



Recycled Materials
Association
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BUYING TOOLKIT

DETACHED CATALYTIC CONVERTERS

Industry best practices for catalytic converter transactions, load checks and employee training to help identify and prevent the purchase of stolen converters.

□ COMMON-SENSE CONSIDERATIONS

- Determine whether the seller's normal business operations would reasonably generate catalytic converters.
- Know your customer. Understand who owns the business, its operations and business practices, etc.
- Maintain a detailed inventory of purchased converters, including quantities and descriptions.
- Maintain a list of commonly stolen catalytic converters reported in your local area.
- Comply with all current state and local laws governing the purchase and sale of catalytic converters.
- Provide training to employees to ensure they understand current laws, regulations and procedures.
- Sign up for scraptheftalert.com.

□ ADDITIONAL CONSIDERATIONS



Beware of restrictions
on payment types and
limits on the amounts that
can be paid using specific
forms of payment.



**Beware of any applicable
hold requirements** for
purchased converters in your
state and local regulations.



Stay informed
about other less
common regulations
and requirements.

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❑ RECOMMENDED RECORDKEEPING: BUSINESSES

- 1 Verify the seller's active business license with the secretary of state as applicable.
- 2 Obtain a copy of the seller's regulatory license, registration or permit for their specific industry.
- 3 Obtain a sworn statement from the seller or seller's representative, if applicable, confirming their authority to sell converters on behalf of the business.
- 4 Record the name of both the seller's and buyer's representatives.
- 5 Record the quantity, date, time, and location of each transaction.
- 6 Inventory the purchased converters with as much detail as possible, including quantities and unique markings.

❑ RECOMMENDED RECORDKEEPING: INDIVIDUALS

- Recommend that all records be kept electronically and in English.
- Record an image of the seller's driver's license, U.S. passport, or other form of government issued I.D. Obtain fingerprints if required by law.
- Record the seller's name, address, and other relevant information required by law.
- Record the date, time, and location of the transaction.
- Maintain a photo or video of the recognizable facial image of the seller/deliverer, maintained electronically.
- Record an image of the license tag (include state of issue) and converter.
- Record the make, model, and color of the delivering vehicle, weight, quantity and description of type of catalytic converter.
- Make a copy of the acceptable form of traceable payment and price paid.
- Generate a signed statement from seller that they own or are authorized to sell the converter.
 - Obtain verifiable documentation, such as a receipt or work order, indicating that the sale is the result of a replacement of a catalytic converter performed by a used motor vehicle dealer, new motor vehicle dealer, or motor vehicle repairer. Documentation should include the make, model, and year of the vehicle.
 - Obtain a copy of a certificate of title or registration showing ownership of or interest in the vehicle in which the catalytic converter was replaced.
- Obtain a signed statement from the seller that they understand the specific requirements of the law in the state in which the transaction occurs.
- Ensure purchases from individuals occur only at a fixed business location.
- Do not purchase substrate from individuals.

** This document is not intended to provide legal or compliance guidance regarding state or municipal legal requirements. Laws and regulations governing the purchase and sale of catalytic converters vary by jurisdiction and may change over time. Businesses should consult applicable federal, state and local laws and seek appropriate legal or compliance advice to determine the requirements that apply to their operations.*