



2010 Tutorial for CAR Self-Audit

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 website, 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. Please use this Tutorial as a guide to filling out the included blank audit report, to ensure that your audit is performed thoroughly and the standards of the CAR program are 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 with the completed audit report. This information should be sent to:

Automotive Recyclers Association
ATTN: Chrissi Moyer
9113 Church Street
Manassas, VA 20110-5456

Your cooperation is appreciated and will result with a successful self-audit.

To assist you with this audit, this document will give you an understanding of the particular items being audited. We will guide you through the audit check list and provide some helpful hints to make this process efficient. A more thorough explanation is available in your 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 upkeep 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; showing 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 you, as CAR members, to constantly be aware 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 your dismantling operations. These numbers will help us to understand the volume of potential items and issues your 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 (BMP). These BMP's need to ensure that you, the member, reach the objective of not allowing potentially hazardous fluids to become part of the surface water run-off or absorbed into the ground. There is no "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 stored in. 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. Removal 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 where 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 an EPA approved company and transported in a manner that indemnifies you, 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. Your company must have a machine to match your removal needs. If you 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, you need a machine which is capable of R-134A removal. We also want to see what you do to dispose or sell your good refrigerant and your 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 fluid leaks from soaking into 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". You 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 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 containers on-site that are rotated as filled. We want to see the tires in a managed location, 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 53 ft semi) we are considering you 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, U.S. 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, where 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. Items 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 you, as CAR members, make every effort to provide your employees with a safe working environment. Other items on the list 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 you 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 to all employees in the event of an eye emergency (avoid doors to pass 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 the safety supervisor is the owner or a higher-level manager. We want to see that Safety Meetings are scheduled regularly. Meeting agendas and/or minutes would be a good way of proving 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, while other States and cities have specific licenses to be in the dismantling business. We need to confirm that you, the CAR member, has the licenses and permits that are necessary to operate your business in your area. CAR members need to provide copies of these licenses. If you have an expired license or where there is none, we need to be provided with an explanation of why this is so.
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 you do business in, 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. You, as 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 it relates to Equal Employment Opportunity Commission (EEOC) and Occupational Safety and Health Administration (OSHA). There is also the information that needs to be submitted with 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 are important.
4. Facilities need to have documentation that a trained employee is available to ship air bags and has completed or been trained by a certified trainer in hazardous materials shipments. You should be able to show a certificate for each employee involved. Most training will probably be

from an industry-led or internet training course. If your facility can prove that you have never shipped an SRS unit (air bag), we will disallow this standard (must be in a written statement on your company's letterhead). **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. Following the written test, the operator(s) must be visually certified within the past three years. You must provide documentation of the completed training.

REQUIRED SUBMITTALS

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

1. Completed audit form signed by the facility auditor and the facility contact.
2. 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@ara.org, or mailed by standard mail in CD or paper form.

If you have any questions regarding the CAR audit, please call Chrissi Moyer, CAR Program Manager, at (540) 303-2282.

Version 4.0 tutorial 01/10

CERTIFIED AUTOMOTIVE RECYCLER (CAR) SELF AUDIT REPORT FOR 2010

Facility Name: _____ Facility Contact: _____

Facility Address: _____

Facility 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.				

CERTIFIED AUTOMOTIVE RECYCLER (CAR) SELF AUDIT REPORT

Please include 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