



Scrap Metal Policy for Trinidad and Tobago



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LIST OF ACRONYMS

BIR	Board of Inland Revenue
CAPRI	Caribbean Policy Research Institute
CSO	Central Statistical Office of Trinidad and Tobago
EMA	Environmental Management Authority
GDP	Gross Domestic Product
MEWR	Ministry Environment and Water Resources
MNS	Ministry of National Security
MOLSMED	Ministry of Labour and Small and Micro Enterprise Development
MTII	Ministry of Trade, Industry and Investment
OSHA	Occupational Safety and Health Authority
TLU	Trade Licence Unit of the Ministry of Trade, Industry and Investment
TTSIDA	Trinidad & Tobago Scrap Iron Dealer Association
T&TEC	Trinidad and Tobago Electricity Commission
TTPS	Trinidad and Tobago Police Service
USD	United States Dollar
VAT	Value Added Tax
WASA	Water and Sewerage Authority
TSTT	Telecommunication Services of Trinidad and Tobago



EXECUTIVE SUMMARY

Over the last decade the Scrap Metal Industry has provided viable business opportunities for a number of small and micro enterprises in Trinidad and Tobago. The Industry contributes to the attainment of some of the country's socio-economic objectives as envisioned in the policy of the Government which includes employment creation and trade promotion. Despite these benefits, there are many issues that have been raised by stakeholders relating to procurement, pricing, and the marketing and distribution of scrap metal that continue to stymie the development of this Industry in Trinidad and Tobago.

The development of this Scrap Metal Policy is, therefore, an attempt to introduce new regulatory measures to govern the Industry. Specifically, the Policy seeks to provide the framework that will ensure compliance with health and environmental requirements, registration and other issues to ensure sustainable development of this Industry.

Focal Areas of the Scrap Metal Policy

The Policy takes into consideration the myriad of issues affecting the Scrap Metal Industry. These issues were further substantiated through the critical input of stakeholders, both domestic and international, who participated in consultations which took place through focus group discussions, questionnaires and plenary sessions. These consultations facilitated dialogue, broad-based feedback and ensured the relevance of the resulting document.

The stakeholders identified, *inter alia*, unfair competition in the Industry, an outdated Old Metal and Marine Stores Act of 1904, theft, unemployment and lack of enforcement of environmental standards as the most critical issues affecting them in the Industry. Other issues in the Industry that requires attention include insufficient criteria for obtaining licenses, inadequate monitoring systems and health hazards.



This Policy, supported by the pending amendment of the Old Metal and Marine Stores Act (1904), is considered to be the catalyst necessary to successfully advance the growth and development of the Scrap Metal Industry in Trinidad and Tobago.



1. INTRODUCTION - Background and Rationale

The global Scrap Metal Industry has been growing at a rapid rate over the past decade. Since 2001 the Industry processed more than 145¹ million tons of recyclable material per annum into raw material feedstock around the world, contributing over 65 billion USD to global GDP in the process. The growth of this Industry globally has also been reflected domestically. According to figures provided by Trinidad and Tobago's Central Statistical Office (CSO), scrap metal exports escalated from sixty nine million dollars (TT\$69,000,000) in 2009 to ninety six million dollars (TT\$96,000,000) in 2010, registering an increase of 39% over a twelve (12) month period.

Unfortunately, this rapid growth of exports within the Industry occurs concurrently with an alarming increase in the theft of similar types of metals that support the country's infrastructure. Telecommunication cables, water pumps, manhole covers, conveyor systems and bridge railings that constitute the functional infrastructure and would not usually be defined as 'scrap metal' have been stolen due to an exponential increase in the level of economic activity with scrap metals. Local utility companies such as the Trinidad and Tobago Electricity Commission (T&TEC), the Telecommunication Services of Trinidad and Tobago (TSTT), the Water and Sewerage Authority (WASA) and Petrotrin have all reported instances of theft of metals to the authorities.

The aforementioned issues, together with the Government's role to diversify the economy and assist in building on non-traditional sectors, have convinced the Ministry of Trade, Industry and Investment and its stakeholders, that there is an urgent need for a policy to be developed to regulate the Scrap Metal Industry which has evolved well beyond the framework of the Old Metal and Marine Stores Act of 1904 that governs the trade of scrap metal in Trinidad and Tobago.

Also, primary among the concerns that have led to the development of this Policy document are the lack of proper regulations to manage and operate the Scrap Metal Industry, lack of

¹Caribbean Policy Research Institute (CAPRI) Research on the scrap metal industry



adherence to national environmental standards in the country, damage to the country's infrastructure and demand from local dealers for a policy to regulate the Industry.

This Policy is expected to make a significant impact on the growth and development of the Scrap Metal Industry, allay the concerns of the local dealers and alleviate the negative perception of the Industry.

2. OBJECTIVES OF THE POLICY

The overall objective of the Scrap Metal Policy is to strengthen the existing regulatory framework, taking into account international best practices and unique national circumstances, in order to adequately address the problems plaguing the Scrap Metal Industry. Specifically, the Policy's key objectives are:

1. To provide contemporary guidelines and regulations to facilitate the operations of the Scrap Metal Industry in Trinidad and Tobago;
2. To develop an effective licensing regime for scrap metal dealers; and
3. To raise operational standards in the Scrap Metal Industry.

3. EXPECTED POLICY OUTCOME AND IMPACT

1. An improved licensing and monitoring system for the Scrap Metal Industry in Trinidad and Tobago;
2. Increased adherence of scrap metal dealers to health and environmental standards;
3. Reduction in the incidence of scrap metal theft; and
4. Increased accountability and transparency for tax administration in the Scrap Metal Industry.



4. KEY CONCEPTS AND DEFINITIONS

This Policy will adopt the following definitions:

Scrap Metal - According to the Old Metal and Marine Stores Act 12 of 1904 which was amended in 1994: “Old Metal” means old metal, used or second hand metal fittings, scrap metal, broken metal, partly manufactured metal goods, and defaced or old metal goods.

Ferrous Metal - Ferrous metals are metals which contain iron. They may have small amounts of other metals or other elements added, to give the required properties. Some Ferrous Metals include: cast iron, stainless steel and wrought iron.

Non-Ferrous Metal - These are metals which do not contain any iron. They are not magnetic and are usually more resistant to corrosion than ferrous metals. Some non-ferrous metals include: copper, nickel, aluminum, lead, zinc, and tin.

Scrap Metal Exporter - A person who has been authorised by a licence from the Trade Licence Unit to exports scrap metal. The exporter is authorised to purchase scrap metal only from registered dealers.

Scrap Metal Dealer - A person who has been registered by the Trade Licence Unit to conduct the business of buying or selling scrap metal from a licensed scrap metal yard.

Scrap Metal Yard – Any premises which has been authorised by the Trade Licence Unit for the collection, sorting, processing and storage of scrap metal.

Licensee – The holder of a licence to conduct business as a scrap metal dealer, exporter, itinerant dealer or carrier.

Loading Site – Means a site approved by the Trade Licence Unit to be used for the loading of scrap metal that is to be exported.



Collector's Licence - A Collector's Licence from the TLU authorises the licensee to carry on business as a mobile collector of scrap metal.

Industrial Scrap - Industrial scrap refers to scrap generated by companies from their manufacturing operations or scrap generated from the retirement of obsolete metallic fixed assets and which is exported by the owner in his or her own name.

Non-industrial Scrap -Non-industrial scrap refers to scrap that is purchased.

Control Sheet – Control Sheet refers to a form of record use to identify the origin of scrap metal.



5. POLICY FORMULATION PROCESS

The methodology utilised by the Ministry of Trade, Industry and Investment to formulate the Policy comprised of several stages. These stages are as follows:-

1. Review of comments received through focus group sessions and national consultations;
2. Research and analysis of scrap metal policies in other countries, which include Guyana, Jamaica and Singapore;
3. Assessment of guidelines for the development of scrap metal policies in the Caribbean provided by the Caribbean Policy Research Institute (CaPRI) in addition to several other documents, action plans, studies, papers and proposals; and
4. Review of comments received from the public through the media.

Information obtained from these sources served to inform the Policy.



6. CURRENT STATUS

Inspection and Certification processes

Premises to be licensed under the Old Metal and Marine Stores Act (1904) must first be inspected by a police officer whose jurisdiction covers the district in which the premises to be licensed are situated. These inspections take place as regularly as required.

The Old Metal and Marine Stores Act under Section 7 states that *“any constable may at any time when the licensed premises are open for business, inspect any such book as the aforesaid and all old metal and marine stores in the premises of any licensee under this Act.”* At present, these inspections seldom take place. Preliminary consultations with the Trinidad and Tobago Police Service have revealed that as a result of severe man power constraints, it is extremely difficult to enforce these inspection requirements.

It is also the responsibility of the Customs and Excise Division of the Ministry of Finance and the Economy to inspect containers of scrap metal being prepared for export. These inspections are not frequent and thorough enough.

Granting of a license to deal in old metal and marine stores

It is illegal for any person to deal in scrap metal unless he/she has previously obtained a licence under the Old Metal and Marine Stores Act of 1904. Licences under this Act are granted at the discretion of the Magistrate of the district in which the premises to be licensed are situated.

Licences are annual and require a fee of two hundred dollars (TT\$200) to be paid to the Magistrate for each licence. An application is made in writing requesting a licence to deal in old metal, and includes the precise address where the premises to be licensed are situated. The premises must be within the particular magisterial district. The applicant must present his National Identification Card/Passport/Driver’s Permit; Board of Inland Revenue (BIR) number and a Certificate of Good Character from the Trinidad and Tobago Police Service. No old metal license can be granted without a report from the police officer in charge of the division in which the premises to be licensed are situated.



Granting of an Export License for the export of non-ferrous metals

The Trade Licence Unit (TLU) of the Ministry of Trade, Industry and Investment, which is responsible for granting Export Licenses, is guided by the Exports Control Regulations of 1941. As a result, the Trade Licence Unit under the legislative guidance of the Export Control Regulation of 1941 is responsible for granting Export Licence for all commodities on the Export Negative List, such as non-ferrous metals.

Enforcement of the Old Metal and Marine Stores Act

The scope of the Old Metal and Marine Stores Act is outdated and does not allow for the effective management of the Scrap Metal Industry and must therefore be ammended.

Failure to give Information to the Police

Every person licensed under the Old Metal and Marine Stores Act who, after notice has been given to him by any constable or by advertisement that any metal has been stolen or fraudulently obtained, fails to give information to the police that articles of the like description were offered to him or were or are in his possession, is guilty of an offence.

Penalties

Any person who does or omits to do anything which is by the Old Metal and Marine Stores Act (1904) forbidden or required to be done, or who assaults, resists, opposes, hinders, prevents, or obstructs any person acting under and by the authority of this Act, is guilty of an offence against this Act, is liable on summary conviction to a fine of one thousand dollars.

Where any person licensed under the Old Metal and Marine Stores Act is convicted of any offence against the provisions of the Act, the court may, if it sees fit, cancel the licence of the person.

The legislative Environment

The legislation in place governing the Scrap Metal Industry (Old Metal and Marine Stores Act Chapter 84:07 (Act 12 of 1904, amended by 41 of 1942, and 3 of 1994) does not adequately reflect how the Scrap Metal Industry currently operates. The Old Metal and Marine Stores Act (1904) is not adequate in its legislative scope to fully manage recent developments in the Industry and must therefore be amended on recommendations being proposed in this Policy to



regulate the domestic trade and export of ferrous, non-ferrous and ferro-alloy metals. In this regard, it is recommended that the appropriate legislation be amended as required. Such amendments should fall within the following the following key areas:

1. *Inspection and certification of scrap metal;*
2. *Grant, renewal, refusal and revocation of a Scrap Metal Dealer's or Exporter's Licence;*
3. *Restrictions on export of or dealing in scrap metal;*
4. *Record Keeping;*
5. *Duties of the licensee in relation to lost or stolen property;*
6. *Penalties; and*
7. *Interpretation (Scrap Metal Exporter, Scrap Metal Dealer, Collector's Licence, Scrap Metal Yard, Licence Site and Loading Site).*



7. THE POLICY FRAMEWORK

The key features of this Policy are as follows:

Change in Government Responsibility for the Scrap Metal Industry

In accordance with the Old Metal and Marine Stores Act of Trinidad and Tobago, the responsibility for issuance of licences to deal in scrap metal resides with the Magistrates Court. In several countries with contemporary best practices in the Scrap Metal Industry this responsibility lies with Ministries responsible for Trade, Commerce or Industry.

The Ministry of Trade, Industry and Investment has, under its ambit, a Trade Licence Unit (TLU) responsible for the issuing of licences for various Trade and Industry related activities in accordance with the Trade Ordinance of 1958. It is therefore recommended that the licensing regime be removed from the purview of the Magistrates Court under the judicial arm of Government and transferred to the Ministry of Trade, Industry and Investment under the executive arm of Government. This would ensure that a centralized and controlled approach is adopted in the issuing of licences within the Scrap Metal Industry. Centralizing the licensing regime under the Trade Licence Unit will facilitate the better co-ordination and supervision of the various actors in the industry.

Licensing

All licences shall be issued through the Trade Licence Unit (TLU), a Division of the Ministry of Trade Industry and Investment (MTII), with direct responsibility for the management of the import and export licensing regimes in the country. The TLU will manage this regime together with the coordination of other key Government stakeholders including the Customs and Excise Division of the Ministry of Finance and the Economy, the Environmental Management Authority (EMA), the Occupational Safety and Health Authority under the Ministry of Labour and Small and Micro Enterprise Development (MOLSMED) and the Trinidad and Tobago Police Service (TTPS). No person may conduct business as a scrap metal dealer, exporter or collector unless authorized by a licence from the TLU.



Types of Approvals

1. Dealers Registration Certificate

Under the current law, there are insufficient criteria for any scrap metal dealer entering the Scrap Metal Industry. As a result, specific criteria have been developed for the licensing of scrap metal dealers, exporters and collectors who want to participate in the Industry. Once these criteria have been satisfied and a Dealers Registration Certificate is granted by the Trade Licence Unit (TLU), dealers can operate legally. To operate as a scrap metal dealer an individual must meet the following criteria in order to obtain a Dealers Registration Certificate:

- i. Must be in possession of a valid ID;
- ii. Must be at least eighteen (18) years of age;
- iii. Must have a permanent address and location of operations approved and inspected by the GORTT including the MTII,TLU and the Ministry Environment and Water Resources(MEWR)
- iv. Must be in possession of a valid VAT Registration Number
- v. Must be registered under the Companies Act
- vi. Must be in possession of a valid Board of Inland Revenue (BIR) Number
- vii. Must have a Certificate of Good Character from a superintendent or an officer of higher rank in the Trinidad and Tobago Police Service.

The registered dealer must notify the Trade Licence Unit (TLU) of any changes or if they have ceased to operate as a scrap metal dealer. Registration as a scrap metal dealer will be for five (5) years and must be renewed on or before the expiry date if the registered person intends to carry on further business as a scrap metal dealer.

2. Export Licence

In the event that a person wishes to export scrap metal, an application to the Trade Licence Unit (TLU) for an Export Licence must be made. To operate as a scrap metal exporter an individual should meet the following criteria:

- i. Must be at least eighteen (18) years of age;



- ii. Must possess a Certificate of Good Character from the Police (not older than three (3) months old);
- iii. Must be able to provide the source of the scrap metal such as the registered site from where the metal is being sourced including any recognised institution, auction or donation; and
- iv. Must be able to account for the contents of the scrap being exported.

3. Collector's Licence

A collector's licence authorises the licensee to carry on business as a mobile collector of scrap metal. To operate as a mobile collector of scrap metal an individual should meet the following criteria:

1. Must be least eighteen (18) years of age
2. Must possess a Certificate of Good Character from the Police (not older than three (3) months old),
3. Must be in possession of a valid ID
4. Must own or have access to a suitable vehicle (and valid Driver's Permit) to collect and transport the scrap metals

Upon each application for a collector's licence a fee of one hundred dollar (TT \$100) must be paid for the issuance of the licence.

4. Industrial Scrap Metal to be sold to a Licensed Dealer

Industrial scrap refers to scrap generated by companies from their manufacturing operations or scrap generated from the retirement of obsolete metallic fixed assets and which is sold or exported by the owner in his or her own name.

Every company that sells scrap metal to a licensed dealer must place a serial number, word or other distinguishing mark on the scrap metal to identify the metal as being sold by that company. Only established companies will be eligible for a licence as industrial scrap metal exporters and they shall be subjected to robust customs and police inspection, and adherence to the requirements of this Policy.



Standards for Licensed Dealer Sites

Scrap metal sorting and packing sites be properly secured and be located away from the general public to prevent air, visual, thermal, water and noise pollution (*see Annex 3* for the requirements of a licensed site).

Inspection and Certification for Export

Licensed scrap yards must be inspected by an inspector from the Trade Licence Unit (TLU) to ensure compliance with this Policy. Additionally, containers, vehicles or other vessels which are used or intended for use for transportation of scrap metal must be inspected by a police officer from the nearest police station.

It is also the responsibility of all exporters to give the Customs and Excise Division and the Trinidad and Tobago Police Service at least 5 days notice prior to the packing of the container in order to ensure that an officer is present to conduct the inspection while the container(s) is being loaded at their approved packing facility. Also, Customs and the Trinidad and Tobago Police Service (TTPS) must be posted at loading sites to ensure thorough inspection of containers.

Restriction on Export of Scrap Metal and other Metals

Any person who proposes to export ferrous or non-ferrous metals must obtain a licence from the Trade Licence Unit (TLU). All scrap metals are now classified under the Export “Negative List” and exporters require an Export Licence to export such items.

Record Keeping

Every scrap metal exporter or scrap metal dealer must when purchasing any metal keep accurate and legible record in which he shall enter the information listed at *Annex 2*. Additionally, the scrap metal dealer must provide details of the transaction as part of the record. This record must either be a copy of a named cheque or a printout receipt of electronic payment made.



A record must also be made giving the details of the person who made the payment and the person who took the receipt. Entries must be made immediately upon receipt or dispatch and books containing records must be kept for two (2) years following the last entry.

Requirements for Tax Administration

In an effort to ensure proper tax administration at all levels of the Scrap Metal Industry the following accounting documents must be archived:

1. Reconciliations of daily cash balances with the amounts used to purchase scrap metal;
2. Copies of all cheques that were written;
3. Listing of all names and addresses of suppliers of scrap metal; and
4. Advances made to suppliers

Exporter/Dealer Records

It shall be mandatory for all exporters and dealers to keep “Control Sheets” for each transaction where products are purchased and must include the details listed at **Annex 4**. These “Control Sheets” must be approved by the Customs officer performing the inspection of the shipment being loaded.

Age Restrictions on Operators

No person shall purchase or receive any scrap metal from any person under the age of eighteen (18) years.

No person shall employ any person under the age of eighteen (18) years to purchase or receive scrap metal.

Persons under the Influence of Intoxicating Substances

A person shall not deal in scrap metal with any person who is under the influence of any intoxicating liquor or drug especially when the condition is visible or apparent.

Methods of Payments

The over-riding requirement is for transaction to have traceability and to provide an audit trail. As such, all transaction therefore exceeding five hundred dollars (TT\$ 500) must be paid either by cheque or electronic transfer of funds.



Scrap Metal Loading Sites

Packing of scrap metal into containers by licensed dealers in preparation for export shall only be allowed to take place at licensed dealer sites approved by the Trade Licence Unit. This action would ensure that the number of authorized packing sites corresponds with the law enforcement and inspection capacity of the Trinidad and Tobago Police Service and the Customs and Excise Division.

Video Surveillance

All loading sites must be subject to twenty four (24) hour CCTV video surveillance. If there is a break in the surveillance, then all containers packed during this period would need to be offloaded and repacked under the requisite supervision. This process would create a record to provide proof of proper inspection and facilitate investigations in instances of larceny.

Times of Operation

No person shall purchase or receive any such old metal or marine stores except between the hours of 7:00 a.m. and 6:00 p.m.

Duties of Licensee in Relation to Lost or Stolen Property

It is the responsibility of the dealer upon receiving property which has been described by a police officer as stolen or lost, to give information pertaining to the said property to the nearest police station or to a police officer, along with the name and postal address of the person from whom he acquired the property.

Verification of Supplier's Identity

All scrap metal dealers shall not receive scrap metal from a person without verifying that person's full name and address. In addition sellers must provide proof of identification, such as National ID, Passport and utility bill, before transaction could take place.

Offences and Penalties

Any person found guilty of failing to register as a scrap metal dealer or to notify the Trade Licence Unit (TLU) of alterations in the appropriate particulars shall be liable on conviction to a fine not exceeding five hundred thousand dollars (TT\$ 500,000.00).



Any person found guilty of failing to keep the proper prescribed records shall be liable on conviction to a fine not exceeding fifty thousand dollars (TT\$ 50,000).

Any person who obstructs the entry of an authorised inspector or fails to produce any book or document which the officer has a right to inspect shall on conviction be liable to a fine not exceeding thirty thousand dollars (TT\$ 30,000).



8. IMPLEMENTATION OF THE SCRAP METAL POLICY

The implementation of the plan of action must involve all the relevant stakeholders of the Industry including the Ministry of Trade, Industry and Investment, the Ministry of National Security, Customs and Excise Division, the Ministry Environment and Water Resources, the Ministry of Health and Trinidad and Tobago Scrap Iron Dealers Association. The Ministry of Trade, Industry and Investment shall have national oversight for the implementation of this Policy and will issue regular progress reports to Cabinet on its implementation.

9. MONITORING AND EVALUATION OF THE POLICY

The development of a Scrap Metal Implementation Plan shall form the basis for monitoring and evaluation (M&E) of the implementation of this Policy. Specifically, the Ministry of Trade, Industry and Investment in conjunction with the Trinidad and Tobago Scrap Iron Dealers Association (TTSIDA), Customs and Excise Division and Trinidad and Tobago Police Service shall develop a monitoring and evaluation (M&E) system based on agreed indicators.

In view of the above, the Ministry of Trade, Industry and Investment may from time to time make changes, modifications, additions to this Policy and may review and update it at certain intervals to meet the changing needs of the Industry. The Scrap Metal Policy shall be reviewed every three years (3), and a progress and analysis report with respect to the achievements will be presented to inform such review and modifications. The review will examine progress made in achieving the indicators defined by the plan of action.



10. CONCLUSION

The Scrap Metal Industry has evolved well beyond the framework of the Old Metal and Marine Stores Act of 1904 that currently governs the trade of scrap metal in Trinidad and Tobago. Therefore, the existing legislation needs to be amended to provide new guidelines for the growth and development of the Industry. Additionally, the Policy has addressed major issues identified by the stakeholders affecting the Scrap Metal Industry following consultations conducted during 2012-2013. It is therefore anticipated that this Policy, when implemented, will alleviate many of the issues currently plaguing the Industry.



Annex 1 - List of Stakeholders Consulted for the Draft of Scrap Metal Policy

Telecommunications Services of Trinidad and Tobago	Metal Lab Trading & Recycling
Trinidad and Tobago Electricity Commission	Trinidad and Tobago Scrap Metal Dealer Association
Water and Sewerage Authority of Trinidad and Tobago	KPD Landscaping
Ministry of National Security	Globe Metals Ltd.
Ministry of Works and Infrastructure	Simmons and Associates Waste Management
Ministry of Local Government	Everest Metal Ltd.
Environmental Management Authority	Aram Steel
Trinidad and Tobago Police Service	Iron Lion Scrap Metal
Ministry of Health	Transcom Transport & Industrial
Ministry of Public Utilities	Rudy Scrap Metal
Financial Intelligence Unit	Metal Aggressors
West India Metal Recycling	HJR Ltd
Ross & Sons	Tri- Ind Enterprises Ltd
Future Venture Trinidad	HMT + Sons Salvages Ltd
Stacy Scrap Metals	Plaza Recycling Co. (Kenny)
Victoria variety One Stop Scrap	Kab Environmental & Recyclers Co. Ltd
Lucky 8 Recycling	K's and Sons Contractor
Chabilal Enterprises	Jhareed Recycling
Premier Metals	Twin Recycling
Coop Sammy Scrap Metal Traders	Premier Metals
N&E Recycling	
Sanford & Sons Brotherhood Scrap Yard	
Millennium Metal Ltd	
Harry Scrap Metal Recycling	



Annex 2 - Records of Scrap Metal Dealer

Every scrap metal exporter or dealer must, when purchasing any metal, keep an accurate and legible record in which he/she must enter the following information for each transaction:

- The name, address and age of the person from whom the metal is purchased as obtained from a Passport, driver's licence or National ID.
- A description of the metal including any serial number, weight, colour, size and type of item.
- The date and time of receipt of the metal.
- The price of the metal if it has been ascertained at the time the entry is made in the book.
- The number of the registration plate of any motor vehicle used to deliver the scrap metal.
- If a person other than the seller delivers the metal to the purchaser, the name, address and age of the person who delivers the metal.
- A signed statement from the person who is paid that he is the rightful owner of the scrap metal and is entitled to sell it.

Where a scrap metal dealer receives a motor vehicle as scrap metal he must keep a record of the following information:

- Details of the vehicle registration number, vehicle identification number, make, model and colour of the vehicle.
- The name, address, age and contact details of the supplier of the vehicle.
- The general condition of the vehicle including whether the vehicle is damaged, and if so, whether the damage has been caused by fire, water or impact and the part of the vehicle damaged.
- Details of any proof of identity
- The condition of the vehicle at the time of sale



Annex 3- Requirements for a licensed site/scrap yard

1. Properly barricaded.
2. Under 24 hour video surveillance which captures the sorting and packing processes.
3. Adequately ventilated to disassemble scrap metal items, such as cars and appliances.
4. Setback at least 20 feet from major roads and highways to prevent traffic congestion.
5. Setback 75 feet from streams, rivers, and wetlands and 200 feet of potable water supplies to avoid water pollution.
6. Provide safe storage for all hazardous waste at least 50 feet from the property line.
7. Compliant with the Occupational Safety and Health Act and inspected and approved by Trade License Unit (MTII), Trinidad and Tobago Police Service and the Ministry of Environment and Water Resources before a license to deal in scrap is issued.
8. Regularly sanitized in order to create an environment friendly atmosphere which is restrictive to pests such as rats, mosquitoes, snakes, cockroaches and other vermin.
9. Subjected to frequent random checks by the Ministry of Health, OSHA, Ministry of Environment and Water Resources and the Trinidad and Tobago Police Service



Annex 4 - Scrap Metal Control Sheet

Description of Scrap Metal Items (serial number, identifying mark, model number etc.)	Amounts/Quantity (Kg.)	Selling Price/Estimated Value	Remarks State whether item has been altered, if vehicle state whether damaged and how
<p>Declaration: I hereby decalare that I am the legitimate supplier of the above listed items.</p> <p>NAME OF SUPPLIER</p> <p>ADDRESS.....</p> <p>IDENTIFICATION NO.....</p> <p>DATE.....</p> <p>SIGNATURE.....</p>	<p>Declaration: I hereby decalare that I am the legitimate receiver of the above listed items and that I have verified the identity of the supplier.</p> <p>NAME OF RECEIVER</p> <p>ADDRESS.....</p> <p>IDENTIFICATION NO.....</p> <p>DATE.....</p> <p>SIGNATURE.....</p>		