



## OARA Direct Member Checklist and FAQ

In an effort to help potential applicants through the Direct Member application process, we have created this checklist for each item on our application.

### **What type of business does OARA represent?**

“Any private sector sole proprietorship, partnership or corporation recognized by their local and provincial government as being a legitimate business primarily engaged in the business of dismantling motor vehicles for their parts re-use and recycling in the Province of Ontario.”

*We are looking for businesses that sell used automotive parts as the primary focus of their business AND they are processing vehicles to obtain those parts. From our Code of Ethics – “To minimize the reduction of usable automotive parts to scrap, as long as we believe there remains a reasonable potential of saving the energy it represents, by negating the need to manufacture a similar replacement part.”*

Contact information is straight forward – *we want to know who is applying.*

Inventory System, # of Employees, Years in Business, # of vehicles bought/yr – *all help to begin to describe the business of the applicant.*

Garage Registry – *It is a requirement of the Highway Traffic Act to record, either in a printed Registry or via a recognized Inventory Management System, vehicles that enter and exit your facility. During your Audit, the Auditor will request a review of your Registry.*

EASR # - *the Ontario government passed regulations (O. Reg 85/16) on March 31, 2016 requiring all businesses that process end-of-life vehicles to register with the Environmental Activity Sector Registry (EASR). Registration is required by September 30, 2016. If you have an exemption from requiring an EASR # (ie you have an ECA for ELV processing activity or you are below their thresholds {process less than 2 vehicles per year and have less than 10 vehicles on site} please supply appropriate documentation.*

HWIN or HWP # - *the Ontario government requires the manifesting of all waste (ie used oil, sludges) and registration is free at RPRA’s Hazardous Waste Program Registry <https://rpra.ca/programs/hwp>*

The list of Officers, Directors and/or Partners – *again, helps us understand who is applying, who has signing authority, and who we look for as cross-references on the*

*supporting files. All listed must supply a Criminal Background Check.*

*OARA Direct Member Sponsor – we are looking for someone currently within the membership that can speak about the applicant. For a full list of existing Members go to <http://oara.com/memgeolist.php>*

*A Class C Garage License from MTO or Motor Vehicle Dealers D License from OMVIC – these are the two provincial licences that OARA recognizes to be legitimately in the auto recycling industry. If you don't know what either licences is for, you probably would not be recognized by OARA as being properly licenced for the industry. You need not have both, but you need to have one for your application to proceed. OMVIC does not require you to be licenced to buy vehicles for parts, but it does require you to be compliant with the Highway Traffic Act, which requires the C Licence.*

*Municipal License – some municipalities or regions also have a local licence and as the application states “this license must clearly show that your business is licensed in the municipality you operate in as an auto wrecking, auto salvage, auto recycling or equivalent designation. If your municipality does not require a license, you need to submit a letter from your municipality, on their letterhead, indicating that a license is not required but the business, identified as an auto salvage, auto wrecking, auto recycling or equivalent designation, is in compliance with local zoning and bylaws.”*

*Copies of these licences are required. Stating you have one or providing a number are not sufficient proof – we need to see a photocopy of the licence.*

*Federal Business Tax #, WSIB #, Liability Insurance – copies of a submission form or official documentation are required. We are looking for the business names, addresses and descriptions all line up. The WSIB rate class and type of insurance helps to define what business you are in.*

*ODP Card – you need to have someone on staff trained to remove refrigerants – R-12, 134A, HFO1234yf, etc – or have a contract with someone trained with a valid ODP Card. <https://www.hrai.ca/odp-ods-training>*

*Waybills/Invoices showing disposal of: used oil, antifreeze, washer fluid, batteries, fuel, mercury switches – we are looking for how you dispose of these materials. If you sell them at retail (ie antifreeze, washer fluid), a picture or sign or invoice will suffice. If you re-use fuel onsite, then a photo will suffice. If you use a licenced waste hauler for your oil, batteries, antifreeze, etc, then a copy of the manifest and/or invoice will suffice. If you operate north of the French River and can still burn used oil in a space heater – provide a copy of the Certificate of Approval.*

*Colour photos of:*

*\_\_\_ Front of property – we are looking for adequate, well-graded (or paved) well-drained customer parking facility that is separate from the vehicle holding area. Signs in good taste and of positive tone. Building and property are well maintained to reflect a clean, orderly, and safe operation.*

\_\_\_Sales counter – *clean and organized retail sales counter and reception area that also demonstrates you are in the parts business.*

\_\_\_Parts storage and racking – *adequate, safe and organized parts storage that again, shows you are in the parts business. Cores, engines and transmissions that are “wet” (ie, fluids not removed from the part, but the part is removed from the vehicle) to be recycled 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.*

\_\_\_Scrap vehicle storage – *where and how are vehicles stored when they have been depolluted.*

\_\_\_Delivery vehicles - *delivery and support vehicles are well maintained to ensure employee and community safety.*

\_\_\_Vehicle dismantling – *where are vehicles dismantled – indoors, outdoors; what type of surface or coverage; cleanliness and organization of operation; what type of equipment is available – hoists, drainage, storage, etc*

\_\_\_Scrap tire storage – *where and how are tires stored that are to be disposed of. Note – we are not looking for tires that are for resale, although those would qualify to demonstrate parts sales.*

\_\_\_Scrap battery storage – *where and how are scrap batteries stored that are to be disposed of. Note – we are not looking for batteries that are for resale, although those would qualify to demonstrate parts sales. All batteries must be removed and place either in a covered storage area on an impervious surface or in plastic containers with lids.*

\_\_\_Waste storage – *where and how are waste materials stored (ie, fuel, oils, antifreeze, washer fluid, mercury switches). All fluids must be stored inside a building or outside with reasonable containment.*

\_\_\_Refrigerant recovery machines – *refrigerant must be evacuated from each vehicle in accordance with applicable regulations, or contracts for refrigerant removal with a licensed vendor. If you process new vehicles, you must have the ability to remove HFO1234yf.*

It is preferred that the photos are properly named and submitted digitally via email.

### **Canadian Auto Recyclers’ Environmental Code (CAREC)**

*If the applicant has not been audited to Code, the Membership Committee can approve an application subject to successful audit (see Application Process). Code and Audit resources are available for applicants to understand the requirements and process – [www.carec.ca](http://www.carec.ca).*

*OARA will send the applicant's contact information to our trained auditor, who will make contact with the applicant to arrange a mutually convenient timeslot. The audit generally takes two hours, and a responsible person from the applicant needs to be present during the audit. The specific results of the audit will only be shared with the Membership Committee and OARA Board of Directors to evaluate the application. The auditor will invoice you directly for the audit fee and travel expenses.*

*\_\_\_Credit Application – we do not check credit references, but we do make the document available to Members who may want to extend credit once the applicant is approved.*

*\_\_\_Criminal Background Check – if you have a valid D License with OMVIC, this requirement is waived, as this is required to obtain and keep a D Licence. You may obtain the Criminal Background Check from your local police service. The Criminal Background Check should be submitted in a sealed envelope clearly marked with your name and that it contains a Criminal Background Check. It is NOT opened or seen by any Member or employee of OARA, it is only viewed by OARA's solicitor. The Criminal Background Check should be dated within one month of the date of your Application. Again, all Directors, Officers and Partners must supply a check.*

*\_\_\_Memorandum of Understanding – the MOU outlines the use of the Background Check and the requirement to update the Check every five years and/or when a material change has occurred.*

**Code of Ethics:**

As a condition of membership in the Ontario Automotive Recyclers Association (OARA), I agree:

- To respect the reputation, profile and status of OARA, and represent the association accordingly;
- To operate according to the ordinances, statutes and laws of the various jurisdictions;
- To promote the conservation of energy and the total utilization of our natural and manufactured resources;
- To minimize the reduction of usable automotive parts to scrap, as long as we believe there remains a reasonable potential of saving the energy it represents, by negating the need to manufacture a similar replacement part;
- To maintain a clean an non-polluting environment in and around our place(s) of business;
- To participate in the functions, activities, and programs of the Association, and where possible lend my/our business and professional expertise.

*The OARA Code of Ethics is the backbone of all association activity and each Member must abide be all conditions. Removal from the association or any disciplinary action would be directly related to activities that run contrary to the Code of Ethics.*

*Vehicle Retirement Programs – access to all vehicle retirement programs is available to all Direct Members who sign up and abide by all Program rules upon proof of a passing (75%+) CAREC audit.*

Audit to the National Code – a 75% score is required on the Audit to finalize your membership. Follow up audits may be required depending on your score.

Association payments – all payments to OARA are required within 15 days or disciplinary action may be taken by the Board of Directors.

**Items required for a completed application:**

- \_\_\_ Two (2) page application form
- \_\_\_ Cheque for \$600+hst (we can process credit cards – call for details)
- \_\_\_ Various supporting photocopies and photographs
- \_\_\_ A completed Credit Application
- \_\_\_ A successful Code Audit result
- \_\_\_ A completed Background Check (or current OMVIC licence)
- \_\_\_ A completed Memorandum of Understanding related to the Background Check

Applications missing information or missing payment will not be considered until all information is submitted.

Signed – the application must be signed and dated by a signing Officer of the applicant.

**The Application Process:**

1. Applicant submits completed application form to [admin@oara.com](mailto:admin@oara.com) or to the OARA Office in London.
2. The cheque will be held until the application is ready for submission to the Membership Committee.
3. The Executive Director reviews the application, and communicates with the applicant regarding any missing information. The Executive Director has the discretion to use the necessary means to confirm the completeness and validity of the information supplied. As an example, to contact the applicant's municipality, OMVIC, local OARA Members, etc.
4. Once the application is submitted in full, a summary of all pertinent information will be emailed to the Membership Committee for their review. The applicant has 60 days to submit all information.
5. All Committee Members will review the material and respond to the information in a timely fashion with Approved, Not Approved or Request Further Information and outline the information required.
6. If all Committee Members approve the application, the Executive Director will communicate with the applicant to advise of their acceptance and an announcement will be made to the general membership.
7. If one or more Committee Members do not approve the application, any further discussion will be deferred until the next Board meeting (either in person or via conference call) for full review.
8. If one or more Committee Members seek further information, the Executive Director will ask the applicant to comply.
9. If the application is approved with the condition that a successful audit to the Canadian Auto Recyclers' Environmental Code be obtained, the applicant will be notified and the auditor contacted to arrange an audit. The audit needs to be completed within 45 days. If the applicant fails the audit, they can arrange

with the auditor for a re-inspection. Membership benefits will be suspended until a successful audit is obtained.

10. If an application is not approved, it will be due to the applicants inability to meet the criteria for joining, including compliance with the OARA Code of Ethics and Audit to the CAREC standard. The decision of the Membership Committee and the Board of Directors will be carefully communicated to the applicant. A cheque will be issued, less the administrative fees.

**Disclaimer:**

Each facility is responsible for complying with applicable local, provincial and federal regulations. Meeting the OARA Direct membership requirements does not guarantee compliance with all regulations that apply, nor does it provide protection against citizen or third party liability.