



Instructions for Completing Scrap Tire Collection, Storage and Recovery Facilities Log of Operations

Form 1 – Cover Sheet

Complete Form 1 at the beginning of each license year. If a section does not apply, indicate that it is not applicable with the notation N/A. If any of the information contained on Form 1 changes during the license year, attach an addendum to the form with the corrections and the date on which they occurred. Maintain Form 1 at the beginning of the complete Log of Operations.

Form 2 Daily Log of Operations – Incoming Materials Log

Form 2 is the record of scrap tires received on a particular day. Enter the Date and Facility Name in the appropriate spaces at the beginning of each day. The incoming materials log has to be completed for everyday that the facility is operated. The body of the form contains several columns and rows. A separate, complete entry (row) must be made on the form for each individual load of scrap tires received. Use as many copies of Form 2 as needed to record all loads of scrap tires received for each day.

Column 1 - Unique vehicle number: This number should be a unique number that can identify each vehicle, trailer or rail that brings scrap tires to the facility. This could include a license plate number, a trailer number, a rail car number, roll-off box number, etc.

Column 2 - Scrap Tire Transporter (Business Name or Registration ID) or General Public: For a scrap tire transporter, the name of the business or the Ohio EPA registration ID on the transporter's registration certificate should be identified here. When accepting scrap tires from the public, list general public in this column. The facility can capture more specific information if it chooses.

Column 3 - Mosquito Control (Received dry, MCD*, WLR* or processed*): The facility needs to capture the proper information to demonstrate that effective mosquito control measures were taken upon receipt of scrap tires. Listing "dry" indicates that the load of scrap tires was received free of water. Listing "MCD" (stands for mosquito control documentation) indicates that the transporter provided proper records of mosquito control when the scrap tires were delivered to the scrap tire facility. Listing "WLR" (stands for wet and liquid removed) indicates that the scrap tires were received wet and the liquid was removed from the scrap tires prior to storage. Processed is explained below under additional information provided for scrap tire recovery facility.

In the case of a scrap tire collection or storage facility:

OAC 3745-27-65 allows liquid to be removed from a scrap tire or for a pesticide or larvicide to be applied within 24 hours of arrival. If the removal of liquid from the load of scrap tires does not occur on the same day, denote the day that the liquid was removed on the day that logs receipt of the load of scrap tires. For instance, if the load of scrap tires that contained water was received on January 1st and the water was bunched out of the load of scrap tires on January 2nd, indicate on the January 1st log (next to the load) that the water was removed January 2nd. If the application of the pesticide/larvicide does not occur on the same day, denote the day that the pesticide/larvicide was applied in this section of the daily log. This information also has to be captured in the mosquito control records.

In the case of a scrap tire recovery facility:

For scrap tires that are received wet and for which no pesticide/larvicide has been applied, the owner or operator must either process, remove the water or apply a pesticide/larvicide within 24 hours of receipt. If the mosquito control measure is not employed on the day in which the load of scrap tires are accepted, denote the day that the allowed control measure was completed on the day that logs receipt of the load of scrap tires.

Column 4 - Amount of Scrap Tires (Number, Tons or yd³): Identify the amount of scrap tires received by number, tons or cubic yards.

Column 5 - Type of Tires in Percentage: Identify the composition for the load of scrap tires received. The composition should be listed in percentages and should be broken out by the estimated amount of passenger car tires, semi-truck tires and over the road tires. For example, a load of scrap tires weighing 16,000 pounds is received at the scrap tire facility. This load contains 10 semi-truck tires and the remainder of the load is passenger car tires. Using Appendix I “Scrap Tire Conversion Factors” an assumption is made that the semi-truck tires weigh 1,000 pounds. Therefore, the percent composition for passenger car scrap tires would be calculated by $[(16,000-1,000)/16,000]$ which is approximately 94% passenger car tires, 6% for semi-truck scrap tires and 0% for OTR.

Column 6 - Place of Origin: County (State if not Ohio): Identify the county where the scrap tires were generated. If the transporter of the scrap tires is a member of the public, please identify the county in which the transporter lives. When accepting scrap tires from a transporter that services businesses, ask for the county in which most of the businesses are located. A percentage can be provided here if businesses are located in more than one county.

Form 3a. Daily Log of Operations – Outgoing Materials Log for Scrap Tire Collection and Storage Facilities

Form 3a. is the record of loads of scrap tires shipped out from a scrap tire collection facility or scrap tire storage facility. The form is designed to correspond with allowed shipping practices identified in rule 3745-27-65(D)(8).

The outgoing materials log does not have to be completed for everyday that the facility is operated. The body of the form contains several columns and rows. A separate, complete entry (row) must be made on the form for each individual load of scrap tires shipped out.

Column 1 - Date: Identify the day in which the load of scrap tires was shipped out.

Column 2 – Scrap Tire Transporter by Business Name or Registration ID: Identify the name of the transporting business or the Ohio EPA registration ID from the transporter’s registration certificate that is hauling the scrap tires from the site

Column 3 – Disposal Facility: For each load, identify the number, weight or volume of scrap tires that are hauled away from the scrap tire facility to a disposal facility.

Column 4 – Used Tire Dealers or Tire Retreaders: For each load, identify the number, weight or volume of scrap tires that are hauled away from the scrap tire facility and delivered to used tire dealers or tire retreaders.

Column 5 – Beneficial Use: For each load, identify the number, weight or volume of scrap tires that are hauled away from the scrap tire facility and delivered to a site for a beneficial use project.

Column 6 – Transporter: For each load, identify the number, weight or volume of scrap tires that are hauled away from the scrap tire facility and delivered to another registered scrap tire transporter.

Column 7 – Scrap tire collection or storage facility: For each load, identify the number, weight or volume of scrap tires that are hauled away from the scrap tire facility and delivered to a scrap tire collection or storage facility.

Column 8 – Scrap tire recovery facility: For each load, identify the number, weight or volume of scrap tires that are hauled away from the scrap tire facility and delivered to a scrap tire recovery facility.

Column 9 – Solid waste incineration or energy recovery facility: For each load, identify the number, weight or volume of scrap tires that are hauled away from the scrap tire facility and delivered to a solid waste incineration or energy recovery facility.

Column 10 - Destination: County (State if not in Ohio): For each load, identify the Ohio county or state where the scrap tires or processed scrap tires were shipped.

Form 3b. Daily Log of Operations – Outgoing Materials Log for Scrap Tire Recovery Facilities

Form 3b. is the record of loads of scrap tires shipped out from a scrap tire recovery facility. The form is designed to correspond with the reporting columns in the Scrap Tire Facility Annual Report.

The outgoing materials log does not have to be completed for everyday that the facility is operated. The body of the form contains several columns and rows. A separate, complete entry (row) must be made on the form for each individual load of scrap tires shipped out.

Column 1 – Scrap Tire Transporter by Business Name or Registration ID: Identify the name of the transporting business or the Ohio EPA registration ID from the transporter’s registration certificate that is hauling the scrap tires from the site

Column 2 – Whole scrap tires shipped-out for disposal: For each load, identify the number, weight or volume of whole scrap tires that are hauled away from the scrap tire recovery facility to a disposal facility.

Column 3 – Whole scrap tires shipped out to used tire dealers, tire retreaders and whole tire beneficial use sites: For each load, identify the number, weight or volume of scrap tires that are hauled away from the scrap tire recovery facility and delivered to used tire dealers, tire retreaders and approved beneficial use project sites.

Column 4 – Civil Engineering and Beneficial Uses (TDC): Identify the weight or volume for the load of tire derived chip or aggregate that is hauled away from the scrap tire recovery facility to be used in an authorized beneficial use project.

Column 5 – Fuel Uses: Identify the weight or volume for the load of tire derived fuel that is hauled away from the scrap recovery tire facility.

Column 6 – Crumb Rubber: Identify the weight or volume for the load of crumb rubber that is hauled away from the scrap tire recovery facility.

Column 7 – Assembled Products: For the load of assembled products out of scrap tires, identify the number, weight or volume of assembled products that are hauled away from the scrap tire recovery facility. Examples of assembled products include scrap tire planters, scrap tire bricks, scrap tire pavers, etc.

Column 8 – Processed tires shipped-out for more processing: This column is designed to capture scrap tires that have been processed, but are intended to be processed further for size reduction, metal removal, etc. at another facility. Identify the number, weight or volume of processed tires that are hauled away from the scrap tire recovery facility.

Column 9 – Processed scrap tire material shipped out for Scrap Tire Monofill Disposal: This column is designed to be used for scrap tire recovery facilities that process scrap tires (in order to reduce the scrap tire size) for placement in a disposal facility. Identify the number, weight or volume of processed tires that are hauled away from the scrap tire recovery facility for placement in a disposal facility.

Column 10 - Destination: County (State if not in Ohio): For each load, identify the Ohio county or state where the scrap tires or processed scrap tires were shipped.

Form 4a Scrap Tire Refusal Log

Form 4 is the record of refused loads of scrap tires. Enter the Facility Name at the top of each page. The scrap tire refusal log should only be completed when a load is refused. The body of the form contains several columns and rows. A separate, complete entry (row) must be made on the form for each individual load of scrap tires refused.

Column 1 - Date: Identify the day in which the load of scrap tires was refused.

Column 2 - Scrap Tire Transporter (Name or Registration ID) or General Public: For a scrap tire transporter, the name of the business or Ohio EPA registration ID from the transporters registration certificate should be identified here. When accepting scrap tires from the public, list general public in this column. The facility can capture more specific information if it chooses.

Column 3 - Amount of Tires (Number, Tons or yd³): Identify the amount of scrap tires refused by number, tons or cubic yards.

Column 4 - Reason for Refusal: Identify the reason why the load of scrap tires was refused. For example, the scrap tires were filled with mud, the load of scrap tires were commingled with a significant amount of garbage, etc.

Column 5 - Place of Origin: County (State if not Ohio): Identify the county from which the scrap tires were refused. If the transporter of the scrap tires is from the public, please identify the county in which they live. When accepting scrap tires from a transporter that services businesses, ask for the county in which most of the

businesses are located. If the loads of scrap tires were brought in from another state, identify the state from which the scrap tires were generated.

Form 4b Scrap Tire Load Refusal Form

This form shall be completed (both sections A and B) by the owner/operator of the scrap tire recovery facility when a load of scrap tires is refused in accordance with OAC 3745-27-65 and provided to the registered scrap tire transporter or a scrap tire transporter that meets one of the exclusions allowed in OAC 3745-27-54(A)(2). The scrap tire transporter is expected to provide this form to a licensed solid waste disposal facility (i.e. landfill) as a tracking mechanism and to legitimize disposal of the scrap tires at the licensed solid waste disposal facility.

The sending scrap tire recovery facility and the receiving solid waste disposal facility should maintain a copy of the refusal form with their daily logs.

Form 5 Fire Response Log:

Form 5 is the log used to document the time, day and details of a fire that occurred at the facility. OAC 3745-27-65(I)(3) requires that details of the fire be documented within seven days of occurrence. This written information should be sent to the Ohio EPA district office in which the facility is located, the Ohio EPA central office, the solid waste management district of the area in which the facility is located, and the local health department.

The form outlines specific information that Ohio EPA wants documented about the fire, the response taken to address the fire at the facility and the impact of the fire on the facility, human health and the environment. The specific information for which the form requires documentation is below.

- **Notification of local police and fire agencies:** Identify the local police and fire agencies that were called by the facility for assistance. Identify all fire departments that were used to extinguish the fire.
- **Notified Ohio EPA emergency response team:** Identify when Ohio EPA's emergency response team was contacted. If other Ohio EPA offices, the local health department or the solid waste management district were contacted, provide this information.
- **Person that reported fire to Ohio EPA:** List the individual that contacted Ohio EPA to report the fire at the facility.
- **Explain why the fire occurred:** If known, provide the reason why the fire occurred. Were scrap tires located too close to an ignition source, arson, etc.
- **Quantities of tires involved:** Provide an estimate of the quantity of scrap tires that were completely and partially burned in the fire in passenger tire equivalents (PTE).
- **Extent of injuries, if any:** If anyone was injured from the fire, provide a brief description of the injuries sustained, number of persons that went to the hospital, etc.
- **Extent of damage to facility, if any:** Was the fire confined to a portion of the facility; did it spread beyond the property line?
- **Possible hazards to human health and the environment:** Provide a preliminary evaluation of environmental damage (possible soil contamination, surface water, ground water).
- **Actions taken to suppress the fire:** Identify the chemicals used to suppress the fire such as water, foam suppressant and dirt.
- **Measures taken to contain residuals such as pyrolytic oil and water:** Were berms, dikes or other containment devices utilized? If yes, please describe how these sources of containment were used.

- Measures taken to prevent the fire from spreading to other areas of the facility: Describe if piles of scrap tires and/or portable containers were moved during the fire to prevent their ignition
- Measures taken to prevent another fire from occurring or spreading to other areas of the facility: The information provided should include whether scrap tires were removed, whether the distance has been increased between storage piles and/or portable containers, will portable containers or piles of stored scrap tires be isolated?
- Information that may be important to document about the fire: Provide any additional information that you deem important to document about the fire such as necessary operational changes at the facility, etc.

Form 6 Scrap Tire Recovery Facility DDIC Daily Log

Form 6 is the record of the scrap tire recovery facility's daily design input capacity. The initial DDIC shall be calculated as an estimated average of the total daily processing amount for all operating days in each month. This amount shall be expressed in weight. The calculations shall be updated for each new licensing year to determine the need for a facility modification. The updated calculations shall be based on the amounts recorded in Form 6.

The log should be completed for each month in the calendar year. Entries should be provided for everyday that the facility is in operation. For days in which the facility is in operation, but processing equipment is not operated, an entry of "no processing" or some other notation should be made in the log.

Enter the Facility Name at the top of each page along with the month.

Columns 1,3 and 5 – Day: The form accounts for all possible days in a calendar month.

Columns 2, 4 and 6 – DDIC (units): For each day, record how many scrap tires were processed either by weight (for facilities utilizing scales), number or volume. For days in which scrap tires were not processed but the facility was operated, denote "no processing" in the log for that day. For days in which the facility was not open, denote "closed" in the log for that day.

Monthly Average DDIC (tons): Calculate the monthly average DDIC in tons. To calculate this value, sum all DDIC values recorded for the month and divide by the number of days that the processing equipment was operated. In this calculation, do not include operating days when scrap tires were not processed. If the DDIC is zero, do not include that value in the DDIC summation and do not add the day in which processing equipment was not used in the number of days for the calculation.

For example, scrap tires were processed through the facility's primary shredder 20 days for the month of June, even though the facility operated 21 days. The sum for all DDICs values for the month was 650 tons. The average monthly DDIC is calculated to be $650 \text{ tons} / 20 \text{ days} = 32.5 \text{ tons per day}$

The conversion factors to use between weight and volume or number count are found in Appendix I "Scrap Tire Conversion Factors" of the Scrap Tire Facility Log of Operations.

Monthly Facility Notes: Identify monthly operational information about the facility here. If the facility does not operate on the weekends, a note indicating standard operating days could be provided in this section. If the facility was down a shredder, this information could be listed which would explain why a lower DDIC was realized for a calendar month. The monthly DDIC can be calculated in this section as well.

Forms 7a, 7b,7c and 7d Self-Inspection Checklist: There are four self-inspection checklists. The checklists are not mandatory. Therefore, the facility is not required to use them to determine or monitor compliance with applicable Ohio

EPA regulations. Each checklist is designed for a facility owner/operator to monitor compliance with requirements identified in OAC 3745-27-65.

- Form 7a is the checklist for a scrap tire collection facility.
- Form 7b is the checklist for a scrap tire recovery facility
- Form 7c is the checklist for a scrap tire storage facility.
- Form 7d is the checklist for a mobile scrap tire recovery facility.