



## MOBILE SCRAP TIRE PROCESSOR PERMIT APPLICATION GUIDANCE DOCUMENT

### INTRODUCTION

This document outlines requirements for submission of a complete application for a mobile scrap tire processing permit. **This document pertains only to mobile scrap tire processing operations.** The owner/operator may complete this guidance document and use it along with the indicated attachments as the permit application. Three copies of the completed application must be submitted to the department by certified mail.

A complete permit application package must contain:

- Application Administrative Requirements:
  1. A completed Permit Application Form
  2. Permit application fee
  3. Violation History Disclosure Statement
  4. Evidence of Compliance with Department's Water Pollution Control Regulations
  5. Corporate or Fictitious Name Registration with the Secretary of State
- Site and Operational Plans for:
  1. Processing
  2. Site Control
  3. Fire Protection
  4. Final Disposition
  5. Recordkeeping

Each of these requirements is further detailed on the following pages. Depending on specific circumstances, the applicant may wish to obtain assistance from an environmental professional in completing this application.

The Missouri Department of Natural Resources' (Department) Solid Waste Management Program (SWMP) will conduct a preliminary review of the application to determine whether it contains sufficient information to conduct a technical review. Each of the items listed above must be submitted for a permit application to be considered complete.

The Department's SWMP will review each application for compliance with the Solid Waste Management Law and implementing regulations. If the application does not adequately address these requirements, the Department's SWMP will send a comment letter to the applicant explaining the items that require clarification or further detail. If the required information is not received by the Department's SWMP within 60 days, the application review may be terminated.

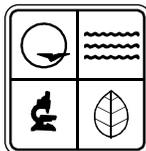
The applicant's response to the Department's comment letter will also be reviewed for compliance with the Solid Waste Management Law and implementing regulations. If this response does not adequately address these requirements, a second comment letter may be issued by the Department's SWMP. If the applicant's response to the second comment letter is unsatisfactory, the application will be denied because it did not adequately address the requirements of the Solid Waste Management Law and implementing regulations. The \$200.00 application fee is nonreturnable; however, if the application is revised and resubmitted within timeframes established by the Department, a new application fee will not be required.

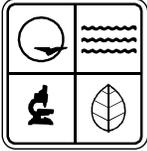
The applicant must reimburse the Department for all permit review costs incurred by the Department up to a maximum of \$2000.00. After completion of the review of the original application and attachments, the Department's SWMP will send an invoice to the applicant for incurred review costs. Payment must be received before the Department's SWMP will issue a permit. Please be advised that it will be the applicant's responsibility to reimburse the Department for review costs whether the application is approved or denied.

If the Department's review of the application reveals that the application complies with the requirements of sections 260.200 – 260.345, RSMo and the implementing regulations, the Department may approve the application and issue a permit.

July 2012

MISSOURI DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF ENVIRONMENTAL QUALITY





**MOBILE SCRAP TIRE PROCESSING FACILITY  
PERMIT APPLICATION GUIDANCE DOCUMENT**

APPLICANT:

## APPLICATION ADMINISTRATIVE REQUIREMENTS

### I. Permit Application Form

Complete the attached application form provided by the Department. Each blank/space requiring information on the form must be completed as applicable, and the form must be signed by the owner and/or operator of the mobile scrap tire processing facility.

### II. Permit Application Fee

The application must include a nonreturnable \$200.00 application fee. The fee shall be paid by check or money order made payable to the Department of Natural Resources.

### III. Violation History Disclosure Statement

Requirement:

As required by the Solid Waste Management Law, Section 260.241, RSMo, the Department must consider any prior operating history of the applicant to determine if the applicant is a habitual violator of the laws and regulations which pertain to solid or hazardous waste. If an applicant is determined to be a habitual violator, this is considered grounds for denial of the application.

Information to be submitted:

Complete the enclosed Violation History Disclosure Statement. You may need to request assistance from an environmental professional in completing the violation history information.

### IV. Evidence of Compliance with the Department's Air Pollution Control Program and Water Protection Program Requirements

The application must include documentation verifying that the mobile scrap tire processing method is in compliance with the requirements of the Department's Regional Office Water Protection Program (WPP). The contact information for the respective Regional Office's WPP can be found on the enclosed "Missouri Department of Natural Resources Regional and Satellite Offices" map. Indicate where this documentation is located in the application:

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If the applicant intends to use portable shredding equipment, the application must include documentation verifying that the mobile scrap tire processing method is in compliance with the requirements of the Department's Air Pollution Control Program (APCP). For further information contact the Department's APCP t at (573) 751-4817. Indicate where this documentation is located in the application:

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V. Evidence of Corporate or Fictitious Name Registration

Provide exact company name: \_\_\_\_\_

Provide MO registration number (if applicable): \_\_\_\_\_

OPERATIONAL PLANS

I. Processing

Requirement:

Description of all equipment to be utilized and a complete methodology for processing scrap tires, including manufacturer's specifications and manufacturer estimated capacity of the equipment. Indicate where this documentation is located in the application:

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II. Site Control

Requirement:

While in operation, mobile scrap tire processing facilities shall be fenced, enclosed, or otherwise made inaccessible.

Information to be submitted:

1. Describe the method for controlling access to the processing area.

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III. Fire Protection

A. Fire Protection Requirement:

- Evidence of compliance with *2006 International Fire Code (2006 IFC)*, published by the International Code Council, Inc., 4051 W. Flossmoor Road, Country Club Hills, IL, 60478-5795, copyright 2006, via explanation as to how cut, chipped or shredded scrap tire storage shall meet the fire prevention, exposure protection and fire fighting access guidelines contained in the *2006 IFC*; **OR** approval from the local fire protection agency that they have been properly notified and all scrap tire processing activities are within local ordinances.

a. The local fire protection agency must be contacted for requirements/recommendations for:

- Emergency planning which must include a description of the actions personnel must take in case of fire, including notification of emergency personnel and evacuation procedures for personnel and the surrounding community, if applicable; the procedures, materials and equipment to be used to prevent the spread of a fire to surrounding tires or tire material, buildings and property; the procedures, materials and equipment to be used to extinguish a fire; and actions to be taken to prevent runoff from leaving the site. Also, specify the testing and follow-up requirements for proper disposition of any runoff, contaminated soil, or debris resulting from a tire fire.

Indicate where this documentation is located in the application:

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b. Potential ignition sources must be eliminated (e.g. combustibles, open flames, etc. are prohibited on-site); combustibles must be stored and protected, or removed as they accumulate. Safeguards must be provided to minimize the hazard of sparks from equipment such as fuel storage, exhaust, etc. Describe the methods/procedures to be utilized to comply with these requirements.

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#### IV Final Disposition

- An explanation as to where the final disposition of the processed scrap tires will be and how they will be transported to that location. If the processed scrap tires are to be disposed at a permitted solid waste disposal or transfer station facility, please provide written approval from the facility(ies) that they will accept processed scrap tires.

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### III Recordkeeping

Requirement:

All records required by the mobile scrap tire processing facility regulation must be kept for at least 3 years. The period of record retention extends upon the written request of the Department or automatically during the course of any unresolved enforcement action regarding the regulated activity. The records shall be made available for inspection by the Department or its designated representative on request. The records shall include but are not limited to the following:

- A. Major operational problems, complaints, and difficulties (form enclosed);
- B. The number of scrap tires processed and disposed of (from where processed and disposed) each week.

SIGNATURE OF OPERATOR:	DATE:
<u>PRINT</u> NAME AND TITLE OF PERSON WHO SIGNED ABOVE:	
SIGNATURE OF PROPERTY OWNER:	DATE:
<u>PRINT</u> NAME AND TITLE OF PERSON WHO SIGNED ABOVE:	
I, the preparer of this application for a mobile scrap tire processing facility operating permit, submit this application for compliance with the requirements of Sections 260.200 – 260.345, RSMo and the corresponding rules. I recommend that the plans, drawings and associated documents be accepted and approved by the Missouri Department of Natural Resources.	
SIGNATURE OF PREPARER:	DATE:
<u>PRINT</u> NAME AND TITLE OF PERSON WHO SIGNED ABOVE:	

Reminder: Three copies of the completed application (guidance document with attachments) and the \$200.00 application fee must be submitted to the Department by certified mail. Please be advised that it will be the applicant's responsibility to reimburse the Department for review costs whether the application is approved or denied.



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
 DIVISION OF ENVIRONMENTAL QUALITY  
**VIOLATION HISTORY DISCLOSURE STATEMENT**

This worksheet is to be used to satisfy the requirements of 10 CSR 80-2.070 and 2.020 to submit a disclosure statement as part of an application for a construction permit, a change of ownership and annual updates. The completed worksheet must be submitted with the applicable attachments.

1. Does there exist any corporation or business which owns an interest in the applicant, permittee or any business which is owned either wholly or in part by any person, corporation or business which owns an interest in the applicant or permittee?

Check one:  YES  NO If no, skip 1b and 1c.

a. The names, social security number and date of birth of each officer or management employee (as defined by 10 CSR 80-2.070(5)(C)) of the applicant or the corporations or businesses as described in 1 of this worksheet must be submitted. Provide this information on the attached Officer/Management Employee Summary Sheet.

b. Attach the structure of the applicant or permittee firm in relation to the corporations or businesses as described in 1 of this worksheet.

c. Does there exist a parent firm of the applicant or permittee? Check one: . . . . .  YES  NO  
 If yes, attach a copy of the most recent annual Securities and Exchange Report Form 10-K for the parent firm. If no annual Securities and Exchange Report Form 10-K is required, please explain.

2. Do there exist any facilities (as defined by 10 CSR 80-2.070(5)(A)) which had or have held any environmental permit within the last five (5) years in Missouri or in the United States? Check one: . . . . .  YES  NO

If yes, attach a list of all such facilities and for each identify the following:

- a. Permits or identification numbers;
- b. Type of permit, license, certification or equivalent document and dates held;
- c. Name under which the permits or equivalent documents were issued;
- d. Address or location of the facility; and
- e. Issuing agency.

3. Have there been any environmental violations (as defined by 10 CSR 80-2.070(5)(D)) cited within the last five (5) years incurred by the applicant (permittee) or persons as defined by 10 CSR 80-2.070(5)(B). Check one: . . . . .  YES  NO

If yes, attach a list of all such violations and include the following information:

- a. Dates of violations;
- b. A brief description of the violation;
- c. Citations to each specific statute or other regulation that was violated;
- d. Name and location of the facility cited;
- e. Name and address of issuing agency; and
- f. Identification of those violations having an appeal pending.

4. Have there been any restraint of trade convictions (as defined by 10 CSR 80-2.070(5)(E)) within the last five (5) years of the applicant, permittee or persons as defined by 10 CSR 80-2.070(5)(B)? Check one: . . . . .  YES  NO

If yes, attach a list of all such convictions and include the following information:

- a. Dates of convictions;
- b. A brief description of each conviction;
- c. Citations to each specific statute or other regulation that was violated;
- d. Identification of the court and case number; and
- e. Identification of convictions having an appeal pending.

## VIOLATION HISTORY DISCLOSURE STATEMENT (CONTINUED)

5. Is this pertaining to an application or permit for a commercial solid waste processing facility or solid waste disposal area?

Check one: .....  YES  NO

If no, skip to 6.

a. Has the applicant, permittee, or persons as defined by 10 CSR 80-2.070(5)(B) had any environmental permit denied by a state or federal agency within the last five (5) years? Check one: .....  YES  NO

If yes, for each denial attach the following:

- (1) Date of denial;
- (2) A brief description of the reason(s) for denial;
- (3) Type of permit denied; and
- (4) A certified copy of each denial letter or court order

b. Have there been any convictions by state or federal agencies occurring within the last five (5) years incurred by the applicant, permittee, or persons as defined by 10 CSR 80-2.070(5)(B)? Check one: .....  YES  NO

If yes, attach a list of all such convictions and include the following information:

- (1) Dates of convictions;
- (2) A brief description of each conviction;
- (3) Citations to each specific statute or other regulation that was violated;
- (4) Identification of the court and case number; and
- (5) Identification of convictions having an appeal pending.

6. Has the applicant, permittee or persons as defined by 10 CSR 80-2.070(5)(B) had any convictions in this state of municipal or county public health or land use ordinances related to the management of solid waste occurring within the last five (5) years?

Check one: .....  YES  NO

If yes, attach a list of all such convictions and include the following information:

- a. Dates of convictions;
- b. A brief description of each conviction;
- c. Citations to each specific statute or other regulation that was violated;
- d. Identification of the court and case number; and
- e. Identification of convictions having an appeal pending.

7. Has the applicant (permittee) or persons as defined by 10 CSR 80-2.070(5)(B) been adjudged in contempt of any court order enforcing the provisions of the Missouri solid waste or hazardous waste management laws? Check one: .....  YES  NO

8. Summarize the information in 2 through 7 above on the attached Violation History Summary Sheet.

I, the undersigned, certify that the information supplied herein is correct. I understand that the Missouri Department of Natural Resources (MDNR) shall deny or revoke a permit for failure of the applicant or permittee to provide the required information or for submission of false information. In addition, I understand that the MDNR may, for good cause, deny or revoke a permit for failure of the applicant to provide complete information when the submission of such information is required by 10 CSR 80-2.070. I understand that the MDNR or its representative shall verify the information provided on the disclosure statement as required by section 260.205.19, RSMo.

SIGNATURE OF APPLICANT, PERMITTEE OR AUTHORIZED REPRESENTATIVE

DATE

PRINT NAME AND TITLE OF INDIVIDUAL WHO SIGNED ABOVE





MISSOURI DEPARTMENT OF NATURAL RESOURCES  
 SOLID WASTE MANAGEMENT PROGRAM  
**SCRAP TIRE PROCESSING FACILITY OPERATIONS RECORDS FORM**

FOR THE MONTH OF \_\_\_\_\_, 20\_\_

**TIRES STORED**

TOTAL NUMBER OF SCRAP TIRES STORED AT THE START OF THE MONTH:	+	TOTAL NUMBER OF SCRAP TIRES ACCEPTED THIS MONTH:	-	TOTAL NUMBER OF SCRAP TIRES REMOVED THIS MONTH:	=	TOTAL NUMBER OF SCRAP TIRES STORED AT THE END OF THE MONTH:
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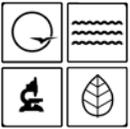
**VECTOR CONTROL ACTIVITIES**

Date(s)	Action(s) taken to control vectors (See note below)

**Note:** If a larvicide/adulticide is used to control vectors list the following information:  
 A. If a registered pest control company is used, list the names of the pest control company and the date of the application.  
 B. If a registered pest control company was not used, list the type of larvicide/adulticide used, the amount used and the date applied.

**MAJOR OPERATIONAL PROBLEMS/COMPLAINTS/DIFFICULTIES**

Date(s)	Problem/complaint/difficulty	Corrective action taken



# MISSOURI DEPARTMENT OF NATURAL RESOURCES

## REGIONAL AND SATELLITE OFFICES

### Kansas City Area

- **Kansas City Regional Office**  
500 NE Colbern Rd.  
Lee's Summit, MO 64086-4710  
816-251-0700 FAX: 816-622-7044
- **Truman Lake Satellite Office**  
Harry S Truman State Park  
28761 State Park Road West  
Warsaw, MO 65355  
660-438-3039 FAX: 660-438-5271

### St. Louis Area

- **St. Louis Regional Office**  
7545 S. Lindbergh, Ste 210  
St. Louis, MO 63125  
314-416-2960 FAX: 314-416-2970
- **Jefferson County Satellite Office**  
Eastern District Parks Office  
Hwy. 61  
Festus, MO 63028  
636-931-5200 FAX: 636-931-5204
- **Lincoln County Satellite Office**  
Cuivre River State Park  
678 State Rt. 147  
Troy, MO 63379  
636-528-4779 FAX: 636-528-8362

### Southeast Area

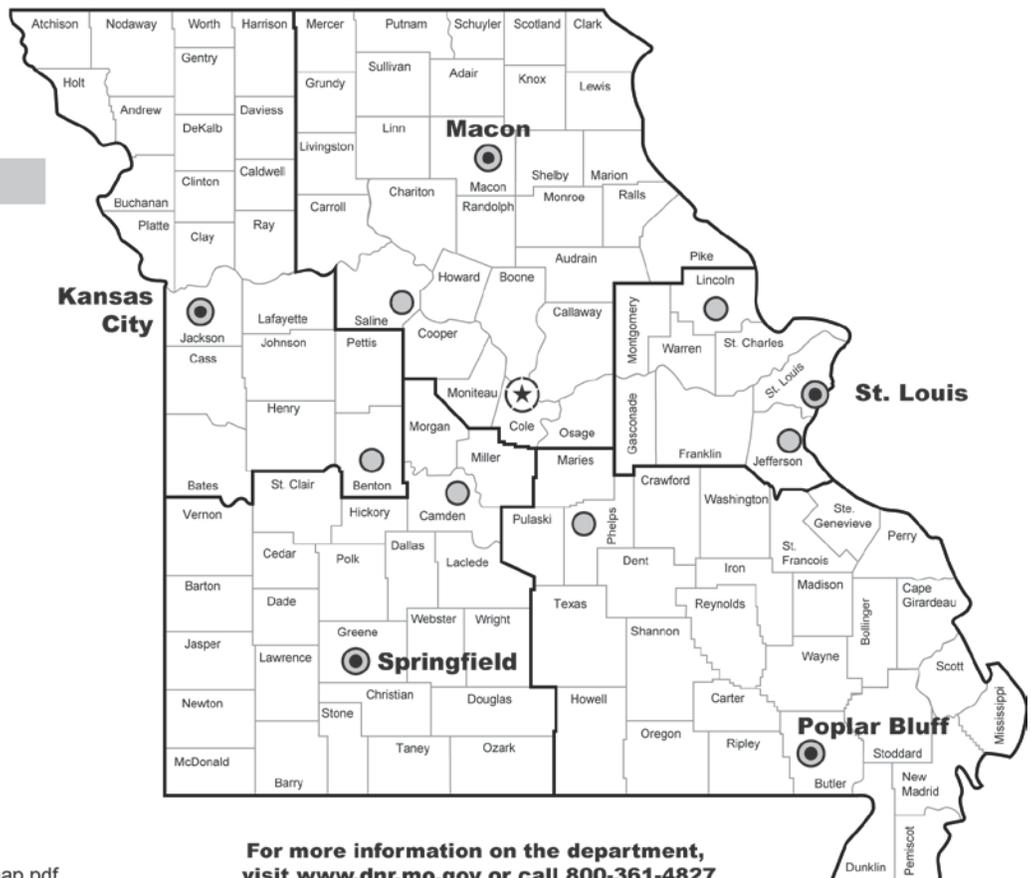
- **Southeast Regional Office**  
2155 North Westwood Blvd.  
Poplar Bluff, MO 63901  
573-840-9750 FAX: 573-840-9754
- **Rolla Satellite Office**  
111 Fairgrounds Rd.  
Rolla, MO 65402  
573-368-3625 FAX: 573-368-3912

### Northeast Area

- **Northeast Regional Office**  
1709 Prospect Drive  
Macon, MO 63552-2602  
660-385-8000 FAX: 660-385-8090
- **Arrow Rock Satellite Office**  
101 7th St.  
Arrow Rock, MO 65320  
660-837-3130
- ★ **Department Central Offices**  
P.O. Box 176  
Jefferson City, MO 65102-0176  
573-751-3443  
[dnr.mo.gov/shared/map-jeffcity.htm](http://dnr.mo.gov/shared/map-jeffcity.htm)

### Southwest Area

- **Southwest Regional Office**  
2040 W. Woodland  
Springfield, MO 65807-5912  
417-891-4300 FAX: 417-891-4399
- **Lake of the Ozarks Satellite Office**  
5570 Osage Beach Parkway  
Osage Beach, MO 65065  
Mailing Address: 2040 W. Woodland  
Springfield, MO 65807-5912  
573-348-2442 FAX: 573-348-2568



For more information on the department,  
visit [www.dnr.mo.gov](http://www.dnr.mo.gov) or call 800-361-4827