



Michigan Department of Environment, Great Lakes, and Energy
Materials Management Division

SCRAP TIRE PROGRAM COLLECTION SITE REGISTRATION APPLICATION

Registration is required under authority of Part 169, Scrap Tires, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Failure to comply with the provisions of Part 169 may result in fines and/or imprisonment.

FOR ADDITIONAL INFORMATION CONTACT: EGLE-ScrapTire@Michigan.gov

SUBMITTAL OF THIS FORM AND APPLICATION FEE, AND DEPARTMENT DEPOSIT OF THE FEE, DOES NOT GUARANTEE OR IMPLY ISSUANCE OF A COLLECTION SITE REGISTRATION

RENEWAL APPLICATIONS THAT ARE ADMINISTRATIVELY INCOMPLETE OR RECEIVED/POSTMARKED AFTER 01/31 MAY RESULT IN ENFORCEMENT ACTION/FINES

2021 - DEPARTMENT USE ONLY

Received/Postmarked:
WDS Number:
Received by:
Registration Number:
Proof of Property Ownership: YES
 NO
Site Map: YES
 NO
Bond Received: YES
 NO
Fee: YES
 NO

COLLECTION SITE PROPERTY OWNER/APPLICANT

Applicant Name (business or person who owns the property or operates the site will be listed as the Registrant on the issued registration)

Michigan Corporate ID Number
(required, nine digits starting with 80)

Email Address **(required)**

Mailing Address (Street and City)

Telephone Number

Site Address (Street and City)

County

Legal description of property, including Section, Township, and Range. Attach additional pages if necessary.

Is the owner or operator of the site a scrap tire processor?
 YES NO

Property Owner(s) (Print or Type) **(required)**

Property Owner Signature(s) **(required)**

Contact Name and Telephone Number

DOCUMENTATION OF PROPERTY OWNERSHIP (Check One and Attach Copy. Only these two forms of documentation are accepted.) Warranty Deed Land Contract

COLLECTION SITE OPERATOR AND DESCRIPTION

Specific Site Name

Operator's Michigan Corporate ID Number
(required, nine digits starting with 80)

Operator of Collection Site

Operator Signature **(required)**

Mailing Address

Contact Name and Telephone Number

Portable Shredding Operation. Please check this box if you use a portable tire chipper(s) for processing scrap tires.

SITE MAP: Attach a current detailed site map that shows acreage of tire storage area (outdoor), square footage of building(s) (indoor) as covered by the bond, if required. For a site with more than 2,500 scrap tires, including where any vehicles containing tires are stored, the site map must be prepared by a Professional Engineer or licensed surveyor. The site map must match the bond documents. The site map must include dimensions and boundaries of tire storage area(s) to be used, type of storage area (whole, shredded, chips, etc.), bonded area(s), and type of bonding to be used (building and/or acreage). The site map must also depict any area(s) that is exempt from bonding and the dimensions and boundaries of the area(s) **(please note that commodity storage area(s) require that a certification be submitted to the Department)**. Please attach the commodity storage area qualification form, if applicable. The number of vehicles and their location on the site must be indicated on the site map even though these vehicles are exempt from bonding. A current site map must be provided with the application each year even if the storage area(s) has not changed. **A processor bond exemption qualification form must be submitted to the Department if you are claiming this exemption from bonding.**

EGLE SCRAP TIRE PROGRAM

COLLECTION SITE REGISTRATION APPLICATION (continued)

1. Number of scrap tires brought to site during previous year: <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)	2. Number of tires removed from site during previous year. <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)	3. Number of tires inventoried at the end of the year: <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)	4. Number of Scrap Tires Currently Stored on Site: <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)	Commercial Collection Site <input type="checkbox"/> YES <input type="checkbox"/> NO
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Please see chart on page 3 of instructions for conversions

Registration Numbers of all Registered Haulers Delivering Scrap Tires to this Site During Previous Year, and Number Delivered by Each Hauler, please indicate (circle) if numbers reported are in PTE or Tons (Attach additional pages if necessary).

Registration Number and Number of Scrap Tires Delivered <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)	Registration Number and Number of Scrap Tires Delivered <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)
Registration Number and Number of Scrap Tires Delivered <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)	Registration Number and Number of Scrap Tires Delivered <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)
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Registration Number and Number of Scrap Tires Delivered <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)	Registration Number and Number of Scrap Tires Delivered <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)

Description of On-Site Processing Operation (Processing is required for any site with 100,000 tires or more.)

Type of Product Produced (e.g., Fuel, Crumb, Retreads, etc.)

Annual Amount of Materials Marketed by Type of Product Produced (please indicate if numbers are reported in PTEs or Tons)

Type of Product	Number of PTEs or Tons <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)
Type of Product	Number of PTEs or Tons <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)
Type of Product	Number of PTEs or Tons <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)
Type of Product	Number of PTEs or Tons <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)
Type of Product	Number of PTEs or Tons <input type="checkbox"/> PTEs or <input type="checkbox"/> Tons (check one)

LOCAL FIRE DEPARTMENT COVERING COLLECTION SITE

Fire Department Name	Telephone Number		
Address	City	State	ZIP Code
Tire Storage Requirement Variance? <input type="checkbox"/> YES (ATTACH COPY OF VARIANCE) <input type="checkbox"/> NO			

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SCRAP TIRE PROGRAM

COLLECTION SITE REGISTRATION APPLICATION (continued)

BOND INFORMATION

NOTE: ALL AREAS LISTED AS "NOT SUBJECT TO THE BOND REQUIREMENTS" AND "REQUIRED TO MAINTAIN A BOND" SECTIONS MUST BE DEPICTED ON THE SITE MAP.

INDICATE BELOW THOSE AREAS OF THE COLLECTION SITE NOT SUBJECT TO THE BOND REQUIREMENTS:

	<u>ACREAGE</u>	<u>NUMBER OF TIRES NOT BONDED</u>
<input type="checkbox"/> TIRES STORED IN COVERED VEHICLES	_____	_____
<input type="checkbox"/> COMMODITY STORAGE AREA (MUST COMPLETE AND ATTACH FORM NUMBER EQP 5127, "COMMODITY STORAGE AREA QUALIFICATION FORM")	_____	_____
<input type="checkbox"/> SITE IS A PROCESSOR AND HAS BEEN IN COMPLIANCE WITH THE SITE REQUIREMENTS FOR ONE (1) YEAR. _____ TO _____ AND NOT LESS THAN 75% OF THE SCRAP TIRES BY WEIGHT OR VOLUME THAT ARE STORED AT THE COLLECTION SITE EACH CALENDAR YEAR ARE RECYCLED OR USED FOR RESOURCE RECOVERY DURING THAT YEAR. (MUST COMPLETE AND ATTACH FORM EQP5232 PROCESSOR BOND EXEMPTION QUALIFICATION FORM)		

INDICATE BELOW THOSE AREAS OF THE COLLECTION SITE THAT ARE REQUIRED TO MAINTAIN A BOND:

<u>SQUARE FOOTAGE/ACREAGE</u>	<u>NUMBER OF TIRES</u>	<u>BOND AMOUNT</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

PORTABLE SHREDDING OPERATION: NUMBER OF TIRES _____ BOND AMOUNT \$ _____

TYPE OF BOND: SURETY BOND IRREVOCABLE LETTER OF CREDIT CERTIFICATE OF DEPOSIT CASH BOND

AMOUNT OF TOTAL BOND FOR THE ENTIRE SITE: \$ _____

For sites not owned by the Operator (leased, land contract, etc.), is the Operator required by the Owner to provide the bond?
If yes, written agreement between Operator and Owner, signed by both parties, that requires Operator to maintain the bond must be provided. This agreement shall include acknowledgement by the Owner that they are also responsible for any violations of 324.16903.

I, the undersigned applicant, swear and affirm, UNDER PENALTY OF LAW, that the statements contained herein are true and correct and that the removal, transportation, storage, and disposal of scrap tires will be performed in accordance with the requirements of Part 169. I certify under penalty of law that the information contained on this form, to the best of my knowledge and belief, is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and imprisonment.

SIGNATURE OF: *OPERATOR **AGENT OF OPERATOR PROPERTY OWNER **AGENT OF PROPERTY OWNER

PRINT NAME: _____ PRINT NAME: _____

SIGNATURE: _____ SIGNATURE: _____

DATE: _____ DATE: _____

***OPERATOR SHALL PROVIDE PROOF OF OWNERSHIP. FOR LAND CONTRACTS PROVIDE SIGNATURES OF ALL PARTIES WHO HOLD OWNERSHIP RIGHTS TO THE PROPERTY.**

****IF AGENT IS CHECKED, DOCUMENTATION FROM PROPERTY OWNER OR OPERATOR THAT AGENT IS AUTHORIZED TO SIGN FOR THE OWNER OR OPERATOR MUST BE ATTACHED.**

**RETURN COMPLETED REGISTRATION APPLICATION, ATTACHMENTS, AND \$200 FEE TO:
EGLE
REVENUE CONTROL/CASHIER'S OFFICE
P.O. BOX 30657
LANSING, MI 48909-8157**



SCRAP TIRE PROGRAM COLLECTION SITE REGISTRATION FORM INSTRUCTIONS

INSTRUCTIONS FOR COMPLETING THE SCRAP TIRE COLLECTION SITE REGISTRATION APPLICATION

PLEASE NOTE: ALL FIELDS MUST BE COMPLETED. IF A FIELD DOES NOT APPLY, PLEASE PUT "0," "N/A," ETC. APPLICATIONS WITH BLANK INFORMATION WILL BE DETERMINED TO BE ADMINISTRATIVELY INCOMPLETE AND WILL BE RETURNED.

SUBMITTAL OF THIS FORM AND APPLICATION FEE, AND DEPARTMENT DEPOSIT OF THE FEE, DOES NOT GUARANTEE OR IMPLY ISSUANCE OF A COLLECTION SITE REGISTRATION.

DOCUMENTS TO SUBMIT: Submit \$200.00 Site Registration Fee with original, completed, and signed application. Send check or money order (no cash) made payable to the "STATE OF MICHIGAN." The application WILL NOT be processed without: (1) the registration fee, (2) proof of ownership (for property under land contract require signature of all parties who hold rights to the property), (3) a current site map (if site has over 2,500 scrap tires, site map must be developed by a Professional Engineer or licensed surveyor and must contain all the necessary information as defined below), and (4) required bonding.

COLLECTION SITE PROPERTY OWNER/APPLICANT:

Applicant Name: Enter the legal name of the partnership, corporation, association, governmental entity, or other legal entity that owns the property or operates the site that is making application for registration as a collection site, and any assumed name (i.e., "doing business as" or "DBA") under which the collection site business is to be conducted or transacted. If applying as an individual, a common name for your business may be included in parentheses next to your own name for reference purposes, i.e.: "John Doe (dba XYZ Tires)." **The owner(s) of the property upon which the collection site business is located or their registered agent must sign the registration application where indicated.**

Michigan Corporate ID Number: You must record the nine-digit corporate ID Number (ID) assigned by the Michigan Department of Licensing & Regulatory Affairs Corporation Division. This is NOT your tax ID Number. If you do not have a corporate ID Number, you must register under your own name and write "individual" in the Michigan Corporate ID Number space. NOTE: Municipally owned facilities do not have a corporate ID Number. Please enter N/A or "Municipality" for these.

Email address: You must enter a valid Email address where you may be contacted. Future communications from the Scrap Tire Regulatory Program will be sent via electronic mail.

Mailing Address: Enter the address where correspondence to the owner should be sent.

Site Address: The address of the collection site even if the same as the mailing address for the property owner. If no actual address, please submit a plat map.

Legal Description of Property: Enter the legal description of the property including Section, Township, and Range. Attach additional pages if necessary.

Property Owner(s): Person(s) who own the property must print and sign their name(s).

Contact Name and Telephone Number: Enter name and telephone number of person to contact if questions on application or operation arise.

DOCUMENTATION OF PROPERTY OWNERSHIP: Only a Warranty Deed or Land Contract is acceptable. **Tax records, Quit Claim Deeds, and Restrictive Deed Covenants are NOT an acceptable proof of property ownership.**

COLLECTION SITE OPERATOR AND DESCRIPTION:

Specific Site Name: Enter the business name of the collection site.

Operator's Michigan Corporate ID Number: You must record the nine-digit corporate ID Number (ID) assigned by the Michigan Department of Licensing & Regulatory Affairs Corporation Division. This is NOT your tax ID Number. If you do not

have a corporate ID Number, you must register under your own name and write "sole proprietor" in the Michigan Corporate ID Number space. NOTE: Municipally owned facilities do not have a corporate ID Number. Please enter N/A or "Municipality" for these.

Operator of Collection Site: The name of the person(s) who operates the collection site even if the same as the property owner(s). The operator must sign the registration application where indicated.

Mailing Address: Enter the address where correspondence to the operator should be sent.

Portable Shredding Operations: If a portable tire chipper is used to process tires at scrap tire sites, please check this box.

Site Map: Attach a current detailed site map that shows acreage of tire storage area (outdoor), square footage of building(s) (indoor) as covered by the bond, if required. For sites with more than 2,500 scrap tires, including where any vehicles containing tires are stored, the site map must be prepared by a Professional Engineer or licensed surveyor. **The site map must match the bond documents and must show current site conditions.** The site map must include dimensions and boundaries of tire storage area(s) to be used, type of storage area(s) (whole, shredded, chips, etc.), number of vehicles, bonded area(s), and type of bonding to be used (building and/or acreage). The site map must also include an indication of areas that are exempt from bonding and the dimensions and boundaries of those areas (**please note that the commodity storage area(s) require that a Commodity Storage Area Qualification Form (EQP5127) be submitted to the Department**). Please attach the commodity storage area certification, if applicable. A site that is a processor that has been in compliance with the site requirements for one year is exempt from bonding. **Please attach the Processor Bond Exemption Qualification Form (EQP5232), if applicable.** A site map must be provided with the application each year even if the storage area(s) has not changed.

- 1. Number of scrap tires brought to the site during previous year.** If this is a new collection site, enter "0" if no tires have been brought to the site during 2020. Please indicate (circle) if numbers are reported in PTEs or Tons.
- 2. Number of scrap tires removed from site during previous year:** If this is a new collection site, enter "0" if no tires have been removed from the site. **Please indicate (circle) if numbers are reported in PTEs or Tons.**
- 3. Number of tires inventoried at the end of the year.** This should be the actual amount at the end of the calendar year. If none, then enter "0." Please indicate (circle) if numbers are reported in PTEs or Tons.
- 4. Number of scrap tires currently stored on site.** Number of tires on site at time of applying for registration. If none at the present time, please indicate "0." Please indicate (circle) if numbers are reported in PTEs or Tons.

Commercial Collection Site: If the site accepts scrap tires from other than your own business/residence and you want the site to be listed on the web site as a commercial collection site, check the "Yes" box, otherwise check the "No" box.

REGISTERED HAULERS: List the registration numbers of scrap tire haulers who brought scrap tires to your site during 2020 and the number of tires each of them brought. Attach additional pages if necessary.

DESCRIPTION OF ON-SITE PROCESSING: Indicate the types of processing done at the collection site and numbers or tons processed during 2020. A collection site with over 100,000 scrap tires must complete this section. Pursuant to Section 16903(3) of Part 169, any site where over 100,000 scrap tires have been accumulated that are not stored in a building must be processing tires.

LOCAL FIRE DEPARTMENT: Please complete the entire section. If the collection site has a storage requirement variance from the Fire Department listed, please indicate so and provide a copy of the waiver.

BONDING

EXEMPT FROM BOND REQUIREMENTS

- **Tires stored in covered vehicles.**
- **Commodity Storage Area: A Commodity Storage Area Qualification Form (EQP5127) MUST be submitted.** One or more locations within a collection site where commodities are stored if all of the following conditions are met:
 1. The commodities are stored in compliance with Section 16903(1) of Part 169.

2. Not less than 75% of the commodity, by weight or volume, stored at the collection site each calendar year is removed from the collection site to an approved market during the that year, and the collection site owner or operator certifies compliance with this on a form approved by the Department.
 3. The areas of the scrap tire collection site that are used for storage of the commodities are not larger than a total of 1 acre and those areas are indicated on a survey by a registered professional engineer submitted to the Department as part of the collection site registration.
- **Site is a processor that has been in compliance with the site requirements for one year:** If a collection site is a scrap tire processor and has been in compliance with the Part 169 site requirements for 1 year from the date the application is received by the Department and not less than 75% by weight or volume that are stored at the collection site each year are recycled or used for resource recovery during that year, certain tires may be exempt from bonding. **A Processor Bond Qualification Form (EQP5232) MUST be submitted.**

BOND REQUIRED

- Square Footage/Acreage: Area of each tire storage area.
- Number of tires in each area.
- Acceptable Bond Type: Surety Bond, Irrevocable Letter of Credit, Certificate of Deposit, or Cash Bond.
- Bond Amount: Total amount of bond required for all areas requiring bonding on site. The bond amount must be consistent with the bonded areas depicted on the current site map.

The following information is provided to determine the amount of the bond. For the purposes of determining the number of tires on site, the number of tires stored in covered vehicles is counted. However, these vehicles are NOT required to be bonded.

Collection sites where the total number of tires stored on site is between 500 but less than 2,500 tires:

- **Amount of Bond = not more than \$2,500.00**

Collection site where the total number of tires stored on site exceeds 2,500 scrap tires (this includes tires stored in vehicles):

- **Each one quarter (1/4) acre = \$25,000.00**
- **Each one (1) acre parcel = \$100,000.00**
- **Indoor Tire Storage Area = \$2.00 per square foot**

Portable shredding operations: Same calculations as above.

For sites not owned by the Operator (leased, land contract, etc.), if the Operator is required by the Owner to provide the bond, a written agreement between Operator and Owner, signed by both parties, that requires Operator to maintain the bond must be provided. This agreement shall include acknowledgement by the Owner that they are also responsible for any violations of 324.16903 as specified in 324.16904(4).

Bond Expiration Date: The bond must cover the **entire** registration period for the current registration year. Bonds expiring before January 31, 2022, will not be adequate for registration and may result in your registration being denied.

SIGNATURE: Either the property owner where the collection site is located, the operator or the agent of the property owner or operator may sign. If the agent of the property owner or operator signs, you must provide authorization to do so from the property owner or operator. If multiple property owners, all those with any ownership interest or their agent must sign the application.

RETURN COMPLETED REGISTRATION APPLICATION, ATTACHMENTS, AND \$200 FEE TO:

**EGLE
REVENUE CONTROL/CASHIER'S OFFICE
P.O. BOX 30657
LANSING, MI 48909-8157**