

# **GUIDANCE For Louisiana Waste Tire Mobile Processor Application Form**

## **Introduction**

This *Guidance* document has been prepared by the Louisiana Department of Environmental Quality (LDEQ) to assist the applicant in completing the Louisiana Waste Tire Mobile Processor Application Form. It should be consulted and utilized prior to providing responses to the information required to be contained in the application.

The Louisiana Waste Tire Mobile Processor Application 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 Waste Tire Mobile Processor Application form is intended to apply to a single processor who may process waste tires at one and/or multiple geographical locations.

## **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 application form in any way, except as directed by this *Guidance* and instructions included in the Louisiana Waste Tire Mobile Processor Application form.

## **When to Submit an Application**

Applications for Waste Tire Mobile Processors are submitted primarily for one of the following reasons: (1) to obtain permission to process waste tires at a processor location, collection facility, or other location authorized by the department; (2) to modify an existing Waste Tire Mobile Processor application; (3) to renew an application for an existing mobile processor.

To avoid unnecessary delays, applications should be submitted as far in advance as possible before commencement of processing operations.

## **What Documents Should be Submitted**

Submit three 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:

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 waste tire mobile processor annual application fee to the original application. Do **NOT** attach copies of this check to any documents submitted to LDEQ. See Section 4 for more details.

Attach current proof of liability insurance in the amount of \$1,000,000 by an insurer who is admitted, authorized, or eligible to conduct insurance business in Louisiana.

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

## Basis for Estimations

All estimates used in responses to the application shall be supported by calculations and/or any supporting information and 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 a Mobile Processor Authorization Certificate based on an incomplete permit 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.

## 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.

Modification – Any change in a site, facility, process or disposal method, or operation that substantially deviates from the permit or tends to substantially increase the impact of the site, facility, process or disposal method, or operation on the environment. See Section 1 for criteria.

Permittee/Permit Holder – A person who is issued a permit and is responsible for meeting all conditions of the permit and these regulations at a facility.

Processing – any method or activity that alters whole waste tires so that they are no longer whole; such as cutting, slicing, chipping, shredding, distilling, freezing, or other processes as determined by the administrative authority. At a minimum, a tire is considered processed only if its volume has been reduced by more than half.

Site – The physical location, including land area and appurtenances, of an existing or proposed storage, processing, or disposal facility. A *site* may consist of a number of facilities, each subject to a permit to process or dispose of solid waste.

## Guidance for Completing the Authorization 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. Processor Information

- A. *Processor name* – Enter the name of the waste tire processor who will operate the mobile processing equipment.
- B. *Waste Tire Facility ID* – Enter the Waste Tire Facility ID number of the processor, if known. Otherwise enter “unknown” into this field. If this facility has a Waste Tire Facility ID number and it is not provided, it may delay the processing of the application.
- C. *Agency Interest (AI) number* – Enter the AI Number of the Processor, 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 application.
- D. *Processor Contact Name* – Enter the name of the individual, who is knowledgeable with the mobile processing information.
- E. *Processor Business Telephone Number* – Enter the telephone number of the individual above.

## 2. Site Information for Mobile Processing Equipment Location

A. *Type of Location* – Check the box which describes the location/facility type of location where the processing equipment will operate.

Collection Center – a permitted or authorized location denoted on an authorization certificate where waste tires and waste tire material can be stored and/or collected.

Processor – a person that collects and processes waste tires.

DEQ Authorized Facility – a location denoted on an authorization certificate where waste tires are stored and/or collected.

B. *Location Physical Address* – Provide the physical street address and/or a 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 location, which will be on the left side of the road.”

C. *City* – Enter the name of the closest town in the same parish as the facility where the mobile processing equipment will be operating.

D. *Parish* – Enter the name of the parish in which the mobile processing equipment will be operating.

E. *Location DEQ Facility Number* – Enter the DEQ Facility Number, if known. Otherwise enter “unknown” into this field. If this facility has a DEQ Facility Number and it is not provided, it may delay the processing of the application.

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

F. *Location 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 application.

G. *Location Contact Name* – Enter the name of the individual who is responsible for the site on which the mobile processing equipment will operate. 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. This is Not the person/processor who owns/operates the processing equipment.

H. *Location Contact Telephone Number* – Enter the telephone number for the individual who is responsible for the site on which the mobile processing equipment will operate. This is Not the person/processor who owns/operates the processing equipment.

I. *Number of Tires to be processed* – Enter the number of tire to be processed at the location.

J. *Federal Tax Identification Number* – Enter the federal tax identification number of the location owner/operator where the mobile processing equipment will be operating, if applicable.

K. *State Tax Identification Number* – Enter the state tax identification number of the location owner/operator where the mobile processing equipment will be operating, if applicable.

## 3. Payment Information

A. *Payment Method* - Check the box indicating the method of payment and provide the check or money order 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. Vehicle Information**

A. Make – Enter the name of the vehicle’s manufacturer for each vehicle that will be used to transport processed material from the processing location to a destination facility.

B. Model – Enter the style/name for each vehicle that will be used to transport processed material from the processing location to a destination facility.

C. Year – Enter the year for each vehicle that will be used to transport processed material from the processing location to a destination facility.

D. License Plate Number - Enter the license plate number for each vehicle that will be used to transport processed material from the processing location to a destination facility.

E. Registered Owner - Enter the registered owner for each vehicle that will be used to transport processed material from the processing location to a destination facility.

#### **5. Processor Certification and Signatures**

*Certification of processor* – 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 all permit applications. If this signature is not provided, the permit application will not be considered administratively complete.