

# **GUIDANCE**

## **for Louisiana High Volume End Use Facility for Waste Tires**

### **Introduction**

This *Guidance* document has been prepared by the Louisiana Department of Environmental Quality (LDEQ) to assist the applicant in completing the Louisiana High Volume End Use Facility Application for Waste Tires. It should be consulted and utilized prior to providing responses to the information required to be contained in the application.

The Louisiana High Volume End Use Facility Application for Waste Tires provides information to the LDEQ Waste Permits Division to be used along with other information in making a decision on the application. Additionally, the information provided in the application is used by the DEQ to assess potential pollution from a proposed facility or modification and the measures that will be used to control the pollution. The measures used for pollution control must meet all applicable laws and regulations.

Authority to request this information is contained in the Louisiana Administrative Code, Title 33. Copies of this regulation are available from the LDEQ Regulation Development and Remediation Section of the Legal Division or on the LDEQ website at: <http://www.deq.louisiana.gov/portal/Default.aspx?tabid=1674>.

### **Scope**

The Louisiana High Volume End Use Facility Application for Waste Tires form is intended to apply to a single geographical location of a facility. Facilities in geographically dispersed locations should be treated separately for the purpose of determining when to submit an application. Submit a separate application for each facility whenever an application is necessary.

### **General**

Do not write information in the top or left side margin of the application form as file folder bindings may cover the information.

Do not alter the permit application form in any way, except as directed by this *Guidance* and instructions included in the Louisiana High Volume End Use Facility Application for Waste Tires.

### **Who Should Submit an Application**

Applicants applying to become a High Volume End Use Facility shall complete the entire application and include the required attachments.

Processors with a Standard Waste Tire Permit-processors applying to become a High Volume End Use Facility shall complete Sections 1 A-G, 3, 4, 8, and 9 (if applicable). Processors should also attach a copy of their Waste Tire Material Landscape Mulch/Playground Material Log to the application as **Attachment 6**.

Ports applying to become a High Volume End Use Facility shall complete entire application. However, the port shall only supply the applicable information listed in 10531.D as part of their Operational Plan (Section 7.B) of this application.

### **When to Submit an Application**

Applications for High Volume End Use Facility are submitted primarily for one of the following reasons: (1) to obtain an authorization for a High Volume End Use Facility; (2) to modify an existing facility with a High Volume End Use Facility authorization; or (3) to renew an authorization for an existing High Volume End Use Facility.

To avoid unnecessary delays, applications should be submitted as far in advance as possible before storing waste tires and/or waste tire material prior to use in a project or shipment out of Louisiana or internationally. Application review times vary depending on the complexity of the application, the completeness of the application, and/or the current workload of the Waste Permits Division.

### **What Should be Submitted**

Submit three paper copies of the application (including one original application) addressed to the attention of the current Assistant Secretary of the Office of Environmental Services or the current Administrator of the Waste Permits Division at the following address (LAC 33:VII.10513.B and F):

Louisiana Department of Environmental Quality  
Office of Environmental Services  
Waste Permits Division  
Post Office Box 4313

Baton Rouge, LA 70821-4313

Attach a proof of payment for the application fee to the original application. See Section 3 for more details.

Keep a photocopy of the application and attachments for your records.

### **Basis for Estimations**

All estimates used in responses to the application must be supported by calculations and/or any supporting information and shall be submitted with the application.

### **Acceptable Answers**

If certain questions or fields in the application are not applicable, indicate "none" or "not applicable" (N/A). Terms such as "not significant," "nil," "trace," etc. are not appropriate.

The applicant must submit a completed application containing all relevant required information at the time the application is submitted. Submission of insufficient or undefined responses and/or information will result in the inability of the LDEQ to issue an authorization based on an incomplete application.

If there are any questions about the required information to be submitted in the application, contact the Waste Permits Division at (225) 219-3181.

### **Professional Engineer Required**

Facility plans, specifications, and operations represented and described in the application shall be prepared under the supervision of and certified by a professional engineer, licensed in the state of Louisiana, if applicable.

### **Common Definitions**

Terms used in the application and/or in this *Guidance* document shall have the same meanings as defined in the solid waste regulations in LAC 33:VII.10505. Relevant terms from LAC 33:VII.10505 are included below. Additional terms shall have the following meanings:

Agency Interest (AI) Number – A unique identifier assigned to each facility by LDEQ. Existing facilities in the state have AI numbers assigned to them. New facilities will be assigned an AI Number after LDEQ receives the application.

Facility – Any land and appurtenances thereto used for storage, processing, recycling, and/or disposal of solid waste or tire material, but possibly consisting of one or more units. (Any earthen ditches leading to or from a facility that receive waste are considered part of the facility to which they connect; except ditches which are lined with materials which are capable of preventing groundwater contamination.)

High Volume End Use Facility—a facility at which whole waste tires and/or waste tire material is utilized for projects that require extended storage and have been approved by the administrative authority. This definition also includes ports where extended storage is necessary to facilitate transportation on water to out-of-state and/or international approved end market use projects

Modification – any change in a site, facility, unit, process, or operation that deviates from any specification in the permit or other approval from the administrative authority. Routine or emergency maintenance that does not cause the facility to deviate from any specification of the permit or other approval is not considered a modification.

Site—the physical location, including land area and appurtenances, upon which waste tires and/or waste tire material is located.

TEMPO – An acronym standing for Tools for Environmental Management and Protection Organizations. This is the main computer database program used by LDEQ to store data and generate permits on all facilities and units.

Waste Tire – A whole tire that is no longer suitable for its original purpose because of wear, damage, or defect. *Waste tire* does not include a tire weighing over 500 pounds and/or a solid tire.

Waste Tire Material – Waste tires after processing; such as, but not limited to, chipped, shredded, cut, or sliced tires, crumb rubber, steel cord, cord material, oil, or carbon black

## Guidance for Completing the Permit Application

The following instructions should be used in completing the permit application form. The numbers, letters, and headings provided in this *Guidance* correspond to the numbers, letters, and headings contained in the application form.

### 1. Facility and Permit Applicant Information (LAC 33:VII.10514.A.)

- A. *Facility name* – Enter the name of the facility.
- B. *Business Phone Number* – List the phone number for the facility listed under ‘Facility Name.’
- C. *Name of Owner* – List the name of the facility owner.
- D. *Owner Phone Number* – List the phone number of the facility owner.
- E. *Business mailing address, city, state, zip code* – Enter the mailing address of the facility.
- F. *Agency Interest (AI) number* – Enter the AI Number, if known. Otherwise, enter “unknown” into this field. If this facility has an AI number and it is not provided, it may delay the processing of the permit application.
- G. *Solid waste facility number* – Enter the solid waste identification number (e.g., RP-016-5483) in this field. If this is a new facility and has no solid waste facility number, enter ‘N/A’ in the blank.
- H. *Federal Identification Number*– Enter the federal identification number of the facility.
- I. *State Tax Identification Number* – Enter the state tax identification number of the facility.
- J. *Type of application* – Check the box indicating the application type for the requested permit. New applications should be requested when the facility plans to open a new facility. Renewal applications should be requested when the facility is renewing an existing permit at the end of the permit term. Modifications should be requested when the facility wants to make a change to its existing permit.
- K. *Operator Type* – Check the box(es) that describe the type(s) of operation(s) of the facility.
- L. *Standard Industrial Classification (SIC) code* – Enter the SIC code. If not known, the code can be looked up at: <http://www.osha.gov/pls/imis/sicsearch.html>
- M. *Total site acreage* – Provide the total acreage for the site. This includes the facility’s processing area and all other land associated with the entire site.
- N. *Acreage to be used for processing* – Provide the total acreage of the processing area.
- O. *Environmental permits issued* – List, in chronological order, each environmental permit (e.g., 404 permit, coastal use permit, etc.) issued to this site, its permit number, and date of issuance. Begin with the first permit issued and end with the most recent. The list should include permits from LDEQ and other agencies. This list should include only permits for this site.

### 2. Physical Location and Process Description (LAC 33:VII.10514.A.7)

- A. *Nearest town (in the same parish as the facility)* – Enter the closest town **in the same parish as the facility**.
- B. *Parish(es/County(ies))* – Enter the parish(es) in which the facility is located.
- C. *GPS coordinates* – Enter in the spaces provided the Latitude and Longitude (in decimal degrees) for the front gate of the site.
- D. *Physical location* – Provide the physical address and location description in the space provided. Ensure that the address provided is accurate and up-to-date. Provide driving directions if no physical address exists. These directions should originate from the nearest intersection of highways. An example of an acceptable set of driving directions is as follows: “From the intersection of US Hwy 165 & LA Hwy 10 in Oakdale, LA, travel E on Hwy 10 (Oakdale Road) for 2 miles. Turn S onto Kings Rd (Parish Road 1025). Travel approximately 3.5 miles to the facility, which will be on the left side of the road.”

### 3. Payment Information (LAC 33:VII.10535.A)

A. *Payment Method* - Check the box indicating the method of payment and provide the check, money order, or receipt number in the blank provided. Attach the check or money order to the original application. Checks or money orders should be made payable to "Louisiana Department of Environmental Quality," and attached to the completed application. Do **NOT** attach copies of this check to any documents submitted to LDEQ. Do **NOT** send cash. Check the box for the appropriate fee.

B. *Transaction Information* - Enter the check number or money order number.

C. *Amount paid* - Enter the amount paid.

For questions regarding fees, call the LDEQ Customer Service Center at 225-219-LDEQ (5337) or Toll Free at 1-866-896-LDEQ (5337).

### 4. Certification and Signatures (LAC 33:VII.10514.A.8.)

*Certification of responsible official* – Enter the name, title, company, address, and phone number of the Responsible Official. The Responsible Official must meet the requirements of LAC 33.VII.10505. The Responsible Official shall sign and date signifying his/her agreement with the certification statement. This signature is required for a High Volume End Use Facility applications. If this signature is not provided, the application will not be considered administratively complete.

**NOTE:** If this is a modification application and no changes have been made requiring an engineer's services (e.g., a change in the hours of operation), write 'N/A' in the 'Name' box and continue to the next section.

### 5. Facility Contact Information/Personnel (LAC 33:VII.10514.A.7-8)

List the names and contact information for each section. Select the primary contact for technical questions pertaining to the application by checking the box labeled "Primary Contact" next to the contact's name. If any person in a – c is a duplicate of a previously listed person, it is only necessary to indicate that this information is contained elsewhere in the application in the 'Name' blank. For example, the emergency contact is the same as the owner, so 'same as owner' would be written in the 'Name' blank under 'Person to contact in case of an emergency.'

a. *Manager of facility who is located at the site* – List the on-site manager of the facility. If the facility is not manned by a full-time staff, list the contact information for a person who can be available to be on-site during inspections, emergency events, or other such instances.

b. *Broker Contact Information* – List the Broker contact for the facility, if applicable.

c. *Person to contact in case of emergency* – If this person is different from the owner listed in Section 1, lists the contact information for the person that should be contacted in case of an emergency. Otherwise, enter 'Same as owner' in the blank for 'Name.'

It is **NOT** required to list any personal contact information, such as personal email addresses or personal cellular phone numbers. This section is intended to convey work-related contact information to LDEQ. The applicant may choose to provide personal contact information if desired, but it is **NOT** required.

If the personnel mentioned in this section do not have an email address, note this in the appropriate blank. LDEQ strongly encourages applicants to include email addresses for the personnel mentioned in this section in order to facilitate a rapid line of communication during the permit application process. Failure to supply these email addresses may lead to longer application processing periods.

### 6. Notifications/Approvals

*Local Fire Department* – Attach as **Attachment 1** a copy of written agreement with the local fire department regarding fire protection at the facility.

*State Fire Marshal approval* – Attach as **Attachment 2** a copy of the approval of the facility's compliance and certification of the premises and buildings from the State Fire Marshal.

### 7. Facility Plans (LAC 33:VII.10514.A.6)

- A. *Area master plan* – Attach an area master plan as **Attachment 3**. The area master plan should include location maps and/or engineering drawings. The maps shall, at a minimum, show the *current* site, road network, major drainage systems, drainage flow patterns, the property lines, any buildings, excavations, and any other pertinent information. The maps and/or drawings should be legible and large enough to show the nearest town located in the same parish as the facility. Clearly display the name of each of these landmarks. Include all pertinent map symbols such as scale, north arrow, legend, and any other pertinent information. Include a list of any references used to obtain the information.
- B. *Operational plan* – Attach as **Attachment 4** a comprehensive operational plan describing the total operation of the facility. At a minimum the plan shall address
- the facility access and security;
  - the method to control water run-on/runoff;
  - the days and hours of operation;
  - the waste tire and/or waste tire material storage method (in detail);
  - the maintenance of site grounds and control of disease vectors;
  - the buffer zones;
  - the end market of waste tire material (in detail); and
  - any contract/agreement with an international end-market use project (if applicable)
  - the method to control and/or treat any process water.

The waste tire acceptance plan shall include, at a minimum, how waste tires are counted and recorded, and how incoming quantities are monitored.

The waste tire storage method shall include, at a minimum, the dimension of waste tire piles; the maximum number of waste tires and volume of waste tire material to be stored at any one time; the method for handling illegally dropped off waste tires; the width of fire lanes; the method of storage to exclude standing water (including inside storage); types of access roads and buffer zones; and emergency control plans in case of fire or accident.

The maintenance of site grounds and control of disease vectors shall minimize vector-breeding areas and animal attraction and should include, at a minimum, control fly, mosquito, and other insect emergency and entrance; rodent burrowing for food or harborage; and bird and animal attraction.

## 8. End-Market Use Projects and Status

Enter the requested information regarding any end-market use projects approved by the administrative authority. Also include the any request that have been requested by not approved and mark their status as pending.

## 9. Waste Tire and/or Waste Tire Material Suppliers

Enter the information requested for suppliers of waste tires and/or waste tire material to be utilized in any end-market use projects at the facility

## 10. Additional Information

Attach and additional information that is needed to support the application. This may include maps, drawings, and other supplemental information. Some examples include areas for isolating waste tire materials. Include these attachments after the required attachments. Fill in the checklist provided with the application with the attachment title(s)

### Attachment List

This list includes all attachments needed for the permit application. Check the box after the attachment title indicating if it is included or not. Do **NOT** renumber the attachments. If an attachment is not applicable, check the box for 'N/A,' leave that attachment empty and move on to the next one. If more attachments are needed, fill in the blanks provided on the last page of the checklist.