

Instructions for Completing Form ST-54

Scrap Tire Transporter Annual Registration Certificate Application Form

The following is a step by step guide for completing the application form. You should also refer to Ohio Administrative Code (OAC) Rule 3745-27-54, paragraphs (C), (D), and (E) when preparing an application. OAC Rule 3745-27-55 lists the criteria that Ohio EPA will use in evaluating the application. Operation requirements for all registered/authorized scrap tire transporters are listed in OAC Rule 3745-27-56 and should be considered in detail before transport operations begin. If you have any questions, please call Ohio EPA's Solid Waste Compliance and Inspection Support Unit at (614) 644-2621. All entries must be either typed or printed legibly.

NATURE OF APPLICATION:

Enter a check mark to show if you are a first time applicant or a renewal applicant. If you are a renewal applicant, please enter your current registration number.

SECTION A, titled: BUSINESS OR ORGANIZATION INFORMATION:

Fill in the information of your business' (or organization's) actual physical location. This is to include the business name and address that is to appear on the scrap tire transporter annual registration certificate and where Ohio EPA will address all official mail. Also, in SECTION A, enter the mailing address where you would like to receive all mail if different than the physical location of your business. Check with your local health department to verify the local jurisdiction.

SECTION B, titled: APPLICANT (BUSINESS OR ORGANIZATION OWNER OR OPERATOR):

Enter the company name or all the individual owners of the company that own at least 10% of the company. Also, enter a company contact person who is able to commit company resources in the event of a fire or other emergency. List additional individuals if more than one person is a contact for additional operating locations listed in SECTION E and/or SECTION F.

SECTION C, titled: PREPARER INFORMATION:

Enter the name and address of the individual who prepared your scrap tire transporter's annual registration certificate application.

SECTION D, titled: FINANCIAL ASSURANCE INFORMATION:

OAC Rule 3745-27-15 requires each scrap tire transporter to fund financial assurance for the amount of \$20,000 before registration certificates can be issued and to maintain that financial assurance until closure of the business. That fixed amount covers all trucks operated under the registered scrap tire transporter.

The choices of financial assurance mechanisms are on the website at:
http://www.epa.ohio.gov/dsiwm/pages/fa_docs.aspx

A Fact Sheet concerning financial assurance can be obtained at the following website:
http://www.epa.ohio.gov/dsiwm/pages/tire_docs.aspx

For renewal applications, a copy of existing financial assurance documents is not required to be submitted.

SECTION E, titled: SORTING, GRADING AND TEMPORARY STORAGE INFORMATION:

Enter **all** Ohio locations where your company or organization intends to sort, grade, and/or store scrap tires for up to thirty (30) days prior to final delivery. As a transporter, scrap tires may only be stored in enclosed trailers and may not be placed on the ground beyond the end of the current work shift. Applicants must submit **plan view drawings** and description of activities to be performed for **each** location where scrap tires are sorted, graded, or temporarily stored. Drawings must describe the area where scrap tires will be handled; the distance from all buildings and all domiciles surrounding the locations where sorting, grading, or temporary storage on trailers will take place; and a description of activities to document that vehicles or trailers containing tires will not remain on the business property for over 30 days.

For renewal applications, if the plan view drawing submitted in a prior year is still accurate, a new drawing is not required.

THIS INFORMATION IS NOT TO INCLUDE LOCATIONS WHERE PRE-POSITIONED TRAILERS ARE TO BE LOCATED SUCH AS AT TIRE DEALERS, ETC.

SECTION F, titled: PORTABLE PROCESSING FOR LOAD CONSOLIDATION PRIOR TO DISPOSAL:

List only the information regarding any processing to consolidate loads under your scrap tire transporter's authorization which will be performed at any location. If useable material is to be made from the scrap tires at any location in Ohio, then an Ohio EPA-issued registration (or permit) and solid waste license as a scrap tire recovery facility is required before such processing begins.

SECTION G, titled: APPLICATION FEE INFORMATION:

Motor vehicle salvage dealer (MVSD) applicants, tire retail dealer applicants, and tire retreader applicants can certify that they qualify for the waived or reduced annual fee. If the motor vehicle salvage dealer certification is completed, then no check needs to be attached. Although there is no application fee for qualifying MVSD applicants, financial assurance in the amount of \$20,000 is required for all transporters. If the tire retail dealer or tire retreader certification is completed, then attach a check for \$50.00 to page one of

the application. If neither certification applies, attach a check for three hundred dollars (\$300) to page one of the application. Make all checks payable to the "TREASURER - STATE OF OHIO".

SECTION H, titled: CALCULATION OF NUMBER OF CERTIFICATES REQUESTED:

Enter the number of trucks your company or organization may have on the road at any time. **One valid original Ohio EPA scrap tire transporter registration certificate is required to accompany all vehicles and all deliveries of scrap tires in Ohio.**

NOTE: Ohio Revised Code (ORC) 3734.83, in pertinent part, states; *“no person shall transport scrap tires anywhere in this state unless the business or governmental entity that employs the person first registers with and obtains a registration certificate from the director of environmental protection. No more than one registration certificate shall be required of any single business or governmental entity”.* Therefore, the practice of using subcontractors or loaning out registration certificates is not permissible. If you use subcontractors to transport scrap tires, or if you loan out registration certificates to individuals not employed by your business, you may be in violation of applicable laws and regulations. Please contact Ohio EPA’s Solid Waste Compliance and Inspection Support Unit at (614) 644-2621 if have further questions.

SECTION I, titled: OHIO LOCATION CERTIFICATION STATEMENT

If you do any sorting and grading of tires, you are certifying that all of those locations in Ohio meet the siting criteria in this section.

SECTION J, titled: REGISTRATION CERTIFICATION":

Place an "X" on one of the four lines to identify the type of legal entity that describes your business. The application is to be signed by an appropriate individual in the presence of a Notary Public and notarized.



Division of Materials and Waste Management

Scrap Tire Transporter Annual Registration Certificate Application

INSTRUCTIONS: Please type or legibly print all required information on all pages of this form. All information shall be completed in accordance with the provisions of Sections 3734.74 and 3734.83 of the Ohio Revised Code (ORC) and Rule 3745-27-54 of the Ohio Administrative Code (OAC).

NOTE: This application will not be processed if: incomplete information, no original signature, or incorrect fees are submitted. Submit to:

OHIO EPA - DMWM
P.O. BOX 1049
COLUMBUS, OH 43216-1049

For Official Use Only
Registration No.
thru:
Date Received:
Fee Paid: Date:
Check No. Date:
Revenue# Org Id

NATURE OF APPLICATION:

First time ___ Renewal ___ Current Registration Number(s) _____ thru _____

SECTION A: Business or Organization Information

Name of Business or Organization to be listed on registration certificates. Attach a listing of all other locations where business offices or vehicles are routinely located or parked in Ohio. Do not list locations of pre-positioned trailers.

Name of Transport Business or Organization:
Street Address (Physical Location):
Telephone: ()
City: State: Zip Code: County:
Mailing Address (If different from above):
City: State: Zip Code: County:
Health District in which business or Organization is located:

SECTION B: Applicant Information (Attach list of all owners of more than 10% of the business)

Applicant's Name:
Street Address:
City: State: Zip Code: Telephone: ()

SECTION C: Preparer's Information (If preparer is not the Applicant, Owner or Operator)

Preparer's Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____ Telephone: () _____
Emergency Contact Person: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____ Telephone: () _____

SECTION D: Financial Assurance

Attach the financial assurance document(s) for \$20,000.00, in accordance with OAC Rules 3745-27-15 and 3745-27-54 to an initial application. For renewal applications, insure financial assurance is still in effect and on file with Ohio EPA/DSIWM.

SECTION E: Sorting, Grading, and Temporary Storage Information for Ohio Locations Only:

If you plan to store any scrap tires outside of trucks or trailers, you may store the scrap tires **only** at a licensed scrap tire collection, storage, or recovery facility or a site that qualifies for one of the exemptions in OAC 3745-27-61(A).

Will your company be performing either of the following activities in Ohio: (1) storing scrap tires in covered trailers for a maximum of thirty (30) days, **or** (2) taking scrap tires off of transport vehicles or trailers for any reason at any location which is not listed as an exempt storage location in OAC Rule 3745-27-61(A)?
_____ Yes _____ No

If "YES", then attach a plan view (**map**) drawing for **each** of the areas where any of the above listed activities will take place. If this is a renewal application and the information on last year's map has not changed, another map is not required. Applicants are to show the distances between where scrap tires will be handled (or stored) and the distances to all nearby buildings. NOTE: All handling and temporary storage areas are to be located at least 15 feet away from buildings which the transporter owns or leases and 50 feet away from buildings which the transporter does not own or lease in accordance with OAC Rule 3745-27-56(C)(6).

Complete the following information for all Ohio property(ies) which your business or organization owns or leases if you will be performing any sorting, grading, or temporary storage of scrap tires on such property(ies) **in covered trailers** for up to the maximum of thirty (30) days allowed by law in ORC 3734.76(E)(2):

Property owner name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: () _____

Property owner name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: () _____

Attach additional sheet(s) to describe other locations, if needed.

Section F: Load consolidation prior to disposal:

Will your company be operating portable equipment **strictly for the purposes of load consolidation prior to appropriate disposal** in accordance with OAC Rule 3745-27-56(C)(11)?

___ Yes ___ No If "no", then skip to the next Section. If "yes", then provide the following information:

List a description of type of processing equipment to be used (i.e. baling, shredding, cutting, other):

A brief description of how scrap tires will be handled at sites where portable load consolidation equipment is to be used:

SECTION G: Application Fee

This application must be accompanied by a check made payable to the "TREASURER - STATE OF OHIO" in the amount indicated below. This **non-refundable** application fee is also the total annual registration fee.

The fee is **three hundred dollars (\$300.00)**, unless the registrant qualifies for (1) or (2) below:

(1) If the registrant is a **motor vehicle salvage dealer (MVSD)** license under Chapter 4738. of the Ohio Revised Code and the MVSD certification statement below is signed, then **no fee** is required in accordance with Section 3734.83 of the Ohio Revised Code.

I certify under penalty of law that I will transport only scrap tires obtained as a direct consequence of receiving motor vehicles for salvage.

MVSD License Number: _____ Current MVSD License Issue Date: _____

Registrant's Name: _____ Signature: _____

(2) If the registrant is a **tire retail dealer or tire retreader** and the tire retail dealer or tire retreader certification is signed below, then the fee is **fifty dollars (\$50.00)** in accordance with OAC Rule 3745-27-54 paragraph (C)(5)(b).

I certify under penalty of law that I will transport only scrap tires obtained as a direct consequence of my tire retail or retreading business,

Retail Vender License Number: _____ Current Vender License Issue Date: _____

Licensee's Name: _____ Signature: _____

SECTION H: Calculation of Number of Certificates Requested:

Number of motor vehicles currently used to transport scrap tires:
(Do not include trailers) Line a: _____

One certificate for primary business location: Line b: 1

Extras desired for vehicle additions during the license year: Line c: _____

Total registration certificates requested equals the sum of Lines a + b + c: Total: _____

NOTE: Ohio Revised Code (ORC) 3734.83, in pertinent part, states; “no person shall transport scrap tires anywhere in this state unless the business or governmental entity that employs the person first registers with and obtains a registration certificate from the director of environmental protection. No more than one registration certificate shall be required of any single business or governmental entity”. Therefore, the practice of using subcontractors or loaning out registration certificates is not permissible. If you use subcontractors to transport scrap tires, or if you loan out registration certificates to individuals not employed by your business, you may be in violation of applicable laws and regulations. Please contact Ohio EPA’s Solid Waste Compliance and Inspection Support Unit at (614) 644-2621 if have further questions.

SECTION I: Ohio Location Certification Statement

On the date the registration is submitted to the Director, the sorting areas for scrap tires in Ohio are:

- Not located (except for businesses which exclusively transport scrap tires generated within state or national parks or national recreation areas) in:
 - A national park or national recreational area; or
 - A state park or an established state park purchase area; or
 - A candidate area for potential inclusion in the national park; or
 - Any property that lies within the boundaries of a national park or national recreation area but that has not been acquired or is not administered by the secretary of the United States Department of the Interior; and
- At least one thousand feet from:
 - An area designated by the Ohio Department of Natural Resources as either a state nature preserve, a state wildlife area, or a state scenic river; or
 - An area designated, owned, and managed by the Ohio Historical Society as a nature preserve; or
 - An area designated by the United States Department of the Interior as either a national wildlife refuge or a national scenic river; or
 - An area designated by the United States Forest Service as either a special interest area or a research natural area in the Wayne National Forest; or
 - Stream segments designated by the Ohio EPA as either a state resource water, a coldwater habitat, or an exceptional warmwater habitat.

The registrant certifies that the above statements are true by signing Section J of this application form.

FINAL REVIEW CHECKLIST

_____ Have all entries on the scrap tire transporter's application been completed legibly?
(*Incomplete applications will be returned*)

_____ **FOR NEW APPLICATIONS ONLY.** Attach financial assurance document(s) required from Section D to all initial applications. **Every** scrap tire transporter applicant (i.e. tire retailer, motor vehicle salvage dealer, etc.) is required by Ohio Revised Code Section 3734.74 and the Ohio Administrative Code Rules 3745-27-15, 3745-54, and 3745-27-55 to provide financial assurance in the set amount of \$20,000 regardless of: how many scrap tire are to be hauled by each company, how many trucks are owned by each company, or how many registration certificates each applicant requests to be issued. Refer to the Fact Sheet titled: FINANCIAL ASSURANCE FOR SCRAP TIRE FACILITIES AND TRANSPORTERS (at the Ohio EPA Web site: http://www.epa.ohio.gov/dsiwm/pages/fa_docs.aspx) for more information about how to provide financial assurance. (*Incomplete applications will be returned*)

_____ **FOR RENEWAL APPLICATIONS ONLY.** Check that financial assurance document(s) are still in effect.

_____ Are any **updated** maps required from Section E? New maps are not required if the prior _____ year map is still accurate. If "Yes", include them with your application?
(*Incomplete applications will be returned*)

_____ Mail the completed registration application along with any maps required by Section E of the Application, your financial assurance, **and** your application fee check for the appropriate amount (made payable to: TREASURER - STATE OF OHIO) to:

**OHIO EPA - DMWM
P.O. Box 1049
Columbus, OH 43216-1049**