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Alabama Department of Environmental Management  
Scrap Tire Processor Permit Application

Section 1: Application Information.

<u>Type of Application</u>	<u>Classification of Processor</u>
____ New Application	____ Class One Processor
____ Renewal - Permit Number: _____	____ Class Two Processor
____ Modification - Permit Number: _____	____ Class Three Processor

Site Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_  
(mailing) \_\_\_\_\_ (physical) \_\_\_\_\_

County: \_\_\_\_\_ County: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Facility Contact Person: \_\_\_\_\_ Permittee: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Section 2: Financial Assurance.

Instrument Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

(Financial assurance instrument or instruments must be attached.)

Section 3: Property owner.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Responsible Official: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Section 4: Attachments to Permit Application.**

For Class One and Class Two Processors, submit the following with the permit application:

1. A general narrative description of the processing that will be conducted at the facility and the products manufactured from tire materials, the maximum 30-day volume of tire materials to be utilized in the process, and other information necessary to explain the facility.
2. Facility design plans including engineering drawings of all buildings, equipment, receiving and storage areas.
3. Operational Plan, to include a narrative of operational procedures including methods of receiving, storing, processing and shipping tire materials.
4. Vector Control Plan.
5. Emergency Response Plan.
6. Location maps.
7. Other plans and attachments as required by ADEM Admin. Code 335-4.

For Class Three Processors, submit the following with the permit application:

1. Operational Plan, to include a narrative of operational procedures including methods of receiving, storing, processing and shipping tire materials.
2. Vector Control Plan.
3. Emergency Response Plan.
4. Other plans and attachments as required by ADEM Admin. Code 335-4.

Storage of tire materials at processors must be in compliance with ADEM Admin. Code 335-4-4-.02.

**Section 5: Operating Record.**

Physical Location where Records will be maintained:    Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

**Section 6: Application Fees.**

Permit Application Fees Included: \$\_\_\_\_\_ (See ADEM Admin Code 335-1-6 for applicable fees.)

**Section 7: Certification of Compliance**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature of Responsible Corporate Official of permit applicant:

\_\_\_\_\_  
 \_\_\_\_\_ Title: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_  
 (print or type name)

## INSTRUCTIONS SCRAP TIRE PROCESSOR PERMIT APPLICATION

**Section 1: Application Information.** Check the type of application being submitted. Check the classification of the processor making this application. Classifications of processors include:

Class One Processors - are processors who shred, size-reduce or alter tires, punch or stamp tire materials to produce an end-product, or produce products from ground or crumb rubber at their facility.

Class Two Processors - are processors who only shred, size reduce or alter tires at their facility.

Class Three Processors - are mobile processors.

Complete the name, address and contact information for the permit applicant. Include the company name, the name of the permittee (if different), the mailing address and the physical address of the company. Names of contacts other than the Responsible Official signing the permit application may be given. Include e-mail addresses if available.

**Section 2: Financial Assurance.** Give the type of financial assurance instrument(s) to be used by the processor. Give the name of company providing the financial assurance instrument, and the mailing address of the provider. Include a contact name and telephone number at the provider of a person familiar with the financial instrument used by the permit applicant. The financial assurance instrument must be included with the application. If an electronic submittal of this application is made, the applicant may either obtain a signed electronic version of the instrument or send a signed original by mail.

**Section 3: Landowner.** The persons owning an interest in the land where a facility or site is located must be reported if different from the applicant. Give the name, title and contact information for the person(s) owning an interest in the land.

**Section 4: Attachments to Permit Application.** The applicant must submit all required attachments with their application.

**Section 5: Operating Record.** Give the location where the operating record for the permittee will be maintained.

**Section 6: Fees.** An application for a processor permit will not be processed until applicable fees are paid. Fees may be found in ADEM Admin. Code 335-1-6.

**Section 7: Certification of Compliance.** Give the printed name, title and telephone for the responsible corporate official requesting the processor permit. The person signing the permit application must be a responsible corporate official as defined in ADEM Admin. Code 335-4-1-.01.

**Submittal:** Submit this form and applicable fees to:

Alabama Department of Environmental Management  
Solid Waste Branch  
Materials Management Section

P.O. Box 301463 (mailing address)  
Montgomery, AL 36130-1463

1400 Coliseum Blvd. (physical address)  
Montgomery, AL 36110-2059

An electronic version of this application may be submitted to ADEM at [TireMail@adem.alabama.gov](mailto:TireMail@adem.alabama.gov). If submitting application electronically, all attachments to this application must also be submitted in an electronic version. Contact ADEM at 334-271-7988 for additional information about this application form.

Regulations in ADEM Admin. Code 335 may be found on the ADEM web site at: [adem.alabama.gov/Regulations/Regulations.htm](http://adem.alabama.gov/Regulations/Regulations.htm). Scrap tire regulations are in Division 4. Fee regulations are in Division 1, Chapter 6.