

GUIDANCE

For Waste Tire End-Market Use Project

Introduction

This *Guidance* document has been prepared by the Louisiana Department of Environmental Quality (LDEQ) to assist the applicant in completing the Waste Tire End-Market Use Project Request application. It should be consulted and utilized prior to providing responses to the information required to be contained in the application.

The Waste Tire End-Market Use Project Request Application provides information to the LDEQ Waste Permits Division to be used along with other information in making a decision on the project. Additionally, the information provided in the application is used by the DEQ to assess potential pollution from a proposed project or project 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 Waste Tire End-Market Use Project Request Application form is intended to apply to a single geographical location. 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 location whenever an application is necessary.

General

Do not write information in the top or left side margin of the application form.

Do not alter the application form in any way, except as directed by this *Guidance* and instructions included in the Waste Tire End-Market Use Project Request Application.

When to Submit an Application

Applications for Waste Tire End-Market Use Project are submitted primarily for one of the following reasons: (1) to request a project for the end use of waste tire material and/or waste tires; or (2) to modify an approved waste tire end-market use project.

To avoid unnecessary delays, applications should be submitted as far in advance as possible before construction of the facility or modification. Some construction projects require prior approval of LDEQ Divisions other than the Waste Permits Division. Permit 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 Documents Should be Submitted to the Department

Submit the three (3) 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:

Louisiana Department of Environmental Quality
Office of Environmental Services
Waste Permits Division
Post Office Box 4313
Baton Rouge, LA 70821-4313

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. Failure to accurately complete the application may subject the application to suspension, notice of deficiency(ies) (NODs), and/or potential enforcement action.

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

In accordance with LAC 33:VII.10533, 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 waste tire 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, unit, process or disposal method, 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 the any specification of the permit or other approval is not considered a modification.

Civil Engineering Project—generally a project that requires designs and/or calculations for the construction or maintenance of the physical environment, such as roads, bridges, canals, dams, and buildings. For purposes of these regulations, civil engineering projects, include but are not limited to, light weight backfill, leachate collection systems in landfill cell construction, or erosion control. Waste tire material used in civil engineering projects shall provide comparable or improved performance to traditional materials. Civil Engineering Projects do not include land reclamation.

Customary End-Market Uses—projects that conform with generally accepted standard industry practices, including but not limited to those recognized by the Environmental Protection Agency, the Rubber Manufacturers Association, or previously approved by the administrative authority e.g. bulkheads, tire derived fuel, and crumb rubber applications, or as otherwise determined by the administrative authority.

End-Market User—any person who uses whole waste tires and/or waste tire material in an end-market use project as approved by the administrative authority. For the purposes of international and out-of-state end-market use projects, end-market user includes a port at which waste tires and/or waste tire material is loaded for transportation by water destined for out-of-state markets.

Extended Storage—any project which requires storage of more than 5,000 whole waste tires or 2,000,000 pounds of waste tire material at the end of any operational day.

Land Reclamation Project—a project utilizing waste tire material to fill, rehabilitate, improve, or restore existing excavated, deteriorated, or disturbed land for the purpose of enhancing its potential use.

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.

Unit of a Facility – A designated area of a project location wherein waste tire material and/or waste tires is, has been, or will be recycled or stored.

Guidance for Completing the Permit Application

1. Processor Information

A. *Processor name* – Enter the name of the process supplying waste tire material and/or waste tires to the project.

- B. *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.
- C. *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.

2. End Market Use Project Site Location Information

- A. *Agency Interest* – Enter the AI Number of the project site, if known. Otherwise, enter “unknown” into this field. The department will assign an Agency Interest Number for new sites.
- B. *Facility ID Number* – Enter the Waste Tire Facility ID for the site if known. Otherwise, enter “unknown” into this field. The department will assign an Agency Interest Number for new sites.
- C. *Name of Business/Government or Organization* – Enter the name of the business, governmental entity, property owner, organization, or other entity which describes the project site location ownership.
- D. *Physical Location/Street Address* – Enter the physical location of the site which may include a street address, GPS coordinates, distance from nearest intersection, etc. Ensure that the address is accurate and up-to-date. Provide driving directions if no physical address exists. These directions should originate from the nearest intersection of highways.
- E. *Physical Address Parish/County* – Enter the name of the parish/county in which the project site is located.
- F. *Physical Address City* – Enter the nearest city to the physical location of the end-market use location.
- G. *Physical Address State* – Enter the state of the end-market use physical location
- H. *Physical Address Zip* – Enter the zip code of the end-market use physical location.
- I. *Physical Address Country* – Enter the country of the end-market physical location if outside the United States.
- J. *Mailing Address* – Enter the mailing address or a P.O. Box number of the applicant if different from the physical address.
- K. *Mailing City* – Enter the city associated with the mailing address if different from the physical address
- L. *Mailing State/Country* – Enter the state and country, if applicable, associated with the mailing address of the end-market use location if not located in Louisiana and/or United States.
- M. *Mailing Zip Code* – Enter the zip code associated with the mailing address of the end-market use location if different from the physical address zip code.

3. Project Contact Information/Personnel

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.

Processor Contact Information – List the contact person and other requested information for the processor supplying waste tires and /or waste tire material for the project

End-Market User Contact Information – List the contact person and other requested information for the End-Market User Project. This person may include a High Volume End Use Facility, such as a port for material being shipped abroad or a broker for the project. If the project is not manned by a full-time staff, list the contact information for a person who is able to speak for the facility about the project.

Person most knowledgeable about the End-Market Use Project Location– List the person and other requested information, if different from the primary contact, who has the most knowledgeable about the specifics of the project. This person may include a High Volume End Use Facility, such as a port for material being shipped abroad or a broker for the project.

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.

4. Certification and Signatures

Certification of processor – Enter the name, title, and email address (optional) of the processor. The Processor 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 permit application will not be considered administratively complete.

Certification of End-Market User – Enter the name, title, and email address of the End-Market User. This person may include a High Volume End Use Facility, such as a port for material being shipped abroad or a broker for the project. The End-Market User 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 permit application will not be considered administratively complete.

5. End Market Use Project Description

A. *Type of Application* – Check the box indicating the application type. New applications should be requested when a new project or location plan to be started. Modification should be requested when the information in the original application changes. A modification application should be requested when the project extends past the estimated End date.

B. *Type of Project* – Check the appropriate box which best describes project.

- One Time Use Project (Complete Section 6) – Customary end-market use projects which will store less than 500 whole waste tires and/or 2,000,000 pounds of waste tire material at the end of a facility operational day.
- Extended Storage Project (Complete Section 7) – Non-customary end-market use projects which will store greater than 5,000 whole waste tires and/or 2,000,000 pounds of waste tire material on a location at the end of a facility operational day.

C. *Material(s) Used* – Check the appropriate box which best describes the type of waste tire material and/or waste tires to be used in the project.

D. *Project Start Date* – Enter the date on which the project is scheduled to start.

E. *Project End Date* – Enter the date on which the project is scheduled to end.

6. One Time End Use Project Description

A. *Project Use(s)* – Check the box which best describes the type of project utilizing the waste tires and/or waste tire material. **See Section 10533 for Project Specifications for project uses which are followed by an asterisk (*).**

B. *Description of Project* – Describe in detail the project which will be utilizing the waste tires and/or waste tire material. Include the following in the project description.

- Site drawings
- Pictures of the project location

C. *Material Used* – Enter the amount of waste tires and/or waste tire material in pounds that will be used for the project. Attach calculations used to determine the amount of material needed

D. *Description of the material to be replaced and the engineering properties.*

7. Extended Storage End-Market Use Project Descriptions

A. *Project Use(s)*—check the appropriate box that pertains to facility operation. **See Section 10533 for Project Specifications for project uses which are followed by an asterisk (*).**

B. *Description of Project*—Describe in detail the project which will be utilizing the waste material. Include the following in the project description:

- Site drawings
 - Pictures of project location
- C. *Material Used*-- Enter the amount of waste tire material in pounds that will be used for the project. Attach calculations used to determine the amount of material needed
- D. *Description of the material to be replaced and the engineering properties* – Describe how the whole waste tires and/or waste tire material is similar to the conventional materials that are being replace.
- F. Land Reclamation Pilot Projects: Include any additional information pertaining to the land reclamation pilot project as specified in 10515.B and not requested in other parts of this applications, which may include:
- determination of cover;
 - inert material: waste tire material fill ratio;
 - calculations meeting the 50% of annual volume as determined on three year rolling average

Attachments

Check the box indicating the attachments to this application. “Other documentation” boxes include documentation name and brief description of document purpose.