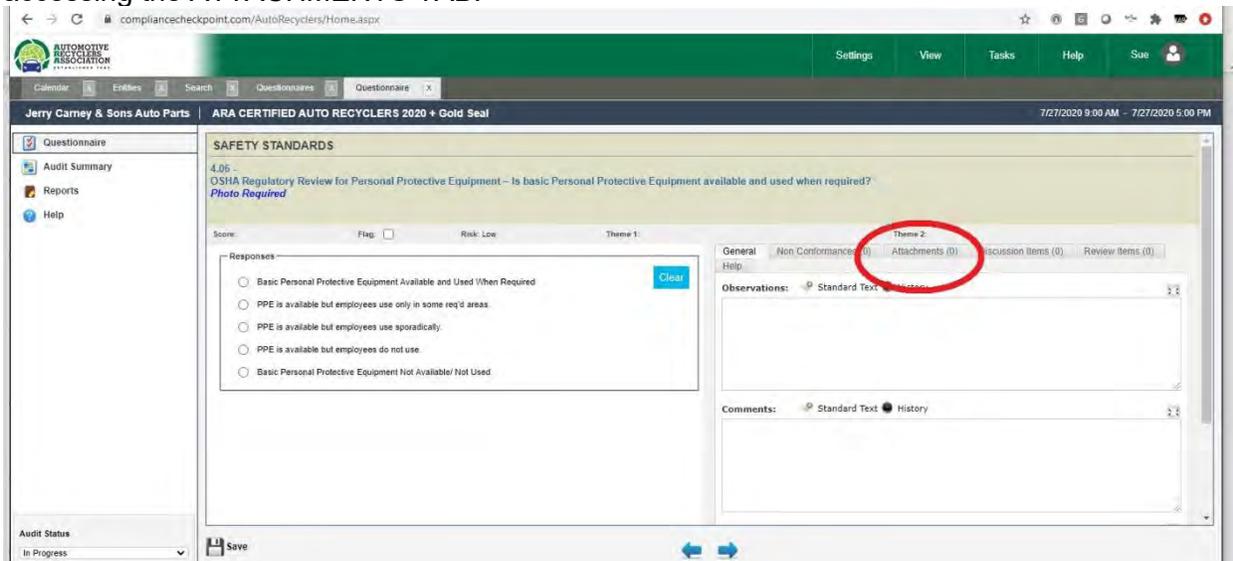


WELCOME to the CERTIFIED AUTO RECYCLERS and GOLD SEAL certification program 2020 using COMPLIANCE CHECKPOINT.

Your **Compliance Checkpoint record** has been created for the 2020 Self Audit year for both CAR and Gold Seal in a single application. The CAR and Gold Seal certification fee is \$250 annually.

- ✓ **Complete your facility audit by October 1, 2020 per the regular certification schedule.**
- ✓ Even if you have not previously been CAR or Gold Seal certified, **please complete a self-audit of your facility and fill out the questionnaire including attaching pictures when required.** If you prefer, you may have a professional auditor complete the task.
- ✓ If you do not wish to be Gold Seal Certified for 2020 then mark each question as NA or Not Applicable.
- ✓ Most ARA members find that the CAR certification process adds value to their operation. *The certification process is the easiest and most straightforward way to compliance assurance at your professional automotive recycling facility.*
- ✓ Email Sue with any issues or questions at Sue.Schauls@gmail.com

Throughout the questionnaire you will be asked to “ATTACH” pictures of some of the processes conducted at your facility. This is easy to do in your Compliance Checkpoint record by accessing the ATTACHMENTS TAB:



Then ADD the photo from your files on your computer using the paperclip ADD function.

On the next screen hit ADD FILES then select from your computer files and then UPLOAD FILES. The photos in any format will be added and saved there for future reference. You can also add documents if desired.



Some folks find it easier if a “library” of photos is placed in a single folder on your computer prior to answering the questions. Below is a list of required photos:

- 1) Customer Parking – Is Customer Parking separate from the Vehicle Holding area with adequate Grading and Drainage? [Photo Required](#)
- 2) Sales & Reception area - is this clean and organized? [Photo Required](#)
- 3) Department of Labor – Is the required Department of Labor Employee Information Signage posted? [Photo Required](#)
- 4) Building & Property Maintenance and Appearance – Are buildings and property well maintained? [Photo Required](#)
- 5) Salvage Vehicle Storage – is Salvage Vehicle Storage Safe and Organized? [Photo Required \(Two Views\)](#)
- 6) Fluid Removal & Dismantling Area(s) – Do all Designated Dismantling Areas have a Roof and an Impervious Surface? [Photo Required \(Two Views\)](#)
- 7) Fluid Storage - Are Used Oils Stored in a Secondary Containment area with Cover, or inside a Container in Good Condition? [Photo Required](#)
- 8) Fluid Storage – Is all Antifreeze Stored in a Secondary Containment area with Cover, or inside a building in a Container in Good Condition? [Photo Required](#)
- 9) Fluid Storage - Is all Fuel Storage located outside, away from structures (distance according to local fire code) with covered Secondary Containment in tanks in Good Condition? [Photo Required](#)
- 10) Lead Acid Batteries Storage – Are all Batteries stored inside a Covered Storage Area on an Impervious Surface and Stacked no more than Three (3) high? [Photo Required](#)
- 11) Refrigerant Removal – Are all Refrigerants evacuated for Recycling, Disposal or Reuse using approved operable refrigerant reclamation equipment? [Photo Required](#)
- 12) Tire Storage – Are less than 1,500 scrap tires stored on-site in a trailer or cage(s), not adjacent to buildings or perimeter of yard, in compliance with State requirements? [Photo Required](#)
- 13) Core Storage Areas (Engines & Transmissions) –Do Designated Core Storage Areas have a Roof and are they situated on an Impervious Surface? [Photo Required \(Two Views\)](#)
- 14) Crusher Area – Containment & Collection of Fluids from Crusher – Are Fluids from Crushing Contained and Collected for Disposal? [Photo Required](#)
- 15) Crusher Area – Spill Cleanup – Is the Crusher Area free of any Spills or Leaks on the Ground? [Photo Required](#)
- 16) Parts Cleaning – Pressure Washer – Is pressure/power washing conducted inside with overspray of oily wastewater lawfully discharged to sewer or contained and recycled or transported for allowable disposal for facilities with septic systems? [Photo Required](#)
- 17) Parts Cleaning – Solvent Cleaners – Are Spent Solvents managed as Hazardous Waste and manifested with a Hazardous Waste Management company? [Photo Required](#)

- 18) Parts Cleaning – Other Non-Solvent Cleaners or Water-based parts washer water – Is wastewater lawfully discharged to sewer or contained and recycled or transported for allowable disposal for facilities with septic systems? [Photo Required](#)
- 19) Personal Protective Equipment – Is basic Personal Protective Equipment available and used when required? [Photo Required](#)
- 20) Eye Wash Station(s) – Is OSHA Approved 15-Minute Eye Wash Station readily accessible near all Fluid Evacuation Areas & near Corrosive Materials? [Photo Required](#)
- 21) Fire Extinguishers – Are Fire Extinguishers readily available, appropriately labelled and Fully Charged with appropriate inspection tag? [Photo Required](#)
- 22) First Aid Kit(s) - Are First Aid Kits readily available to employees in close proximity to the dismantling areas, and adequately sized for the number of employees in that area? [Photo Required](#)
- 23) Are Lock Out Tag Out (LOTO) supplies, such as hasp locks and tags, available? [Photo Required](#)
- 24) Spill Kits – Are Spill Kits located throughout the facility? Spill Kit Score earned in Enviro Section of Audit. [Photo Required](#)
- 25) Self Service Facilities Safety Signs – Are Safety Signs & Reminders posted and visible for Customers at Self Service facilities and for Employees at all facilities? [Photo Required](#)

For some processes DOCUMENTATION IS REQUIRED. Documents DO NOT need to be uploaded to Compliance Checkpoint but must be verified to meet the standard. If desired documents may be uploaded in PDF format for safe keeping in the system and for ease of reference in the event of an inspection by a regulator! Those documents include:

- 1) OSHA Regulatory Review – Safety Data Sheets (SDS) – Are Workplace chemicals listed in an Inventory and the corresponding Safety Data Sheets (SDS) information complete, up-to-date and easily accessible? [Document Verification Required](#)
- 2) ARA Requirement for Cutting Torch Use – Is the ARA Cutting Torch Use Education and Orientation Protocol signed by all Employees using a Cutting Torch or has Cutting Torch been removed from facility? [Document Verification Required](#)
- 3) Shipping of Airbags – Does the site have Documentation of DOT Certification Training for Dangerous Goods shipping provided within the past three years for all Employees Associated with the Shipping of Airbags/Seatbelt Pretensioners/Hybrid Batteries or DO NOT ship HazMat from facility? [Document Verification Required](#)
- 4) Forklift Training – Does the site have Documentation within the past three years of Certification Training provided to all Forklift Operators? [Document Verification Required](#)
- 5) Storm Water Pollution Prevention Plan (SWPPP) – Does the facility have a written and implemented Storm Water Pollution Prevention Plan (SWPPP) that includes employee training and logged inspections? [Document Verification Required](#)
- 6) Storm Water Sampling – Is Storm Water Sampling conducted at intervals required under the state permit such as annually, quarterly or per 5-year permit authorization or is not required by the state? [Document Verification Required](#)
- 7) Spill Prevention Control and Countermeasure – If site has more than 1320 gallon of On-Site Storage for Petroleum Product (Oil and Fuel), is a Spill Prevention Control and Countermeasure (SPCC) plan written and implemented including regularly logged inspections? or <1,320 gallons of storage so No SPCC is required. [Document Verification Required](#)