

- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- **Ohio Homeland Security**
- Ohio Investigative Unit
- Ohio State Highway Patrol



June 25, 2014

Dear Scrap Metal Dealer,

The Ohio Department of Public Safety (ODPS) is preparing to implement Ohio's Scrap Metal Program, including all of the resources that have been developed for use by local law enforcement and scrap metal dealers to jointly combat metal theft across the state. Ohio Administrative Code (OAC) rules 4501:5-3-02 (Certificates of registration), 4501:5-3-04 (Dealer records), and 4501:5-3-05 (Inspections and disciplinary actions) will become effective on July 1, 2014. Although an effective date for OAC rules 4501:5-3-01 (Searchable electronic list(s)) and 4501:5-3-03 (Daily business transaction reporting) has not yet been established, beginning on July 1<sup>st</sup>, the searchable electronic lists - more commonly referred to as the Do Not Buy List - and the Dealer Daily Transaction Database will become active allowing law enforcement and scrap metal dealers to upload and search data entered into the system.

The Do Not Buy List consists of the names and other pertinent information of individuals who have been convicted of theft offenses. This list is compiled either through local law enforcement submitting information from their agency or from the local clerks of court to the system electronically. Dealers are expected to search this list to determine if they are prohibited from purchasing scrap metal from a person under the law. ODPS is partnering with the Ohio Supreme Court to enhance the process of collecting conviction data by receiving conviction data directly from the Ohio Court Network ensuring that law enforcement and scrap dealers have the most comprehensive list available.

The Dealer Daily Transaction Database allows registered scrap dealers to transmit applicable business transaction data to the state, thereby making this information available to law enforcement. This is a critical component of the program as it provides additional tools to law enforcement to assist with identifying and countering illegal scrap metal operations.

In an effort to ensure that this program is as user-friendly and robust as possible, ODPS is enhancing the program to allow for conviction data from the Ohio Courts Network to be added to the system and creating additional capabilities for the scrap dealers to check the Do Not Buy List and submit transaction data. Once the enhancements are completed, the scrap dealers will be required to use the Do Not Buy List and submit the appropriate business transaction data to the dealer daily transaction database. Data submitted will assist in the development and implementation of the forthcoming system enhancements. As these resources will be available on July 1<sup>st</sup>, dealers are encouraged to submit their transaction data as if it were required. Law enforcement is encouraged to compile and provide Do Not Buy Lists to scrap dealer facilities in their jurisdictions and submit these same lists electronically to ODPS until the enhancements are completed.

**Mission Statement**

*"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."*

Below is a basic description of how to use the Do Not Buy List and Dealer Daily Transaction Database:

- Complete the initial registration application or renew your existing registration certificate online at <https://ext.dps.state.oh.us/ScrapDealer/>.
  1. Initial registration requires one-time payment of \$200.
  2. Registration renewals must be completed annually at a cost of \$150 for each place of business.
- After possessing a valid dealer registration, log on to the website and select either the Do Not Buy List or Submit Daily Transactions tools.
- Dealers have three options to submit their daily business transaction data including:
  1. A manual upload in which dealers can physically enter the required data and submit the transaction records individually;
  2. The ability to create and upload a file containing the required data in a bulk format from their system to the website; or
  3. Create the functionality within their system to connect with the state website to perform this action automatically.
- Dealers can find the document detailing the technical specifications that will allow them to utilize the automated upload functions of the database on the Scrap Metal and Bulk Merchandise Container Dealer website <https://ext.dps.state.oh.us/ScrapDealer/>, and Ohio Homeland Security's website.
- The rules detailing program requirements can be found on the Ohio Department of Public Safety's website at [http://publicsafety.ohio.gov/ohs\\_rules.stm](http://publicsafety.ohio.gov/ohs_rules.stm). The rules going into effect on July 1<sup>st</sup> can be found under the "Recently Adopted Rules" section, while the rules that are awaiting an effective date can be found under the "Proposed Rules and Public Hearing Notices" section.

If you have any questions, please feel free to contact Ms. Marni Hollman by phone at (855) 377-0193 or email at [ScrapMetal@dps.state.oh.us](mailto:ScrapMetal@dps.state.oh.us).

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Richard C. Baron". The signature is written in a cursive style with a large, sweeping initial "R".

Richard C. Baron, Executive Director  
Ohio Homeland Security  
Homeland Security Advisor