable environmental regulatory requirements pertaining to:
 - Storm water
 - Refrigerant removal
 - Hazardous materials
- Has reviewed and acknowledged applicable OSHA requirements pertaining to:
 - Material Safety Data Sheets (MSDS)
 - Right to Know Program
 - Employee safety
- Has documentation of appropriate DOT training for employees associated with the shipping of airbags.
- Has documentation of appropriate forklift training for employees.

Disclaimer:

Each facility is responsible for complying with applicable local, state, and federal regulations. Meeting the CAR Certification requirements does not guarantee compliance with all regulations that apply, nor does it provide protection against citizen or third party lawsuits.

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Photographs

1. Outside front of main building.
2. Outside posted business sign.
3. Customer parking area.
4. Retail counter.
5. Customer reception area.
6. Sample of a sign(s) in customer reception area.
7. Vehicle storage area.
8. Dismantling area (two views).
9. R-12 Refrigerant recovery machine.
10. R-134a Refrigerant recovery machine.
11. All fluid storage areas for:
 - fuel
 - antifreeze
 - brake fluid
 - oil and transmission fluid
12. Battery storage area.
13. Parts washing systems.
14. Storage of engines and transmission to be resold.
15. Storage of core and recyclable engines and transmissions.
16. Tire storage area.
17. Example of personal protection equipment available to employees.
18. 15 Minute constant flush eyewash station(s).
19. First aid kit(s).
20. Example of Fire extinguisher.
21. Spill kit (s).

Photocopies

1. Business license.
2. Document showing proof of DOT training for airbag shipping.
3. Document showing proof of forklift training.
4. Storm water permit or letter verifying permit coverage from appropriate regulatory authority.
5. Copy of cover page from storm water pollution prevention plan (SWPPP).
6. 3 Sample pages from Material Safety Data Sheets (MSDS).
7. Certificate for authorized processor of parts cleaning solvents.

List facility name, date, and item on the back of each photograph or photocopy. Include a list of items that are not provided because the item or activity is not present at the facility. **If a required submittal is not applicable in your jurisdiction, please provide a brief, written explanation.**

Confidentiality Provision:

The requested photographs and photocopies will only be used by the CAR Consultant to verify compliance with the CAR Certification Standards. Following verification, the submitted materials will be returned to you upon request.

Many times ARA needs photos for presentations and/or publications.

I grant ARA permission to use the submitted photographs presentations and/or publications.

Signature: _____ **Date:** _____

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Process 2009

Application Submittal:

- Must Be ARA Member
- Complete Car Application
- Include Required Submittals
 - \$200 Fee

Send To Attn: CAR Program Mgr.

Compliance Verification

ARA verifies that standards are met and awards certification

We encourage you to enroll for the **Gold Seal program** upon your successful CAR certification. Please contact ARA for more information (888) 385-1005 www.a-r-a.org

Initial Certification

Have Audit performed within 12 months of initial certification.

Follow Up Audits

All CAR Certified facilities are to be audited annually by an Environmental Professional of your choosing.

C.A.R. Member Agreement

Facility agrees to meet CAR Standards and pay the certification renewal fee