





**WASTE TIRE TRANSPORTER  
FINANCIAL GUARANTEE BOND**

Date bond was executed: [Date bond executed]  
Effective date: [Effective date of bond]  
Principal: [legal name and business address of permit holder or applicant]  
Type of organization: [insert "individual," "joint venture," "partnership," or "corporation"]  
State of incorporation:  
Surety: [name and business address]  
[site identification number, site name, facility name, and current closure amount for each facility guaranteed by this bond]  
Total penal sum of bond: \$  
Surety's bond number:

**Know All Persons By These Presents, That we, the Principal and Surety hereto, are firmly bound to the Louisiana Department of Environmental Quality Waste Tire Management Fund in the above penal sum for the payment of which we bind ourselves, our heirs, executors, administrators, successors, and assigns jointly and severally; provided that, where Sureties are corporations acting as cosureties, we the sureties bind ourselves in such sum "jointly and severally" only for the purpose of allowing a joint action or actions against any or all of us, and for all other purposes each Surety binds itself, jointly and severally with the Principal, for the payment of such sum only as is set forth opposite the name of such Surety, but if no limit or liability is indicated, the limit of liability shall be the full amount of the penal sum.**

WHEREAS, said Principal is required by La. R.S. 30:2418 and LAC 33:10523 to obtain authorization from the administrative authority in order to transport waste tires; and

WHEREAS, the Principal is required by law to provide a surety bond to ensure proper management of waste tires in accordance with the Department of Environmental Quality's Waste Tire Regulations as a condition of the authorization;

The Surety shall become liable on this bond obligation only when the Principal has failed to fulfill the conditions described above. Upon notification by the administrative authority that the Principal has failed to properly manage waste tires in its possession as guaranteed by this bond, the Surety shall place funds in the amount guaranteed for the facility into the Waste Tire Management Fund as directed by the administrative authority.

The Surety hereby waives notification of amendments to transporter authorizations, applicable laws, statutes, rules, and regulations, and agrees that no such amendment shall in any way alleviate its obligation on this bond.

The liability of the Surety shall not be discharged by any payment or succession of payments hereunder, unless and until such payment or payments shall amount in the aggregate to the penal sum of the bond, but in no event shall the obligation of the Surety hereunder exceed the amount of the penal sum.

The Surety may cancel the bond by sending notice of cancellation by certified mail to the Principal and to the Office of Environmental Services, Waste Permits Division. Cancellation shall not occur before 120 days have elapsed beginning on the date that both the Principal and the administrative authority received the notice of cancellation, as evidenced by the return receipts.

The Principal may terminate this bond by sending written notice to the Surety and to the Office of Environmental Services, Waste Permits Division, provided; however, that no such notice shall become effective until the Surety receives written authorization for termination of the bond by the administrative authority.

The Principal and Surety hereby agree that no portion of the penal sum may be expended without prior written approval of the administrative authority. IN WITNESS WHEREOF, the Principal and the Surety have executed this FINANCIAL GUARANTEE BOND and have affixed their seals on the date set forth above.

Those persons whose signatures appear below hereby certify that they are authorized to execute this FINANCIAL GUARANTEE BOND on behalf of the Principal and Surety, that each Surety hereto is authorized to do business in the state of Louisiana and that the wording of this surety bond is identical to the wording specified in the Louisiana Department of Environmental Quality's Waste Tire Regulations, LAC 33:VII.11103.Appendix B.

PRINCIPAL

[Signature(s)]  
[Name(s)]  
[Title(s)]  
[Corporate Seal]

CORPORATE SURETIES

[Name and Address]  
State of incorporation:  
Liability limit:  
[Signature(s)]  
[Name(s) and title(s)]  
[Corporate seal]  
[This information must be provided for each cosurety]  
Bond Premium: \$

# GUIDANCE DOCUMENT

## for Waste Tire Transporters and Transfer Facilities

### Introduction

This *Guidance Document* has been prepared by the Department of Environmental Quality (LDEQ) to assist in completing this form and should be consulted prior to providing responses to the information required to be contained in this application. If you have questions concerning this form, please contact the Waste Permits Division at (225) 219-5337 or via email [wastetires@la.gov](mailto:wastetires@la.gov).

Authority to request this information is contained in the Louisiana Administrative Code, Title 33, Part VII, Subpart 2, Chapter 105. Copies of this regulation are available from the LDEQ Rules and Regulations of the **Legal Division** or on the LDEQ website at:

<http://www.deq.louisiana.gov/portal/DIVISIONS/LegalAffairs/RulesandRegulations/Title33.aspx>.

### Scope

The Waste Tire Transporter and Transfer Facility Application Form is intended to apply to a single geographical location of the transporter with its corresponding fleet of vehicles. The form also applies to transfer facility locations dispersed throughout the state. A separate application must be submitted for each transfer facility location owned and operated by a transporter, processor, or other entity.

### General

Do not alter the permit application form in any way, except as directed by this *Guidance Document* and instructions included in the Waste Tire Transporter and Transfer Facility Notification Form.

### When to Submit an Application

Applications for Waste Tire Transporters and Transfer Facilities are submitted primarily for one of the following reasons: (1) to register as a new transporter and/or transfer facility; (2) to update the notification information submitted on the initial notification form; (3) to renew the transporter authorization certification; or (4) to notify the Department of business' closing or cessation of waste tire activities.

To avoid unnecessary delays, notification forms should be submitted no later than July 1<sup>st</sup> of each calendar year. Waste tire authorization certificates expire July 31<sup>st</sup> of each calendar year.

### What Documents Should be Submitted

Submit one original copy of the application and associate attachments 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

A copy of the application and attachments should be kept for your records.

Transporters, attach the following:

- Attach payment for the waste tire transporter authorization application fee (\$100) and maintenance and monitoring fee (\$25) for each vehicle listed on the transporter application form. Do **NOT** attach copies of this check to any documents submitted to LDEQ. See Section 4 for more details.

**\*Note: Transfer Facility registration does not require a fee.**

- Proof of Commercial Liability Insurance for each vehicle. Insurance must be valid within registration period. Make, Model, and VIN for each vehicle must be on the Fleet Policy or Certificate of Insurance.
- Surety Bond in a minimum amount of \$10,000 containing the language provided in LAC 33:VII.11103.Appendix B. See attachment to notification form. If the department currently has the surety bond on file, or a copy of the continuation certificate, for your facility this is not needed. To obtain a Surety Bond, you may access The

Department of Treasury's website at the following link for a listing of certified companies:

[https://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/c570\\_a-z.htm](https://www.fiscal.treasury.gov/fsreports/ref/suretyBnd/c570_a-z.htm)

- Copy of Vehicle Registration or Lease Agreement for each vehicle. Registration must be valid within transporter registration period. Lease agreements must include Make, Model, VIN, and License Plate Number for each Vehicle.

## 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 owner/operator must submit a completed application containing all 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 transporter authorization certificates based on an incomplete notification form.

If there are any questions about the required information to be submitted in the application, contact the Waste Permits Division at [wastetires@la.gov](mailto:wastetires@la.gov) or (225) 219-5337.

## 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.115 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 the 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.

Surety Bond – a contractual agreement between a project owner or business guaranteeing the project will be completed or business regulations will be followed.

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 Transfer Station – an authorized facility where whole waste tires are stored for longer than 24 hours and at which the tires are accumulated as part of the transportation process and are transferred directly or indirectly from transportation vehicles to other vehicles and/or storage containers, for transportation without processing.

Transporter – a person who transports waste tires.

## Completing the Application

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

### 1. Type of Application

Check the box which best describes the reason the Waste Tire Transporter and Transfer Facility Application Form is being submitted to the Department.

- New Application – initial notification to the Department of waste tire transporter and/or transfer facilities activities.
- Modification Application – submitted to provide subsequent notification when information in the initial application document, or the authorized certification, changes. (must notify at least 10 days prior to modification of authorized certificate)
- Renewal Application (transporters) – submitted when the transporter is renewing their waste tire transporter authorization certificate.
- Business Closure/Cessation of Waste Tire Activities – submitted to inform the Department of the closure of a

business or business has ceased any and all waste tire activities. (must notify within 10 days of closure or ceasing of transporting) Provide date of business closure.

## 2. Activity Information

- *Type of Facility* – Check the box which best describes the type of business that will occur at the site.
- *Activity Location* – Check the box which best describes the facility's transportation activities.

## 3. Applicant Information

- *Name of Business or Governmental Organization* – Enter the name of the owner/operator of the waste tire transporter company or process supplying waste tire material and/or waste tires to the project.
- *Waste Tire Contact Person* – Enter the name of the individual, who is knowledgeable with the operations of the facility.
- *Waste Tire Contact Phone Number* – Enter the telephone number of the contact.
- *Waste Tire Contact Email Address* – Enter email address of the contact.
- *Facility Physical Address* – Enter the physical location of the site which may include a street address, city, state, and zip code.
- *Business Mailing Address* – Enter the mailing address or P.O. Box number of the site which may include a street address, city, state, and zip code.
- *Parish* – Enter the name of the parish in which the business is located.
- *Business Phone Number* – Enter the main telephone number of the business if it is different from the contact telephone number.

## 4. Payment Information

- *Payment Method* -Check the box indicating the method of payment. Attach the check or money order to the original application. Enter the check number or money order number, and amount paid in space provided. 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. For questions regarding fees, call the LDEQ Customer Service Center at 225-219-LDEQ (5337) or Toll Free at 1-866-896LDEQ (5337).

**\*\* Note: All money submitted is non-refundable.**

**\*\*\* Note: Transfer Facility registration does not require a fee.**

## 5. Requirements

- *Commercial Liability Insurance* –Provide proof of Commercial Liability Insurance for each vehicle. Insurance must be valid within the transporter registration period. Make, Model, and VIN for each vehicle must be on the Fleet Policy or Certificate of Insurance.
- *Surety Bond* – Provide a Surety Bond in the minimum amount of \$10,000 containing the language provided in LAC 33:VII.11103.Appendix B. If the Department currently has a surety bond on file for your facility, this is not needed.
- *Vehicle Registration/Lease Agreement* – Provide a copy of the Vehicle Registration or Lease Agreement for each vehicle. Registration must be valid within the transporter registration period. Lease agreements must include Make, Mode, VIN, and License Plate Number for each vehicle.

## 6. Vehicle Information

- *Make* – Enter the name of the vehicle's manufacturer for each vehicle that will be used to transport waste tires and/or waste tire material from the generating/processing location to a destination facility.
- *Model* – Enter the style/name for each vehicle that will be used to transport waste tires and/or waste tire material from the generating/processing location to a destination facility.

- *Year* – Enter the year for each vehicle that will be used to transport waste tires and/or waste tire material from the generating/processing location to a destination facility.
- *License Plate Number* -Enter the license plate number for each vehicle that will be used to transport waste tires and/or waste tire material from the generating/processing location to a destination facility.
- *Registered Owner* -Enter the registered owner for each vehicle that will be used to transport waste tires and/or waste tire material from the generating/processing location to a destination facility.
- *Delete/Add* – Check the appropriate box which depicts the addition or deletion of a vehicle.

## **7. Certification and Signatures**

- *Certification of transporter/transfer facility* – The owner/operator of the transporter and/or transfer facility shall sign and date signifying his/her agreement with the certification statement. This signature is required for all applications. If this signature is not provided, the notification will not be considered complete.