**Guidance Document**

**Scrap Tire Processing Operations Plan**

The operations plan, will be designed by a professional engineer licensed to practice in Georgia and should be developed only after the applicant has participated in a pre-application meeting with the Georgia Environmental Protection Division (EPD). The format outlined in this guidance document should be followed in preparing the operations plan. The items listed below are the minimum requirements for inclusion in the plan. Additional information may be required depending upon the specific facility and method of processing.

 **General**

The operations plan should be submitted in a three ring binder. The paper size shall be 8 1/2" x 11" for the narrative and the site plan.

Two copies of the operations plan should be submitted for the initial review. The applicant may supply additional copies for approval if desired.

The operations plan must be complete at the time of submittal. EPD will conduct a completeness review within ten days of receipt of an operations plan. Plans that are submitted without addressing each of the requirements identified below shall be returned to the applicant.

 **Format**

Title sheet - the operations plan will have a title sheet containing the following:

a. Company name

b. Labeled “Scrap Tire Processor Operation Plan”

c. Table of contents

Section 1 - Application

a. Completed application form

b. Copy of notarized page 2 of application form signed by each owner

c. List of all company owners including addresses, telephone numbers and percentage of

ownership

Section 2 - Certification of zoning

Provide a letter from the appropriate local zoning authority stating that the property that will be used for processing scrap tires is properly zoned for this purpose.

Section 3 - Certification of fire protection

Provide a letter from the appropriate local fire authority stating that the fire protection measures planned or in-place are adequate for fire control at the facility. The letter should contain specific requirements by the local authority (ex. number and location of fire extinguishers, need for sprinkler systems, etc.).

Section 4 - Proof of market

Provide contracts or letters of intent from end users for the product (chips, shreds, crumb, etc.) you will be providing. The total number of tires that EPD will approve to be stored and processed will be based in part on these contracts or letters of intent.

Section 5 - Location map

Provide driving directions and a street or highway map showing the location of the processing facility.

Section 6 - Site plan

a. The plan should be drawn to scale (an appropriate scale should be used to accommodate an 8 1/2" x 11" page size)

b. The plan should show the following:

1. Company name
2. Scale of drawing
3. North arrow
4. Location of buildings
5. Driveways and access control
6. Location of all processing related equipment
7. Location of all indoor and outdoor scrap tire, product, and waste material (ex. wire, rims, etc.) storage areas
8. Dimensions for all storage areas (storage area dimensions should be sized to accommodate the number of tires needed to satisfy contractual agreements and should provide no more than a one week supply. Maximum dimensions for any tire stockpile must not exceed 50' width, 10,000 square feet and 15' height)
9. Fire lane dimensions around the perimeter of each tire and rubber product storage area. Location of fire-fighting equipment (fire extinguishers, fire hoses, etc.). Location and dimensions of berms or other protective measures to prevent liquid runoff from a potential tire fire from entering waters of the State

Section 7 - Operational narrative

a. Manufacturer specifications for each piece of processing equipment

b. Type of tires that will be processed (passenger, truck, OTR)

c. Identification of all products produced

d. Description of all processing operations

e. Days and hours of operation

f. Emergency response procedures to be followed in the event of a fire

g. Mosquito, vector and vegetation control

h. Other tire related operations (ex. sorting, retreading, etc., if applicable)

i. Records maintenance (manifests and quarterly reports)

j. Closure -the owner or operator shall provide procedures in the operations plan for closing the

 facility which include, closure activities and schedule for completion, control access to the site

 and notification to the Division when all closure activities are completed.

Section 8- Processing analysis

Using the format contained in ST-25, provide an analysis of the processing capability of facility equipment and ability to meet the 75 percent recycling requirement.

Section 9 – List of other local, state and federal permits or approvals (if applicable)

a. Air Protection Permits

b. Water Protection Permits

c. Land Disturbing Permits

d. Others

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| **Scrap Tire Processor Operations Summary** |
| Persons in Georgia who process scrap tires must complete and submit this form as part of their operations plan to the Georgia Environmental Protection Division. |
| Business Name:  | Permit # (if applicable): |
| **I. product information** (insert more lines if needed) |
| **A.** Customer | **B.** Product (e.g., TDF, crumb rubber) | **C.** Quantity (tons per week) | **D.** Conversion Ratio (tire input to product output) | **E.** Tire Supply Needed (tons per week) [C x D] | **F.** PTE per Week (E x 100)  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Totals* |  |  |  |  |  |
| **II. PROCESSING CAPACITY** |
| **A.** Processing Rate (tons per hour) | **B.** Operating Hours per Day | **C.** Operating Days per Week | **D.** Processing Capacity(tons per week) [A x B x C] |
|  |  |  |  |
| **III. TIRE STORAGE** (insert more lines if needed) |
| **A.** Tire Storage Area (using numbers or letters, identify all tire storage areas shown on the facility drawing) | **B.** Storage Area Dimensions (L x W x H in feet) | **C.** Storage Area Capacity (PTE) | **D**. Total Permitted Storage (PTE per week from section I) |
|  |  |  |  |
|  |  |  |  |
| **IV. PRODUCT STORAGE** (insert more lines if needed) |
| **A.** Product Storage Area (using numbers or letters, identify all product storage areas shown on the facility drawing) | **B.** Product (e.g., TDF, crumb rubber) | **C.** Storage Area Dimensions (L x W x H in feet) | **C.** Storage Area Capacity (PTE) | **D**. Total Permitted Storage (PTE per week from section I) |
|  |  |  |  |  |
|  |  |  |  |  |
| **V. WASTE/RESIDUAL STORAGE** (insert more lines if needed) |
| **A.** Waste/Residual Storage Area (using numbers or letters, identify all waste/residual storage areas shown on the facility drawing) | **B.** Type (e.g., tubes, rims, wire) | **C.** Storage Area Dimensions (L x W x H in feet) | **C.** Storage Area Capacity (calculate using material-appropriate units) | **D**. Total Permitted Storage  |
|  |  |  |  |  |
|  |  |  |  |  |
| **VI. ANALYSIS:** Using the data above, provide an analysis that demonstrates the proposed processing operation is capable of functioning as designed. |
| **A.** Processing: |
| **B.** Tire Storage: |
| **C.** Product Storage: |
| **D.** Waste/Residual Storage: |