

# Scrap Tire Program

## Scrap Tire Processor

### I am a Scrap Tire Processor. What do I have to do?

**Who is a processor?** A processor is a person who is engaged in the processing of scrap tires.

- **Class One Processors** shred, size-reduce or alter scrap tires, punch or stamp tire materials to produce an end-product, or produce products from ground or crumb rubber.
- **Class Two Processors** only shred, size-reduce or alter scrap tires.
- **Class Three Processors** are mobile processors who shred or alter scrap tires at different locations.

### What is required of a Processor?

#### PERMITTING

- Obtain a permit from the Alabama Department of Environmental Management (submit ADEM Form 540). This form can be obtained from the ADEM web site, by contacting ADEM at the address above or by calling 334-274-4201. Current permit fees may be found on the ADEM web site in Division 1 Regulations, Fee Schedule I or by calling 334-274-4201. Financial assurance must be in effect for the duration of the permit (see below) and the processor must comply with all requirements of ADEM Scrap Tire Regulations (ADEM Administrative Code 335-4).

#### FINANCIAL ASSURANCE

- Maintain required Financial Assurance. Processors are required to maintain financial assurance equal to the sum of the amount of tire materials stored and/or processed within a 30-day period.

The minimum financial assurance for closure of a permitted scrap tire processing facility shall be \$20,000. The minimum financial assurance required for remediation at a permitted scrap tire processor shall be \$20,000. Therefore, the minimum amount of financial assurance required for a processor permit is \$40,000. It is the responsibility of the person or facility holding the permit to maintain financial assurance for the duration of the permit. Failure to do so will result in the revocation of the permit. Financial assurance requirements may be met, with approval in advance, through several instruments including bonds, letters of credit, and insurance (see ADEM web site or call 334-274-4201 for required bond language). Descriptions of these instruments and required amounts may be found in ADEM Scrap Tire Regulations (ADEM Administrative Code 335-4-8) or call 334-274-4201 for assistance. Amounts of insurance or financial assurance must be approved in advance by ADEM.

#### TRANSPORTATION OF SCRAP TIRES AND USE OF APPROVED MANIFESTS

- Processors may only accept scrap tires from a Registered Receiver, a Permitted Transporter, a Solid Waste Disposal Facility, or other persons approved by ADEM. All shipments of greater than 8 scrap tires must be accompanied by a manifest unless they are received from a recognized non-profit organization, association, club, or state, county or municipal government who deliver scrap tires resulting from roadside, stream or other cleanup programs. Ask to see a copy of the permit or registration of everyone you are accepting scrap tires from and get their permit/registration

number, or call 334-274-4201 to verify they do in fact have a valid registration or permit or are not required to be registered or permitted.

- All shipments of scrap tires for off site processing or disposal must also be accompanied by a completed manifest (ADEM Form 536 or other manifest approved in advance by ADEM) which has been prepared as a three part carbonless form. Permitted processors may supply the manifests or require transporters or receivers from whom they accept scrap tires to have them printed. COPIES OF MANIFESTS MUST BE KEPT IN THE OPERATING RECORD AND SHOULD NOT BE SENT TO ADEM.

### **QUARTERLY REPORTS**

- Processors must submit a summary of each quarter's activities to ADEM using ADEM form 539, whether or not they have had any activity regarding scrap tires during the quarter, according to the following schedule:

For scrap tire activity during January 1 through March 31 – submit by April 28<sup>th</sup>.

For scrap tire activity during April 1 through June 30 – submit by July 28<sup>th</sup>.

For scrap tire activity during July 1 through September 30 – submit by October 28<sup>th</sup>.

For scrap tire activity during October 1 through December 31 – submit by January 28<sup>th</sup> of the following year.

Quarterly reports must be submitted by the due date, even if there was no activity involving scrap tires during the quarter.

- Quarterly reports are located on the ADEM website at: <http://adem.alabama.gov/DeptForms/Form539.pdf>
- Quarterly report can be submitted through RE-TRAC by registering at: <https://connect.re-trac.com/registration/adem-alabama-reporting>

### **OPERATING RECORD**

- Maintain an operating record that must include the following:

Permit application sent to ADEM.

Permit approval package received from ADEM.

Your copy of all completed manifests on scrap tire shipments.

Your copy of financial assurance documentation.

All quarterly reports you submit to ADEM.

All other documents concerning scrap tires that you submit to ADEM.

Any other documents concerning scrap tires received by you from ADEM.

All other documents related to scrap tires at your business.

### **ADDITIONAL INFORMATION:**

ADEM Administrative Code Division 1 ([adem.alabama.gov/Regulations/regulations.htm](http://adem.alabama.gov/Regulations/regulations.htm))

ADEM Administrative Code Division 4 ([adem.alabama.gov/Regulations/regulations.htm](http://adem.alabama.gov/Regulations/regulations.htm))

\*This fact sheet is intended as an overview of requirements for Scrap Tire Processors in Alabama. Complete requirements and other information regarding the processing of scrap tires may be found in ADEM Administrative Code 335-4 available on the ADEM web site at [adem.alabama.gov](http://adem.alabama.gov).