



CAR Checklist

Standard of excellent for environmental and safety compliance.

Becoming a Certified Auto Recycler has never been easier!

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FACILITY OPERATIONS

- 1.01 Facility service type is FULL SERVICE/ SELF SERVICE /BOTH
- 1.02 Average number of salvaged vehicles processed for parts monthly?
- 1.03 Average number of employees at facility?
- 1.04 Name of the Safety Supervisor at the facility.
- 1.05 Provide the email address of the Safety Supervisor.
- 1.06 Provide the Federal Identification (ID) Number.
- 1.07 Provide the Retail Sales Tax Identification Number.
- 1.08 Provide State License number (if applicable) & License Expiration Date:
- 1.09 Please upload your company logo. *Photo Required*

GENERAL BUSINESS STANDARDS

- 2.01 Customer Parking – Is **Customer Parking** separate from the Vehicle Holding area with adequate Grading and Drainage? *Photo Required*
- 2.02 **Sales & Reception** area - is this clean and organized? *Photo Required*
- 2.03 **Signs in good Taste**. Are signs/pictures in reception area in good taste and of a positive tone?
- 2.04 Department of Labor – Is the required **Department of Labor Employee Information Signage** posted? *Photo Required*
- 2.05 **Building & Property** Maintenance and Appearance – Are buildings and property well maintained? Attach a photo of the outside sign and/or building. *Photo Required*
- 2.06 **Salvage Vehicle Storage** – is Salvage Vehicle Storage Safe and Organized? *Photo Required (Two Views)*
- 2.07 **Parts storage** systems is well maintained, orderly, and clean.
- 2.08 Licensed **Delivery & Recovery Vehicles** - Is a professional image maintained with licensed and presentable delivery and recovery vehicles?
- 2.09 Does the facility maintain compliance for **local ordinances**, such as city license or permits?
- 2.10 Does the facility maintain **General Liability insurance** with a minimum of \$2 million limit per occurrence for property, bodily and personal injury?
- 2.11 Does the facility have **proof of ownership** of all vehicles in their possession?
- 2.12 Provide the National Motor Vehicle Title Information System number.
- 2.13 Has the facility reported all VIN's to NMVTIS within 30 days or state law timeframe? Provide the NMVTIS Last Report Date:
- 2.14 Pest control for mosquitoes and rodents is managed through preventive maintenance.
- 2.15 No open burning is practiced at the facility as prohibited by State law.



ENVIRONMENTAL STANDARDS - Fluid Evacuation, Storage & Disposal

- 3.01 **Fluid Removal & Dismantling Area(s)** – Do all Designated Dismantling Areas have a Roof and an Impervious Surface? *Photo Required (Two Views)*
- 3.02 Are all appropriate **Spill Supplies**, such as drip pans, absorbent, drain covers, acid neutralizers, etc. available in the fluid evacuation area?
- 3.03 Is the Fluid Removal & Dismantling Area(s) free of any Spills or Leaks on the Ground?
- 3.04 Fluid Removal – Are **Used Oils** including Brake, Transmission, Hydraulic and Power Steering Fluids Removed from the Vehicle for Recycling and/or Use in a used-oil fired furnace?
- 3.05 Used Oil Storage - Are Used Oils Stored in a Secondary Containment area with Cover, or inside a Container in Good Condition? *Photo Required*
- 3.06 Fluid Disposal - Is all used oil properly managed by being burned in a Used Oil-fired furnace OR transported off-site for recycling by a Used Oil Marketer with records available?
- 3.07 Fluid Removal – Is all **Antifreeze** removed for recycling, disposal or re-use?
- 3.08 Fluid Storage - Is all Antifreeze Stored in Secondary Containment are with Cover, or inside building in a container in Good Condition? *Photo required*
- 3.09 Fluid Disposal - Is antifreeze re-used on-site and/or sold as product OR records available of recycling or disposal by management company?
- 3.10 Fluid Removal – Is all **Fuel** removed for recycling, reuse or disposal with fuel removal processes in a separate well-ventilated area such as outdoors or a separate building, from which all ignition sources are removed?
- 3.11 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*
- 3.12 Fluid Disposal - Is Fuel not fit for re-use disposed of as a hazardous waste by a permitted hazardous waste management company with records available for the past three years?
- 3.13 Labelling of Storage – Are all Storage Containers Labelled?
- 3.14 **Spill Prevention Control and Countermeasure** – If site has more than 1320 gallon of storage for capacity petroleum product (Oil & Fuel), is an SPCC plan written and implemented? *Document Verification Required*
- 3.15 Is the Storage Containers Area(s) free of any Spills or Leaks on the Ground?
- 3.15 Storage Containers Area(s) -Are all appropriate **Spill Supplies**, such as drip pans, absorbent, drain covers, acid neutralizers, etc. available in container storage area?

ENVIRONMENTAL STANDARDS - Solid/Hazardous Waste Removal, Storage & Recycling

- 3.16 **Lead Acid Batteries Removal** – Are all Batteries removed for Recycling or Reuse?
- 3.17 **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*
- 3.18 **Lead Acid Batteries Disposal** – Are lead-acid batteries disposed of through a permitted recycler with disposal records available for the past three years?
- 3.19 **Refrigerant Removal** – Are all Refrigerants evacuated for Recycling, Disposal or Reuse using approved operable refrigerant reclamation equipment? *Photo Required*
- 3.20 **Refrigerant Disposal** – Is recovered refrigerant reused or recycled/disposed of through a permitted refrigerant reclamation company with records available for the past three years?





- 3.21 **Mercury Switches** – Are all Mercury Switches removed and sent to ELVS?
- 3.22 **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 or local requirements?
Photo Required
- 3.23 **Tire Disposal** – Are scrap tires disposed of through a permitted tire hauler with disposal records available for the past three years, or sent with Crusher Cars, per State Regulation?

ENVIRONMENTAL STANDARDS - Core & Vehicle Storage & Crusher Areas

- 3.24 **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)*
- 3.25 **Core Storage Areas** – Spill Supplies – Are all appropriate Spill Supplies, such as drip pans, absorbent, drain covers, acid neutralizers, etc. available in adequate volume?
- 3.26 **Core Storage Areas** – Spill Cleanup – Is Core Storage Area free of any Spills or Leaks?
- 3.27 **Salvage Vehicle Storage** – is Salvage Vehicle Storage Safe and Organized?
Photo Required (Two Views)
- 3.28 **Salvage Vehicle Storage Area** – Spill Cleanup – Is the Salvage Vehicle Storage Area free of any Spills or Leaks on the Ground?
- 3.29 **Crusher Area** – Containment & Collection of Fluids from Crusher – Are Fluids from Crushing Contained and Collected for Disposal? *Photo Required*
- 3.30 **Crusher Area** – Spill Cleanup – Is the Crusher Area free of any Spills or Leaks?

ENVIRONMENTAL STANDARDS - Parts Cleaning

- 3.31 Is facility on city sewer discharge or septic system?
- 3.32 **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*
- 3.32 **Parts Cleaning** – Solvent Cleaners – Are Spent Solvents managed as Hazardous Waste and manifested with a Hazardous Waste Management company? *Photo Required*
- 3.34 Are spent solvent contaminated wipes stored in properly labeled, leak-proof containers until disposal in container properly labeled “**Excluded Solvent-Contaminated Wipes**” or no wipes are used?

ENVIRONMENTAL STANDARDS - Storm Water Permitting

- 3.35 Provide the Stormwater Permit Number (or a Certificate of No Exposure).
- 3.36 Does the facility have a Storm Water Permit or a Certificate of No Exposure?
Provide the Storm Water Permit Expiration Date:
- 3.37 **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*
- 3.38 **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*





SAFETY STANDARDS

- 4.01 Does the Facility have a written Hazard Communication Standard (HCS) plan in which all Employees have been trained on HCS & GHS Standards? *Document Verification Required*
- 4.02 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*
- 4.03 Are **Globally Harmonized System** of chemical identification (**GHS**) Labels adhered to tanks, totes, drums and fluid containers of all sizes? *Photo Required*
- 4.04 Does the facility have a Safety Program with Regularly Scheduled Safety Meetings and Inspections that are logged?
- 4.05 OSHA Regulatory Review for **Personal Protective Equipment** – Is basic Personal Protective Equipment available and used when required? *Photo Required*
- 4.06 OSHA Regulatory Review for **Eye Wash Station(s)** – Is OSHA Approved 15-Minute Eye Wash Station readily accessible near all Fluid Evacuation Areas & near Corrosive Materials? *Photo Required*
- 4.07 OSHA Regulatory Review for **Fire Extinguishers** – Are Fire Extinguishers readily available, appropriately labelled and Fully Charged with appropriate inspection tag? Inspected by 3rd-party annually and on-site visual inspection by facility with required inspection tag completed monthly. *Photo Required*
- 4.08 OSHA Regulatory for **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*
- 4.09 Is **Lock Out Tag Out (LOTO)** Program in place with supplies, such as hasp locks and tags, available? Program includes employee training to remove power source from equipment prior to repair or maintenance.
- 4.11 Hoists are inspected on a regular basis such as monthly for frequent use hoists and upon use for infrequently used hoist? Inspections are logged Monthly & Annually with inspection tag affixed to automotive lifts.
- 4.12 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*
- 4.13 OSHA Regulatory Review for **Spill Kits** – Are Spill Kits located throughout the facility? Spill Kit Score earned in Enviro Section of Audit. *Photo Required*
- 4.14 **OSHA Regulatory Review** – Facilities with 10 or more Employees, Is the business compliant with the OSHA 300 Log injury and Illness Reporting Requirements?
- 4.16 **Regulatory Review** – Forklift Training – Does the site have Documentation within the past three years of Certification Training provided to all Forklift Operators? *Upload of Document Required*
- 4.17 **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*





High Voltage Vehicle (HVV) Certification is included to set the standard operating procedures and training requirements for the safe management of electric and hybrid vehicles. This section is optional but highly recommended for those seeking certification.

Recall Certification must be completed to meet the new eBay requirement to sell airbags on eBay Motors.

Gold Seal Certification continues to be the standard of excellence in part quality assurance, data management, warranty and return policies and customer satisfaction.

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.*

New and renewing CAR membership begins with ordering a certification tracking record. Order a 2023 CAR Record at <https://arauniversity.org/product/certification-record-car-gs/>

