

## Are you Certification Ready? You are closer than you think.

A **Certified Auto Recycler or CAR** member of ARA is a designation held by those automotive salvage facilities that adhere to a standard of excellence as outlined by the program. Other members may believe that becoming certified will be costly or time consuming when in fact, many ARA members are closer to certification that they think.

First of all, certification is based on *compliance* with environmental and safety regulations. Most professional auto recyclers are already striving for compliance and a quick run through the certification worksheet can help identify points that may need improvement or have been overlooked. A checklist of the CAR environmental and safety standards can be found at <https://aracertification.com/guidance>.



The other criteria in the certification program center on maintaining a presentable facility and not the look of a junkyard. Again, most ARA members strive to maintain this professional image. Then there is the **Gold Seal level of certification**. Gold Seal is the quality control aspect of certification. Those criteria are focused on identifying parts quality through accurate grading and description to the customer as well as meeting delivery expectations. Return policies and warranty are also important customer service aspects in the Gold Seal certification level.

Use the checklist below to assess whether you are *certification ready*. These criteria along with basic compliance will put you well on the path to certification. **You are closer than you think.**

Find checklists of the CAR standards and the other certification levels of Gold Seal, High Voltage Vehicles (HVV) and Recall (*required to sell airbags on eBay Motors*) on the guidance website at <https://aracertification.com/guidance>.



## Professional Recycler Business Standards

*A professional auto recycler seeking certification as such must be licensed, permitted and in compliance with regulations of the federal, state and local jurisdictions.*

### Maintain compliance with federal and state licensing and reporting requirements.

- Recyclers License Number \_\_\_\_\_
- NMVTIS Number \_\_\_\_\_ Last report date: \_\_\_\_\_
- Sales Tax Permit Number \_\_\_\_\_
- Storm Water Permit Number \_\_\_\_\_ Expiration: \_\_\_\_\_

### Maintain compliance with all local licensing and zoning ordinances.

City and County regulations may include license fees, physical site inspections, safety inspections by fire marshal or city/county stormwater discharge fees.

- City or County License/Permit (may be not applicable).
- Fire safety Inspection (annually).

### **Tracking productivity indicators helps target applicable regulations.**

\_\_\_\_\_ Average number of salvaged vehicles processed for parts monthly.

\_\_\_\_\_ Number of dismantling bays at facility.

\_\_\_\_\_ Average number of employees at the facility.

*The average number of vehicles processed in a month is an important productivity indicator because it will indicate the volume of fluid storage required, disposal issues to manage and regulatory level based on hazardous waste generation rate and on-site storage capacity.*

*The number of employees at the facility will have some bearing on OSHA reporting requirements.*

## **General Business Standards**

- Customer parking area** provides adequate, well-graded (or paved), well-drained customer parking facility is separate from the vehicle area.
- Retail counter & Customer reception area** is clean and organized.
- Signs in customer reception area** are in good taste and of positive tone. Other signs in the facility meet state department of labor requirements and enhance safety compliance.
- Building and property and outside posted business sign** is well-maintained to reflect a clean, orderly, and safe operation.
- Vehicle storage area** is organized and safe.
- Delivery and support vehicles** are well-maintained to ensure employee and community safety.

*Take some photos at the facility that exhibit these criteria and you are on your way to certification. Download the list of PHOTOS REQUIRED at <https://aracertification.com/guidance>.*

## **Environmental Standards**

- Fluid Management** provides adequate fluid storage and for gasoline, diesel, used oil and antifreeze after full fluid evacuation prior to storage or crushing.
- Yard Management** standards make organized vehicle and parts storage a safe workplace.
- Waste Management** is compliance based disposal and storage standards.
- Stormwater compliance** ensures all certified facilities are permitted with best management practices implemented via the SWPPP or Stormwater Pollution Prevention Plan.
- Parts cleaning** process such as power washing or solvent cleaning manages waste in compliant and protective manner.

## **Safety Standards**

- Personal Protection Equipment** provides occupational safety measures for employees.
- Eye Wash Station** protects employees' eyes in the event of an accident.
- First Aid Kit** to assist in stabilizing or comforting injured co-workers.
- Lock Out Tag Out** protects maintenance and repair staff from accidents.
- Fire Extinguishers** are available in the event of an emergency.
- Safety Data Sheets** meet OSHA requirements and keep employees informed.
- Tank labelling** identifies fluids and keeps employees safe.