



Michigan Certified Automotive Recycler (MICAR)

Guidance Manual

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Disclaimer

Material presented in this manual is intended for informational purposes to assist automotive recyclers in meeting the Michigan Certified Automotive Recycler (MICAR) requirements. Each automotive recycling facility participating in the MICAR program is responsible for complying with applicable local, state, and federal regulations. Meeting the MICAR 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.

Automotive Recyclers of Michigan



Section 1

INTRODUCTION

The Michigan Certified Automotive Recycler (MICAR) program sponsored by Automotive Recyclers of Michigan (ARM) certifies that participating automotive recycling facilities meet specified general business, environmental, safety, licensing, and regulatory standards. MICAR has been approved and accredited by the Automotive Recyclers Association (ARA). MICAR certified facilities who are also members of ARA are considered to be participating members of ARA's CAR program and are eligible to participate in ARA's Gold Seal Program which focuses on excellent customer service and satisfaction, quality parts, and professional business practices.

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

This MICAR Guidance Manual is designed to help interested recyclers apply for MICAR certification. The manual also explains how to meet the specified standards, and describes the MICAR audit procedures and what to expect during an audit.



Section 2

MICAR APPLICATION

The MICAR application procedures are easy to understand and follow. Only members of ARM are eligible to participate in MICAR. To apply for MICAR membership, recyclers must fill out and sign the MICAR Application Form and submit the form to ARM. The annual certification fee of \$350 must accompany the application. Once the application is submitted, the MICAR Program Manager will inspect the facility to determine if the standards are met and to identify needed corrective actions. ARM and the applicant will be notified when the Program Manager verifies that the standards are met and the facility is certified.

A MICAR application and the MICAR standards are included in this section.



Michigan Certified Automotive Recycler (MICAR)

Application Procedures

To receive MICAR certification:

1. Fill out and sign the MICAR Application Form.
2. Submit the Application Form and the annual certification fee of \$350 to ARM:

Barb Utter
Executive Director
Automotive Recyclers of Michigan
7550 South Saginaw Road, Suite 9
Grand Blanc, MI 48439
Phone: (810) 695-6760
Fax: (810) 695-6762

3. ARM will forward the application to the MICAR Program Manager. The MICAR Program Manager will contact you to arrange an inspection.
4. The MICAR Program Manager will notify ARM and the facility owner when verification is completed and Certification is approved.

Michigan Certified Automotive Recycler (MICAR)

Application Form

Owner/Contact Name(s): _____

Business Name: _____

D.B.A. (If applicable): _____

Street Address: _____

City: _____ State: _____

Mailing Address (if different): _____

Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

I wish to apply for Michigan Certified Automotive Recycler (MICAR) certification.

I agree to meet the MICAR Standards.

I agree to participate in the MICAR auditing program to verify compliance with the MICAR standards.

I agree to pay the MICAR membership fees as established by ARM.

I agree to comply with the following guidelines:

- Be a member of ARM, and meet the membership requirements.
- Appropriately display applicable MICAR program identity and promotional materials. I agree to surrender same if ARM membership is canceled or terminated.
- Improve my effectiveness as a business person and professional automotive recycler either through business courses and seminars offered by ARM, or by recognized colleges and universities.
- To not knowingly purchase and/or sell automotive parts of questionable origin. A MICAR member should take pride in his industry and business, thereby enhancing quality, customer service and confidence.

I understand that as the automotive recycling industry changes, the requirements to be a MICAR member may also change, I agree to incorporate any such changes in my business. If I fail to do so, my MICAR membership will be subject to termination.

Business Owner Signature: _____ Date: _____

Staff Use Only:

Date Received by ARM: _____

Date Received by MICAR Program Manager: _____

Certification Approved: _____ (MICAR Program Manager)

_____ (Date)

Michigan Certified Automotive Recycler (MICAR)

Standards

General Business Standards

- Adequate, well-graded (or paved), well-drained customer parking facility is separate from the vehicle holding area.
- Clean and organized retail sales counter and reception area.
- Signs in good taste and of positive tone.
- Building and property is well-maintained to reflect a clean, orderly, and safe operation.
- Delivery and support vehicles are well-maintained to ensure employee and community safety.

Environmental Standards

- The following fluids are properly removed as part of the dismantling procedure, prior to crushing the vehicles or before customers dismantle parts at “You-Pull-It” facilities:
 - Fuel
 - Motor oil
 - Transmission fluid
 - Brake fluid
 - Antifreeze
- All fluids (new and recyclable) are stored inside a building, or outside with secondary containment.
- All batteries are removed and placed either in a covered storage area on an impervious surface or in plastic containers with lids.
- Refrigerant is evacuated from each vehicle in accordance with applicable regulations, or contracts for refrigerant removal with a licensed vendor.
 - R-12 recovery machine
 - R-134a recovery machine
 - Licensed removal vendor
- Engines and transmissions removed from vehicles to be resold are stored under a permanent roof on an impervious surface, or in an outside covered weather-proof container.
- Core and recyclable engines and transmissions 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 or equivalent treatment device.

Standards (continued)

- Spent solvents from parts cleaning systems are disposed of with an authorized processor. Wash water from water-based parts washers is either recycled or collected for disposal in an approved manner.
- Tires are removed to an approved disposal site regularly, never having more than a semi trailer-load of scrap tires (about 1,300 tires) on site at any time. Tires to be re-sold are stored in a manner to prevent or minimize water accumulation and mosquito infestation.
- Mercury switches from hood and trunk convenience lights are removed from salvage vehicles.

Safety Standards

- Utilization of basic personal protective equipment including gloves, hard hats, safety shoes, safety clothing, safety shields and goggles, when required.
- OSHA approved 15-minute eye wash station(s) readily accessible near corrosive materials (i.e. battery storage, processing, and recharge areas).
- Readily available, appropriately typed, and fully charged fire extinguishers.
- A stocked first aid kit.
- Spill kit(s).
- A safety program in which a particular individual is in charge of regularly scheduled safety meetings and safety inspections. List name of safety supervisor.
- Cutting torch safety protocol.

Licensing and Regulatory Standards

- Has applicable business licenses and permits.
- Meets applicable environmental regulatory requirements pertaining to:
 - Storm water
 - Refrigerant removal
 - Hazardous materials
- Has reviewed and acknowledged applicable OSHA requirements pertaining to:
 - Material Safety Data Sheets (MSDS)
 - Right to Know
 - Employee safety
- Has documentation of appropriate DOT training for employees associated with the shipping of airbags.
- Has documentation of appropriate forklift training for employees.

Disclaimer:

Each facility is responsible for complying with applicable local, state, and federal regulations. Meeting the MICAR Certification requirements does not guarantee compliance with all regulations that apply, nor does it provide protection against citizen or third party lawsuits.

Section 3

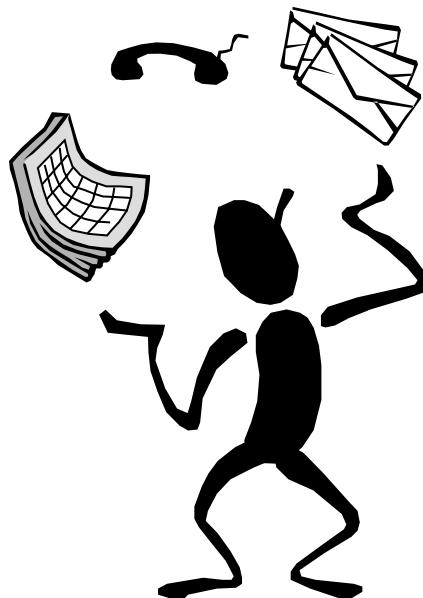
MICAR STANDARDS

The MICAR standards are established by ARM, and may be revised from time-to-time. MICAR 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.

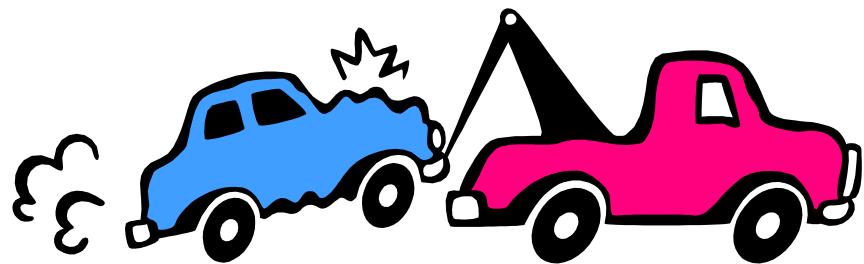
This section provides a description of each standard, clearly defines how to determine if the standard is met, and answers commonly-asked questions. The criteria are simple and straightforward, but may not cover all possible circumstances. These criteria will be used by the MICAR Program Manager to determine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

Should you have any questions about the standards, please contact the MICAR Program Manager:

David Kendziorski
Stormtech, Inc.
N1864 Forest Lake Road
Campbellsport, WI 53010
Phone: (920) 533-5271
Fax: (920) 533-5293
E-mail: dave@stormtech1.com



GENERAL BUSINESS STANDARDS



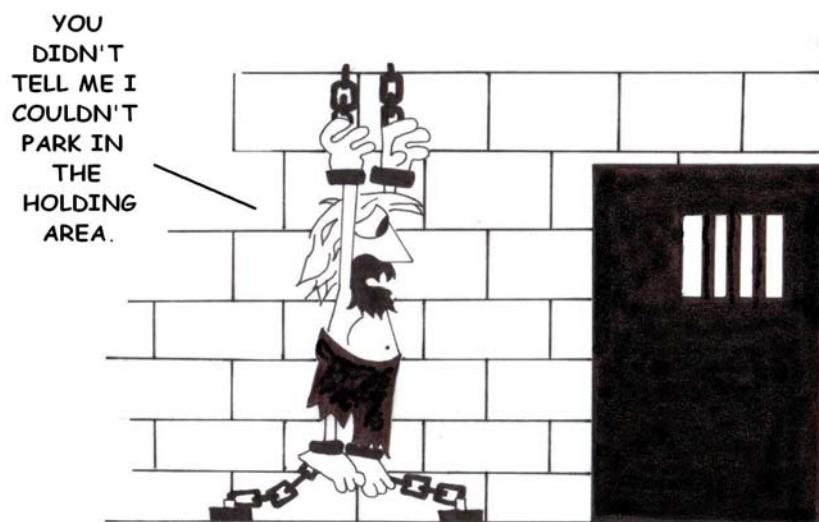
Adequate, Well-Graded (or Paved), Well-Drained Customer Parking Facility is Separate From the Vehicle Holding Area

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



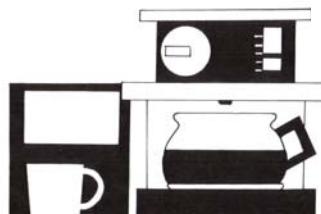
WHAT TO DO:

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
-



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.

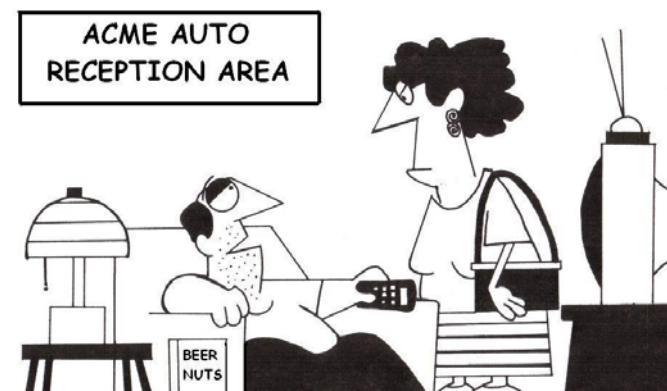


**Important Part
of Any
Reception Area**



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.
-



**But honey, I don't want to go home.
I like it here!**

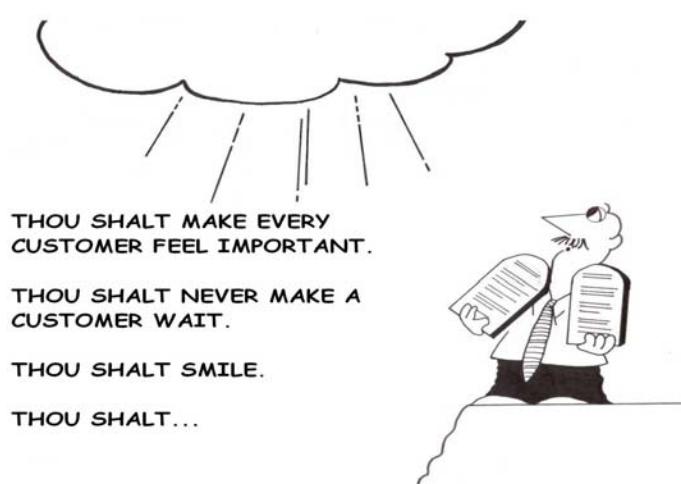
Signs in Good Taste and of Positive Tone

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 ARM); 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 ARM.
-



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

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.
-

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.



WHAT TO DO:

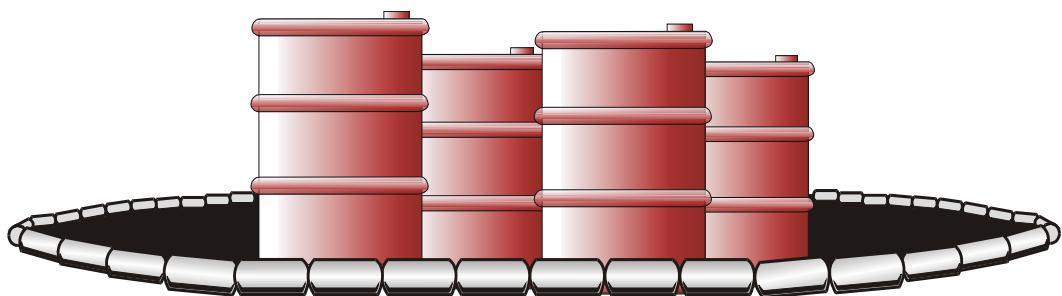
1. Conduct periodic inspections of vehicles to identify repair needs and recognize pattern wear.
 2. Maintain facility vehicles to prevent leaking fluids, parts failure, and breakdown.
 3. Provide proper training to employees who operate and maintain the vehicles.
-

◆ Suggestion

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.

ENVIRONMENTAL STANDARDS



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 leak-proof 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, or sent to a licensed recycler.
- ◆ Drained "good" fuel may be reused, if permitted by local regulations.
- ◆ Unstable or contaminated fuel can be sold to a reblender 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.

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.

Note:

Keep fluids separated if to be recycled

- ◆ 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.



WHAT TO DO:

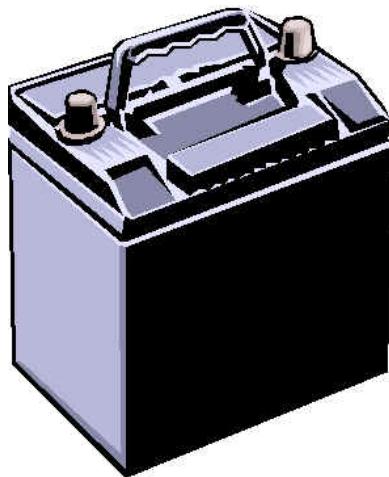
1. Store new and recyclable fluids under roof in properly labeled containers (tanks, drums or other containers) that are covered (except when in use); or store outside in liquid-tight containments.
 2. Comply with applicable container, labeling, and secondary containment regulations.
-

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.

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 watertight 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.

Refrigerant is Evacuated From Each Vehicle in Accordance with Applicable Regulations, or Contracts for Refrigerant Removal with a Licensed Vendor

Section 608 of the Clean Air Act, passed by the U.S. Environmental Protection Agency in 1993, required 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.

Engines and Transmissions to be Resold are Stored Under a Permanent Roof on an Impervious Surface, or in an Outside Covered Weather-Proof Container

Improperly stored engines and transmissions to be resold 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 under a permanent roof on an impervious (concrete or asphalt) surface,
or
in an outside covered weather-proof container.
 2. Control, contain, and clean up any fluids released from the engines and transmissions.
-

**Core and Recyclable Engines and Transmissions are Stored
Under a Permanent Roof on an Impervious Surface, in an Outside
Covered Weather-Proof Container, or on an Impervious Surface
that Drains to an Oil-Water Separator**

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



WHAT TO DO:

1. Store core and recyclable engines and transmissions 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.
-

Spent Solvents From Parts Cleaning Systems are Disposed of with an Authorized Processor. Wash Water From Water-based Parts Washers is Either Recycled or Collected For Disposal in an Approved Manner.

Washing of recycled parts may be an important part of a facility's operation, housekeeping, and quality-control activity. Proper washing procedures using either solvents or 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.
 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. Recycle or properly dispose of wash water from water-based parts washers.
 4. Do not dispose of used solvent or wash water on the ground or in a storm drain.
 5. Keep accurate and up-to-date records of solvent, wash water, and sludge processing and disposal.
-

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.

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.

**Sonny, I need
some really
big tires.**



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.

Mercury Switches From Hood and Trunk Convenience Lights are Removed From Salvage Vehicles

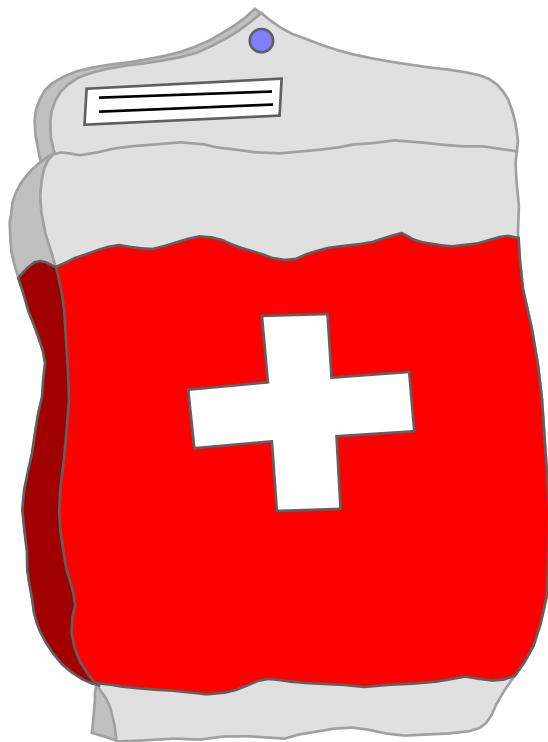
In 1971, USEPA listed mercury as a hazardous pollutant. Industrial combustion can release mercury to the atmosphere, where it falls back to earth and bioaccumulates up the food chain. Eating certain fish and shellfish can expose humans to mercury contamination. Mercury contamination affects the human nervous system – especially in fetuses and children – and can lead to death. Removing mercury switches from salvage vehicles can reduce the amount of mercury released into the atmosphere by foundries and steel mills that melt scrap metal.



WHAT TO DO:

1. Inspect all vehicles that may contain convenience light mercury switches.
2. Remove the hood and light trunk switches. ABS brake switches containing mercury may also be removed. You do not have to remove the mercury capsule from the plastic switch.
3. Participate in the National Mercury Switch Recovery Program operated by *End of Life Vehicle Solutions*. Call (734) 547-2511 or (800) 839-3975 to enroll and request a collection bucket. When the bucket arrives, fill out the Universal Waste label and affix it to the bucket. Keep the box with return postage. You'll also receive a list of vehicles that contain mercury switches and instructions to safely remove the switches.
4. Fill the bucket with the mercury switches. You can keep the bucket on site for up to a one-year period.
5. When the bucket is full (or the one-year period expires) ship the bucket back with the return postage.
6. *End of Life Vehicle Solutions* will send you a new bucket and \$1 per switch.

SAFETY STANDARDS



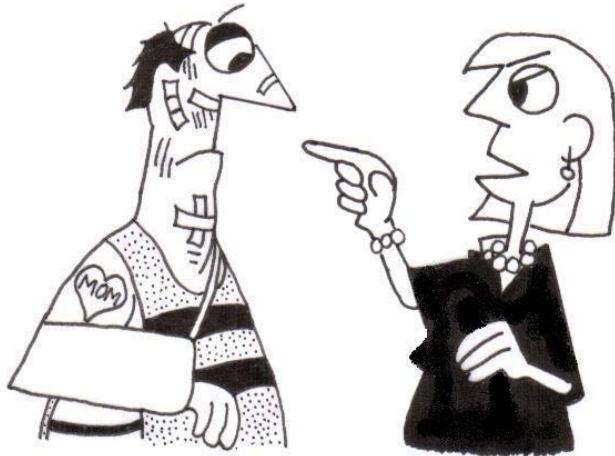
Utilization of Basic Personal Protective Equipment Including Gloves, Hard Hats, Safety Shoes, Safety Clothing, Safety Shields, and Goggles, When Required

Personal protective equipment (PPE) can help compliment other measures taken by employers and employees to minimize hazards and unsafe conditions. 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.



WHAT TO DO:

1. Determine appropriate PPE for the facility.
 2. Train each employee required to use PPE. Free online PPE training is available at www.free-training.com/osha/ppe/ppemenu.htm
 3. Make PPE available to employees or otherwise require that employees provide their own PPE.
-



**So now will you wear a
hard hat?**

OSHA Approved 15-Minute Eye Wash Station(s) Readily Accessible Near Corrosive Materials

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. Provide OSHA approved 15-minute eye wash station(s) where corrosive materials are used. Stations may include hard-plumbed eye wash fountains, drench showers, hand-held drench hoses, or self-contained eye wash units—as long as they meet OSHA's 15-minute continuous flow requirement. (ANSI Standard Z358.1 - 1998 requires a minimum 15 minute gravity-fed continuous water flow of 0.4 GPM).
 2. If possible, install the eye wash station where injured workers would not have to pass through a doorway, go up or down stairs, or weave between equipment to reach the station.
 3. Periodically inspect and properly maintain the eye wash station(s).
-

Hard-Plumbed Stations

Pros

- ◆ Ready for use at all times
- ◆ Constant flow as long as needed

Cons

- ◆ Requires plumbing connection and adequate water pressure

Self-Contained Stations

Pros

- ◆ Portable; can be easily placed wherever needed
- ◆ Easy to install

Cons

- ◆ Limited flow available
- ◆ Solution must be replaced every six months to prevent bacteria growth

EYE PROTECTION PRACTICES

- ◆ Wear safety glasses, goggles, or face shields to protect against toxic chemicals and solvents, battery acid, hot vehicle fluids, flying objects (metal, chips), fumes and gases, and welding or torching burns.
- ◆ If object in eye: Move to eye wash station. Flush with water until object rinses out. Do not rub the eye, which can scratch the eye or embed the object. If object cannot be rinsed out, bandage eye loosely and seek medical attention.
- ◆ If chemical splashes in eye: Move to eye wash station. Look directly into the stream of water and hold eye open with fingers. Flush eye for at least 15 minutes, then seek medical attention.
- ◆ Practice makes perfect: Practice using the eye wash station to become familiar with how it works. Practice holding eye open in a stream of water (natural reaction is to squeeze eyes closed when irritated).
- ◆ Make sure equipment guards are in place on machinery.



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. Visually inspect all fire extinguishers regularly, and perform and document annual maintenance. Document inspections and annual maintenance on a tag affixed to each extinguisher.
 5. Arrange for hydrostatic testing by trained persons at specified intervals.
 6. Train employees on fire prevention and emergency response.
-



GENERAL CLASSES OF FIRES

	Fire Type	Desired Inside Travel Distance to Extinguisher	Extinguisher Agent
Class A	Combustible materials (wood, paper, rubber, plastics)	<75 ft.	Water, dry chemicals
Class B	Liquids, gases, and greases	<50 ft.	Dry chemical, foam, carbon dioxide
Class C	Electrical	<75 ft.	Carbon dioxide, dry chemical (non-conducting agents)
Class D	Combustible metals (magnesium, titanium, sodium)	--	Dry powder, specific for metal hazards

How to Use a Fire Extinguisher

- ◆ Do not panic
- ◆ Hold extinguisher upright
- ◆ Pull the pin; stand back 8 - 10 feet
- ◆ Aim at the base of the fire
- ◆ Squeeze the handle
- ◆ Sweep at the base of the fire

Call for professional help

- ◆ Free online training on fire extinguishers is available at www.pp.okstate.edu/ehs/modules/exting/.htmT.

A Stocked First Aid Kit

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.



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).
-

TYPICAL INDUSTRIAL FIRST AID KIT SUPPLIES

- ◆ Adhesive bandages
- ◆ Alcohol prep pads
- ◆ Ammonia inhalant
- ◆ Bandage compresses
- ◆ Burn ointment
- ◆ Cold pack
- ◆ Eye pads
- ◆ Eye wash solution
- ◆ Sterile pads
- ◆ Triangular bandage
- ◆ Latex gloves
- ◆ Iodine wipes
- ◆ Tourniquet and forceps
- ◆ Wire Splint



Spill Kit (s)

A spill kit allows workers to capture, contain, and clean up spills or leaks of fuel, new or used oils, antifreeze, solvents, and other fluids.



WHAT TO DO:

1. The spill kit(s) should contain appropriate absorbents and/or containment devices to handle the type and amount of fluids that could be released.
 2. Place the spill kit(s) where fluids are used or stored.
 3. Label the spill kit(s).
 4. Keep spill kit(s) well stocked.
 5. 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 the used absorbents (see Safety Meetings in Safety Standard 6).
-

TYPICAL SPILL KIT SUPPLIES

- ◆ 3" or 5" diameter absorbent socks
- ◆ Absorbent pillows
- ◆ Absorbent pads
- ◆ Drip pans
- ◆ Oil Dri or granular clay
- ◆ Broom and shovel
- ◆ Disposal bags
- ◆ Safety goggles
- ◆ Plastic gloves



Note: *Oil Only* absorbents will absorb petroleum products, but not water. *Universal* absorbents will absorb both oils and water. Socks and pillows may consist of polypropylene, cellulose, corncobs, sawdust, peat moss, vermiculite, and similar absorbent materials.

A Safety Program in Which a Particular Individual is in Charge of Regularly Scheduled Safety Meetings and Safety Inspections

A Safety Program will consist of guidelines for developing and maintaining safe operations within the facility. A designated Safety Manager will be responsible for overseeing the Safety Program.



WHAT TO DO:

1. Designate a Safety Manager
 2. Survey the facility for safety hazards.
 3. Identify safety rules, procedures, and practices appropriate for the facility.
 4. Communicate those rules, procedures, and practices to employees in regularly scheduled safety meetings. Document the dates and attendance at the meetings.
 5. Conduct periodic inspections to evaluate and enforce the safety rules, procedures, and practices. Document the dates and results of the inspections.
-



Cutting Torch Safety Protocol

Improper torch cutting of vehicle parts and scrap metal can pose a risk of serious injury due to burns, explosions, and fires. A cutting torch safety protocol should include established guidelines and procedures, training, and proper safety equipment. The protocol may address:

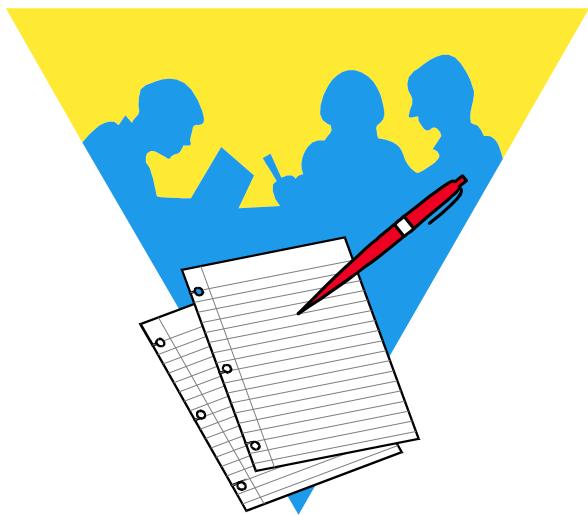
- *Torches and apparatus*
- *Fuels*
- *Personal protective equipment (PPE)*
- *Inspections of torches, hoses, and gauges before each use*
- *Guidelines and procedures for safe use*
- *Safety issues:*
 - *Fuel leakage*
 - *Backfires and flashbacks*
 - *Proper use of mats and shields*
 - *Cylinder safety*
 - *Containing sparks and slag*
 - *Removing combustibles to prevent fires*
 - *Fire response*

ARM is working with the Automotive Recyclers Association (ARA) to establish a Cutting Torch Safety Protocol that is appropriate for auto recyclers. Your business insurance company may also offer torch cutting safety training and standards.

► WHAT TO DO:

1. Establish a Cutting Torch Safety Protocol. ARM and the MICAR Program Manager will assist.
2. Provide a safe working environment and suitable equipment for torch cutting.
3. Conduct training of all personnel that will be exposed to torch cutting.
4. Document procedures and training.

LICENSING AND REGULATORY STANDARDS



Has Applicable Business Licenses and Permits

Automotive recyclers normally require various permits or licenses that authorize the business to operate. These permits and licenses vary by locality and may include:

- *salvage license*
 - *used vehicle dealer certificate or license*
 - *general business license*
 - *vehicle repair shop permit*
-



WHAT TO DO:

1. Be aware of all applicable permits, licenses, and certificates that are required for the facility.
 2. Obtain up-to-date permits, licenses, and certificates and meet the requirements of the appropriate regulations.
-



Meets Applicable Environmental Regulatory Requirements Pertaining to Storm Water, Refrigerant Removal, and Hazardous Materials

Environmental regulations pertaining to storm water, refrigerant removal, and hazardous materials apply to nearly all automotive recyclers.



WHAT TO DO:

1. Become knowledgeable of the environmental regulations that apply to the facility.
 2. Have documentation available that demonstrates that the facility is complying with the requirements of applicable environmental regulations. Suitable documents include storm water pollution prevention plan, storm water inspection or monitoring records, certificates for refrigerant removal equipment (See Environmental Standard 4), and hazardous waste shipping manifests.
-



**If the fish dies, we know the
storm water is dirty.**

Has Reviewed and Acknowledged Applicable OSHA Requirements Pertaining to Material Safety Data Sheets (MSDS), Right to Know, and Employee Safety

Occupational Safety and Health Administration (OSHA) regulations require training on particular topics, such as personal protective equipment, fire prevention, and hazard communications. OSHA regulations for general industry are presented in the Code of Federal Regulations, Title 29, Part 1910. The MICAR program does not certify that members are necessarily in conformance with all applicable OSHA regulations, but requires that members review and be aware of the requirements that apply to their facility.



WHAT TO DO:

1. Become knowledgeable of the health and safety regulations that apply to the facility.
 2. Have documentation available that demonstrates that the facility is addressing the requirements of the applicable OSHA regulations. Suitable documents include Material Safety Data Sheets (MSDS), hazard communication (Right to Know) training and written materials, and safety materials that address fire prevention, eye wash stations, personal protective equipment, and emergency response.
-

Did You Know:

The most frequent OSHA problem at industrial facilities is failure to provide Hazard Communication (Right to Know), as presented in CFR 29, 1910. 1200. Requirements include a written program, chemical list, MSDS, employee training, and proper labeling. Free online hazard communication training is available at:

www.free-training.com/osha/hazcom/hazmenu.htm.

Has Documentation of Appropriate DOT Training for Employees Associated with the Shipping of Airbags

The use of undeployed, recycled original equipment manufacturer (OEM) airbag modules are viable, economical, and safe alternatives to the use of new, more costly OEM airbags when properly evaluated, handled, stored, shipped, and professionally installed. The U.S. Department of Transportation (DOT) requires that anyone involved with the handling and shipping of air bags—including delivery drivers—be trained and certified. MICAR members must verify appropriate DOT training for employees associated with the shipping of airbags. Airbag inflators, airbag modules, and seatbelt pre-tensioners fall under DOT's list of Class 9 Hazardous Materials. This classification is DOT's least restrictive, and applied to items containing minimal amounts of explosive material. Training is required to package, label, and ship Class 9 hazardous materials.

NOTE

It is imperative that the required 24-hour emergency response number on the shipping papers be manned continually by someone knowledgeable about chemical interactions and other pertinent information needed by first response emergency personnel.

ARA Training Available

ARA developed a training program for the shipment of airbags. ARA members can access the ARA airbag training manual at www.a-r-a.org. Airbag shipment training is simple. The instruction video is available upon request from MICAR Program Manager.



WHAT TO DO:

1. Provide employees with airbag shipment training. Verify that appropriate employees are trained and can perform function-specific duties.
 2. Retain documentation verifying employee tests and certification. That documentation must include the date of the most recent training, the training materials used, and some type of certification stating the employee has been tested.
 3. Train new employees within the first ninety (90) days of employment and every three years thereafter.
-

Did You Know:

Sodium azide, the propellant used in most airbag modules, is a hazardous substance that is dangerous if inhaled and may burn exposed skin. Airbag modules that deploy properly during a motor vehicle collision do not pose a risk to human health or the environment and may be left in vehicles.

Has Documentation of Appropriate Forklift Training for Employees

OSHA requires that any employee who operates a forklift be trained and certified. The training addresses forklift design and parts, operation, driving rules, and maintenance requirements. Operator's performance must be evaluated at least every three years. Refresher training is also available.



WHAT TO DO:

1. Make sure all employees who operate forklifts have undergone training and certification.
 2. Keep a record of the certifications.
 3. Evaluate performance at least every three years.
-

Forklift Training is Easy!

Free forklift training is available on a web site at
<http://www.free-training.com/osha/forklift/forkmenu.htm>.

From your own personal computer, take the training course and the test online.

Section 4

AUDIT PROGRAM

MICAR Audits are conducted to assess current compliance with the MICAR 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. MICAR audits are conducted by the MICAR Program Manager. Certified MICAR members are allowed to conduct a self audit every other year. The self audit form will be provided by the MICAR Program Manager. Once completed by the facility, the self audit form is returned to the ARM office and reviewed by the MICAR Program Manager.

The MICAR Audit procedure is as follows:

- ◆ **Schedule** - The auditor will contact the MICAR member to schedule the audit.
- ◆ **Audit** - The auditor will review the MICAR standards with the member, then conduct a detailed inspection of the facility. The auditor will determine if the standards are being met. 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.
- ◆ **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.

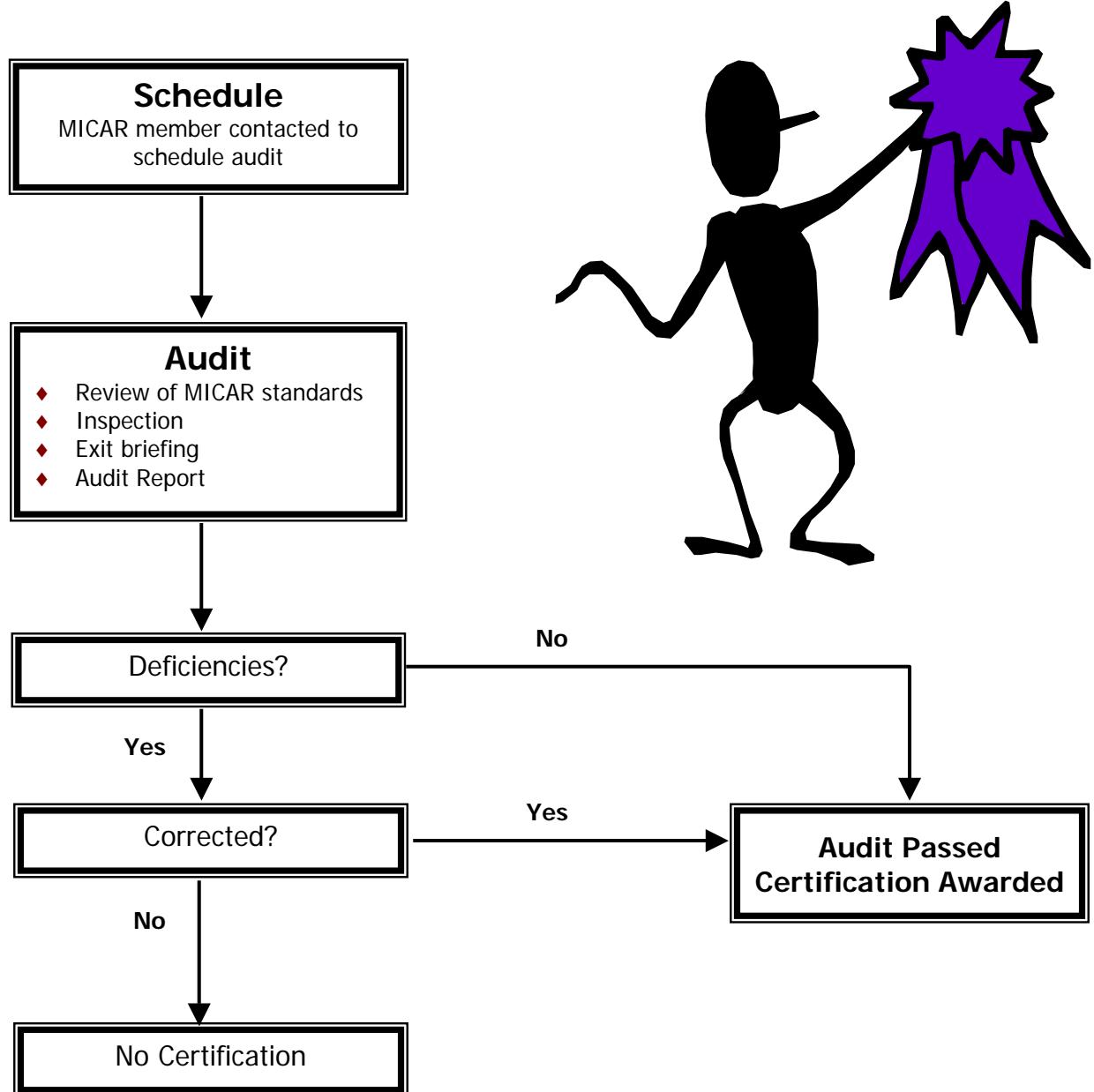
The auditor will identify on the Report whether each standard is met or there are deficiencies. The auditor will also specify any corrective actions needed to bring the member into compliance, and describe the follow-up documentation that the member must provide to the auditor to verify that the corrections are made. In some cases, a follow-up audit may be required.

- ◆ **Corrective Actions** - To remain a certified MICAR member, all deficiencies must be corrected within 30 calendar days of the audit. Failure to correct deficiencies may result in termination of MICAR membership by ARM.
-

The MICAR audit program will provide benefits to MICAR members:

- ◆ Professional on-site assistance and advice on how to meet the MICAR standards
- ◆ Assurance that all MICAR members will be held to the same standards
- ◆ Reduced risk of regulatory enforcement action or third-party lawsuit
- ◆ Guidance and resources to help implement good management practices

MICAR Audit Procedure



MICHIGAN CERTIFIED AUTOMOTIVE RECYCLER (MICAR) AUDIT REPORT

Facility Name: _____ Facility Contact: _____

Facility Address: _____

Auditor: _____ Date: _____

Applicable	MICAR Standard	Substantial Compliance	Deficiencies	Required Corrective Action & Documentation	Action Approved
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General Business Standards

	1. Adequate, well-graded (or paved), well-drained customer parking facility is separate from the vehicle holding area.				
	2. Clean and organized retail sales counter and reception area.				
	3. Signs in good taste and of positive tone.				
	4. Building and property is well-maintained to reflect a clean, orderly, and safe operation.				
	5. Delivery and support vehicles are well-maintained to ensure employee and community safety.				

Environmental Standards

	1. The following fluids are properly removed as part of the dismantling procedure, prior to crushing the vehicles, or before customers dismantle parts at you-pull-it facilities: - Fuel - Motor Oil - Brake Fluid - Antifreeze - Transmission Fluid				
	2. All fluids (new and recyclable) are stored inside a building, or outside with secondary containment.				
	3. All batteries are removed and placed within a covered storage area on an impervious surface or in plastic containers with lids.				

Applicable	MICAR Standard	Substantial Compliance	Deficiencies	Required Corrective Action & Documentation	Action Approved
	4. Refrigerant is evacuated from each vehicle in accordance with applicable regulations, or contracts for refrigerant removal with a licensed vendor. - R-12 recovery machine - R-134a recovery machine - Licensed removal vendor				
	5. Engine and transmissions to be resold are stored under a permanent roof on an impervious surface, or in an outside covered weather-proof container.				
	6. Core and recyclable engines and transmissions are stored under a permanent roof on an impervious surface, in an outside covered weather-proof container, or on an impervious surface that drains to an oil-water separator.				
	7. Spent solvents from parts cleaning systems are disposed of with an authorized processor. Wash water from water-based parts washers is either recycled or collected for disposal in an approved manner.				
	8. Tires are removed to approved disposal sites regularly, never having more than a semitrailer of tires on site at any time.				
	9. Mercury switches in hood and trunk convenience lights are removed from salvage vehicles.				
Safety Standards					
	1. Utilization of basic personal protective equipment including glove, hard hats, safety shoes, safety clothing, safety shields and goggles, when required.				

	2. OSHA approved 15-minute eye wash station(s) readily accessible near corrosive materials (i.e. battery storage and recharge area).				
	3. Readily available, appropriately typed, and fully charged fire extinguishers.				
	4. A stocked first aid kit.				
	5. Spill kit(s)				
	6. A safety program in which a particular individual is in charge of regularly scheduled safety meetings and safety inspections. List name of safety supervisor.				
	7. Cutting torch safety protocol.				

Licensing and Regulatory Standards

	1. Has applicable business licenses and permits.				
	2. Meets applicable environmental regulatory requirements pertaining to: - Storm water - Refrigerant removal - Hazardous materials				
	3. Has reviewed and acknowledged applicable OSHA requirements pertaining to: -Material Safety Data Sheets (MSDS) -Right to Know -Employee Safety				
	4. Has documentation of appropriate DOT training for employees associated with the shipping of airbags.				
	5. Has documentation of appropriate forklift training for employees.				

Comments:

Compliance with MICAR Standards Verified. Date: _____

MICAR Audit Report Accepted:

(Facility Contact Signature)

Auditor Signature:

Section 5

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