

Instructions for Used Tire Processing Facility Permit Application
(Form TAP-4)

Item 1. Application Information

- a. Mark the correct box of type of facility.
- b. Mark the type of application.
- c. Mark the type of processor.
- d. Enter the facility permit number.
- e. Enter the Arkansas Department of Environmental Quality (ADEQ) issued AFIN.

Item 2. Owner and Operator Information

- a. Enter the name of property owner.
- b. Enter the property owner's mailing address.
- c. Enter the property owner's city, state, and zip code.
- d. Mark what type of owner.
- e. Enter the name of the site operator.
- f. Enter the site operator address.
- g. Enter the site operator city, state, and zip code.
- h. Mark what type of operator.
- i. Enter the property owner's telephone number.
- j. Enter the property owner's fax number.
- k. Enter the property owner's e-mail address.
- l. Enter the site operator's telephone number.
- m. Enter the site operator's e-mail address.

Item 3. Site Information

- a. Enter the site name.
- b. Enter the site address.
- c. Enter the city, state, and zip code.
- d. Enter the section, township, and range.
- e. Enter site directions from a major intersection.
- f. Enter the telephone number.
- g. Enter the county where the site is located.
- h. Enter the latitude and longitude.

Item 4. Quantities of Tires Processed, Stored, or Disposed at the Site

For the following enter the current storage in tons, storage area by square footage, and maximum storage in tons

- a. Waste Tires;

- b. Used Tires Culled for Resale;
- c. Used Tires Recycled; and
- d. Processed Tires.
- e. Enter the totals of current storage, storage area, and maximum storage.

If the tires and tire residuals are not being processed and disposed of on-site complete the following:

- f. Enter the permitted facility name.
- g. Enter the street address.
- h. Enter the city, state, and zip code.
- i. If being delivered to recycling facility, enter a description of existing or proposed markets for processed tires.
- j. Enter the telephone number.
- k. Enter the e-mail address.
- l. Enter the county where the permitted facility is located.

Item 5. Required Attachments

This is a list of the required attachments needed to process the application. If not applicable, attach an explanation.

- a. Attach Facility Design.
 - 1. Attach section map;
 - 2. Attach conformance with local zoning; and
 - 3. Attach plot plan.
- b. Attach Facility Operation.
 - 1. Attach description of how tires will be collected, stored, recycled, disposed, and processed;
 - 2. Attach description of how storage requirements will be met;
 - 3. Attach copy of emergency preparedness manual;
 - 4. Attach copy of fire safety survey;
 - 5. Attach description of how annual accumulation of tires will be processed or removed;
 - 6. Attach completed closure plan;
 - 7. Attach proof of financial responsibility; and
 - 8. Attach permit fee.

Item 6. Certification

This section serves as certification that everything entered in the application is true and correct. The authorized agent needs to sign his/her name, print or type name and title, and date this section. If the agent is not a government official, owner or corporate officer then a letter of authorization will need to be attached.

Item 7. Professional Engineer Registered in Arkansas

This section serves as certification that an Arkansas P.E. designed and/or examined this tire collection and/or processing facility. He/she will need to sign, print/type name and title, enter his/her mailing address, with city, state, and zip code. Enter his/her telephone number and Arkansas P.E. Registration Number.