

<i>For office use only</i>	<i>For office use only</i>
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## Scrap Tire Recycler License Application

Authority: Title 9, Environment Article, Annotated Code of Maryland, and Code of Maryland Regulations (COMAR) 26.04.08

“Scrap tire recycler” means a person who is approved and licensed by the Department to process scrap tires to a form of raw materials or products that may be returned to the marketplace as defined in COMAR 26.04.08.02B(21)

**Section I. – Proposed Licensee/Owner/Operator Information**

Application for:     New License     Renewal License

Proposed Licensee’s Status:     Individual     Corporation     Government     Other: \_\_\_\_\_

Renewal Information (if applicable):

Existing Recycler License No.: \_\_\_\_\_ -RTR-\_\_\_\_\_    Issued Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Existing Hauler License No.: \_\_\_\_\_ -RTH-\_\_\_\_\_    Issued Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Proposed Licensee’s Legal Name (Corporation, individual, or government entity as it will appear on the license certificate as the licensee.)

Proposed Licensee’s **Mailing** Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Proposed Licensee’s Telephone No. \_\_\_\_\_ Facsimile No. \_\_\_\_\_

Proposed Licensee’s Email Address \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone No. \_\_\_\_\_

**Section II. Facility Information (location where scrap tires will be recycled)**

Facility/Site Name \_\_\_\_\_

Facility/Site Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Baltimore City     County: \_\_\_\_\_

Tax Map/Grid/Parcel No. \_\_\_\_\_ County Zoning Map No. \_\_\_\_\_ Deed Liber/Folio No. \_\_\_\_\_

Latitude/Longitude (Degree/Minute/Second) \_\_\_\_\_ Site Acreage \_\_\_\_\_ Facility Acreage \_\_\_\_\_

**Section III. Business/Individual Registration Identification Information**

Note that a business/entity must be registered to do business in Maryland before a license can be issued. The business or entity’s information provided in this application must match the information in the S DAT register and the account must be in good standing.

**Corporation or Government Applicant:**

Federal Tax Identification No.: \_\_\_\_\_

Maryland State Department of Assessments and Taxation (SDAT) Department ID No.: \_\_\_\_\_

This is different from the Sales and Use Tax No. The SDAT Department ID No. should start with a capital letter followed by numbers.

Or

**Sole Proprietorship or Individual Applicant:**

Social Security No.: \_\_\_\_\_

State of Maryland Sole Proprietorship ID No.: \_\_\_\_\_

**Section IV. Workers' Compensation Information**

Proof of workers' compensation coverage is required under §1-202 of the Environment Article.

Please provide *one* of the following:

- (1) **Workers' Compensation Insurance Policy/Binder No.:** \_\_\_\_\_

Or

- (2) If you are exempt from Workers' Compensation requirements, **a copy of a Certificate of Compliance issued by the Maryland Workers' Compensation Commission (WCC).**

**Section V. Property Owner Information**

Property Owner's Name \_\_\_\_\_ Property Owner's Telephone No. \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Section VI. Operational Information**

- (1) Hours of Operation:

	Open (AM)	Close (PM)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

- (2) Provide a general description of the facility's operations:
- (3) Provide a technical description of the methods and procedures used at the facility for handling scrap tires:
- (4) Describe the manner in which scrap tires shall be collected or stored at the facility:
- (5) Explain how the accumulation of scrap tires at the facility shall be managed as well as the storage capacity at the facility, including drop boxes, containers, trailers, other fully enclosed structures, and stockpiles:
- (6) What is the **average** quantity (by number or weight, please specify) projected to be **on site at the facility at any given time:**
- (7) What is the **maximum** quantity (by number or weight, please specify) projected to be **on site at the facility at any given time:**

Scrap Tire Type	Avg. Amount: Quantity / Tons (circle one)
Passenger/Car	
Trucks	
Other	
<b>Total</b>	

Scrap Tire Type	Max. Amount: Quantity / Tons (circle one)
Passenger/Car	
Trucks	
Other	
<b>Total</b>	

(8) What is the **maximum** quantity (by number or weight, please specify) that can be **accepted at the facility on a daily basis**:

Scrap Tire Type	Max. Amount: Quantity / Tons (circle one)
Passenger/Car	
Trucks	
Other	
<b>Total</b>	

(9) What is the **maximum** quantity (by number or weight, please specify) to be accumulated or stored **on site at the facility at any given time** of each raw material, product and residuals from processing:

Type of Raw Material, Product, and/or Residual	Max. Amount: Quantity / Tons (circle one)

(10) The processing capacity of the facility is \_\_\_\_\_ (quantity by number or weight, please specify) scrap tires **per hour**.

(11) Detail the weight and use restrictions on the access road that leads to the facility:

(12) Describe the types of vehicles that will deliver scrap tires to the facility:

(13) List all on-site equipment that will be used for the placement, movement, and transportation of scrap tires (Please use additional sheets, if necessary):

Equipment	Description

(14) Describe the existing and proposed markets for the facility's tire derived products or raw materials:

**Section VII. Zoning Information**

(1) Current zoning designation: \_\_\_\_\_

(2) Describe the use of the land at the facility:

(3) Describe the use of land within a ¼ mile radius of the facility:

**Section VIII. Solid Waste Management Plan**

Section 9-101(j)(2) of the Environment Article, Annotated Code of Maryland includes scrap tires in the definition of solid waste. Scrap tire recycler is defined in COMAR 26.04.08.02(B)(21) as a person who is approved and licensed by the Department to process scrap tires to a form of raw materials or products that may be returned to the marketplace. A solid waste acceptance facility is any landfill, incinerator, transfer station, or processing facility whose primary purpose is to dispose of, treat, or process solid waste as defined by COMAR 26.04.07.02B(29). By processing scrap tires, the proposed facility is considered a solid waste acceptance facility and must be provided for in the solid waste management plan for the county or Baltimore City where the proposed facility will reside in accordance with COMAR 26.03.03.03D(5).

**New Applicants:** Submit a letter to the county or Baltimore City where the proposed facility will be located requesting that the facility be added to the solid waste management plan during the next review period. Please contact them directly to determine what information is needed to add the proposed facility to the solid waste management plan. Submit a copy of the response from the county or Baltimore City with this application.

**Renewal Applicants:** Verify the information in the solid waste management plan about the facility is accurate. If not, submit a letter to the county or Baltimore City requesting the information be updated during the next review period. Submit a copy of the response from the county or Baltimore City with this application.

## Section IX. Financial Assurance

Financial assurance for the closure of a scrap tire recycler facility shall be established by obtaining one or more of the financial assurance mechanisms approved by the Department, including a deposit of cash, performance bond, letter of credit, insurance policy, or negotiable securities. The amount of financial assurance to be provided for scrap tire facilities shall be at least equal to 125% of the estimated closure cost (Section XIII. "Closure Cost Estimate", Line 33). Publicly owned or operated scrap tire facilities are exempt from financial assurance provisions (COMAR 26.04.08.21(E)).

## Section X. Topographic Map

Provide a topographic map of the facility and ¼ mile radius area in detail. **Include the map scale and directional orientation.** The topographic map should depict the following:

- Wetlands, floodplains, shorelands, intermittent streams, and other surface waters
- Legal boundaries and land ownership, including county and municipal boundaries, and easements and rights-of-way
- The location of all wells
- Occupied dwellings

## Section XI. Facility Conceptual Design Map

Provide a conceptual design map of the facility and ¼ mile radius area in detail. **Include the map scale and directional orientation.** The facility conceptual design map should depict the following:

- Wetlands, floodplains, shorelands, intermittent streams, and other surface waters
- Legal boundaries and land ownership, including county and municipal boundaries, and easements and rights-of-way
- The location of all wells
- Occupied dwellings
- Location of all scrap tire collection and storage areas, including fire lanes
- The location of the areas used for processing of scrap tires
- All existing and planned structures and buildings at the facility, including those used for scrap tire accumulation, storage, recycling, or processing operations
- Loading and unloading areas
- Access and internal all-weather roads
- Runoff control measures, ditches, and dikes
- The total land area in square feet or acreage

## Section XII. Storage

If you intend to accumulate in excess of 15,000 cubic feet (approximately 5,550 passenger scrap tires or 1,100 truck tires) of non-containerized scrap tires on site at any one time, you are considered to be storing scrap tires.

Do you intend to store scrap tires?  Yes  No

*If yes, please complete the remainder of this Section. Otherwise, continue with Section XII. "Closure Plan".*

- (1) Describe how you will comply with indoor and outdoor storage standards for scrap tires under the specifications described in "Standard for Storage of Rubber Tires," National Fire Protection Association (NFPA), 231D:
- (2) Describe how you will control mosquitoes and other insect infestation to prevent public nuisances or health hazards:
- (3) Describe the measures that will be taken in construction of the facility to keep liquid runoff from entering the waters of the State in the event of a tire fire:
- (4) Develop an emergency preparedness manual:
  - a. List the names and telephone numbers of persons to contact in the event of a fire, flood, and any other emergency involving the facility (please use additional sheets, if necessary):

Contact Name	Contact Phone #

- b. List the emergency response equipment present at the facility or available for use at the facility, the location of the equipment, and how it should be used in the event of a fire or other emergency (please use additional sheets, if necessary):

Equipment	Location	Use

- c. Describe the procedures to be followed by facility personnel from discovery of an emergency until the situation is corrected, including the measures that shall be taken to minimize the occurrence, recurrence, or spread of fire, explosions, and releases:

- d. List the location of known water supplies, fire hydrants, dry chemical extinguishers, or other materials that may be used for firefighting purposes (please use additional sheets, if necessary):

Supply	Location

- e. Describe the procedure for reporting emergency situations to the Department without delay:

- f. Describe the provisions for familiarizing all employees with the requirements of the emergency preparedness manual:

**Section XIII. Closure Plan**

- (1) Describe the facility's operations:
- (2) What is the maximum inventory (by number or weight) of scrap tires, *including processed portions and waste residuals*, that shall be on site at the facility at any one time during the operating life of the facility:
- (3) Describe the manner in which all scrap tires, processed portions, and waste residuals will be removed from the facility upon closure:
- (4) Provide a schedule for closure in accordance with COMAR 26.04.08.19. Closure procedures shall be completed within **90 calendar days** of cessation of facility operations, license revocation, license denial, or final order of the Department. **Estimate the number of calendar days it will take to complete each of the following closure procedures:**

Closure Procedure	# of Days
Close to public access	
Post a gate notice indicating to the public that the facility is closed and indicating that the Department may be contacted for information regarding alternative sites where scrap tires can be deposited	
60 calendar days before closure, notify the Department, local units of government, local land use authorities, and fire and health authorities of the closing of the facility	
Remove all solid wastes to a permitted solid waste acceptance facility	
Remove and transfer all scrap tires to a scrap tire collection facility, scrap tire recycler, or other approved facility. Return all scrap tire derived products and raw materials to the marketplace.	
Notify the Department when the closure activities are completed	

## Section XIV. Closure Cost Estimate

(1) Identify the approved scrap tire facility where scrap tires will be transported upon closure:

Facility/Site Name \_\_\_\_\_

Facility/Site Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

(2) Identify the marketplace where scrap tire derived products and raw materials will be transported upon closure.

Facility/Site Name \_\_\_\_\_

Facility/Site Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Complete the table below to estimate the costs for the transfer of the scrap tires to an approved scrap tire facility or to the marketplace:

Description	Line	Cost Factor	Estimate
<b>Miles (M):</b> Line 1 is the total # of miles <i>roundtrip</i> from your facility to the approved facility (Section XIV. (1)) to which the scrap tires and solid waste will be transported.	1	Mileage	
<b>Loads (L):</b> Line 2 is the amount of scrap tires that can be transported <i>per load</i> .	2	Quantity of Scrap Tires per load	
Line 3 is the amount in <b>tons</b> of scrap tires that can be transported <i>per load</i> .	3	Tons of Scrap Tires per load	
Line 4 is the total # of loads required to transport all scrap tires and solid waste from your facility to the approved facility (Section XIV. (1)), by quantity	4	Total Loads by Quantity (Section VI. (7), Total ÷ Line 2)	
Line 5 is the total # of loads required to transport all scrap tires and solid waste from your facility to the approved facility (Section XIV. (1)), by tons	5	Total Loads by Tons (Section VI. (7), Total ÷ Line 3)	
<b>Transportation Costs (TC):</b> For lines 6 – 12, estimate the average expense <i>per load</i> .  Line 13 subtotals the estimated TC for one load.  Line 14 calculates the total TC to remove all scrap tires and solid waste from the site.	6	Transportation	\$
	7	Equipment	\$
	8	Fuel	\$
	9	Driver Wages	\$
	10	Tolls	\$
	11	Vehicle Maintenance	\$
	12	Other	\$
	13	Subtotal Transportation Costs (Line 6 + Line 7 + Line 8 + Line 9 + Line 10 + Line 11 + Line 12)	\$
<b>14</b>	<b>Total Transportation Costs / Load (Line 13 x Line 4 or Line 5)</b>	\$	
<b>Labor Costs (LC):</b> For lines 15 – 17, estimate the average expense to load and unload <i>one</i> vehicle.  Line 18 subtotals the estimated LC for one load.  Line 19 calculates the total LC to remove all scrap tires and solid waste from the site.	15	Worker Wages	\$
	16	Pro-rated expenses for rental or lease of equipment	\$
	17	Other	\$
	18	Subtotal Labor Costs (Line 15 + Line 16 + Line 17)	\$
	<b>19</b>	<b>Total Labor Costs / Load (Line 18 x Line 4 or Line 5)</b>	\$
<b>Scrap Tire Tipping Fees (STTF):</b> Line 20 is the cost (per quantity or ton) for disposal of the scrap tires.  Line 21 calculates the total STTF to remove	20	Scrap Tire Tipping / Disposal Fees	\$ quantity tons (circle one)

Description	Line	Cost Factor	Estimate
all scrap tires from the site. The maximum amount of scrap tires on site at any one time (Section VI. (7)) is used to estimate the total STTF. Use quantity or tons based on the selection in Line 20.	21	<b>Total Scrap Tire Disposal Costs (Line 20 x Section VI. (7))</b>	\$
<b>Solid Waste Tipping Fees (SWTF):</b>	22	Tons of Solid Waste	
Line 22 is the maximum tons of solid waste projected to be on site at any one time			
Line 23 is the cost (per ton) for disposal of solid waste	23	Solid Waste Tipping / Disposal Fees	\$
Line 24 calculates the total SWTF to remove all solid waste from the site.	24	<b>Total Solid Waste Disposal Costs (Line 22 x Line 23)</b>	\$
<b>Administrative Costs (AC):</b>	25	Personnel Wages	\$
For Lines 25 – 27, estimate the expenses for <i>overseeing</i> the cleanup and closure of your facility.	26	Operating Expenses	\$
Line 28 estimates the total AC for the facility closure.	27	Other	\$
	28	<b>Total Administrative Costs ( Line 25 + Line 26 + Line 27)</b>	\$
<b>Security Costs (SC):</b>	29	Fencing Installation	\$
For Lines 29 – 32, estimate the expenses to provide security for the entire closure operation.	30	Lighting Installation or Repair	\$
Line 33 estimates the total SC for the facility closure.	31	Security Guard Wages	\$
	32	Other	\$
	33	<b>Total Security Costs (Line 29 + Line 30 + Line 31 + Line 32)</b>	\$
<b>Total Closure Cost Estimate (TCC):</b>	34	<b>Total Cost Estimate Closure (Line 14 + Line 19 + Line 21 + Line 24 + Line 28 + Line 33)</b>	\$
Line estimates the TCC for facility closure.			
<b>Financial Assurance</b>	35	<b>Line 34 x 1.25</b>	\$

**Section XV. Application Checklist**

The following documents must be submitted with this application:

- A letter from the county in which the proposed facility resides stating that the proposed facility will be added to the county Solid Waste Management Plan during the next review period (Section VIII., if applicable)
- Financial Assurance (Section IX.)
- Topographic Map (Section X.)
- Facility Conceptual Design Map (Section XI.)

**Section XVI. Instructions for Application Submittal**

**All Applicants (New and Renewal):** Submit one signed copy of your application to the Department. **Keep a copy of any documents submitted to the Department for your records.**

**New Applicants Only:** After the Department determines the application is complete, 12 additional copies of the application need to be submitted to the Department to be distributed to the agencies listed in COMAR 26.04.08.09(B)(3). A person receiving a copy of the application shall be invited by the Department to inspect the proposed site. Concurrently, the applicant is required to give notice of the application in a regularly published newspaper of general circulation in the Maryland county or Baltimore City where the proposed facility is to be located in accordance with COMAR 26.04.08.09(B)(1). The Department may conduct a public information meeting in the Maryland county or Baltimore City where the proposed primary scrap tire collection facility is to be located.

**Section XVII. Signature**

**By signing this form, I, the applicant or duly authorized representative, do solemnly affirm under the penalties of perjury that the contents of this application are true to the best of my knowledge, information and belief. I hereby authorize the representatives of the Department to have access to the site of the proposed facility for inspection and to records relating to this application at any reasonable time. I acknowledge that, depending on the type of facility applied for, other permits or approvals may be required.**

Applicant's Name (Print)	Title	Signature of Applicant	Date
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Privacy Act Notice: This Notice is provided pursuant to the Federal Privacy Act of 1974, 5 U.S.C. §552.a. Disclosure of your Social Security Number or Federal Employer Identification Number on this application is mandatory pursuant to the provisions of §1-203 (2003), Environment Article, Annotated Code of Maryland, which requires the Maryland Department of the Environment to verify that an applicant for a license has paid all undisputed taxes and unemployment insurance. Social Security or Federal Employer Identification Numbers will not be used for any purposes other than those described in this Notice.

This Notice is provided pursuant to § 10-624 of the State Government Article of the Maryland Code. The personal information requested on this form is intended to be used in processing your application. Failure to provide the information requested may result in your application not being processed. You have the right to inspect, amend, or correct this form. The Maryland Department of the Environment ("MDE") is a public agency and subject to the Maryland Public Information Act (PIA), pursuant to Md. Code Ann., State Gov't §§ 10-601, et seq. This form may be made available on the Internet via MDE's website and is subject to inspection or copying, in whole or in part, by the public and other governmental agencies, if not protected by federal or State law.

*For questions regarding this application form, please contact the Department at 410.537.3314*

MAIL COMPLETED APPLICATION TO:

OR

FAX COMPLETED APPLICATION TO:

[ MARYLAND DEPARTMENT OF THE ENVIRONMENT ]  
 RESOURCE MANAGEMENT PROGRAM  
 Scrap Tire License Application  
 1800 Washington Boulevard, Suite 610  
 Baltimore, Maryland 21230-1719  
 [

**410-537-3321**