



# Junk Yard Program

<b>Original Effective Date:</b> August 4, 2017	<b>Review / Revision Date:</b>	<b>Environmental Health Procedure:</b> 2017.08.039
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**Maintenance Steward:** Sanitarian responsible for inspecting junk yards      History:  New    Revised    Archived

**Organizational Scope:**  
 Full Agency    Administration    Community Services    Environmental Health    Health Services

**Frequency of Review:**  
 Annually    Biennially    5 Years    As Needed    Other:

**Location:**  
*G-Drive:* G: → Users → Common → Policies & Procedures  
*Website:* [www.lucascountyhealth.com/employee-login/](http://www.lucascountyhealth.com/employee-login/)  
*Hardcopy:* Environmental Health Supervisor's Office  
*Archived Version(s):*

**Requisite Signatures**

<input checked="" type="checkbox"/> _____ Health Commissioner	_____ Date
<input checked="" type="checkbox"/> _____ Director of Environmental Health & Community Services	_____ Date



## Junk Yard Program

### I. Scope

This procedure applies to the staff responsible for inspecting junk yards in the Environmental Health Division of the Toledo Lucas County Health Department.

### II. Purpose

The purpose of this procedure is to provide staff responsible for inspecting junk yards with an understanding of the expectations and processes that are required to conduct a thorough inspection of junk yards in the City of Toledo.

### III. Background

All persons operating a junk yard, junk shop or scrap processing yard must apply for a license to the city of Toledo Treasury Department by September 1<sup>st</sup> of each year as outlined in the Toledo Municipal code Chapter 733.03.

### IV. Provisions/Procedures

Each application shall be forwarded by the Director to the Department of Health, Division of Inspection and Division of Fire and such other department and/or division of the City Administration as deemed necessary by the Director to determine and report to the Director whether such junk yard, junk shop or scrap processing yard is in compliance with applicable provision of the Toledo Municipal Code. No license to maintain or operate a junk yard, junk shop or scrap processing yard shall be issued to any applicant unless and until approved by the Department of Health, Division of Inspection and Division of Fire, and other department or division deemed necessary.

#### A. Inspection

1. Annual inspection of junk yards are conducted upon receipt of the license application from the City of Toledo Department of Treasury.
  - a. Inspection is conducted within one week of receipt of the license application.
  - b. Toledo Municipal Code Chapter 733 outlines the requirements that junk yards must follow to obtain a license.

2. Conduct an inspection
  - a. Review any violations or recommendations with the operator.
  - b. Write any violations on a consultation form, and provide a date that the violation must be corrected.
  - c. Violations must be corrected before the health department recommends approval of the Junk Yard license application.
3. A re-inspection of the facility must be conducted until the violations have been corrected.

#### **B. License Approval**

1. Write a report to the facility that outlines the inspection that was conducted. Indicate that the department recommends approval. Send the report to the facility.
2. Check approved on the license application, sign and date the form. Send the form and a copy of the report to the City of Toledo Department of Treasury.
3. Make copies of the report and the recommendation for approval, and place in appropriate file.

### **V. Maintenance**

#### **A. Review**

1. The Junk Yard Program standard operating procedure is to be reviewed every 5 years and as needed to ensure compliance with both agency and accreditation standards.
2. The Junk Yard Program standard operating procedure is to be reviewed if there are changes to Chapter 733 of the Toledo Municipal Code.

#### **B. Revision**

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

## VI. Glossary

- A. **Director:** for the purpose of this procedure means the Director of Finance for the City of Toledo.
  
- B. **Junk:** means any person property which is or may be salvaged for re-use, resale , reduction or similar deposition, or which is possessed, transported, owned, collected, accumulated, dismantled or assorted from any of the aforesaid purposes. The term includes used or salvaged iron, brass, lead copper and other base metal or metals, and their compounds or combinations; used salvaged rope, bags, paper, rags, glass, rubber and similar articles, or property, and used motor vehicles which are used, owned or possessed for the purpose of wrecking or salvaging. parts therefrom.
  
- C. **Junk yard, junk shop or scrap processing yard:** means any place at which a junk or scrap dealer buys, exchanges, collects, receives, stores, accumulates, sells or otherwise handles junk.

**Record of Change**  
(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By