Certified Automotive Recyclers Guide
# Table of Contents

- **Introduction** .................................................................................................................. 1
- **The CAR Audit Program** will provide the following benefits to CAR members: .......... 4
  - Assurance that all CAR members will be held to the same standards.......................... 4
- A summary of the audit results will be provided to ARA. The audit reports will be retained by ARA and kept confidential. Audits will be maintained in an ARA database and will be kept confidential between the individual facility, the auditor and the ARA ................................................................. 4
- **CAR Application 2014** .............................................................................................. 5
- **Licensing Standards** .................................................................................................... 9
- **Licensing Standards** .................................................................................................. 10
- **Licensing Standards** .................................................................................................. 13
- **Licensing Standards** .................................................................................................. 14
- **Licensing Standards** .................................................................................................. 15
- **CAR Standards** ........................................................................................................ 16
  - *About the “Picture” Icons* ........................................................................................ 16
- **General Business Standards** ...................................................................................... 17
- **General Business Standards** ...................................................................................... 18
- **General Business Standards** ...................................................................................... 19
- **General Business Standards** ...................................................................................... 20
- **General Business Standards** ...................................................................................... 21
- **Environmental Standards** ........................................................................................... 22
- **Environmental Standards** ........................................................................................... 23
- **Environmental Standards** ........................................................................................... 24
- **Environmental Standards** ........................................................................................... 25
- **Environmental Standards** ........................................................................................... 26
- **Environmental Standards** ........................................................................................... 27
- **Environmental Standards** ........................................................................................... 28
- **Environmental Standards** ........................................................................................... 29
Material presented in this manual is intended for informational purposes to assist automotive recyclers in meeting the Certified Automotive Recycler (CAR) requirements. Each automotive recycling facility participating in the CAR program is responsible for complying with applicable local, state, and federal regulations. Meeting the CAR standards does not guarantee compliance with all regulations that apply to the facility, nor does it provide protection against citizen or third party legal actions. These materials should not be construed to be legal or professional advice.
Introduction

2014 is an exciting year for the CAR Program. The existing CAR Standards were re-formatted into a points scoring system to help new and existing CAR members meet the program's requirements in a more streamlined and objective manner.

CAR or the **Certified Automotive Recycler** program sponsored by the Automotive Recyclers Association (ARA) certifies that participating automotive recycling facilities meet the Program's specified general business, environmental, safety, and licensing standards.

The CAR Program standards are established by ARA. CAR members are required to satisfy the CAR standards, participate in the CAR audit program, and comply with the membership requirements established by ARA. CAR members distinguish themselves as professional recyclers who are committed to meeting the highest performance standards set by the industry.

This **Certified Automotive Recyclers Guide** is designed to help CAR members maintain certification standards, and serves as a useful reference. The guide includes a copy of the CAR membership application and requirements. It also contains guidelines for CAR standards compliance and a copy of the CAR Audit Form.

ARA also sponsors a companion Gold Seal program. Only CAR members are eligible to participate in the Gold Seal program, which focuses on customer service and satisfaction, quality parts, and professional business practices.
THE CAR AUDIT

A CAR audit is conducted to assess compliance with the CAR standards at member facilities. The audit consists of a general review of the standards, a detailed inspection of the facility to determine if the standards are being met, an exit briefing to discuss the audit findings, and the preparation of an audit report. Professional third party audits are done in odd # years and self audits are performed in even # years.

THE AUDIT CYCLE

Existing CAR members will perform their own self audits during even # years and undergo a third party professional audit on odd # years. The same application (including demographic section and audit protocol) will be used for both the self and third party audits.

New CAR members will join the established audit cycle upon initial certification. For example, if a new CAR member applies during an even # year, then that facility will undergo a self audit, completed by the facility owner or manager and submit the application by October 1. Conversely if the new CAR member applies during an odd # year, then that facility will be audited by a third party environmental professional and submit application by Oct. 1.

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 facility's compliance.

THE AUDIT PROCEDURE

Schedule

- Self Audit - The CAR member is required to schedule their own audits to meet the Oct. 1st deadline. The same forms are used for both the self and third party audit.
- Third Party Audit - The auditor will review the CAR standards with the member, and conduct a detailed inspection of the facility. The auditor will determine if the standards are being met. If necessary, deficiencies, corrective actions, and follow-up documentation will be identified. An exit briefing will be held with the facility operator to present the audit findings. Any disputes with the audit findings may be discussed with ARA. The audit report must be received by ARA by October 1st of every year.

Audit Report - An audit report will be prepared during the audit and a copy will be provided to the facility operator. A blank audit report is included at
the end of this section. The auditor will identify on the report whether each standard is met or if there are deficiencies. The auditor will also specify any corrective actions needed to bring the member into program compliance, and describe the follow-up documentation (usually a photograph or photocopy) that the member must provide to ARA to verify that the corrections are made.

Corrective Actions - To remain a CAR member in good standing, all deficiencies must be corrected within 90 calendar days of the audit to attain the acceptable range. All facilities should continue to strive for the highest possible score possible. If adequate follow-up documentation is not provided to ARA within 90 days, ARA may withdraw the facility’s CAR certification.
SUMMARY

The CAR Audit Program will provide the following benefits to CAR members:

- Assurance that all CAR members will be held to the same standards
- Reduced risk of regulatory enforcement action or third-party lawsuit
- Guidance and resources to help implement best management practices
- Inclusion of your facility on a list of progressive automotive recyclers for future programs.

A summary of the audit results will be provided to ARA. The audit reports will be retained by ARA and kept confidential. Audits will be maintained in an ARA database and will be kept confidential between the individual facility, the auditor and the ARA.
The new application will be used by new members, self-audit members and professional auditors each year. CAR members can strive to improve their entry-level scores to build on their CAR certification process to reach higher levels of organization, compliance and to further promote best management practices. The CAR program is the annual review of your processes and recordkeeping from which every business can benefit.

CAR application procedures have been transformed to a scoring system designed to more clearly explain the details of the certification process. The process can now be started and stopped with ease. The new system will allow users to work toward certification in smaller steps.

To receive CAR certification all applicants must be ARA members in good standing. One application is required per business license. To qualify for CAR certification you must be able to complete the 2-page CAR application form. This form collects information about the business related to facility demographics and operations and the required licenses/permits. To be prepared to be CAR certified each facility must verify all required documents and provide license/permit numbers where requested and answer yes to the last four questions (if all applicable) to proceed to the inspection process.

The completed application form may then be submitted, along with the initial certification fee of $200, payable to ARA, to the address below.

Automotive Recyclers Association
Attn: CAR Program
9113 Church Street, Manassas, VA 20110 USA

ARA will review the submitted materials and if further information or clarification is needed, you will be contacted. Each facility must meet at
least 70 percent of the standards listed in Stages 1 and 2 of the CAR Protocol to attain initial certification and be eligible for a professional audit.

You will be notified by the ARA upon your successful certification. Upon acceptance 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.
CAR APPLICATION FORM 2014

You must answer all of the following questions before you can start the inspection process beginning in Stage 1. Question marked “if applicable” may not apply to all facilities.

Facility Demographics  Date of Application:  Click here to enter a date.

Business Owner/Contact Name(s)  Click here to enter text.

Facility Name  Click here to enter text.

D.B.A. (if applicable)  Click here to enter text.

Street Address  Click here to enter text.

City/State/Province  Click here to enter text.

Zip/Postal Code  Click here to enter text.

Country  Click here to enter text.

Mailing Address (if different)  Click here to enter text.

Contact Phone  Click here to enter text.

Contact Fax  Click here to enter text.

Contact Email  Click here to enter text.

Facility Operations

Full Service, Self Service, Both  Click here to enter text.

Business Insurance Carrier  Click here to enter text.

Average # of salvaged vehicles processed for parts monthly  Click here to enter text.

Number (#) of dismantling or fluid bays/racks at facility  Click here to enter text.

Average # of employees at facility  Click here to enter text.

Name of Safety Supervisor  Click here to enter text.

Email Safety Supervisor:  Click here to enter text.

Management Software System  Click here to enter text.

Environmental Firm (if applicable)  Click here to enter text.
MEMBERSHIP INFORMATION

ARA Member Number

Company Memberships in Other Automotive Recycler Associations (if applicable): Click here to enter text. Click here to enter text. Click here to enter text.

REQUIRED LICENSES/PERMITS

Federal ID 

Resale Tax ID 

National Motor Vehicle Title Information System (NMVTIS 

Last Report Date: Click here to enter a date.
http://www.vehiclehistory.gov/

State License # (if applicable) (Yes/No) Choose an item. License Expiration Date: Click here to enter a date.

Stormwater Permit # (Yes/No) Choose an item. Permit Expiration Date: Click here to enter a date.
http://cfpub.epa.gov/npdes/stormwater/indust.cfm

ELVS # Assigned (Yes/No) Choose an item. Last Deposit Date: Click here to enter a date.
http://www.eqonline.com/Services-We-Provide/Recycling/ELVS-Mercury-Switch-Program.aspx

Employee Signage Posted (Yes/No) Choose an item.

Throughout the application form there are boxes available for the insertion of photos of acceptable practices of some CAR Standards as required by the program.

Insert photo of required practice in form.

Attach a scanned copy or photo of the required document.

The Scoring worksheet can be downloaded at www.a-r-a.org and is also included in the Appendix of this Guidance manual.
Licensing Standards

Automotive Recycler Permits or Licenses

Verification required for this standard.

Automotive Recyclers Normally Require Various Permits or Licenses that Authorize the Business to Operate.

Automotive Recyclers are required to obtain a Federal Employer Identification Number or FEIN.

Purpose of an Employer Identification Number

Employer Identification Numbers are issued for the purpose of tax administration and are not intended for participation in any other activities (e.g., tax lien auction or sales, lotteries, etc.) [http://www.irs.gov](http://www.irs.gov)

Do You Have Questions About Operating Your Small Business? Try the IRS one stop resource, the [Small Business & Self-Employed Tax Center](http://www.irs.gov).

Automotive Recyclers are required to obtain a state sales tax permit.

Sales tax is established by state law and anyone making taxable sales must obtain a sales tax permit from the appropriate state authority. The sales tax permit authorizes the retailer to collect sales tax from a customer and then the permit number is used when remitting the sales tax collected back to the state.

Retailers should note that a sales tax permit is not a license for the retailer to purchase items free of tax unless purchase for resale. Sales tax exemption is one of the characteristics that distinguish a professional recycler from an unregulated buyer in the salvage pools. It is an important part of the auto recycler's fight to level the playing field in recycled parts commerce.

Automotive Recyclers are required to be a LICENSED RECYCLER in compliance with the state rules that authorize the business to operate (if applicable), other city, county or municipal permits may also apply.

These permits and licenses vary by locality and/or state and may include:

Salvage license – Used car dealer licenses – general business license – vehicle repair shop permit – wrecker certificate merchant's license – seller's permit – sales tax permit
Licensing Standards

National Motor Vehicle
Title Information System
Licensing Standard 2

Automotive Recyclers are required to obtain a National Motor Vehicle Title Information System reporting number and report to the system at least monthly.

Auto recyclers, junk yards and salvage yards are required to provide NMVTIS with the following information on each vehicle received into inventory every month:

- The name, address, and contact information for the reporting entity.
- VIN.
- Date the automobile was obtained.
- Name of the individual or entity from whom the automobile was obtained (for USE BY law enforcement and appropriate governmental agencies ONLY).
- A statement of whether the automobile was crushed or disposed of, or offered for sale or other purposes.
- Whether the vehicle is intended for export out of the United States.

The Anti-Car Theft Act, defines junk and salvage yards “as individuals or entities engaged in the business of acquiring or owning junk or salvage automobiles for resale in their entirety or as spare parts or for rebuilding, restoration, or crushing.” Included in this definition are scrap-vehicle shredders and scrap-metal processors, as well as “pull- or pick-apart yards,” salvage pools, salvage auctions, and other types of auctions, businesses, and individuals that handle salvage vehicles (including vehicles declared a “total loss”).

A salvage pool is an entity that acquires junk and salvage automobiles from a variety of parties and consolidates them for resale at a common point of sale. Both the Department of Justice and the state and local law-enforcement community are concerned that a significant number of these junk and salvage automobiles purchased from salvage pools have their VINs or titles used to create cloned vehicles, or otherwise make stolen vehicles appear legitimate. Such entities must report all salvage or junk vehicles they obtain, including vehicles from or on behalf of insurance carriers, that can reasonably be assumed to be total loss vehicles.
For more information visit the NMVTIS website at http://www.vehiclehistory.gov/index.html

Exceptions to Reporting Requirements
Auto recyclers and junk and salvage yards are not required to report any vehicle that is determined not to meet the definition of salvage or junk after a good-faith physical and value appraisal conducted by qualified appraisal personnel, entirely independent of any other persons or entities.

Auto recyclers and junk and salvage yards that handle fewer than five vehicles per year that are determined to be salvage (including total loss) or junk are not required to report to NMVTIS consistent with federal legal requirements for automobile dealers.

Junk and salvage yards will not be required to submit reports to NMVTIS if they already report the required information to the state in which they are located and that state provides the required information for the junk and salvage entities to NMVTIS. Junk and salvage yards are responsible for ensuring that the state is reporting the required information to NMVTIS.

Supplemental Reporting
Because some junk or salvage yards may hold vehicles for several months or years before a final disposition (e.g., crushed, sold, rebuilt) is known, some junk and salvage yards may need to provide a supplemental or additional report at the time of disposition or within 30 days of the date of disposition. The NMVTIS regulations do not preclude a junk or salvage yard from reporting the disposition of a vehicle at the time of first reporting, if such a disposition is known with certainty. Junk and salvage yards are responsible for ensuring the accuracy and completeness of their reporting and for providing corrected information to the system, should the disposition be changed from what was initially reported.

NMVTIS Reporting Requirements and State Laws
The Department of Justice recognizes that many state laws have differing requirements and definitions of terms of such as “junk” and “salvage.” The NMVTIS requirements do not alter these state laws and the state laws do not prevail over federal definitions and requirements. The information reported to NMVTIS is not required to be used by any future state that titles a vehicle included in an auto recycler, junk or salvage yard report. The NMVTIS reporting requirements do not replace or negate any state reporting requirements.

Reporting Methods
Auto recyclers, junk yards, and salvage yards must submit the required monthly reports to NMVTIS through third party organizations that have agreed to provide this service. Reporting can be as frequently as desired, but not less frequently than monthly. The Department of Justice encourages all reporters to submit information to NMVTIS as soon as possible to prevent fraud and theft and to protect consumers.
Approved Third Party Data Consolidators for Auto Recyclers, Junk Yards, and Salvage Yards
Please contact data consolidators for more information on reporting methods and technical specifications.

**AAMVA Single VIN Reporting Service**
Web site: [www.aamva.org/NMVTIS-Reporting-Service](http://www.aamva.org/NMVTIS-Reporting-Service)

**AUDATEX**
Phone: 1-800-237-3463

**AUTO DATA DIRECT, INC.**
Free and Full Service NMVTIS Reporting
Web site: [www.add123.com](http://www.add123.com)
Telephone: 1-866-923-3123
Insurance: insurance@add123.com
Salvage: salvage@add123.com

**INSURANCE SERVICES OFFICE (ISO)**
ISO ClaimSearch Customer Support
Phone: 1-800-888-4476
E-mail: claimsearchnmvtis@iso.com
Web: [www.iso.com/nmvtis](http://www.iso.com/nmvtis)
Licensing Standards

Storm Water Permit
Licensing Standard 3

Ensure compliance with Storm Water regulatory requirements.

The Clean Water Act (CWA) requirements as amended in 1972 to prohibit the discharge of pollutants to the waters of the United States from any point source, unless the discharge is in compliance with a National Pollutant Discharge Elimination System (NPDES) permit. The CWA was further amended in 1987 to establish a framework for regulating industrial storm water discharge under the NPDES program based on their potential to contribute to storm water pollution from industrial activity.

Those industries identified by standard industrial classification (SIC) code include salvage activity. Automotive salvage activity typically uses SIC code 5015 for wholesale used automotive parts.

Automotive salvage yards have particular concerns for adding pollutant to storm water runoff due to the sheer number of vehicles present in a yard at any given time.

Effective pollution prevention of these storm water pollutants is accomplished through choosing the most applicable Best Management Practice (BMP) as identified in the Storm Water Pollution Prevention Plan (SWPPP) developed as part of the storm water permit requirements.

Storm Water Pollution Prevention Plan (SWPPP)
The SWPPP should be developed as part of the permit process. Full implementation will be executed concurrently with operation of the facility. The SWPPP must be signed and made available to regulatory inspectors upon request. The SWPPP will be amended when changes to the facility’s operation occur.

Monitoring and Reporting Requirements.
In most states, the facility is required to sample runoff for the presence of non-storm water discharge. The Auto Salvage should retain a copy of the storm water pollution prevention plan, records of all monitoring information, copies of all reports required by this permit, and records of all data used to complete the application to be covered by this permit for the duration of the permit or for a period of at least three years from the date of the measurement, report, inspection, etc.

ECAR has detailed information available for this topic.
http://www.ecarcenter.org/
Licensing Standards

Mercury Switch Recovery Program
Licensing Standard 4

CAR certification requires that the company participates in the National Vehicle Mercury Switch Recovery Program (NVMSRP) or the state program.

The NVMSRP is a cooperative effort among auto manufacturers, steelmakers, dismantlers, shredders, EPA, States and representative 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.

On August 5, 2005, federal rules required that mercury-containing equipment requiring disposal are considered Universal Waste (40 CFR 273) and, therefore, are exempt from the more stringent management standards for hazardous waste under the federal Resource Conservation and Recovery Act (RCRA) if recycled.

Once removed from the vehicle, mercury switches must be stored in a leak proof, closed container that will prevent the mercury capsule from breaking. Generators of mercury switches cannot accumulate the waste for more than one year. Each container that holds mercury switches must be labeled accordingly (i.e. “Universal Waste”).

- Mercury-containing switches do not have to be removed from assemblies but it may be easier to remove the switch, leaving the assembly intact on some vehicles.
- Switches must be intact, with no free mercury leaking from them.

The End of Life Vehicle Solutions Corporation (ELVS), which was created by the auto industry, will provide a collection bucket and arrange for the shipping and recycling of the mercury switches collected free of charge. Questions regarding the ELVS program can be answered by calling ELVS at 734-547-2511.

In accordance with the Universal Waste Rule all mercury-containing switches must be removed from scrap vehicles prior to crushing or shredding.

ECAR has detailed information available for this topic. [http://www.ecarcenter.org/](http://www.ecarcenter.org/)
Employee Signage Posted
Licensing Standard 5

The Department of Labor requires certain information to be posted for employees' awareness of fair labor law. Some signs are required and others are recommended. Every employer covered by the nondiscrimination and EEO laws is required to post on its premises the poster, "Equal Employment Opportunity is the Law."

Most state labor departments compiled workplace appropriate signs available to download or by request which include state and federal required labor and employment law notices.
CAR Standards

The certification program has established standards in four categories that participating member yards must meet specific to general business practices, environmental compliance and stewardship, occupational health and safety practices and licensing requirements. Together these criteria provide a basic framework of expectations by which member salvage yards are guided. Certification distinguishes members of the Automotive Recyclers Association as professional recyclers adhering to the highest standards of excellence in the industry.

AR members are required to fully comply with each standard that applies to the facility. In some instances, certain standards may not apply; for example, a facility would not need to demonstrate that spent solvents from parts cleaning operations are properly disposed of if the facility does not have a parts washer.

This section provides a description of each standard, clearly defines how to determine if the standard is met, and answers commonly-asked questions. The criteria are simple and straightforward, but may not cover all possible circumstances. These criteria will be used by the auditors to determine if a facility is meeting the requirements of the program.

It is important to note that these minimum CAR standards do not guarantee compliance with applicable local, state, or federal regulations, nor will the standards necessarily provide protection against citizen or third party legal actions. Each facility is responsible for complying with applicable regulations.

Should you have any questions about the standards, please contact ARA.

About the “Picture” Icons

The “picture” icons are used to indicate which standard needs to have a photograph inserted into the CAR application form or a photocopy of a document included with the application form.

Photo items are designated with an icon of a camera. Documents are designated with an icon of a file folder.
General Business Standards

Customer Parking Area

General Business Standard 1

Adequate, Well-Graded or Paved, Well-Drained Customer Parking Facility is Separate from the Vehicle Holding Area.

The customer parking area should allow safe and easy access for customers, and provide a professional outside appearance.

WHAT TO DO:

1. Provide a sufficient number of parking spaces during most business hours.

2. Provide a parking surface comprised of concrete, asphalt, gravel, stone, or other suitable material.

3. Ensure that the parking surface is properly maintained and does not show signs of excessive erosion, scouring, debris, broken pavement, potholes, ponding or flooding.

4. Do not allow customers to park in the holding area for incoming vehicles.
General Business Standards

Retail Sales Counter and Reception Area
General Business Standard 2

Clean and Organized Retail Sales Counter and Reception Area.

The retail sales counter and reception area is a reflection of the professionalism of the business and the concern for the customer.

WHAT TO DO:

1. Create a safe, friendly, and professional atmosphere for the customer.

2. Provide a retail sales and reception area that is uncluttered and free of debris and trash.

3. Provide an organized system to efficiently complete sales transactions.

4. Ensure the safety of customers at all times. Do not allow exposure to chemical, electrical, or machinery hazards. Avoid situations that could cause slips or falls. Do not store parts that pose a hazard to customers.
General Business Standards

Signs in Good Taste and of Positive Tone

General Business Standard 3

Good and proper signage can establish the credentials of the business; explain warranties, policies, and sale conditions; instruct employees (such as how to clean up a spill); provide advertising; identify association memberships (such as ARA or CAR); and create an interesting and pleasant environment for both employees and customers.

WHAT TO DO:

1. Provide appropriate signage to establish the credibility of the business. (Examples: business license, sales permit)

2. Provide signs to address safety concerns, such as 'Spill Kit', 'Do Not Enter', and 'Floor Slippery When Wet'.

3. Do not display signs that include off-color jokes, offensive statements or pictures, or other items that some people may consider to be in poor taste.

4. Keep signs up-to-date and in good repair.

5. Display appropriate signage recognizing membership in ARA and CAR.

Employee Signage Posted

Licensing Standard 5

The Department of Labor requires certain information to be posted for employees' awareness of fair labor law. Some signs are required and others are recommended. Every employer covered by the non-discrimination and EEO laws is required to post on its premises the poster, "Equal Employment Opportunity is the Law."

Most state labor departments compiled workplace appropriate signs available to download or by request which include state and federal required labor and employment law notices.
General Business Standards

Building and Property is Well-Maintained to Reflect a Clean, Orderly, and Safe Operation

General Business Standard 4

Buildings, fences, landscaped areas, and parts and vehicle storage areas give customers, visitors, neighbors, and others in the community their first impression of the business. Well-kept structures and the surrounding land are indicative of a reputable, professional, and respectable facility.

WHAT TO DO:

1. Keep buildings—including doors and windows—clean and in good repair. Buildings should be free of excessive damage, peeling paint, and dirt and grime.

2. Maintain fences to repair damage, remove graffiti, and re-paint as necessary.

3. Maintain landscaped areas to offer an attractive appearance.

4. Prevent severe erosion or scouring of unpaved roadways and aisles.

5. Keep vehicle holding and parts storage areas reasonably organized.

“Ladybird Johnson” Highway Beautification Act

In announcing an America the Beautiful initiative in January 1965, President Lyndon B. Johnson said: “I want to make sure that the America we see from these major highways is a beautiful America.”

The cornerstone of the initiative would be the Highway Beautification Act of 1965, which called for control of outdoor advertising, including removal of certain types of signs, along the Nation’s growing Interstate System and the existing Federal-aid primary system. It also required certain junkyards along Interstate or primary highways to be removed or screened and encouraged scenic enhancement and roadside development.

Buildings, fences, landscaped areas, and parts and vehicle storage areas give customers, visitors, neighbors, and others in the community their first impression of the business. Well-kept structures and the surrounding land are indicative of a reputable, professional, and respectable facility.
General Business Standards

Delivery and Support Vehicles are Well-Maintained to Ensure Employee and Community Safety

Good preventive maintenance reduces safety hazards, the risk of equipment breakdown, and the potential release of equipment fluids. It can also help prevent costly major repairs and extend equipment life. Having clean, well-maintained equipment helps create a positive image of the operation for customers and the community.

Preventive Maintenance Principles - Preventive maintenance procedures will vary from one piece of equipment to the next and from one recycling facility to another. However, some principles are universal:

- Operate equipment at the capacity ranges and under the conditions specified by the manufacturer
- Assign the most qualified personnel available to operate and monitor the equipment
- Schedule frequent visual inspections of structures, systems, moving components, pressure gauges, etc.
- Be conscious of gradual decreases or changes in output
- Check all connecting points, bolts, joints, etc. Tighten and/or reinforce as necessary.
- Keep equipment as clean as possible
- Change oils and other fluids, and lubricate all hinges, moving parts, grease points, etc., according to the maintenance schedule specified by the manufacturer.

A written preventive maintenance program may include:

- A schedule for periodic inspections,
- Inspection forms and checklists,
- Procedures and guidelines for replacing or repairing parts and materials, and
- A schedule for major overhauls.

WHAT TO DO:
1. Conduct periodic inspections of vehicles to identify repair needs and recognize pattern wear.
2. Maintain facility vehicles to prevent leaking fluids, parts failure, and breakdown.
3. Provide proper training to employees who operate and maintain the vehicles.

Did You Know?
In some locations, vehicle and equipment washing may be considered an unauthorized non-storm water discharge and may be prohibited. Check state and local regulations for water restrictions.
The following Fluids Are Properly Removed as Part of the Dismantling Procedure or Prior to Crushing the Vehicles: Fuel, Motor Oil, Transmission Fluid, Brake Fluid, and Antifreeze.

Vehicle dismantling can result in spills and leaks as fluid-containing parts are removed. Vehicle crushing may also release any remaining fluids. Proper management includes draining the parts, controlling any leaks and spills, and recycling, reusing, or disposing of the fluids.

WHAT TO DO:
1. Develop appropriate spill prevention and fluid management procedures for dismantling and crushing operations.
2. Prior to dismantling or crushing, drain vehicle fluids including antifreeze, brake fluids, engine oils, and transmission fluids. Fluids must be captured or contained to prevent release to environment. Other fluids which may be drained include windshield washer fluid, power steering fluid, and rear axle housing fluids.
3. Use plugs to prevent leaks from drained engines or store drained engines in a leakproof container.
4. Provide spill control supplies and spill prevention and fluid management training to all employees who crush vehicles or dismantle or remove parts containing fluids.
5. At “you-pull-it” facilities (where customers may dismantle parts), drain fluids from vehicles before customers are allowed to dismantle parts. Instruct customers on proper procedures to prevent leaks during removal of parts, and provide spill control supplies for convenient customer use.

Did You Know?
• Drained antifreeze can be reused, sold, or sent to a licensed recycler.
• Drained “good” fuel may be reused, if permitted by local or state regulations.
• Unstable or contaminated fuel can be sold to a reblander for recycling, or properly disposed of.
• Drained oils may be used in an approved used oil burner, sold to a licensed oil recycler, or properly disposed of.
ECAR has detailed information available for this topic.
http://www.ecarcenter.org/
Environmental Standards

Fluid Storage

All Fluids are Stored Inside a Building or Outside With Secondary Containment.

New and recyclable fluids and chemicals should be stored, transported, disposed of, handled, and used in ways that prevent or minimize exposure to the environment.

WHAT TO DO:

1. Store new and recyclable fluids under roof in properly labeled containers (tanks, drums or other Containers) that are covered (except when in use); or store outside in liquid-tight containments.
2. Comply with applicable container, labeling, and secondary containment regulations.

Procedures for releasing rain water from secondary containment systems:

- Visually inspect the accumulated water
- If the water appears contaminated (oil sheen, color, odor, solids, etc.), either treat the water prior to release, or have the water removed for recycling, reuse, or disposal.
- If the water does not show any signs of contamination, the water may be released to the ground or to the storm drain.
- Record each visual inspection in a written log prior to draining of the secondary containment.
- Additional state or local regulations may apply.

Keep fluids separated

- Recyclable oils (engine, transmission, and power steering fluids) may be stored together
- Antifreeze should be stored separately • Fuel should be stored separately
- Solvents and degreasers should not be mixed with oils or with fuels

Small Quantity Exemption

Small containers (5-gallon capacity or less) and portable gas buggys may be temporarily stored outside without containment as long as reasonable care is taken to prevent a spill or release.

ECAR has detailed information available for this topic.

http://www.ecarcenter.org/
Environmental Standards

Batteries Removal and Storage
Environmental Standard 3

All Batteries are Removed and Placed Either in a Covered Storage Area on an Impervious Surface or in Plastic Containers With Lids.

Spent lead acid batteries contain lead and corrosive acids that are considered hazardous wastes. However, batteries are exempt from hazardous waste regulations if recycled. Batteries should be handled and managed in a way that prevents release of the acid to the environment.

WHAT TO DO:

1. Remove batteries from vehicles.

2. Store batteries:
   - in a covered storage area on an impervious surface, or
   - in a plastic container with a lid.

3. Carefully handle any cracked or broken batteries to prevent the release of battery acid to the environment. Place cracked or leaking batteries in a water tight acid-resistant container.

4. Neutralize acid with sodium carbonate, soda ash, or other absorbent material.

5. Do not pour battery acid on the ground or into a drain.

ECAR has detailed information available for this topic. http://www.ecarcenter.org/
Environmental Standards

Refrigerant Recovery
Environmental Standard 4

Refrigerant is Evacuated from Each Vehicle in Accordance With Applicable Regulations

Section 608 of the Clean Air Act, passed by the U.S. Environmental Protection Agency in 1993, requires service practices that maximize the recycling of chlorofluorocarbons (CFCs) during the service of air conditioning equipment. The regulations also set certification requirements for equipment, restricted the sale of refrigerants, and established safe disposal requirements.

WHAT TO DO:

1. Remove refrigerants prior to crushing or dismantling vehicles.
2. Have technicians remove refrigerants from vehicles using EPA-approved recycling/recovery equipment; or contract with a licensed CFC removal vendor.
3. Store recovered refrigerants in U.S. Department of Transportation or Underwriters Laboratory (UL) approved containers that are labeled, “Refrigerants”.
4. Make sure different types of refrigerants are not mixed.
5. Keep accurate up-to-date records.

Did You Know?

- Refrigerants are processed by using one of these methods:
  - Recovery - removing refrigerant from air conditioning units and storing it in a container without testing or processing it.
  - Recycling - filtering refrigerants to remove impurities such as oil, air and moisture or
  - Reclaiming - processing refrigerant, usually by distillation, until all impurities are removed and it meets resale specifications.

- Spent refrigerants that are not reclaimed or recycled are regulated wastes.

- CFCs can drift into the upper atmosphere and destroy the ozone layer that protects the earth from harmful ultraviolet radiation.

ECAR has detailed information available for this topic. [http://www.ecarcenter.org/](http://www.ecarcenter.org/)
Environmental Standards

Engines and Transmissions Storage
Environmental Standard 5

Engines and Transmissions (to be Resold and Core/Reyclable) 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.

Improperly stored engines and transmissions can release motor oil and transmission fluid to the environment and contaminate storm water runoff.

WHAT TO DO:

1. Store engines and transmissions (to be resold and core/recyclable) under a permanent roof on an impervious (concrete or asphalt) 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.

2. Control, contain, and clean up any fluids released from the engines and transmissions.

ECAR has detailed information available for this topic. http://www.ecarcenter.org/
Environmental Standards

Spent Solvents from Parts Cleaning

Environmental Standard 6

Spent Solvents From Parts Cleaning Systems are Disposed of With an Authorized Processor.

Washing of recycled parts may be an important part of a facility’s operation, housekeeping, and quality control activity. Proper part cleaning procedures using solvents can minimize the amount of contaminants that are released to the environment.

WHAT TO DO:

1. Conduct parts solvent cleaning in parts washer equipment.

2. Dispose of spent solvents with an authorized processor. An on-site distillation unit may be used to recycle or extend the life of spent solvent.

3. Do not dispose of used solvent or wash water on the ground or in a storm drain.

4. Keep accurate and up-to-date records of solvent disposal as a hazardous waste including monthly tracking on a hazardous waste inventory log.

Did You Know?

Mineral spirits, Stoddard solution, petroleum naphtha, gasoline, kerosene, or diesel fuel may be hazardous due to ignitability, while other solvents may be toxic if they contain toluene, methyl ethyl ketone (MEK) or 1,1,1-trichloroethane. Spent parts washer fluids may also be hazardous due to elevated metal content.
Environmental Standards

Waste Water from Aqueous Parts Washers

Environmental Standard 7

Wash Water From Water-based Parts Washers is Either Recycled or Collected For Disposal in an Approved Manner.

Washing of recycled parts may be an important part of a facility’s operation, housekeeping, and quality control activity. Proper washing procedures using water-based aqueous solutions can minimize the amount of contaminants that are released to the environment.

WHAT TO DO:

1. Wash recycled parts on a contained or indoor impervious surface or in aqueous parts washer equipment.
2. Recycle or properly dispose of wash water from water-based parts washers.
3. Properly dispose of sump sludge from water-based parts washers and floor drain sumps.
4. Do not dispose of wash water on the ground or in a storm drain.
5. Keep accurate and up-to-date records of wash water and sludge disposal. Did You Know?

Sump sludge build-up in a floor drain sump pit, power washing station drain or an aqueous parts wash will contain contaminants that could cause the waste generated at cleanout to be hazardous. Eliminate the use of chlorinated cleaners such as brake cleaner, remain diligent in making sure no evacuated fluids are sent to the drain and conduct frequent cleaning. The EPA will require a lab test to determine that the waste is non-hazardous prior to disposal. Many cities have begun to regulate the disposal of floor drain sump sludge so check with the local authority prior disposal of this non-hazardous waste. If hazardous, the waste must be managed and disposed through an authorized hazardous waste processor.

ECAR has detailed information available for this topic. http://www.ecarcenter.org/
Environmental Standards

Tires Storage
Environmental Standard 8

Photo submission required for this standard. **Tires Are Removed To Approved Disposal Sites Regularly, Never Having More Than a Semi-load of Tires On Site at Any Time.**

More than 240 million tires are scrapped in the United States annually. Tires take up a large amount of landfill space, harbor rodents, provide a breeding ground for mosquitoes, and may be a fire hazard.

**WHAT TO DO:**

1. Never have more than a semi-truck load (approximately 1,300 tires) on site at any time.

2. Transport stored tires regularly to a suitable processor or disposal site.

3. Do not burn or bury tires.

4. Additional state or local regulations may apply. Did You Know? Scrap Tires May be Used For:

- Fuel for combustion at power plants and certain industries.

- Crumb rubber for use in pavement, floor mats, gravel substitute, landfill daily cover material, railroad crossings, and filler in new tires.

- Whole tires: playground equipment, highway crash barriers, and bulk storage cover weights.

**ECAR has detailed information available for this topic.**

Environmental Standards

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, EPA, States and representative 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.

On August 5, 2005, federal rules required that mercury-containing equipment requiring disposal are considered Universal Waste (40 CFR 273) and, therefore, are exempt from the more stringent management standards for hazardous waste if recycled.

Generators of mercury switches cannot accumulate the waste for more than one year. Each container that holds mercury switches must be labeled accordingly (i.e. “Universal Waste”).

- Mercury-containing switches do not have to be removed from assemblies but it may be easier to remove the switch, leaving the assembly intact on some vehicles.
- Switches must be intact, with no free mercury leaking from them.

The End of Life Vehicle Solutions Corporation (ELVS), which was created by the auto industry, will provide a collection bucket and arrange for the shipping and recycling of the mercury switches collected free of charge. Questions regarding the ELVS program can be answered by calling ELVS at 734-547-2511.

In accordance with the Universal Waste Rule all mercury-containing switches must be removed from scrap vehicles prior to crushing or shredding. Convenience light switches and anti-lock brake sensor (ABS) assemblies received will be properly recycled at no cost to the participants.

1) Locate, remove and store mercury switches in a sturdy container to prevent breakage during accumulation, storage, and transportation.
2) Label the storage container “Universal Waste” and mark it with the date the first switch was placed in the container to document the one-year time limitation.
3) Provide proper training to employees responsible for the storage of mercury (i.e. storage, labeling, etc.)

http://www.ecarcenter.org/
Safety Standards

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 application.

WHAT TO DO:

1. Prepare/maintain a written Hazard Communication Plan
2. Designate a Safety Supervisor; provide ARA with email address.
3. Compile/maintain the MSDS/SDS sheets for all chemical products on-site
4. Conduct Monthly Scheduled Safety Meetings corresponding to the CAR standards and other important topics. Log training events and maintain records on-site.
5. Conduct and log regular/annual safety inspections. Maintain records on-site.

Become Familiar with the Rule

The Hazard Communication Standard (HCS) is based on a simple concept - that employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects from occurring. The HCS (29 CFR 1910.1200) is designed to provide employees with the information they need. Under the provisions of the Hazard Communication Standard, employers are responsible for informing employees of the hazards and the identities of workplace chemicals to which they are exposed.

Identify Responsible Staff

Simply stated this is the Safety Supervisor. Hazard communication is an ongoing program in the facility. In order to have a successful program, it is necessary to assign responsibility for both the initial and ongoing activities that have to be undertaken to comply with the rule.

Preparing and Implementing a Hazard Communication Program

All workplaces where employees are exposed to hazardous chemicals must have a written plan which describes how the standard will be implemented in that facility. The plan does not have to be lengthy or complicated. It is intended to be a blueprint for implementation of your program--an assurance that all aspects of the requirements have been addressed.
Identify Hazardous Chemicals in the Workplace

The Standard requires a list of hazardous chemicals in the workplace as part of the written hazard communication program. The list will serve as an inventory of everything for which a MSDS must be maintained.

The best way to prepare a comprehensive list is to survey the workplace. Purchasing records may also help. Employers should establish purchasing procedures that result in MSDSs being received before a material is used in the workplace.

Check your files against the inventory you have just compiled to ensure that an MSDS exists for each potentially hazardous chemical. If any are missing, contact your supplier and request one.

OSHA Aligns with United Nations for Globally Harmonized System

In 2013, the U.S. OSHA has agreed to the United Nation’s standard for Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. This simply means that the material safety data sheet (MSDS) for chemicals will look the same in all nations across the globe. The existing rule called the Hazard Communication Standard was updated to accommodate the global standardization.

The Hazard Communication Standard (HCS) has always been the rule that requires employers to provide training and chemical hazard information to their employees. The requirement of maintaining an inventory and the material safety data sheets (MSDS) for chemical found in the workplace is the most commonly known portion of the rule. Having a Safety Supervisor, MSDSs, monthly training and a written Hazard Communication Standard is the gist of the rule.

What is new is the format of the MSDS changing to the global standard and becoming known as Safety Data Sheets or SDS which look similar to MSDS and contain the same information but will uniformly convey that information in all languages augmented by the use of universally accepted hazard pictograms.

By December 1, 2013, (or as soon as you become aware of the training requirement) employers that have chemicals in the workplace must train employees on the updated Hazard Communication Standard. ARA University has a training module available.
Safety Standards

Personal Protective Equipment

Safety Standard 1

Utilization of Basic Personal Protective Equipment Including Gloves, Hard Hats, Safety Shoes, Safety Clothing, Safety Shields, and Goggles, When Required

Photo submission required for this standard.

Personal protective equipment (PPE) can help complement other measures taken by employers and employees to minimize hazards and unsafe conditions. Recent OSHA revisions require the employer to complete a written hazard evaluation of the workplace to determine employee hazards and the PPE necessary to protect them.

Personal Protective Equipment (PPE) is specialized clothing or equipment worn by employees for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body, including; eyes, head, face, hands, feet, and ears. WHAT TO DO:

1. Determine appropriate PPE for the facility.
2. Train each employee required to use PPE.
3. Make PPE available to employees or require that employees provide their own PPE.

Complete Written Hazard Evaluation

Automotive salvage operations conduct activities that require employees to don personal protection equipment (PPE). Check all that apply and retain a copy in the MSDS Binder.

Dismantle operation:
- ☐ Hoist or lift is used.
  - ☐ Requires hard hat, safety goggles and foot protection.
- ☐ Fluid evacuation of fuel, oils, antifreeze and wiper fluid is conducted.
  - ☐ Requires safety goggles.
- ☐ Solvent parts washer is used.
  - ☐ Requires safety goggles and chemical resistant gloves.

Parts handling including removal, shipping and transporting:
- ☐ Bolt cutters, saws and other tools are used.
  - ☐ Requires safety goggles and foot protection.
- ☐ Cutting torch is used.
  - ☐ Requires foot protection, safety goggles/shield and heat/flame resistant gloves.

Crusher activity:
- ☐ Vehicles are crushed and/or loaded for transport.
  - ☐ Requires foot protection.

http://www.arauniversity.org
Safety Standards

Eye Wash Station
Safety Standard 2

OSHA Approved 15-Minute Eye Wash Station(s) Readily Accessible Near Corrosive Materials (i.e. battery storage, processing and recharge areas).

Workers' eyes may be damaged very quickly by exposure to contaminants in battery storage or vehicle processing areas. The first fifteen seconds after an eye injury is critical. The American National Standards Institute (ANSI) suggests that eye wash stations be located within 100 feet, or a 10 second walk, of critical work areas.

WHAT TO DO:
1. Install/maintain an OSHA approved 15-minute eye wash station(s) where corrosive materials are used.
2. Provide annual training to employees on the location and use of an eyewash station.

Emergency Eye Wash Protection Plan

Facility Name: __________________________________________

Facility Address: _______________________________________

Safety Supervisor (signature): ______________________________

Plan revision date: __________________________

Emergency Eye Wash Stations(s) are located in the facility in the dismantle area where exposure to potentially hazardous substances may occur. List Locations:

________________________________________________________________________

Emergency Eye wash Stations are:

☐ Hard plumbed
☐ Stand-alone stations with eyewash solution tank or bottles

All eyewashes should have annual inspections to ensure they are operating properly. Plumbed eyewash stations need clean bowls, dust covers for the nozzles, and good water pressure.

Check eyewash bottles and tanks for expired solutions according to the manufacturer's instructions. All eyewash stations should be protected from freezing and provide room temperature to lukewarm flushing fluids. Activating handles should start the flow of fluids immediately. Fluids should flow for at least 15 minutes, or, in the case of eyewash bottles, long enough to reach a plumbed eyewash station.


Emergency Eye wash Stations are inspected annually to ensure the station is in proper working order. Plumbed eyewash stations are flushed & checked weekly to ensure that they are clean and working correctly.

Date of annual inspection: __________________________

Choose the correct type of Eyewash Station for your facility. Eyewash Stations come in different shapes and sizes. Each type of eyewash station has its own unique advantages. In purchasing an eyewash station, an employer has to consider the maintenance required for each particular style. It is imperative to follow maintenance schedules with eyewash stations.

There are various styles and types to choose from along with different flushing fluids that are used for each type.

- Plumbed eyewash stations use regular tap water from the pipes that are connected to municipal waterlines. They must be flushed on an ANSI mandated weekly schedule in order to flush away any buildup of bacteria that forms from stagnant water.
- There are tank style self contained eyewash stations that use regular tap water with a preservative added to the tap water in the mixing process. The solution expires within a six month period and must be cleaned and refilled.
- The newest tank style self contained eyewash station comes with sealed cartridges that do not require the use of tap water. The benefit of this type of unit is that the flushing fluid is a sterile solution which offers added protection from contaminants that can be found in tap water. Their shelf life can be as long as 24 months. They have the added feature of being a portable eyewash station that can be conveniently moved from one place to another.

All eyewashes should have annual inspections to ensure they are operating properly. Plumbed eyewash stations need clean bowls, dust covers for the nozzles, and good water pressure. Check eyewash bottles and tanks for expired solutions according to the manufacturer’s instructions. All eyewash stations should be protected from freezing and provide room temperature to lukewarm flushing fluids. Activating handles should start the flow of fluids immediately. Fluids should flow for at least 15 minutes, or, in the case of eyewash bottles, long enough to reach a plumbed eyewash station. On a weekly basis, check plumbed eyewash stations to ensure that they are clean and working correctly. Use inspection check sheets for annual, periodic, and weekly inspections and keep copies of these records.

http://www.arauniversity.org
Safety Standards

Fire Extinguisher
Safety Standard 3

Readily Available, Appropriately Typed, and Fully Charged Fire Extinguishers

Fires may be caused by welding or torching, fuel or fume explosions, electrical problems, or ignition of combustibles. Take preventive measures, learn how to recognize and respond to different types of fires, and properly handle and store chemicals and flammable liquids.

WHAT TO DO:
1. Mount portable fire extinguishers in designated areas so that they are readily and easily identified and accessible.
2. Select appropriate type of extinguisher for potential class of fire.
3. Maintain fire extinguishers in a fully charged and operable condition.
4. Document inspections and annual maintenance on a tag affixed to each extinguisher.
5. Arrange for hydrostatic testing by trained persons at specified intervals by state.
6. Train employees on fire prevention and emergency response.

OSHA rule 29 CFR 1910.157 states that an employer shall provide approved portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury.

Fire extinguishers must be maintained in a fully charged and operable condition and kept in their designated places at all times except during use. Fire extinguishers for employee use should be selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use. A multi-purpose ABC rated fire extinguisher is appropriate for an auto salvage operation.

http://www.arauniversity.org
Inspection Requirements

**Inspect Monthly** - Portable fire extinguishers shall be visually inspected monthly.

**Conduct Annual Maintenance** - Fire extinguishers are subjected to an annual maintenance check. Record the annual maintenance date and retain this record for one year after the last entry. Hire a professional.

Stored pressure dry chemical extinguishers that require a 12-year hydrostatic test must be emptied and recharged every 6 years. *Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement.*

So many of the multi-purpose *inexpensive* fire extinguishers are on the manufacturer’s recall list that it only makes sense to use a professional fire extinguisher service to protect your employees and your business. Provide adequate protection such as back up fire extinguisher when portable fire extinguishers are removed from service for maintenance and recharging.

Training and education
Provide an educational program for employees to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting. Provide training upon initial employment and at least annually thereafter.

Hands-on practice may be conducted using fire extinguishers scheduled for recharging or those on recall lists.

Recordkeeping
Record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less.

Record monthly visual inspections and keep with the fire extinguisher for easy record keeping. Then save the tag from the previous year along with the annual inspection tag.

[http://www.arauniversity.org](http://www.arauniversity.org)
Safety Standards

Cutting Torch Protocol
Safety Standard 4

Verification required for this standard: Company will administer and sign the CAR Torch-use Education & Orientation Protocol prior to an employee’s use of a cutting torch.

WHAT TO DO:

1) 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.
2) Conduct and log cutting torch safety awareness for all employees at least once annually.

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.

Revised 02/08/2009
Safety Standards

First Aid Kit
Safety Standard 5

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.

A first aid kit allows trained workers to respond to a minor injury or illness, and to provide temporary relief of a more serious injury until professional medical assistance is obtained.

Every salvage yard should maintain a first aid kit on-site at the facility in the event of a medical emergency. A well stocked First Aid Kit can complement other safety equipment such as the eye wash station and personal protective equipment. Together these supplies can protect employees.

OSHA First Aid Kits and supplies are required to be readily available per 29CFR1910.151.b (Medical Services and First Aid). OSHA does not have a minimum requirement, but references ANSI Z308.1-2003 Minimum Requirements for Workplace First Aid Kits. According to the ANSI document, a basic workplace first aid kit should include the following:

WHAT TO DO:
1. Keep one or more first aid kits clean, dry, and readily available to workers.
2. Notify the workers of the locations of the first aid kits.
3. Keep the first aid kits well-stocked to treat common industrial injuries (bumps and abrasions, cuts, burns, strains and sprains, and eye injuries).
Minimum Requirements for Workplace First Aid Kits

- At least one absorbent compress, 32 sq. in. (81.3 sq. cm) with no side smaller than 4 in. (10 cm)
- At least 16 adhesive bandages, 1 in. x 3 in. (2.5 cm x 7.5 cm)
- One roll of adhesive tape, 5 yd. (457.2 cm) total
- At least ten packets of antiseptic, 0.5g (0.14 fl oz.) applications
- At least six applications of burn treatments, 0.5 g (0.14 fl. oz.)
- Two or more pairs of medical exam gloves (latex or non-latex)
- At least four sterile pads, 3 in. x 3 in. (7.5 x 7.5 cm)
- One triangular bandage, 40 in. x 40 in. x 56 in. (101 cm x 101 cm x 142 cm)

Additional (but optional) items include:
- Four 2x2 inch bandage compresses
- Two 3x3 inch bandage compresses
- One 4x4 inch bandage compresses
- One eye patch
- One ounce of eye wash
- One chemical cold pack, 4x5 inch
- Two roller bandages, two inches wide
- One roller bandage, three inches wide
- CPR barrier device

These items are intended to be the minimum for a workplace first aid kit. Depending on the potential for injury, a more complete kit may be necessary. OSHA recommendations do not include an automated external defibrillator (AED), but current emergency cardiac care guidelines from the American Heart Association recommend AEDs in most public places. The first aid supplies should be located in an easily accessible area, and the first aid provider generally should not have to travel through several doorways, hallways and/or stairways to access first aid supplies.
Safety Standards

Spill Clean Up Kit
Safety Standard 6

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.

Every salvage yard should maintain a spill cleanup kit on-site at the facility in the event of an emergency spill. Spills have a few issues with which to be concerned.

First is the protection of employees (and customers) if the spill contains hazardous material. To accomplish this task the appropriate type of spill cleanup kit must be selected from the myriad of choices available.

The second issue is to make sure that employees are trained on the use and locations of all spill cleanup kits. Simple to do as long as you do it, it’s called TRAINING.

Finally, if the quantity of material spilled is sizeable or made of acutely hazardous chemicals the spill must be reported to the regulatory agency. In some instances, an emergency response team will be discharged. These types of spill are infrequent at a well-equipped salvage yard.

WHAT TO DO:

1. Maintain a spill kit(s) that contains appropriate absorbents and/or containment devices to handle the type and amount of fluids that could be released.
2. Place the labeled spill kit(s) where fluids are used or stored.
3. Provide and document training to appropriate workers on how to properly manage fluids, prevent spills and leaks, respond and clean up a spill, and dispose of used absorbents.
4. Train each employee on spill cleanup.
Safety Standards

Airbag Shipping Certification
Safety Standard 7

Documentation of appropriate DOT Training for Employees associated with the shipping of Air Bags.

Why is safety important when packaging hazardous material for shipping?

A hazardous material (Haz Mat) means a substance or material, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported. In automotive recycling the hazardous materials include:

- **Air Bag Inflators**: Consisting of a casing containing an igniter, a booster material, and a gas generate. An airbag inflator is a gas generator used to inflate an air bag in a supplemental restraint system in a motor vehicle.
- **Air Bag Module**: Consists of the air bag inflator plus an inflatable air bag assembly.
- **Seatbelt Pre-tensioner**: Contains similar hazardous materials and is used in the operation of a seat-belt restraining system in a motor vehicle.

### Haz Mat Shipping

49 CFR 171 requires specific training material for the preparation and shipping of hazardous materials specifically airbag modules and seat belt pretensioners:

- Identify Hazardous Material
- Training, Shipper, Employee, Employer
- Preparing Haz Mat for Shipping
- Penalties for Non-compliance
- Testing for Certification

**WHAT TO DO:**

1. Conduct certification training on the safe packaging and shipping of non-deployed airbags for all employees engaged in the operation of packing for shipping these air bags, certification must be renewed at least every three years.
2. Maintain records of Certification for employees.
Safety Standards

Fork Lift Certification
Safety Standard 8

Verification required for this standard.

Documentation of appropriate Fork Lift Training for Employees.

Why is safety important where forklifts are concerned?

The Bureau of Labor statistics estimates that approximately 90,000 forklift accidents occur annually that result in employee injuries, lost time or death. The four most common forklift-related deaths involve forklift overturns, workers on foot being struck by forklifts, workers being crushed by a forklift and drivers falling from forklifts. It is estimated that inadequate training causes 20-25% of the accidents.

The OSHA rule mandates that Fork Lift Operators are certified in safe operating procedures and gain a full understanding of how a forklift, fork truck or heavy duty front-end loader equipped with forks for lifting works. It is also important to make all employees in the facility aware of the dangers and limitations of a forklift in operation.

Fork Lift Operators are requires to be certified in operation and awareness training at least every three (3) years. ARA University has a training module available.

Forklift Operator Training
According to 29 CFR 1910.178 powered industrial truck operators will receive training on the following topics:

- Authorized Operators
- Forklift Overview
- Differences between Forklifts and Autos
- Forklift Stability
- Pre-Inspection Procedures
- Operation Procedures
- Post Operations
- Maintenance
- Fueling/Recharging

WHAT TO DO:
1) Conduct certification training on fork lift safety awareness for all employees engaged in the operation of a fork lift. Certification must be renewed at least every three years.
2) Maintain records of Certification for employees.
Certified Automotive Recycler (CAR) Application 2014

Application Overview and Instructions:

To receive CAR certification all applicants must be ARA Members in good standing. One application will be required per business license.

To qualify for CAR certification you must be able to complete the 2-page CAR application form. This form collects information about the business related to facility demographics and operations and the required licenses/permits. To be prepared to be CAR certified each facility must verify all required documents and provide license/permit numbers where requested and answer yes to the last four questions (if all applicable) to proceed to the inspection process.

The completed application form may then be submitted, along with the initial certification fee of $200, payable to ARA, to the CAR Program Administrator:

Automotive Recyclers Association
Attn: CAR Program
9113 Church Street
Manassas, VA 20110 USA

The CAR Program Administrator will review the submitted materials. If further information or clarification is needed, the CAR Program Administrator will contact you. Each facility must meet at least 70 percent of the standards listed in Stages 1 and 2 of the CAR Protocol to attain initial certification and be eligible for a professional audit.

Maintaining CAR Certification:

The CAR program requires a third party audit by an environmental professional be performed every other year on odd number years. On the alternate even numbered years the CAR member will be required to perform a self-audit, completed by the facility owner or manager and all documentation for the audit will still be required to be verified 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 facility’s compliance. You may contact the CAR Program Administrator for a list of environmental professionals others have used. The CAR requirements reflect best practices, but do not protect you from a regulatory audit.
CAR APPLICATION FORM 2014

You must answer all of the following questions before you can start the inspection process beginning in Stage 1. Question marked “if applicable” may not apply to all facilities.

Facility Demographics  
Date of Application: Click here to enter a date.

Business Owner/Contact Name(s)  Click here to enter text.
Facility Name  Click here to enter text.
D.B.A. (if applicable)  Click here to enter text.
Street Address  Click here to enter text.
City/State/Province  Click here to enter text.
Zip/Postal Code  Click here to enter text.
Country  Click here to enter text.
Mailing Address (if different)  Click here to enter text.
Contact Phone  Click here to enter text.
Contact Fax  Click here to enter text.
Contact Email  Click here to enter text.

Facility Operations

Full Service, Self Service, Both  Click here to enter text.
Business Insurance Carrier  Click here to enter text.
Average # of salvaged vehicles processed for parts monthly  Click here to enter text.
Number (#) of dismantling or fluid bays/racks at facility  Click here to enter text.
Average # of employees at facility  Click here to enter text.
Name of Safety Supervisor  Click here to enter text.
Email Safety Supervisor:  Click here to enter text.
Management Software System  Click here to enter text.
Environmental Firm (if applicable)  Click here to enter text.
Membership Information

ARA Member Number

Click here to enter text.

Company Memberships in Other Automotive Recycler Associations (if applicable):

Click here to enter text.
Click here to enter text.
Click here to enter text.

Required Licenses/Permits

Federal ID # 

Click here to enter text.

Resale Tax ID # 

Click here to enter text.

National Motor Vehicle Title Information System (NMVTIS #) 

Click here to enter text.

Last Report Date:

http://www.vehiclehistory.gov/

State License # (if applicable) (Yes/No) Choose an item.

License Expiration Date:

Click here to enter a date.

Stormwater Permit # (Yes/No) Choose an item.

Permit Expiration Date:

http://cfpub.epa.gov/npdes/stormwater/indust.cfm

ELVS # Assigned (Yes/No) Choose an item.

Last Deposit Date:

http://www.eqonline.com/Services-We-Provide/Recycling/ELVS-Mercury-Switch-Program.aspx

Equal Opportunity Law Employee Signage Posted (Yes/No) Choose an item.

Throughout the application form there are boxes available for the insertion of photos of acceptable practices of some CAR Standards as required by the program.

Insert photo of required practice in form.

Attach a scanned copy or photo of the required document.
## STAGE 1A: GENERAL BUSINESS STANDARDS

<table>
<thead>
<tr>
<th>Site Activity</th>
<th>Protocol</th>
<th>Deficient Practices</th>
<th>Acceptable Practices</th>
<th>Best Practices</th>
<th>Max Score</th>
<th>Actual Score</th>
<th>See Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Program</td>
<td>Safety Program With Meetings &amp; Inspections</td>
<td>No Safety Programs, Meetings or Inspections</td>
<td>Safety Program With Regularly Scheduled Safety Meetings and Inspections</td>
<td>20</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Program</td>
<td>Safety Supervisor Listed</td>
<td>No Safety Supervisor Listed</td>
<td>Safety Supervisor Listed</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept of Labor</td>
<td>Employees Posting</td>
<td>No Employee information</td>
<td>Required Dept of Labor Employee information signage is posted.</td>
<td>5</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Parking</td>
<td>Location, Grading, Drainage</td>
<td>Not Separate from Vehicle Holding Area with Poor Drainage and/or Grading</td>
<td>Separate from Vehicle Holding Area with Adequate Grading and Drainage</td>
<td>20</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales and Reception Area</td>
<td>Cleanliness ! Organization</td>
<td>Not Clean and Organized</td>
<td>Clean and Organized</td>
<td>10</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales and Reception Area</td>
<td>Signs and Pictures</td>
<td>Signs / Pictures are in Poor Taste and/or of a Negative Tone.</td>
<td>Signs / Pictures in Good Taste and of a Positive Tone.</td>
<td>10</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buildings and Property</td>
<td>Maintenance ! Appearance</td>
<td>Building(s) and Property are Not Well Maintained.</td>
<td>Building(s) and Property are Well Maintained.</td>
<td>20</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salvage Vehicle Storage</td>
<td>Safety ! Organization</td>
<td>Salvage Vehicles are Stored in Unsafe Manner</td>
<td>Salvage Vehicle Storage is Safe and Organized</td>
<td>20</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Licensed Delivery an Recovery Vehicles</td>
<td>Maintenance ! Safety</td>
<td>Appearance – Professional Image of Licensed Fleet is Not Maintained.</td>
<td>Appearance – Professional Image of Licensed Fleet is Maintained.</td>
<td>20</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Activity</td>
<td>Protocol</td>
<td>Deficient Practices</td>
<td>Acceptable Practices</td>
<td>Best Practices</td>
<td>Max Score</td>
<td>Actual Score</td>
<td>See Plan</td>
</tr>
<tr>
<td>List Name of Safety Supervisor</td>
<td></td>
<td>Safety Program With Regularly Scheduled Safety Meetings and Inspections</td>
<td>Safety Program With Regularly Scheduled Safety Meetings and Inspections</td>
<td>20</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Safety Supervisor Listed</td>
<td>Safety Supervisor Listed</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Required Dept of Labor Employee information signage is posted.</td>
<td>Required Dept of Labor Employee information signage is posted.</td>
<td>5</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Separate from Vehicle Holding Area with Adequate Grading and Drainage</td>
<td>Separate from Vehicle Holding Area with Adequate Grading and Drainage</td>
<td>20</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clean and Organized</td>
<td>Clean and Organized</td>
<td>10</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Signs / Pictures in Good Taste and of a Positive Tone.</td>
<td>Signs / Pictures in Good Taste and of a Positive Tone.</td>
<td>10</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building(s) and Property are Well Maintained.</td>
<td>Building(s) and Property are Well Maintained.</td>
<td>20</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Salvage Vehicle Storage is Safe and Organized</td>
<td>Salvage Vehicle Storage is Safe and Organized</td>
<td>20</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appearance – Professional Image of Licensed Fleet is Maintained.</td>
<td>Appearance – Professional Image of Licensed Fleet is Maintained.</td>
<td>20</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Activity</td>
<td>Protocol</td>
<td>Deficient Practices</td>
<td>Acceptable Practices</td>
<td>Best Practices</td>
<td>Max Score</td>
<td>Actual Score</td>
<td>See Plan</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>----------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>--------------</td>
<td>----------</td>
</tr>
<tr>
<td>Fluid Removal &amp; Dismantling Area(s)</td>
<td>Location</td>
<td>No Designated Area(s) / Throughout yard Deficient = 0</td>
<td>At Least One Designated Area with No Roof on Gravel or Dirt. Score = 5</td>
<td>At Least One Designated Area with Roof on Gravel or Dirt. Score = 10</td>
<td></td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Fluid Removal &amp; Dismantling Area(s)</td>
<td>Spill Supplies</td>
<td>No Spill Supplies in Fluid Removal Area(s) Deficient = 0</td>
<td>Only Drip Pans or Buckets Available. Score = 5</td>
<td>Only Absorbent Available. Score = 10</td>
<td></td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Fluid Removal &amp; Dismantling Area(s)</td>
<td>Spill Cleanup</td>
<td>Large Number of Spills and Leaks on Ground Deficient = 0</td>
<td>Many Small Spills and Leaks on Ground. Score = 2</td>
<td>No Small Spills and Few Leaks on Ground. Score = 7</td>
<td></td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Fluid Removal Including Brake and Power Steering Fluids</td>
<td></td>
<td>Not Removed On-Site or Prior to Storage in Self Service Area Deficient = 0</td>
<td>Secondary Containment Without Precipitation Protection. Container in Good Condition. Score = 5</td>
<td>Secondary Containment With Cover or Inside Container in Good Condition. Score = 20</td>
<td></td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Fluid Removal Antifreeze</td>
<td></td>
<td>Not Removed On-Site or Prior to Storage in Self Service Area Deficient = 0</td>
<td>Secondary Containment Without Precipitation Protection. Score = 5</td>
<td></td>
<td></td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Fluid Storage Antifreeze Storage</td>
<td></td>
<td>No Secondary Containment and Container in Poor Condition. Deficient = 0</td>
<td>No Secondary Containment and Container in Good Condition. Score = 2</td>
<td></td>
<td></td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Fluid Removal Fuel</td>
<td></td>
<td>Not Removed On-Site or Prior to Storage in Self Service Area Deficient = 0</td>
<td>Secondary Containment Without Precipitation Protection. Score = 5</td>
<td></td>
<td></td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Fluid Storage Fuel Storage</td>
<td></td>
<td>No Secondary Containment and Container in Poor Condition. Deficient = 0</td>
<td>No Secondary Containment and Container in Good Condition. Score = 0</td>
<td></td>
<td></td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Labeling of Storage Labeled Tank</td>
<td></td>
<td>All Storage Container</td>
<td>Few Storage</td>
<td>Most Storage</td>
<td></td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Containers</td>
<td>Spills and Leaks Around Storage Containers</td>
<td>Spill Cleanup</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------</td>
<td>---------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Activity</td>
<td>Protocol</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deficient Practices</th>
<th>Acceptable Practices</th>
<th>Best Practices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Number of Spills and Leaks on Ground. Deficient = 0</td>
<td>Many Small Spills and Leaks on Ground. Score = 1</td>
<td>Containers Are Labeled. Score = 2</td>
</tr>
<tr>
<td>Many Small Spills and Leaks on Ground. Score = 1</td>
<td>Few Small Spills and Leaks on Ground. Score = 2</td>
<td>Containers Are Labeled. Score = 5</td>
</tr>
<tr>
<td>Few Small Spills and Leaks on Ground. Score = 2</td>
<td>No Small Spills and Few Leaks on Ground. Score = 3</td>
<td>Containers Are Labeled. Score = 10</td>
</tr>
<tr>
<td>No Small Spills and Few Leaks on Ground. Score = 3</td>
<td>No Spills or Leaks on Ground Score = 3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dismantling Bay (view 1 of 2)</th>
<th>Dismantling Bay (view 2 of 2)</th>
<th>Used Oil Storage</th>
<th>Antifreeze Storage</th>
<th>Max</th>
<th>Actual</th>
<th>See</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>2100</td>
</tr>
</tbody>
</table>

AR
<table>
<thead>
<tr>
<th>Site Activity</th>
<th>Protocol</th>
<th>Deficient Practices</th>
<th>Acceptable Practices</th>
<th>Best Practices</th>
<th>Max Score</th>
<th>Actual Score</th>
<th>See Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battery Removal</td>
<td>Lead Acid Batteries</td>
<td>Not Removed On-Site or Prior to Storage in Self Service Area. Deficient = 0</td>
<td>Stored Outdoors on Ground. Deficient = 0</td>
<td>All Removed for Recycling and/or Reuse. Score = 20</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Battery Storage</td>
<td>Lead Acid Battery Storage</td>
<td>Not Removed On-Site or Prior to Storage in Self Service Area. Deficient = 0</td>
<td>Stored Outdoors on Ground. Deficient = 0</td>
<td>Inside or Covered Storage Area on Impervious Surface Stacked No More than Two High Score = 20</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Refrigerant Removal</td>
<td>Refrigerants</td>
<td>Not Removed On-Site or Prior to Storage in Self Service Area. Deficient = 0</td>
<td>No Mercury Switches Removed. Deficient = 0</td>
<td>All Removed for Recycling, Disposal and/or Reuse. Score = 20</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mercury Removal</td>
<td>Mercury Switches</td>
<td>No Mercury Switches Removed. Deficient = 0</td>
<td>Few Conv. and/or ABS Switches Missed. Score = 5</td>
<td>All Removed and Sent to ELVS NVMSRP or State Equivalent Collection Site Score = 20</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tires Storage</td>
<td>Tire Storage</td>
<td>More than 1500 Tires On-Site or State Requirements Not Met. Deficient = 0</td>
<td>Inside or Covered Storage Area on Impervious Surface Stacked No More than Two High Score = 20</td>
<td>Less than 1500 Tires On-Site and State Requirements Met Score = 20</td>
<td>20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Site Activity</td>
<td>Protocol</td>
<td>Deficient Practices</td>
<td>Acceptable Practices</td>
<td>Best Practices</td>
<td>Max Score</td>
<td>Actual Score</td>
<td>See Plan</td>
</tr>
<tr>
<td>Lead Acid Battery Storage</td>
<td>Refrigerants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercury Switches</td>
<td>Tire Storage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Activity</td>
<td>Protocol</td>
<td>Deficient Practices</td>
<td>Acceptable Practices</td>
<td>Best Practices</td>
<td>Max Score</td>
<td>Actual Score</td>
<td>See Plan</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>--------------</td>
<td>----------</td>
</tr>
<tr>
<td>OSHA Regulatory Review</td>
<td>Personal protective Equipment</td>
<td>Basic personal protective equipment Not Available or Not Used</td>
<td>Basic personal protective equipment Available and Used When Required</td>
<td>20 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARA Requirement</td>
<td>CAR Torch Use Education &amp;</td>
<td>Not Signed by All Employees Using Cutting Torch</td>
<td>Signed by All Employees Using Cutting Torch</td>
<td>20 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutting Torch</td>
<td>Orientation Protocol</td>
<td>Not Readily Accessible Near all Fluid Evacuation Areas &amp; Corrosive Materials</td>
<td>Readily Accessible Near all Fluid Evacuation Areas &amp; Corrosive Materials</td>
<td>20 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSHA Approved</td>
<td>15 Minute Eye Wash Station(s)</td>
<td>Fire Extinguishers Not Readily Available, Appropriately Typed or Fully Charged with Required Inspection Tag</td>
<td>Fire Extinguishers Readily Available, Appropriately Typed and Fully Charged with Required Inspection Tag</td>
<td>20 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSHA Regulatory Review</td>
<td>Fire Extinguishers</td>
<td>No Spill Kits are located in Dismantling or Parts Storage Area(s)</td>
<td>Spill Kits are located in Dismantling &amp; Parts Storage Area(s)</td>
<td>0 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSHA Regulatory Review</td>
<td>Spill Kits</td>
<td>Deficient = (Spill Kit Score earned in Enviro Section)</td>
<td>Posted Safety Reminders for Customers are Postedand Visible Or NOT Self Service</td>
<td>20 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self Service Facilities</td>
<td>Safety Signs</td>
<td>Posted Safety Reminders for Customers are Not Posted</td>
<td>Posted Safety Reminders for Customers are Posted But Not Easily Visible.</td>
<td>20 0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site Activity</th>
<th>Protocol</th>
<th>Deficient Practices</th>
<th>Acceptable Practices</th>
<th>Best Practices</th>
<th>Max Score</th>
<th>Actual Score</th>
<th>See Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>posted safety</td>
<td>posted safety</td>
<td>posted safety Reminders for Customers are Not Posted</td>
<td>10000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## STAGE 1E: ENVIRONMENTAL STANDARDS
### STORAGE & CRUSHER AREAS

<table>
<thead>
<tr>
<th>Site Activity</th>
<th>Protocol</th>
<th>Deficient Practices</th>
<th>Acceptable Practices</th>
<th>Best Practices</th>
<th>Max Score</th>
<th>Actual Score</th>
<th>See Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sellable Core Storage Area(s) e.g. Engines and Transmissions</td>
<td>Location</td>
<td>No Designated Area(s)/Throughout Yard</td>
<td>Deficient = 0</td>
<td>At Least One Designated Area with No Roof on Gravel or Dirt. Score = 10</td>
<td>All Designated Area(s) with Roof and on Impervious Surface Score = 40</td>
<td>40 0</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No Spill Supplies in Wet Parts Storage Area(s)</td>
<td>Deficient = 0</td>
<td>Only Drip Pans / Buckets Available. Score = 5</td>
<td>Few Small Spills and Leaks on Ground. Score = 5</td>
<td>20 0</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large Number of Spills and Leaks on Ground</td>
<td>Deficient = 0</td>
<td>Many Small Spills and Leaks on Ground. Score = 2</td>
<td>Stored Indoors on Gravel or Dirt. Score = 5</td>
<td>3 0</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stored outdoors on Ground</td>
<td>Deficient = 0</td>
<td>Stored Outdoors in Leaking Bin. Score = 0</td>
<td>No Small Spills and Few Leaks on Ground. Score = 7</td>
<td>0 0</td>
<td>□</td>
</tr>
<tr>
<td>Recyclable Cores e.g. Engines and Transmissions</td>
<td>Location</td>
<td>No Spill Supplies in Wet Parts Storage Area(s)</td>
<td>Deficient = 0</td>
<td>Only Drip Pans / Buckets Available. Score = 5</td>
<td>Only Absorbent Available. Score = 10</td>
<td>20 0</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large Number of Spills and Leaks on Ground</td>
<td>Deficient = 0</td>
<td>Many Small Spills and Leaks on Ground. Score = 2</td>
<td>Stored Indoors in Leaking Bin. Score = 5</td>
<td>3 0</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fluids From Crushing Not Contained or Collected</td>
<td>Deficient = 0</td>
<td>Many Small Spills and Leaks on Ground. Score = 5</td>
<td>No Small Spills and Few Leaks on Ground. Score = 7</td>
<td>2 0</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large Number of Spills and Leaks on Ground</td>
<td>Deficient = 0</td>
<td>Many Small Spills and Leaks on Ground. Score = 2</td>
<td>No Small Spills and Few Leaks on Ground. Score = 7</td>
<td>2 0</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fluids From Crushing</td>
<td>Deficient = 0</td>
<td>Many Small Spills and Leaks on Ground. Score = 5</td>
<td>No Small Spills and Few Leaks on Ground. Score = 7</td>
<td>2 0</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large Number of Spills and Leaks on Ground</td>
<td>Deficient = 0</td>
<td>Many Small Spills and Leaks on Ground. Score = 2</td>
<td>No Small Spills and Few Leaks on Ground. Score = 7</td>
<td>2 0</td>
<td>□</td>
</tr>
<tr>
<td>Salvage Vehicle Storage Area(s)</td>
<td>Spill Cleanup</td>
<td>Stored in Covered Storage Area on Impervious Surface or Adequate Covered Weather Proof Container</td>
<td>Score = 40</td>
<td>Fluids From Crushing are Contained and Collected For Disposal Score = 20</td>
<td>Fluids From Crushing are Contained and Collected For Disposal Score = 20</td>
<td>2 0</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No Small Spills and Few Leaks on Ground Score = 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No Spills or Leaks on Ground Score = 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Appropriate Spill Supplies are Available Score = 20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Designated Area(s) with Roof and on Impervious Surface Score = 40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No Spills or Leaks on Ground Score = 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Appropriate Spill Supplies are Available Score = 20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stored in Covered Storage Area on Impervious Surface or Adequate Covered Weather Proof Container Score = 40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## STAGE 1F: ENVIRONMENTAL STANDARDS
### PARTS CLEANING

<table>
<thead>
<tr>
<th>Site Activity</th>
<th>Protocol</th>
<th>Deficient Practices</th>
<th>Acceptable Practices</th>
<th>Best Practices</th>
<th>Max Score</th>
<th>Actual Score</th>
<th>See Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parts Cleaning</td>
<td>Pressure Washer</td>
<td>Overspray of Oily water Not Contained or Discharged Deficient = 0</td>
<td>No Power Wash Conducted On-Site. Score = 20</td>
<td>Overspray of Oily Water Contained and Recycled or Transported for Disposal Score = 20</td>
<td>2 0 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parts Cleaning</td>
<td>Solvent Cleaners</td>
<td>Spent Solvents are Not Contained or are Burned or Sewer Discharged Deficient = 0</td>
<td>Solvent not used. Score = 20</td>
<td>Spent Solvents are Managed as Haz Waste and Manifested w/Haz Waste Mgmt Co. Score = 20</td>
<td>2 0 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parts Cleaning</td>
<td>Other Non-Solvent Cleaners</td>
<td>Wash Fluids are Not Contained or Discharged Deficient = 0</td>
<td></td>
<td>Wash Fluids areContained and Recycled or Transported for Disposal Score = 20</td>
<td>2 0 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Solvent Cleaners**
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulatory Review</td>
<td>Storm Water Pollution prevention Plan</td>
<td>No SWPPP Implemented</td>
<td>SWPPP Implemented With Training Score = 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deficient = 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm Water Sampling</td>
<td></td>
<td>No Sampling Conducted</td>
<td>SW Samples conducted per State Reg or NOT Req'd Score = 10</td>
<td></td>
</tr>
<tr>
<td>SPCC</td>
<td></td>
<td>More than 1,320 gallon of On-Site Storage for Oil &amp; Fuel But No SPCC Implemented</td>
<td>More than 1,320 gallon of On-Site Storage for Oil &amp; Fuel. No SPCC Required. Score = 20</td>
<td></td>
</tr>
<tr>
<td>If &gt; 1320 gal Petroleum Product Storage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Communication Standards (HSC) &amp; Globally Harmonized System (GHS)</td>
<td></td>
<td>All Employees have not Been Trained on HCS &amp; GHS Standard</td>
<td>All Employees have Been Trained on HCS &amp; GHS Standard Score = 20</td>
<td></td>
</tr>
<tr>
<td>Safety Data Sheets MSDS/SDS</td>
<td></td>
<td>Inventory &amp; M/SDS Are Not Complete nor Easily Accessible</td>
<td>Inventory &amp; M/SDS Are Complete, Up-To-Date and Easily Accessible Score = 20</td>
<td></td>
</tr>
<tr>
<td>Facilities With 10 or More Employees</td>
<td>OSHA 300 Log</td>
<td>Not Compliant with OSHA 300 Log Requirements</td>
<td>Compliant with OSHA 300 Log Requirements or Not Applicable Score = 20</td>
<td></td>
</tr>
<tr>
<td>DOT Training</td>
<td>Shipping of Airbags</td>
<td>No Documentation of DOT Training for Employees Associated with the Shipping of Airbags within 3 Years</td>
<td>Documentation of DOT Certification Training for Employees Associated with the Shipping of Airbags within 3 Years Score = 20</td>
<td></td>
</tr>
<tr>
<td>Forklift Operators</td>
<td>Forklift Training</td>
<td>No Documentation of Training for All Forklift Operators within 3 Years</td>
<td>Documentation of Training for All Forklift Operators within 3 Years Score = 20</td>
<td></td>
</tr>
</tbody>
</table>

**STAGE 2A: REGULATORY STANDARDS**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Storm Water Pollution prevention Plan</td>
<td></td>
<td>No SWPPP Implemented</td>
<td>SWPPP Implemented With Training Score = 20</td>
<td></td>
</tr>
<tr>
<td>Storm Water Sampling</td>
<td></td>
<td>No Sampling Conducted</td>
<td>SW Samples conducted per State Reg or NOT Req'd Score = 10</td>
<td></td>
</tr>
<tr>
<td>SPCC</td>
<td></td>
<td>More than 1,320 gallon of On-Site Storage for Oil &amp; Fuel But No SPCC Implemented</td>
<td>More than 1,320 gallon of On-Site Storage for Oil &amp; Fuel. No SPCC Required. Score = 20</td>
<td></td>
</tr>
<tr>
<td>If &gt; 1320 gal Petroleum Product Storage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Communication Standards (HSC) &amp; Globally Harmonized System (GHS)</td>
<td></td>
<td>All Employees have not Been Trained on HCS &amp; GHS Standard</td>
<td>All Employees have Been Trained on HCS &amp; GHS Standard Score = 20</td>
<td></td>
</tr>
<tr>
<td>Safety Data Sheets MSDS/SDS</td>
<td></td>
<td>Inventory &amp; M/SDS Are Not Complete nor Easily Accessible</td>
<td>Inventory &amp; M/SDS Are Complete, Up-To-Date and Easily Accessible Score = 20</td>
<td></td>
</tr>
<tr>
<td>Facilities With 10 or More Employees</td>
<td>OSHA 300 Log</td>
<td>Not Compliant with OSHA 300 Log Requirements</td>
<td>Compliant with OSHA 300 Log Requirements or Not Applicable Score = 20</td>
<td></td>
</tr>
<tr>
<td>DOT Training</td>
<td>Shipping of Airbags</td>
<td>No Documentation of DOT Training for Employees Associated with the Shipping of Airbags within 3 Years</td>
<td>Documentation of DOT Certification Training for Employees Associated with the Shipping of Airbags within 3 Years Score = 20</td>
<td></td>
</tr>
<tr>
<td>Forklift Operators</td>
<td>Forklift Training</td>
<td>No Documentation of Training for All Forklift Operators within 3 Years</td>
<td>Documentation of Training for All Forklift Operators within 3 Years Score = 20</td>
<td></td>
</tr>
</tbody>
</table>

**Max Score** | **Actual Score** | **See Plan**

150 0
### STAGE 2B: RECORD KEEPING

<table>
<thead>
<tr>
<th>Site Activity</th>
<th>Protocol</th>
<th>Deficient Practices</th>
<th>Acceptable Practices</th>
<th>Best Practices</th>
<th>Max Score</th>
<th>Actual Score</th>
<th>See Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records and Transport</td>
<td>Used Oil</td>
<td>No Records and/or Used Oil Marketer Not Used</td>
<td>Records Not Accessible but Used Oil Marketer Used.</td>
<td>Some Records Accessible and Used Oil Marketer Used.</td>
<td>5</td>
<td>0</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Including Brake and power</td>
<td>NO Hazardous Waste Determination Made or Disposal Record Available</td>
<td>NO Disposal Record Available. Score = 0</td>
<td>Some Disposal Record Available. Score = 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Steering Fluids</td>
<td>No Record or Records Available for Hazardous Waste Disposal for past 3 Years</td>
<td>Re-Used On-Site and/or Records Available for Waste Fuel Disposal to Recovery Company. Score = 5</td>
<td>Re-Used On-Site and/or Manifest or Records Available for Hazardous Waste Fuel Disposal for past 3 Years Score = 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Antifreeze</td>
<td>Permitted Recycler Not Used</td>
<td>Records Not Accessible and Permitted Recycler Not Used.</td>
<td>Some Records Accessible and Use of permitted Recycler with EPA # on File Used. Score = 2</td>
<td>10</td>
<td>0</td>
<td>□</td>
</tr>
<tr>
<td></td>
<td>Fuels</td>
<td>No Bill of Lading from Recipient</td>
<td>Records Not Accessible but Used Oil Marketer Used.</td>
<td>Some Disposal Record Available. Score = 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lead Acid</td>
<td>No Bill of Lading from Recipient</td>
<td>Permitted Recycler Not Used</td>
<td>All Records From Permitted Recycler On-Site for 3 Years Score = 10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Batteries</td>
<td>Facility Not Participating in NVMSRP or State Equivalent Program</td>
<td>Permitted Recycler Not Used</td>
<td>R134a Recovery via Section 609 and Bill of Lading from MAC Certified Recipient On-Site for 3 Years Score = 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Refrigerants</td>
<td>Licensed Recycler Not Used if State Requirement</td>
<td>Records Not Accessible but Used Oil Marketer Used.</td>
<td>R12 Recovery via Section 608 and Bill of Lading from MAC Certified Recipient On-Site for 3 Years Score = 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mercury Switches</td>
<td>Licensed Recycler Not Used if State Requirement</td>
<td>Records Not Accessible but Used Oil Marketer Used.</td>
<td>Facility Participating in NVMSRP or State Equivalent Program Score = 10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Waste Tires</td>
<td>Licensed Recycler Not Used if State Requirement</td>
<td>Records Not Accessible but Used Oil Marketer Used.</td>
<td>Some Records From Licensed Recycler On-Site or Sent with Crusher Cars per State Regulation. Score = 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Score:** 50
<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
<th>Max Score</th>
<th>Actual Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 1A</td>
<td>General Business Standards</td>
<td>130</td>
<td>0</td>
</tr>
<tr>
<td>Stage 1B</td>
<td>Fluid Evacuation &amp; Storage</td>
<td>210</td>
<td>0</td>
</tr>
<tr>
<td>Stage 1C</td>
<td>Fluid Evacuation &amp; Storage</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>Stage 1D</td>
<td>Safety Standards</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td>Stage 1E</td>
<td>Storage &amp; Crusher Areas</td>
<td>200</td>
<td>0</td>
</tr>
<tr>
<td>Stage 1F</td>
<td>Parts Cleaning</td>
<td>60</td>
<td>0</td>
</tr>
<tr>
<td>Total 1</td>
<td>(must score 70% or 560 points)</td>
<td>800</td>
<td>0</td>
</tr>
<tr>
<td>Stage 2A</td>
<td>Regulatory Standards</td>
<td>150</td>
<td>0</td>
</tr>
<tr>
<td>Stage 2B</td>
<td>Record Keeping</td>
<td>50</td>
<td>0</td>
</tr>
<tr>
<td>Total 2</td>
<td>(must score 70% or 140 points)</td>
<td>200</td>
<td>0</td>
</tr>
</tbody>
</table>
### STAGE 1A: GENERAL BUSINESS STANDARDS

<table>
<thead>
<tr>
<th>1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
</tr>
</tbody>
</table>

### STAGE 1B: Fluid Evacuation & Storage

<table>
<thead>
<tr>
<th>1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
</tr>
</tbody>
</table>

### STAGE 1C: Fluid Evacuation & Storage

<table>
<thead>
<tr>
<th>1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
</tr>
</tbody>
</table>

### STAGE 1D: SAFETY STANDARDS

<table>
<thead>
<tr>
<th>1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
</tr>
</tbody>
</table>

### STAGE 1E: STORAGE & CRUSHER AREAS

<table>
<thead>
<tr>
<th>1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
</tr>
</tbody>
</table>

### STAGE 1F: PARTS CLEANING

<table>
<thead>
<tr>
<th>1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
</tr>
</tbody>
</table>

### STAGE 2A: REGULATORY STANDARDS

<table>
<thead>
<tr>
<th>1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
</tr>
</tbody>
</table>

### STAGE 2B: RECORD KEEPING

| 1.  |
SIGNATURES

CAR Environmental Professional Auditor:
I certify that the Audit Results are Fair and Accurate and Represent the Site at the Time of the Inspection.

Signature: Click here to enter text.  Date: Click here to enter a date.

Environmental Coordinator:
I certify that Corrective Actions will be Developed that will Address all identified Deficiencies.

Signature: Click here to enter text.  Date: Click here to enter a date.

Manager / Owner:
I have reviewed the Inspection Results, understanding the Deficiencies and I will Implement the Corrective Actions.

Signature: Click here to enter text.  Date: Click here to enter a date.

RECOMMENDATION

☐ Facility Recommended for Full Certification to the Automotive Recyclers Association Certified Automotive Recycler Standard (CAR).

☐ Facility Recommended for Conditional Certification to the Automotive Recyclers Association Certified Automotive Recycler Standard (CAR).

☐ Facility NOT Recommended for CAR Certification.
   ☐ Deficiencies Identified in Previous Inspection not Addressed.
   ☐ Facility Had Too Many Deficiencies.

___ ___________________________ ___________________________
Auditor Contact Information: Click here to enter text. Date: Click here to enter a date.

Initials: I agree that the results can be shared with the Automotive Recyclers Association.