



INSTRUCTIONS FOR COMPLETING THE SALVAGE/MRE INSPECTION REPORT

The **Salvage/MRE Inspection Report** will be utilized to document and report all inspections conducted at licensed or unlicensed Salvage Centers, and licensed or unlicensed Metal Recycling Entities (MREs). The **Salvage/MRE Inspection Report** will be referred to as **RSD-5**. **RSD-5** will also be used to complete all required weekly and monthly reports and be submitted at the close of each calendar month.

CLERIS #	[CLERIS number goes here]		
Basis for Inspection	[Select External-Based, Internal-Based, Random-Based or Other]		
Agent Name	[Last, First, MI] Lead Agent conducting inspection. (No nicknames)		
ID Number	[ID number of the Lead Agent]		
Date	[Date of the inspection. Use format of mm/dd/2013]		
Time	[Time the inspection began. Use the format of hh:mm AM/PM CST or CDT]		
Business Name	[Business public name (in bold) Not to include LLC or articles of incorporation]		
Address	[Physical location of the business]		
City	[Actual city or nearest city]	ZIP	[Postal code for the business]
Business Representative	[Last, First, MI] Proper name of person in charge at time of inspection		
Title	[Working title of the business representative, if none, indicate "NONE"]		
DL / ID number	[Texas number associated with the representative or similar out-of- state government-issued driver license or ID card. Show "NONE" if unavailable.]	State	[State that issued the DL / ID number. Show "NONE" if not available.]
Other ID number	[List other government-issued form of identification. Show "NONE" if unavailable.]	State	[State that issued the DL / ID number. Show "NONE" if not available.]
Business Inspection Type	[Indicate if "initial," "follow-up," and/or if another agency assisted or was assisted in inspection]		

Definitions

Basis for Inspection

- For purposes of determining the basis for an inspection, personnel should use the following criteria when determining the reason for selection of a business or individual to inspect:
 - **External-Based**
 Selected primarily from a formal complaint or credible information received from sources outside DPS, alleging a suspected or actual violation of statute or rule;
 - **Internal-Based**
 Selected primarily from proactive strategies or information developed by DPS personnel, using internal or external resources. Reporting purposes, operations, initiatives and proactive enforcement efforts are included;
 - **Random-Based**
 Selected for a reason that does not meet the definition of external-based or internal-based, and is not



based on a specific pattern, plan, system or methodology;

- **Other**
Selected for a not meeting the definition of external-based, internal-based or random-based.

Salvage Yard

- To assist DPS with what is a salvage inspection for this form, the following definition is given:
 - Salvage Yard Inspections include business inspections performed under the authority of the Texas Occupations Code, Chapter 2302 and 2309 and the Texas Transportation Code, Chapter 501. Inspections in this area should include all inspections where the person or entity should have a license, but does not.

Metal Recycler

- To assist DPS with what is a Metals Recycling Entity for this form, the following definition is given:
 - Metals Recycling Entity inspections include all inspections performed under the authority of Texas Occupations Code, Chapter 1956. Inspections in this area should include all inspections where the person or entity should have a license, but does not.

Business (Mechanic)

- To assist DPS with what is a Business (Mechanic) Inspection for this form, the following definition is given:
 - A Business (Mechanic) Inspection includes inspections performed under the authority of Texas Occupations Code, Chapter 2305. This is also where personnel will show all other types of inspections not listed. An example might include a used automobile dealer that has been assigned as General Distinguishing Number from the Texas Department of Transportation.

Indicate if this is an initial inspection or a follow-up.

If assisting DPS, indicate the division assisted.

- Agency Assist should reflect the number of assists provided to other divisions or agencies (federal, state, local) by the reporting agent during this inspection. This number shall only include significant assistance provided by the reporting agent when that agent served as the lead agent during the assist. This block is not intended to capture basic assistance or to count multiple assists when more than one agency is assisted during a single inspection. This should be reported when personnel specifically provide assistance pertaining to business / salvage inspections and does not include phone calls.
- ***Follow-up inspections should be completed between 30 and 60 days after the initial inspection, unless there is an extenuating circumstance.***

Total Inspection Hours

- Show the total of time spent conducting all inspections. If multiple personnel are onsite, this is a cumulative total of hours reported for onsite inspection for all DPS-commissioned personnel (this does not include other agencies), but should include time spent on any research of inventory or time spent completing paperwork. All hours should be ***rounded up to the nearest hour.***

Salvage Inspection

- If the business has a salvage license indicating the salvage license number, expiration date of the license, and the license validity, YES or NO. If the business has no license, under Permit Number, specify "NONE."
- Complete the section to indicate any warnings or violations found. In the additional notes, describe violations or warnings not included in the previous information, and indicate if charges were filed; ***only check "Violation," if charges were filed; otherwise, check "Warning."***

Used Auto Parts Recycler (UAPR)

- If the business has a UAPR permit, indicate the UAPR Number, permit expiration date, and whether the permit is valid, "YES" or "NO." If the business has no permit, under Permit Number, indicate "NONE."
- Complete the section to indicate any warnings or violations found. In the additional notes, describe violations or warnings not included in the previous information, and indicate if charges were filed; ***only check "Violation," if charges were filed; otherwise, check "Warning."***

Business Inspection (Mechanic)

- Complete the section to indicate any warnings or violations found. In the additional notes, describe violations or warnings not included in the previous information, and indicate if charges were filed; ***only check "Violation," if charges were filed; otherwise, check "Warning."***



Metals Recycling Entity (MRE)

- If the business has an MRE permit, indicate the UAPR Number, permit expiration date, and whether the permit is valid, "YES" or "NO." If the business has no permit, under Permit Number, indicate "NONE."
- Complete the section to indicate any warnings or violations found. If additional space is needed for additional notes, place the text on Page 2 under the section, "Deficiencies / Other Findings / Notes." In the additional notes, describe violations or warnings not included in the previous information, and indicate if charges were filed; **only check "Violation," if charges were filed; otherwise, check "Warning."**

Salvage/UAPR/Mechanic Inspection Results

- **Vehicles Inspected.** This box should reflect the total number of all vehicles inspected by all RCS Agents conducting the inspection.
- **Stolen Vehicles Recovered.** This box should reflect the total number of vehicles recovered during the inspection. Vehicle means all motor vehicles, trailers, vessels, aircraft, and other conveyances such as implements of husbandry (non-motorized vehicles), road machinery, ATVs and other motor propelled vehicles.
- **Stolen Parts Recovered.** This box should reflect the total number of other property recovered. Other property means anything that does not fall within the definition of a vehicle that is recovered during a salvage/business inspection. This primarily involves major components of motor vehicles as defined in Transportation Code §501.091 and includes component parts presumed to be stolen due to tampering with identifying numbers.
- **Custodial Arrest.** This includes all felony and misdemeanor arrest occurring as a result of a salvage/business inspection and includes criminal violations such as possession of marijuana, tampering, UCW, etc.
- **Filed at-Large.** This is the total number of charges filed in Municipal Courts, Justice of the Peace Courts, County Courts, District Courts or Federal Courts.
- **Felony Charges Filed.** Total Number of All Felony Charges filed a result of a salvage/business inspection and includes criminal violations such as theft, forgery, possession of certain controlled substances, etc.
- **Misdemeanor Charges Filed.** Total number of All Misdemeanor Charges Filed as a result of a salvage/business inspection and includes criminal violations such as possession of marijuana, tampering, UCW, etc.
- **Number of Warnings.** A total of the above warnings; this should include warnings from Salvage, UAPR and Mechanic Business Inspections.

Metals (MRE) Inspection Results

Stolen Metals Recovered: Should reflect the following:

1. The total value of all recovered property during this inspection by the lead agent. Value of specific types of regulated materials and metals should be determined locally by a reputable business.
2. Total weight. Total weight should be reported in pounds not ounces. In those instances when the total weight does not reach 1 pound the amount should be reported as one pound.
3. Felony Charges Filed: Total Number of All Felony Charges filed a result of a MRE inspection and includes criminal violations such as theft, forgery, possession of certain controlled substances, etc.
4. Misdemeanor Charges Filed: Total number of All Misdemeanor Charges Filed as a result of a MRE inspection and includes criminal violations such as possession of marijuana, tampering, UCW, etc.
5. Custodial Arrest. This includes all felony and misdemeanor arrest occurring as a result of a MRE inspection and includes criminal violations such as possession of marijuana, tampering, UCW, etc.
6. Number of Warnings: A total of the above warnings in the fill in section and the additional notes area. This should include warnings from MRE Business Inspections.



For warning boxes completely blacked out, it is not permissible to mark "Warning," if the business or individual was in violation of the particular statute. In these instances, "Violation" should be checked regardless of whether charges were filed. If charges were filed, personnel should ensure the particular results section on the bottom of Page 1 of the RSD-5 is properly completed.

Warnings

- Obtain a signature, title, date and time of the warning of the Business Representative. If the representative does not wish to sign show "REFUSED TO SIGN." This section will only be used to acknowledge the warnings issued.
- The Lead Agent should complete the witness section.

Deficiencies / Other Findings / Notes

- This area should be used to capture notes and comments needed for prosecution or for a follow up inspections. An example of items that may appear here is when a demolisher fails to complete their duties to obtain title or authority for destruction TRC 683.056 or demolisher failed to keep records (1- Year) TRC 683.057. This should include any other notes that the lead agent feels is needed.
- Supervisors are expected to verify all information in each inspection report for completeness. Supervisors are responsible for ensuring all inspection reports are submitted to headquarters at required periods. A signature on Page 2 of the RSD-5 will allow for proper verification that the report was reviewed by a supervisor.
- When an agent conducts an inspection on a business which holds multiple licenses or permits the agent should complete only one full inspection report to cover all licenses or permits at a given address. The agent should indicate the total number of inspections in the top left hand corner of the RSD-5.