



ARA RECYCLED PARTS **STANDARDS & CODES**

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Automotive Recyclers Association

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RECYCLED PARTS GUIDE

Purpose

Thousands of estimates and repair orders are written every day that include recycled parts. ARA offers industry participants the opportunity to limit the number of variables associated with the use of recycled parts in order to increase their acceptance and use.

This Recycled Parts Guide is intended to help define the expectations and suggest performance standards for all parties involved in the trade and use of recycled parts. The goal is that, through the definition of those standards more parts will be included in repair estimates, more parts will be purchased by buyers and fewer parts will be returned. It should be noted, however, that various states and provinces have varying regulations relating to the inclusion of recycled parts in estimates or their use in the repair process. Such regulations take precedence over the criteria defined in this document.

STANDARDS OF PERFORMANCE

Estimator Expectations

1. Parts request lists should take into consideration the complete estimate considering all parts as recycled candidates.
2. All parts requests and responses should be properly identified by year, make, model, body style and VIN.
3. Requested parts must be clearly defined; e.g., door assembly complete with glass, trim, etc., or complete engine, including fuel injection components, alternator, etc. Seller may also request VIN, engine size, color or trim numbers, options, series, etc. to allow accurate part selection.

4. It is the responsibility of the estimator to determine if the recycled parts will result in a more economical repair.
5. The seller should provide a complete order response, including:
 - Specific part descriptions
 - Accurate part condition
 - Year, model and mileage of the source vehicle
6. Whenever practical, it is the responsibility of the buyer, prior to installation, to determine the usability of the recycled parts and to ensure they will not compromise the repair of the vehicle.
7. Quoted prices include freight and delivery charges within vendor's defined market area.
8. Parts to be included in the estimate are to be priced assuming that parts are in an undamaged condition and the repair of any damage will be negotiated between the buyer and seller.
9. Sellers will quote OEM recycled parts unless otherwise known and disclosed.
10. All quotes will include the name of the contact person at the seller's facility.
11. Sellers responding to requests for parts information should do so within ten minutes of receiving the request. Request for supplemental information will be answered within 30 minutes of the request.
12. The seller should be willing to hold a part and not sell it for a reasonable period or as agreed by the parties if requested by the estimator.
13. If, upon order, a seller can no longer supply a part requested in the estimate, the seller should make every effort to research the further availability of requested parts to find acceptable replacements.

Buyers Expectations

1. Sellers are expected to remove and handle recycled parts with care to ensure proper installation.
2. Parts to be included in the estimate are to

be priced assuming that they are undamaged and the repair of any damage will be negotiated between the buyer and seller.

3. Sellers should be willing to negotiate the price of their parts if the condition of the parts is not as agreed or as originally quoted. In some situations, buyers and estimators may also request negotiations in order to make the use of recycled parts economically feasible.
4. If required by the insurer, recycled parts will be ordered using a claim number.
5. Delivery time for initial recycled parts orders will be no greater than what would be expected if OEM or Aftermarket parts were used, which typically is next two business days.
6. To confirm expectations, the seller should request date and time of delivery of recycled parts if not defined by the buyer and should deliver the parts when expected. If delivery will be later than requested, every effort will be made by the seller to reduce this time whenever possible.
7. Buyers expect to be notified at time of quote if the parts ordered will be provided by someone other than Seller.
8. Seller will advise the buyer at time of quote if the parts ordered will be provided by someone other than the contacted seller.
9. Buyers expect accurate delivery date and time for out-of-stock items, with prompt notification of changes to the delivery date and time.
10. Prior to delivery, the seller will visually inspect the part (s) to ensure compliance with this Recycled Parts Guide and that all parts and their condition are as stipulated in the order.
11. Quotes will include freight and delivery charges.
12. Sellers responding to an initial request for part availability, condition and price are expected to do so within 10 minutes of receipt of the inquiry.
13. Sellers responding to requests for supplemental parts information are expected to do so within 30 minutes of receiving the request.

14. The seller should be willing to hold a part and not sell it for a reasonable period if requested by the buyer.

15. The seller should respond to problems the same day as the report of the problems whenever reasonably possible, and satisfactory arrangements to resolve the problem should be made within the next business day.

16. If, upon order, a seller can no longer supply a part requested in the estimate, the seller should make every effort to research the further availability of requested parts to find acceptable replacements.

17. If the seller is unable to provide or locate acceptable parts, the seller should notify the buyer immediately upon such determination and do so proactively.

18. Buyers will normally not be subjected to restocking charges or labor charges unless agreed to in advance.

19. Sellers will provide trim or paint codes when requested.

20. All invoices will include the VIN of the source vehicle. The seller will inform the buyer when the VIN is unavailable.

21. When stored at the seller's facility, parts should be protected to prevent deterioration or damage. When delivered, unprotected and interior parts should be covered and dry.

22. When delivered, precautions should be taken to keep sheet metal parts away from oil, grease and other heavy components that might contaminate or damage them.

23. Parts should be delivered to the facility so only the parts deliverer and receiver are required to unload without undue strain or additional assistance and without damage to the parts.

24. Documentation and/or invoice should accompany the parts or sent prior to the receipt of the parts.

25. Parts to be returned should be picked up within the next two business days agreed to between the seller and buyer.

26. The seller should arrange for the return of a defective part at the seller's expense and to pay the buyer for reasonable and necessary labor costs as agreed upon between the buyer and the seller.

Sellers Expectations

1. Repairers and estimators agree to provide the necessary information to ensure the provision of parts accurate for each application.
2. Recycled parts should be visually inspected by the buyer, prior to signing driver's delivery slip, to ensure order is complete and condition is as quoted and stipulated in the order.
3. The buyer should stipulate expectations relative to time of delivery of recycled parts.
4. If a recycled part is not acceptable, the buyer is expected to notify the delivery driver or contact the seller directly during delivery or within two working days after the delivery of the part.
5. The buyer will not withhold or delay the return of parts.
6. Assemblies should be returned as delivered unless agreed and with original invoices.
7. In extreme circumstances, compensation for "custom cutting" of sheet metal parts might be considered when a part is being returned for reasons beyond the seller's control.
8. Buyers shall not place multiple orders with different sellers for the same parts.

Data Accuracy Expectations

1. Seller agrees to provide a "full" download of its inventory data into the database to initiate display and as requested by the data collector.
2. Seller agrees to supply inventory "daily" changes to the parts database daily.
3. Seller agrees to update its inventory data with the latest Interchange numbers as soon as

possible when the release is received and no later than 30 days after receipt.

4. Sellers should make every effort to validate the year, model and mileage corresponds to the VIN of the source vehicle.

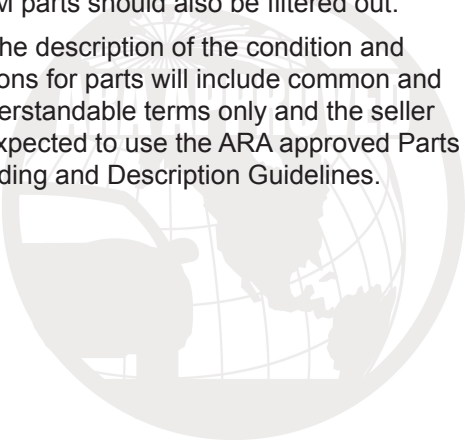
5. Seller agrees to state repair units for parts requiring work. Parts with a "0.0" entry are assumed to be undamaged.

6. Only parts with prices are provided for use in estimates and repairs.

7. All parts included in the database available to estimators and buyers are assumed to be accurate.

8. Parts not meeting this requirement should be excluded from display. Parts other than recycled OEM parts should also be filtered out.

9. The description of the condition and options for parts will include common and understandable terms only and the seller is expected to use the ARA approved Parts Grading and Description Guidelines.



PARTS GRADING GUIDELINES

Purpose

The ARA Parts Grading and Description Guidelines are intended to improve communication between automotive recyclers and their collision repairer, mechanical repairer and insurer customers. Many customers cannot decipher the codes used to describe the conditions and options of a recycled part. As a result, the part sale goes to another vendor or the recycled part is returned because it did not meet the customer's expectations.

This document brings standardized part descriptions and terminology to the parts inventory process. It identifies common parts and terms used to describe part conditions and part options. By standardizing part descriptions, the recycling industry can more easily set customers expectations and increase sales of recycled parts to companies in the repair process.

The E-Commerce committee is consistently analyzing additional ways of standardizing the parts grading process. In doing so, we have identified part types that fall into the following categories: Body Parts, Mechanical Parts, and MISC Part types. The categories are fundamental to ensure that automotive recycled parts are being graded by their appropriate format. Miscellaneous Parts are those parts where neither mileage nor units of damage best describe their quality. Instead Miscellaneous Parts are ONLY downgraded with NIQ. Please refer to www.a-r-a.org for more details.

Term Definition

Unit	A “unit” is defined as damage not exceeding the surface area of a standard sized credit card.
Hours	A common, but subjective, description of damage where hours represents the time needed to repair a part. As recyclers and collision repairers seldom agree on the hours needed for repair.
A Grade	The highest quality part. An A grade part contains a minimum amount of damage. Any non-mechanical part listed as 000 is considered an A grade part.
B Grade	A second level quality part. B grade parts contain a moderate amount of damage.
C Grade	The third level quality part. Although still useable, a C grade exceeds a moderate amount of damage.
X	An un-graded part.
NIB	Negative information term used to down grade an “A” grade part to a “B” grade part.
NIC/NIQ	Negative information terms used to down grade an “A” or “B” grade part to a “C” grade part.

PARTS GRADING GUIDELINES

Body Part Grading

SHEET METAL BODY PARTS

Grading is based on any necessary repair time required to make the panel “Clean and Undamaged”. Damage is represented by unit amounts. A unit, (which is defined by a whole number) represents damage that can be covered by a credit card sized object.

A Grade Body Parts

“A” grade parts are 1 unit or less of repair necessary.

Example: A front door assembly with a parking lot ding in the center of the door (5P1).

An entire front end or rear body sheet metal assembly in “A” condition will have three units or less of repair necessary.

Example: A front end assembly with a creased in the hood (6C1) and dented fender (5D2).

B Grade Body Parts

“B” grade parts are greater than 1 unit and 2 units or less of repair necessary.

Example: A roof with hail damaged (5H2).

An entire front end or rear body sheet metal assembly that is “B” grade will have 6 units or less (but more than 3 units) of total repair necessary on the entire assembly.

Example: A front end assembly with collision damage (6E4) on the bumper and rust (7R2) on the fender.

C Grade Body Parts

“C” grade parts are more than 2 units of repair necessary.

Example: A bent tailgate (2E4).

An entire front end or rear body sheet metal assembly that is “C” grade will have more than

6 units of total repair necessary on the entire assembly.

Example: A rear clip with collision damage on the tailgate (4E4) and quarter panel (4J5).

X Grade Body Parts

An X graded part does not contain enough data for the information provider to grade the part.

Mechanical Part Grading

MECHANICAL PARTS

Grading is based on miles per year.

A Grade Mechanical Parts

“A” parts have less than 60,000 total miles, or if over 60,000 miles, must be less than 15,000 miles per model year of age.

Example: An engine assembly with 50,000 miles.

B Grade Mechanical Parts

“B” parts have equal to or greater than 60,000 and less than 200,000 total miles on them and have 15,000 miles or more per model year of age. “B” parts must have less than 200,000 total miles regardless of age.

Example: A 2003 transmission assembly with 90,000 miles.

C Grade Mechanical Parts

“C” parts have equal to or greater than 200,000 total miles on them regardless of age.

Example: An engine assembly with 250,000 miles.

Miscellaneous Part Types

AIRBAG GRADING

Please see the ARA Airbag Protocol.

GLASS GRADING

A Grade Glass

An A grade glass is not cloudy, pitted, broken, cracked, or scratched, all included electronics are functional and all permanently attached mounting hardware is intact and undamaged.

C Grade Glass

A C grade glass is not broken or cracked, but may contain imperfections.

NOTES: B grade was not created because – B grade is to be used for professional use and professionals will not accept B grade glass.

LIGHTS GRADING

A Grade Light

An A grade light is one that has been visually inspected, has all seals and tabs intact and does not appear to be cloudy, pitted, broken or contain cracks.

B Grade Light

A B grade light is one that has been visually inspected, has all seals and tabs intact and does not appear to be cloudy, pitted, broken or contain cracks, but may contain cosmetic imperfections.

C Grade Light

A C grade light is one that fails to meet the requirements of an A or B grade, but is functionally usable.

MIRRORS GRADING

A Grade Mirror

An A grade mirror is not cloudy, pitted, broken, cracked, or scratched, all included electronics and mechanical components are functional and

all permanently attached mounting hardware is intact and undamaged.

B Grade Mirror

A B grade mirror meets all the requirements of an A grade mirror, but may contain scratches to painted surface only.

C Grade Mirror

A C grade mirror fails to meet the requirements of the A and B grade but is still functional.

COSMETIC PARTS GRADING

A Grade Cosmetic Part

An A quality cosmetic part is clean and undamaged without any visual imperfections.

B Grade Cosmetic Part

A B grade cosmetic part is structurally undamaged but may contain minor imperfections.

C Grade Cosmetic Part

A C grade cosmetic part does not meet the requirements of a B grade part but is functional.

Notes: – An A grade part is clear of scratches, cannot be ripped, cannot in any way impede the mounting of any component that it is going to go on. They need to be clean and undamaged without any visual imperfections. Cosmetic parts would include parts such as Interior trim panels, dash and headliner.

SEATS GRADING

A Grade Seat

An A grade seat is clean and undamaged with no visual damage.

B Grade Seat

A B grade seat is structurally undamaged but may contain minor imperfections.

C Grade Seat

A C grade seat does not meet the requirements as a B grade part, but is still functional.

WHEEL GRADING

Please see the ARA Wheel Grading Protocol.

PART TYPE DESCRIPTIONS

Body Part Types

The following parts types will be considered Body Parts (Graded on units of damage)			
100	Front End Assembly	197	Fuel Tank
101	Front Bumper Cover	154	Pickup Truck Cab (Shell)
102	Header Panel Assembly	155	Pickup Box Rear
103	Spoiler/Valance, Front	159	Quarter Repair Panel
104	Grille	160	Quarter Panel Assembly
105	Bumper Assembly, Front	164	Cab Clip
109	Radiator Core Support	169	Spoiler, Rear
110	Fender	170	Decklid / Tailgate
117	Hood	190	Bumper Assembly, Rear
120	Door Assembly, Front	194	Tail Panel
130	Door Assembly, Rear or Back	195	Tail Finish Panel
140	Back Door	198	Center Pillar
150	Rear Clip	311	Oil Pan
152	Roof Assembly	108	Bumper Shock

Mechanical Part Types

The following parts types will be considered Mechanical Parts (Graded based on Miles)			
118	Hood Hinge	476	Beam Axle, Loaded
125	Door Window Regulator, Front	490	Stub Axle, Rear
135	Door Window Regulator, Rear	505	Upper Control Arm, Rear
163	Tail Gate Window Regulator	510	Knee
185	Rear Window Washer Motor	511	Upper Control Arm, Front
188	Rear Window Washer Motor	238	Steering Column
512	Lower Control Arm, Front	257	Speedometer Head/Cluster 515 Spindle/ Knuckle, Front
513	Lower Control Arm, Rear	516	Leaf Spring, Front
300	Engine Assembly	517	Coil Spring
302	Cylinder Block	518	Leaf Spring, Rear
303	Crankshaft	520	Front Axle I-Beam
305	Camshaft	521	Torsion Bar
306	Cylinder Head	524	Stabilizer Bar
309	Harmonic Balancer	527	Strut
320	Carburetor	530	Brakes, Front
321	Turbocharger/ Supercharger	533	Brakes, Rear
322	Fuel Injection Parts	536	Caliper
323	Fuel Pump Assembly	538	Hub
324	Water Pump	540	Power Brake Booster

326	Fan Clutch	541	Brake Master Cylinder
337	Throttle Body/ Valve Assembly	545	Anti Lock Brake Parts
341	Air Injection Pump	551	Steering Gear/ Rack & Pinion
349	Camshaft Housing	553	Power Steering Pump
370	Fuel Injection Pump	600	Battery (Hybrid or Electric Vehicle)
372	Vacuum Pump	601	Alternator
400	Transmission/ Transaxle Assembly	604	Starter Motor
401	Overdrive Unit	606	Distributor
406	Pressure Plate	615	Blower Motor
407	Torque Converter	617	Power Window Motor
409	Flywheel/Flex Plate	618	Wiper Motor, Rear
410	Clutch Disc	619	Headlamp Motor
412	Transfer Case Assembly	620	Wiper Motor, Windshield
417	Clutch Master Cylinder	621	Wiper Transmission
418	Clutch Slave Cylinder	629	Electrical Switch
420	Transfer Case Motor	633	Ignition Switch
430	Drive Shaft, Front	634	Convertible Top Motor
431	Drive Shaft, Rear	635	Convertible Top Lift
434	Axle Assembly, Front	642	Electric Door Motor
435	Axle Assembly, Rear	655	Temperature Control
440	Carrier Assembly	674	Radiator or Condenser Fan Motor/Assy

444	Differential Assembly	675	Radiator
445	Ring Gear and Pinion	677	Heater Assembly
447	Axle Shaft	679	Air Conditioner Condenser
475	Rear Independent Suspension Assy	682	Air Conditioner Compressor
308	Timing Cover	684	Air Conditioner Compressor Clutch
680	Air Conditioner Evaporator	318	Engine Oil Cooler
317	Intercooler	676	Heater Core
408	Bell Housing	319	Air Cleaner
590	Electronic Engine Control Modules	325	Fan Blade
591	Electronic Chassis Control Modules	327	Exhaust Manifold
437	Axle Housing	329	Intake Manifold
477	Suspension Cross member/ K-Frame	336	Air Flow Meter
500	Frame	638	A/V Equipment (formerly Radio)
594	Info/GPS/TV Screen	610	Coil

Miscellaneous Part Types

The Following Parts will be considered Airbags and should be handled/graded according to the ARA Protocol.	
253	Airbag

The Following Parts will be considered **Cosmetic** and should be graded according to the Cosmetic Grading Standards

251	Dash Panel
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The Following Parts will be considered **Glass** and should be graded according to the Glass Grading Standards

270	Windshield Glass	279	Door Vent Glass, Rear
275	Back Glass	280	Door Vent Glass, Front
277	Door Glass, Front	284	Quarter Glass
278	Door Glass, Rear	288	Roof Glass

The Following Parts will be considered **Lights** and should be graded according to the Lights Grading Standards

114	Headlamp Assembly	168	Side Marker Lamps, Rear
116	Front Lamp	176	High Mounted Stop Lamp
166	Tail Lamp	630	Headlamp Door/Cover

The Following Parts will be considered **Mirrors** and should be graded according to the Mirrors Grading Standards

128	Side View Mirror
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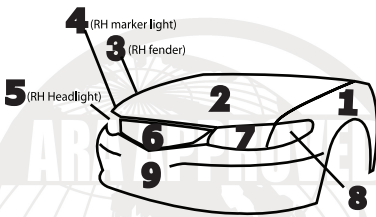
The Following Parts will be considered **Wheels** and should be graded according to the Wheel Protocol & Grading Standards

560	Wheel	570	Wheel Cover
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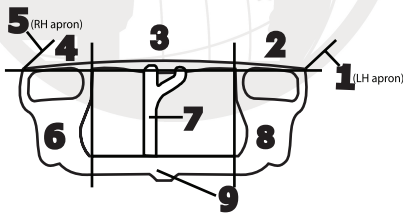
ARA Damage™ Locator

Damage should be described using a 3 digit code; first digit is the location of the damage as shown on the chart, the second digit is the type of damage as shown under Damage Types, and the third digit is the units of damage with a unit being damage not exceeding the surface area of a standard size credit card.

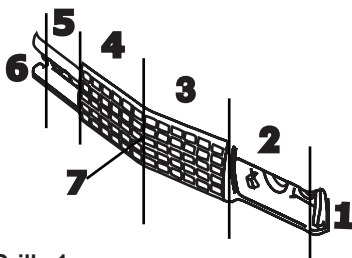
Example: a front door with a parking lot ding in the center area which is smaller than one credit card should be described as 5P1. Any part with no damage should be described as 000.



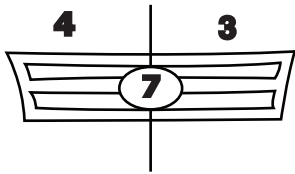
Front Clip



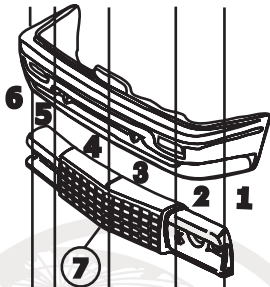
Radiator Support / Cut



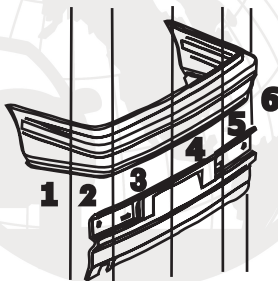
Grille 1



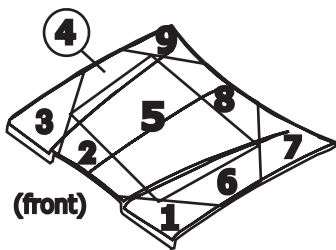
Grille 2



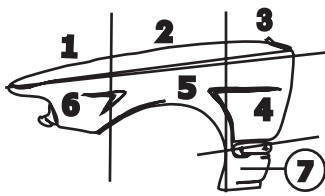
Front Bumper & Header



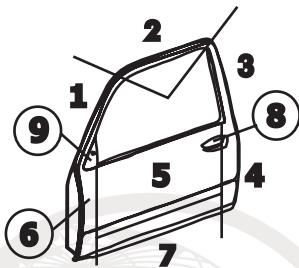
Rear Bumper & End Panel



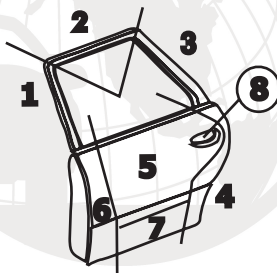
Hood



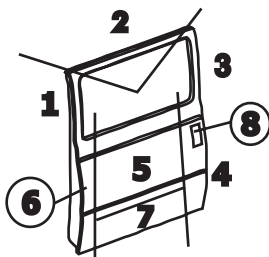
Fender



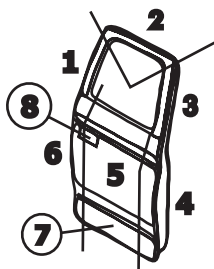
Front Door



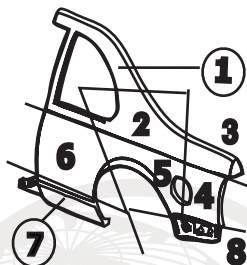
Back Door



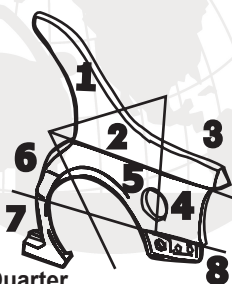
Rear Door



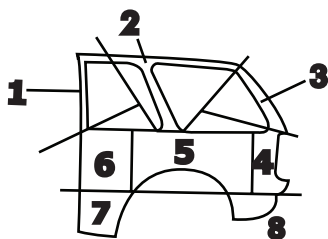
Rear Split Door



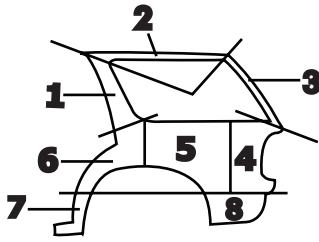
2-Dr Quarter



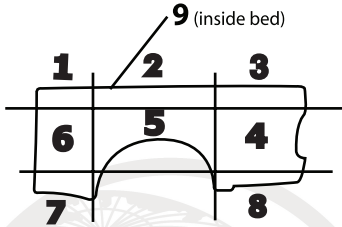
4-Dr Quarter



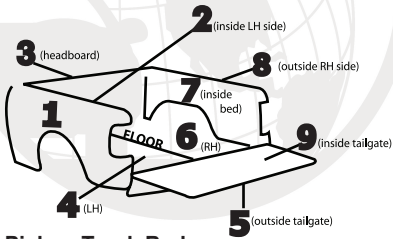
SUV Quarter Panel (2 Door)



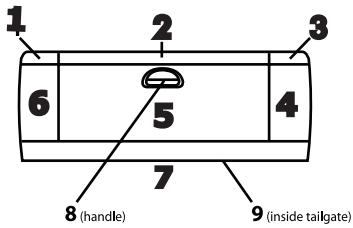
SUV Quarter Panel (4 Door)



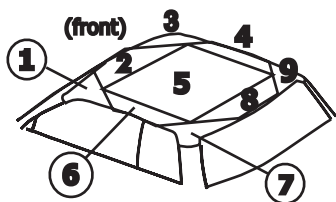
Pickup Truck Bedside



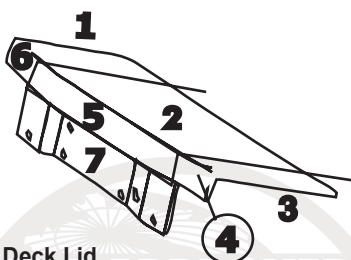
Pickup Truck Bed



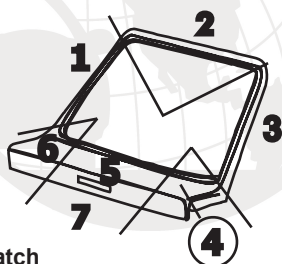
Tailgate



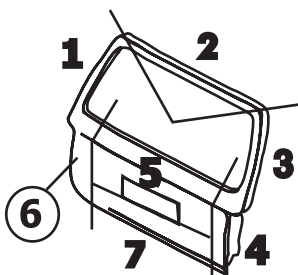
Roof



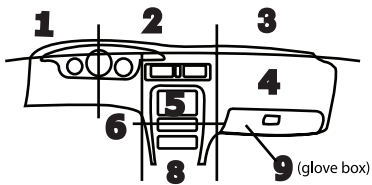
Deck Lid



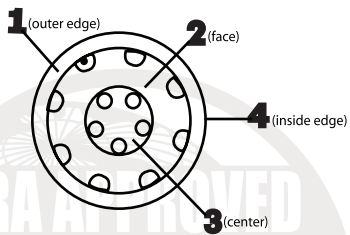
Hatch



Tailgate



Dash Board



Wheel / Wheel Cover

Damage Types

B = Burn

C = Crease

D = Dent

E = Bent

F = Finish

G = Gouge

H = Hail

J = Rip/Crack

K = Buckle

L = Lip

N = No Paint Damage

P = Parking Lot Dings

R = Rust on Surface

S = Scratch-Surface Only

T = Paint Problem

* = Not Specified

Parts Description Definitions

Part Option Definitions

The following table lists terms recyclers frequently use to describe part characteristics and options. This table provides standardized terminology for part options.

The ARA recommends that automotive recycling vendors use the following abbreviations in their product lines.

Entry	Abbreviation	BMS Field
_____ Only	W-O	
Air Conditioner	AC	
Aluminum	ALM	
Antenna	ANT	
Anti-lock Braking System	ABS	
Assembly	ASSY	Option or Note
Bezel	BZL	
Brackets	BRKT	
Bumper, Front	FBR	
Cab, Dual	DCAB	
Cab, Extended	XCAB	
Center	CNTR	
Chrome	CHRM	
Clear	CLR	
Cloth	CL	
Cluster	CLST	
Column	COL	
Complete	CMPL	Option or Note
Compressor	COMP	
Cover	CVR	

Entry	Abbreviation	BMS Field
CPE	CPE	
Cruise	CRUS	
Cylinder	CYL	
Decal	DCL	
Delay	DLY	
Diesel	DSL	
Digital	DGTL	
Disc	DSC	
Drum	DRM	
Dual Overhead Cam	DOHC	
Dual Rear Wheel	DRW	
Electric	PWR	
Emblem	EMB	
Exchange	EXCH	
Factory	OEM	
Fender	FNDR	
Floor	FLR	
Front	FRT	
Handle	HNDL	
Header	HPN	
Headlamp	HLP	
Heat	HT	
Inner	IN	
Intermittent	INT	
Key	KEY	
Spring	SPG	
Spring, Leaf	LSPG	
Spring, Coil	CSPG	
Leather	LTHR	
Left	LH	
Left Front	LF	
Left Rear	LR	
Left Side	LH	

Entry	Abbreviation	BMS Field
Loaded	LOADED	Option or Note
Locks, Power	PL	
Loose	OFF	Note
Lower	LWR	
Manual	MAN	
Mirror, Power	PM	
Motor	MTR	
Molding	MLDG	
Mounting	MNTG	
Outer	OUT	
Overdrive	OD	
Painted	PNT	
Power	PWR	
Privacy	PRIV	Option
Quarter	QTR	
Radiator	RAD	
Audio/Visual Deck	AV	
Rear	REAR	
Rear Wheel Drive	RWD	Option
Regulator	REG	
Reinforcement	REIF	
Right	RH	
Right Front	RF	
Right Rear	RR	
Right Side	RH	
Rotor	DSC	Condition
Seat, Bench	BNCH	
Seats, Bucket	BUC	
Sedan	SDN	
Single	SGL	
Single Overhead Cam	SOHC	
Single Rear Wheel	SRW	

Entry	Abbreviation	BMS Field
Spare	SPR	Option
Standard	STD	Option
Station Wagon	SW	
Steel	STL	Option
Steering, Power	PS	
Tachometer	TACH	
Tilt	TLT	Option
Tint	TNT	Option
Transmission, Automatic	AT	
Transmission, Manual	MT	
Turbo	TRB	Option
Upper	UP	Option
Urethane	URE	
Vent	VNT	
Vinyl	VNL	
Windows, Manual	MW	
Windows, Power	PW	
-XXX	W-O	

Part Color Definitions

The following table contains entries common to recycling industry parts locating networks. Often times, multiple terms exist to describe the same situation. This table identifies the purpose of these terms and provides standardized terminology.

The Entry column contains terms that commonly appear in recycling industry parts locating systems. The Abbreviation column provides a standardized terminology or abbreviation. The BMS Field column identifies the business management system fields in which the abbreviations should appear.

Entry	Abbreviation	BMS Field
Amber	AMB	
Beige	BEI	
Black	BLK	
Blue	BLU	
Bronze	BRZ	
Brown	BRN	
Burgundy	BRG	
Gold	GLD	
Gray	GRY	
Green	GRN	
Maroon	MRN	
Purple	PUR	
Red	RED	Option
Silver	SIL	Option
Tan	TAN	Option
Teal	TEA	Option
White	WHT	Option
Yellow	YEL	Option
Burned	BRD	
Other	OTR	
Unknown	UNK	

Part Condition

The following table contains entries common to recycling industry parts locating networks. Often times, multiple terms exist to describe the same situation. This table identifies the purpose of these terms and provides standardized terminology.

The Entry column contains terms that commonly appear in recycling industry parts locating systems. The Abbreviation column provides a standardized terminology or abbreviation. The BMS Field column identifies the business management system fields in which the abbreviations should appear.

Entry	Abbreviation	BMS Field
A Grade	A, B, C (condition code)	Grade
Aftermarket	PART ORIGIN NEEDS TO BE INCLUDED IN PART RECORD	Part Origin
B Grade	A, B, C (condition code)	Grade
Bare	bare	Condition
Base	base	Condition
C Grade	A, B, C (condition code)	Grade
Check	CHK	Inventory Notes
Check Id	CHK ID	Note
Check Numbers	CHK ID	Note
Check Ratio	CHK ratio	Note
Check Size	CHK size	Note
Check Type	CHK type	Note
Compare	COMPARE	Note
Core	CORE	Condition
Cover Only	CVR ONLY	Condition
Crack	Use Damage Code	Damage
Cracked	Use Damage Code	Damage
Dings	Use Damage Code	Damage
Faded	Use Damage Code	Damage
Glass Only	GLASS ONLY	Note
Globe Only	GLOBE ONLY	Note
Id	CHK	Note
Lens Only	LENS ONLY	Note

Entry	Abbreviation	BMS Field
Like New	Use Damage Code	Damage
Local	C Grade	Note
Look	CHK	Note
Match	COMPARE	Note
Match Up	COMPARE	NOTE
Motor Only	MTR ONLY	Note
Needs Paint	Use Damage Code	Damage and/or Note
New Aftermarket	AFT	Part Origin
New In Box	NEW OEM or NEW AFT	Part Origin
New Take Off	NTO	NOTE and Grade
Ok	Use Grade	Grade
Parts	Incomplete	Note
Plain	BASE	Condition
Pull	UNBOLT	Note
Pull and Check	UNBOLT	Note
Rebar Only	REI ONLY	Condition/ Note
Rebuilt	RBLT	Part Origin
Runs Good	Use Grade	Grade
Rusty	Use Damage Code	Damage
Scratched	Use Damage Code	Damage
Scratches	Use Damage Code	Damage
Scuffed	Use Damage Code	Damage
Scuffs	Use Damage Code	Damage
Sell Local	Grade C Part	Grade / Note
Shell	SHELL	Condition/ Note
Shell Only	SHELL	Condition/ Note

Entry	Abbreviation	BMS Field
Small Crack	Use Damage Code	Damage
Small Dent	Use Damage Code	Damage
Surface Rust	Use Damage Code	Damage
Test	TEST	Note
Tested	Use Grade	Grade/ Note
Turned	Use Grade	Grade/ Note
Used	RECY	Part Origin
Verify	CHK	Note
Walk In	Grade C Part	Grade

Terms to Avoid

Recyclers, collision repairers and insurers often find part descriptions in recycling industry parts locating systems too subjective and too open to interpretation. The following table lists terms that recyclers should avoid and suggests alternatives.

The Entry column contains subjective terms that commonly appear in recycling industry parts locating systems. The Recommendation column identifies objective, standardized alternatives. The BMS field identifies the business management system fields in which they should appear.

Entry	Recommendation	BMS Field
1 Hr	Both letter grade and damage units are required	Damage
Checked Ok	Use A, B, or C	Grade
Clean	Don't Use	Note
Decent	A, B, C (condition code)	Grade

Entry	Recommendation	BMS Field
Fair	A, B, C (condition code)	Grade
Good	A, B, C (condition code)	Grade
Good Con- dition	A, B, C (condition code)	Grade
Looks Good	A, B, C (condition code)	Damage
Looks Ok	A, B, C (condition code)	Damage
Mint	A, B, C (condition code)	Grade
Nice	A, B, C (condition code)	Grade
Ok	Use Grade	Grade
Ready	Grade	Grade and/ or Note
Rough	A, B, C (condition code)	Grade
Runs Good	Use Grade	Grade
Tested	Use Grade	Grade/Note
Turned	Use Grade	Grade/Note
Useable	A, B, C (condition code)	Grade

Field Recommendations

The following table presents the fields identified as necessary for describing parts. The ARA recommends that recycling industry software vendors incorporate these fields into their business management systems and part locating networks. Fields should appear in the order listed.

Field Name	Field Description	Example	Audience
Condition	Identifies the physical characteristics	Quality, w/ or w/o, LOCAL	Public
Options	Identifies the parts included (how the part was built)	PL, PW, TINT, COLOR	Public
Inventory Notes	Comments to the sales or inventory person	CHK, TEST	Internal
Grade Field	Identifies part quality (As A, B or C)	A	Public
Damage Field	Identifies damage type, location and units of damage	3D6	Public
Part Origin	Identifies an OEM, aftermarket, recycled, or rebuilt part	Recycled	Public

Field Layout

The following table represents the top-selling parts in the recycling industry. The Options column contains the part options necessary for a buyer to determine the part's application. The Conditions column contains information necessary for a buyer to evaluate the part's operation and lifespan.

The ARA recommends that recyclers enter part information following the layout and schema that appears below. Automotive recycling industry vendors should implement the following field layouts in their software applications.

Part Type	Options	Conditions
Part Type 560 (Wheel)	Matte/Gloss, Trim Ring, Diameter & Depth, Color, Center Cap, Chrome Inserts	Damage Location, Damage Type, Damage Extent, Inclusions
Part Type 120 (Front Door)	Power/Manual Windows, Power/Manual Locks, Heat/No Heat (per ARA Parts Guide)	Damage Units, Location, Damage Type, Mirror/ No Mirror
Part Type 400 (Transmission)	A.T./M.T., Overdrive, Cooler/No Cooler, Part ID, No. of Speeds, A.T.-lock Converter	Torque Converter/ No Torque Converter, Electronic Module/No Electronic Module, Shifter/No Shifter, Fluid Condition, Inspection Results

Part Type	Options	Conditions
Part Type 300 (Engine)	Size, Gas/ Diesel, Long Block, 4x2/4x4, Part ID, A.T./ M.T.	Engine Module/No Engine Module, Accessories/ No Access- ories, Mileage, Compre- ssion Test
Part Type 590 (Engine Control Module)	A.T./M.T., Engine Size, Fuel/Engine Management, No. of Pins, Engine ID or Opt. Code, Part ID	Mileage, Engine Test
Part Type 130 (Rear Door)	Model/Option Package, Power/Manual Windows, Power/Manual Locks, Molding code, Color, Tint?	Damage Units, Location, Damage Type
Part Type 114 (Headlamp Assy.)	Lamp Type (Composite, Sealed Beam, High Intensity)	Module/No Module
Part Type 128 (Side View Mirror)	Manual/ Electric, Heated/Non Heated, Chrome/ Painted, Power/Manual, Turn Signal/No Turn Signal, Illuminated/Not Illuminated, Memory	

Part Type	Options	Conditions
Part Type 238 (Steering Column)	Tilt/Non-tilt, Telescoping/ Non-telescoping, Wheel Switches Included, Radio Control/ No Radio Control, Cruise Control/No Cruise Control, Color	Wheel/No Wheel, Airbag/No Airbag, Switches, Keys/No Keys
Part Type 110 (Fender)	Model/Option Package, Fender Well, Wheel Opening Molding, Molding code, Color, Lamps/ No Lamps, Antenna/No Antenna	Damage Units, Location, Damage Type
Part Type 190 (Rear Bumper)	Model/Option Package, Chrome/ Painted, Cover/ No Cover, Lamp Options, Parking Distance Warning Sensor/No Parking Warning Distance Sensor	Damage Units, Location, Damage Type, Hitch/ No Hitch

Part Type	Options	Conditions
Part Type 170 (Deck lid/ Tailgate)	Model/Option Package, Spoiler/No Spoiler, Heated/Non- heated glass, Wiper/No Wiper, Remote/ No Remote Release, License Parts/ No License Parts, Tail Lights/No Tail Lights, Finish Panel/No Finish Panel	Damage Units, Damage Location, Damage Type, Included Options
Part Type 277 (Front Door Glass)	Tint, Manufacturer and M Code	Aftermarket Window Tinting, Scratches
Part Type 515 (Front Spindle/ Knuckle)	ABS, Hub/No Hub, 4x2/4x4	
Part Type 160 (Quarter Panel)	Model/Option Package, Molding code, Wheel Opening Molding, Spoiler, Color, Lamps/No Lamps, Antenna/No Antenna	Damage Units, Location, Damage Type, Options, Cut
Part Type 284 (Quarter Glass)	Tint, Frame, Moveable/ Stationary, Antenna/No Antenna, Hinge Hardware	Aftermarket Tint

Part Type	Options	Conditions
Part Type 197 (Fuel Tank)	Gas/Diesel, Fuel Pump/No Fuel Pump, Composition, Fuel Neck, Sending Unit/ No Sending Unit	Parts Included, Electrical Test Results, Pressure Test Results
Part Type 202 (Front Seat)	Type (Bucket/ Bench/60-40), Leather/Cloth, Power/Manual, Airbag/No Airbag, Heated/Non- heated, Color, SRS Headrest/ No SRS Headrest	Options Included, Electrical Test Results
Part Type 551 (Steering Gear)	Worm Gear/ Rack & Pinion, Suspension Package, Power, Variable Ratio, Tag No. Inclusions, Seal Condition, Play Amount	
Part Type 105 (Front Bumper)	Model/Option Package, Chrome/ Painted, Cover/ No Cover, Lamp Options, Parking Distance Warning Sensor/No Parking Warning Distance Sensor	Damage Units, Location, Damage Type, Hitch/ No Hitch

Part Type	Options	Conditions
Part Type 675 (Radiator)	Manual/ Auto (w/ transmission and/or engine cooler), Core Size, Electric Fan/No Electric Fan, Material (Brass, Copper, Aluminum, Plastic), Part ID, Bracketing	Flow Test, Pressure Test, Core Condition, Parts Included

Color Codes

BLACK & WHITE

Black = BLK
 Cream/Ivory = CRM
 Gray = GRY
 White = WHI

PURPLE

Amethyst = AME
 Burgundy/Maroon = MAR
 Lavender = LAV
 Mauve = MVE
 Purple = PLE

BROWN

Beige = BGE
 Brown = BRO
 Camouflage = CAM
 Tan = TAN
 Taupe = TPE

METALLIC

Aluminum/Silver = SIL
 Bronze = BRZ
 Chrome/Stainless Steel = COM
 Copper = CPR
 Gold = GLD

BLUE & GREEN

Blue = BLU
 Blue, Dark = DBL
 Blue, Light = LBL
 Green = GRN
 Green, Dark = DGR
 Green, Light = LGR
 Teal = TEA
 Turquoise = TRQ

RED & YELLOW

Orange = ORG
 Pink = PNK
 Red = RED
 Yellow = YEL

OTHER

Burned = BRD
 Other = OTR
 Unknown = UNK

Notes: _____

Lined writing area with horizontal ruling lines.





Since 1943, the Automotive Recyclers Association, a non-profit trade association, has represented an industry dedicated to the efficient removal and reuse of automotive parts, and the safe disposal of inoperable motor vehicles. For more information on the environmental benefits of automotive recycling, please visit www.automotiverecyclingtradeshow.org.

To learn more about the Automotive Recyclers Association and to obtain more information on the ARA grading standards and codes, please visit us at www.a-r-a.org.