



SCRAP TIRE PROGRAM
Re-TRAC COLLECTION SITE INSTRUCTIONS

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GETTING STARTED

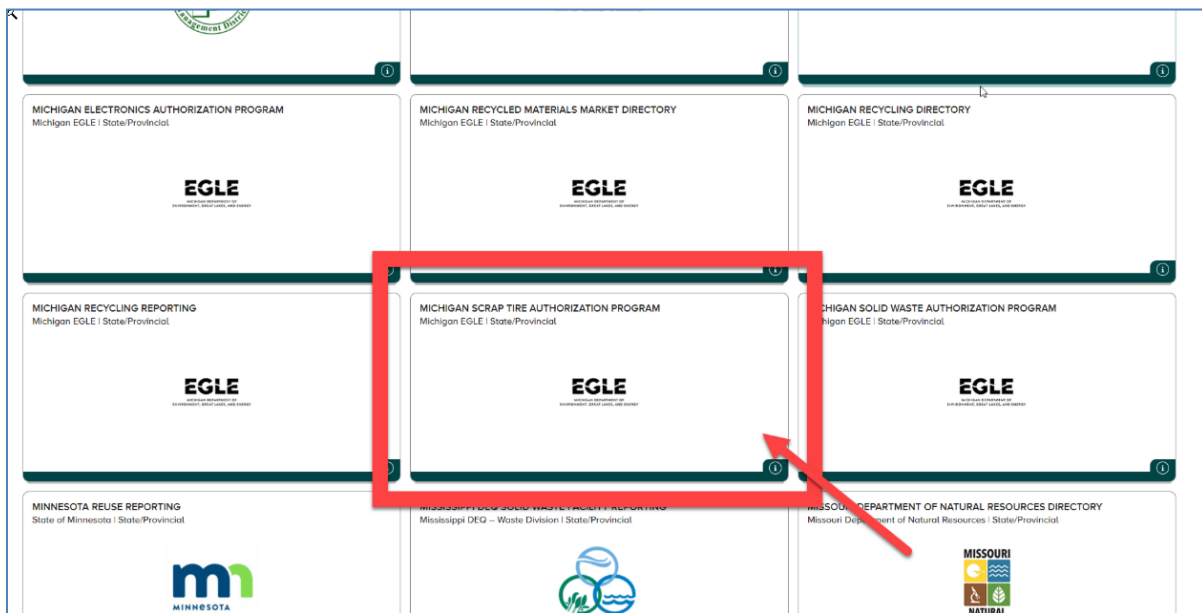
- [Part 169: Michigan Scrap Tire Statute](#)
- [Michigan Scrap Tire Registration website](#)
- [Guide to Joining Re-TRAC](#)
- Department of Licensing and Regulatory Affairs Business Entity Search to look up your Corporate ID: <https://cofs.lara.state.mi.us/SearchApi/Search/Search>

EXISTING Re-TRAC ACCOUNTS

- If you already have a Re-TRAC account, go to <https://connect.re-trac.com> and login.
- If you have forgotten your password or are unable to access your account, there is a password reset on the Re-TRAC login screen.

CREATE A Re-TRAC ACCOUNT

- Creating a Re-TRAC Account:
 - Visit <https://connect.re-trac.com> and enter your e-mail address that will be used as your login. It is recommended to use a generic organizational email address that multiple staff can access, if possible. Fill out the prompts to create your account.
 - Complete the Join Program section, scroll until you find the Michigan EGLE Scrap Tire Authorization Program.



- Then enter your information for the join Program section:

JOIN PROGRAM

Member Details

Member Type*

Member Name*

Contact Information

Name* Job Title

Email* Phone Number

Fax Website

- Select collection site from the Member Type drop-down list.

JOIN PROGRAM

Member Details

Member Type*

Scrap Tire Collection Site

Scrap Tire End User

Scrap Tire Hauler

Contact Information

- Login to Re-TRAC Connect (using the e-mail address and password from above)
- Find the EGLE Program you want to join
 - Click "Find Programs" at the top left-hand side of the page

PROGRAMS I'VE JOINED

MICHIGAN SCRAP TIRE AUTHORIZATION PROGRAM
 Michigan EGLE

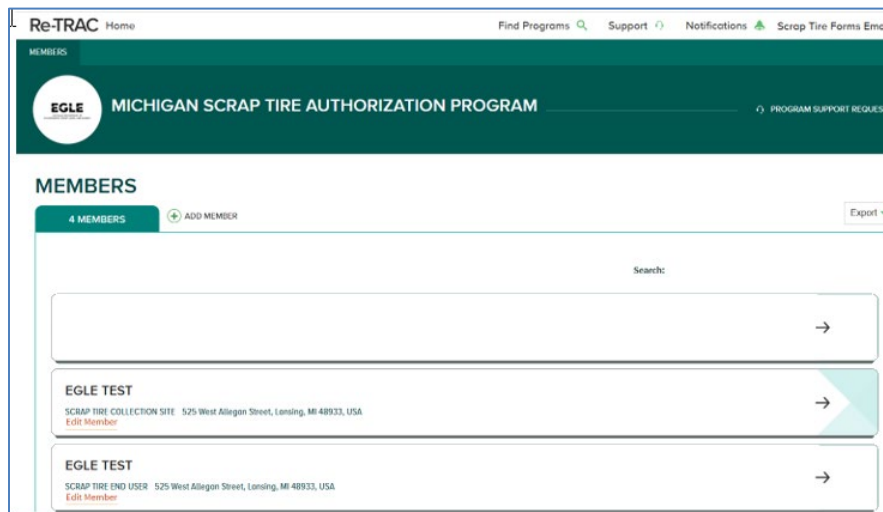
EGLE
 MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

[Terms of Use](#) [Privacy Policy](#) [Accessibility](#)

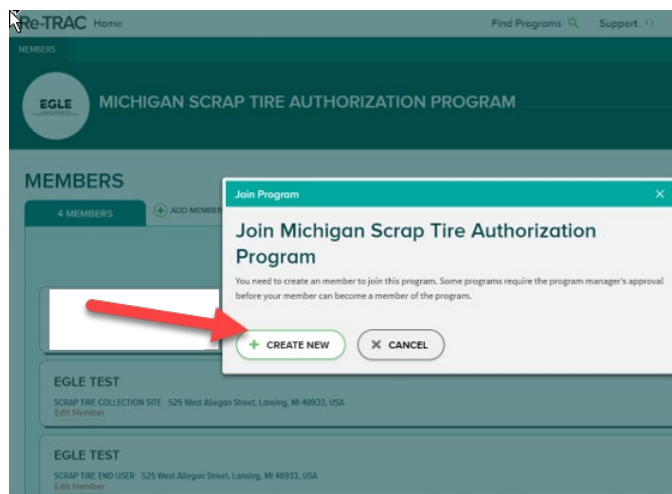
Re-TRAC

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- Select the application you wish to work on. (For instance, you will have only one application if you are only hauling tires and not collecting or processing or operating as an end user.)

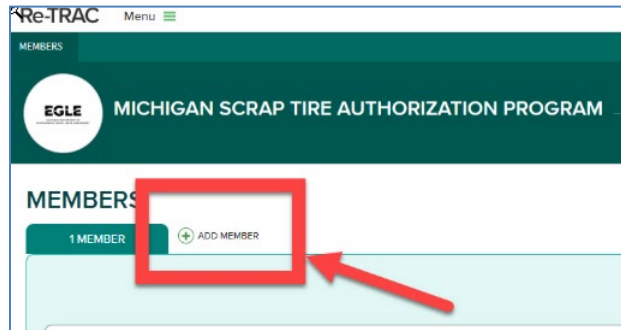


- You will be prompted to select member type. Complete the remainder of the form as requested.
- EGLE will receive a notification from Re-TRAC to approve your account.
- If you already have an account from previous years, please do not create a new account.
 - If you have forgotten your password or are unable to access your account, there is a password reset on the Re-TRAC login screen.

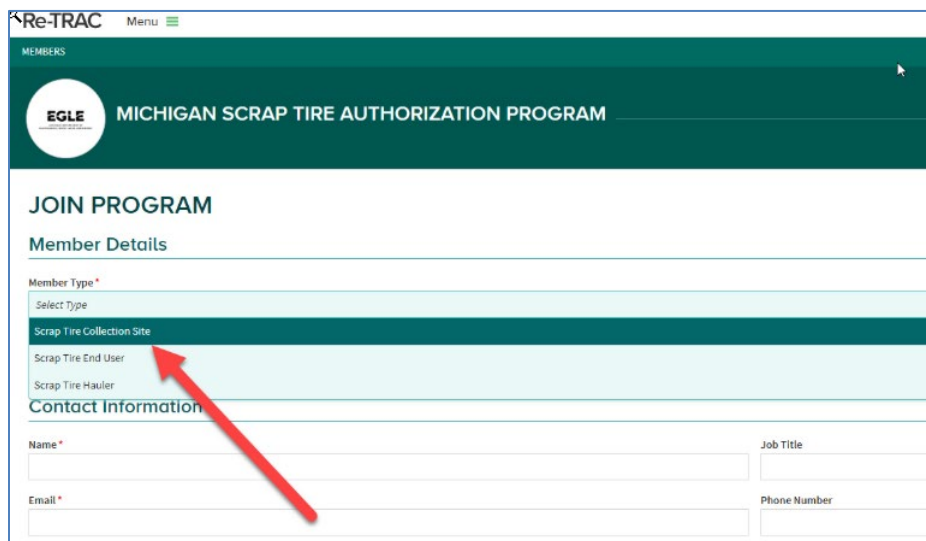


ADDING AN ADDITIONAL MEMBERSHIP TO YOUR ACCOUNT

- If you operate as a collection site or a hauler and have decided that you wish to operate as both you will need to add the other surveys to your account, go to the Members page and select Add Members.



- You will be prompted to select member type. Complete the remainder of the form as requested.



- EGLE will receive a notification from Re-TRAC to approve your account.
- If you already have an account from previous years, please do not create a new account.
 - If you have forgotten your password or are unable to access your account, there is a password reset on the Re-TRAC login screen.

SURVEY STATUS

Status:

New: The user has not entered any data into the survey. The survey is accessible and can be edited by the user.

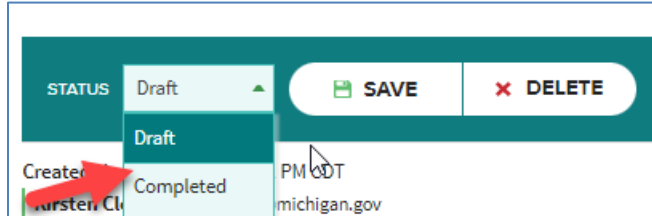
Draft: The user has saved a draft but has not marked it complete. The response is accessible and can be edited by the user.

Completed: The response has been marked complete by the user. The response is locked and cannot be edited by the user.

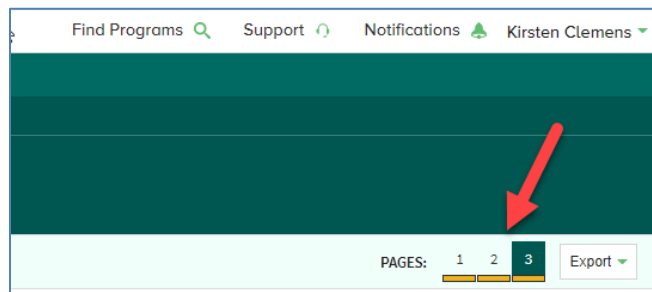
Verified: The program manager has verified the response(s). The response is locked and cannot be edited by the user.

- If you have saved a survey as Completed and need to make changes, please contact the [District staff](#) for your area to put it back in Draft status.

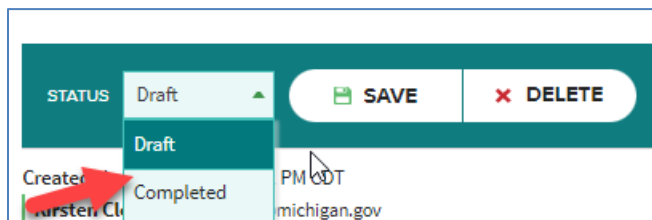
- NOTE: An application will not be considered **complete and submitted** until all surveys are saved as Completed status. (Please note that a complete application also includes submittal of the \$200 fee and the appropriate uploaded information such as site map, property ownership, bond, etc.)



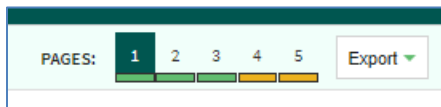
NAVIGATING MULTIPLE PAGE SURVEYS



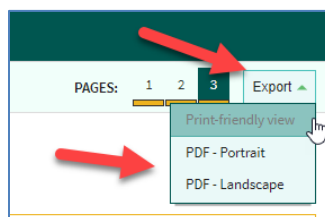
- Some surveys have multiple pages. You can navigate through them by:
 - Using the save button at the bottom left-hand corner; or



- Using the pages at the upper right-hand corner



PRINTING OR SAVING SURVEYS



- Choose the Export dropdown in the upper right corner:
 - Select Print friendly view
 - PDF in Portrait orientation
 - PDF in Landscape orientation

SITE ID SURVEY

SITE INFORMATION SECTION

Please complete the following survey to identify your facility or organization's contact and location information per your applicable regulation(s) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

SITE INFORMATION

Legal Name of Company *

REQUIRED

MANAGE ONLY

WDS Number

MI Corporate ID # (if applicable) *

REQUIRED

If your facility does NOT have a Mi Corporate ID number, enter N/A

If your facility is run by a municipality, enter Municipality

This is NOT a tax number. If your facility DOES have a Mi Corporate ID number, please make sure you are using the 9-digit number and NOT the outdated 6-digit id number.

Site Specific Name *

REQUIRED

Website

If there is no applicable website, please leave this question blank

Facility Phone *

REQUIRED **FORMAT: ### - ### - ####**

Facility EXT.

Fields marked in Re-TRAC with an asterisk (*) are required fields.

- *Enter Legal Name of your company. This is the name that appears on the formation document of a corporation. LLC, LP, or other statutory business entity.
- **MANAGE ONLY FIELDS will be completed by EGLE staff.** The WDS (Waste Data System) number is a number generated by the database. The WDS number for a collection site will stay the same as long as the business operates at the same address.
- Enter the Michigan Corporate ID number for your company. The corporate ID number is not your tax ID or driver's license number.
 - The Department of Licensing and Regulatory Affairs Business Entity Search can be used to look up your Corporate ID: <https://cofs.lara.state.mi.us/SearchApi/Search/Search>
 - If you are operating as a sole proprietor, please enter N/A.
- *Enter the Site-Specific Name.
- Enter the website for the company.
- *Enter the Facility Phone number.
- Enter the extension for the phone number if you want to direct calls to specific staff at your facility.

ADDRESS INFORMATION SECTION

ADDRESS INFORMATION

Mailing Address Information

Street Address *

REQUIRED

City *

REQUIRED

State/Province *

--Select--

REQUIRED

Zip *

REQUIRED

County *

--Select--

REQUIRED

If Mailing Address is out-of-state or out-of-country, please select N/A at the bottom of this picklist

- *Enter Street Mailing Address
- *Enter City
- *Select State from the pick list
- *Enter Zip Code
- *Select County from the pick list. If mailing address is out-of-state or out-of-country, please choose N/A from the bottom of the pick list.

PHYSICAL ADDRESS INFORMATION SECTION

Physical Address Information

Does the facility have a physical address in Michigan ? *

Yes

Yes, same as mailing address

No physical address

Physical address is Out-Of-State

- *Select whether your company has a physical address in Michigan. This is the location where you collect tires if different from the mailing address. Select one of the following:
 - Yes, will cause a Physical Address information section to appear for you to complete.

Physical Address Information

Does the facility have a physical address in Michigan ? *

Yes

Yes, same as mailing address

No physical address

Physical address is Out-Of-State

Physical Address

Street Address *

City *

Zip Code *

State *

-Select-

County *

-Select-

- o Yes, same as mailing address
 - Choosing this option will move you to the Latitude/Longitude section.

Physical Address Information

Does the facility have a physical address in Michigan ? *

Yes

Yes, same as mailing address

No physical address

Physical address is Out-Of-State

If the Latitude and Longitude for your location is UNKNOWN, click [here](#) to view a satellite Google Map - type in your facility address in decimal degree system (ex. 42.732410, -84.560014) and NOT decimal degrees (ex. 42°43'56.7"N 84°33'36.1"W)

Latitude *

REQUIRED

Longitude *

REQUIRED Longitude values in Michigan ALWAYS have a negative value, make sure to put a '-' in front of your value.

LATITUDE/LONGITUDE SECTION

- *Enter Latitude for your location
- *Enter Longitude for your location
- Please see the assistance note at the top of this section. There are instructions on how to find your latitude and longitude using a Google satellite map.

If the Latitude and Longitude for your location is UNKNOWN, click [here](#) to view a satellite Google Map - type in your facility address. Right click on the red pin and select 'what's here?' Below the address are the coordinates (in gray). If these are difficult to see - click on the coordinates and google will display them large. For the purpose of this survey, coordinates should be reported in decimal degree system (ex. 42.732410, -84.560014) and NOT decimal degrees (ex. 42°43'56.7"N 84°33'36.1"W)

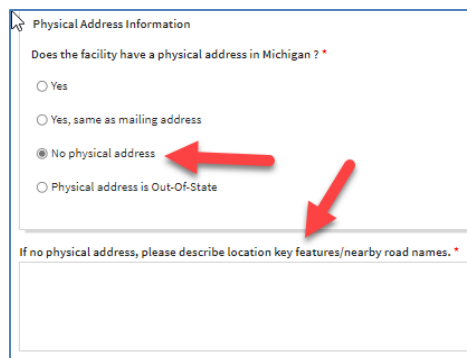
Latitude *

REQUIRED

Longitude *

REQUIRED Longitude values in Michigan ALWAYS have a negative value, make sure to put a '-' in front of your value.

- No physical address
 - Choosing this option will require you to describe the location.



Physical Address Information

Does the facility have a physical address in Michigan ? *

Yes

Yes, same as mailing address

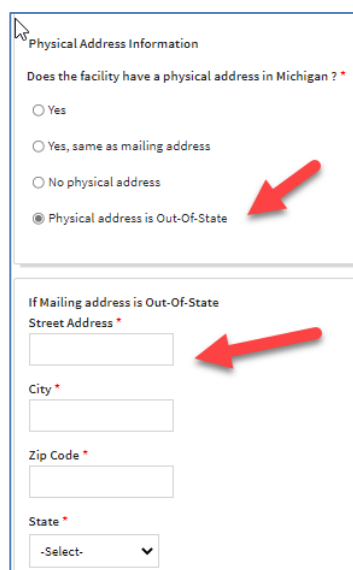
No physical address

Physical address is Out-Of-State

If no physical address, please describe location key features/nearby road names. *

A screenshot of a web form titled "Physical Address Information". The form asks "Does the facility have a physical address in Michigan ? *". There are four radio button options: "Yes", "Yes, same as mailing address", "No physical address", and "Physical address is Out-Of-State". The "No physical address" option is selected, indicated by a red circle and a red arrow pointing to it. Another red arrow points to the text area below the options, which is labeled "If no physical address, please describe location key features/nearby road names. *".

- Physical address is out-of-state
 - Selecting this option will populate a section for you to enter your out-of-state mailing address.



Physical Address Information

Does the facility have a physical address in Michigan ? *

Yes

Yes, same as mailing address

No physical address

Physical address is Out-Of-State

If Mailing address is Out-Of-State

Street Address *

City *

Zip Code *

State *

-Select- ▼

A screenshot of the same "Physical Address Information" form. The "Physical address is Out-Of-State" option is selected, indicated by a red circle and a red arrow. Below this, a section titled "If Mailing address is Out-Of-State" is visible, containing four input fields: "Street Address *", "City *", "Zip Code *", and "State *". The "State" field is a dropdown menu currently showing "-Select-". A red arrow points to the "Street Address" field.

OWNER INFORMATION

- *Enter Owner Name
 - This is the name of the legal entity that owns the facility. This can be an individual, partnership, association, governmental entity, or other legal entity.
- *Enter Owner Contact Name
 - This is the name of the individual representing the owner and serving as the contact for the business.
- *Enter Owner Contact E-mail
- *Enter Owner Contact Phone Number
- Enter Owner Contact Phone Extension

OWNER INFORMATION

Owner Name *

REQUIRED Record the name of the legal entity that owns the facility. This could be an individual, partnership, corporation, association, governmental entity, or other legal entity.

Owner Contact Name: *

REQUIRED This is the name of the individual who represents the owner and may serve as a contact person.

Owner Contact E-mail *

REQUIRED

Owner Contact Phone *

REQUIRED FORMAT: (###) ### - ####

Owner Contact EXT.

- Select whether the Facility Contact is the same as the Owner Contact
- *Select whether the business is Publicly or Privately Owned:
 - Public: the facility is owned and operated by a public entity (city, municipality, etc.)
 - Private: the facility is owned and operated by a private entity (business)
 - Selecting no will populate a section for you to enter Facility Contact information.

Is the Facility Contact the same as the Owner contact?

Yes

No

FACILITY CONTACT NAME

A Facility contact is a member of the facility staff that is responsible for day-to-day activities

Facility Contact Name *

Facility Contact E-mail *

Facility Contact Phone *

FORMAT: (###) ### - ####

Facility Contact EXT.

- *Select whether the business is Publicly or Privately Owned:
 - Public: the facility is owned and operated by a public entity (city, municipality, etc.)
 - Private: the facility is owned and operated by a private entity (business)

Public/Private Entity *

Public - the facility is owned or operated by a public entity

Private - the facility is owned and operated by a private entity

REQUIRED

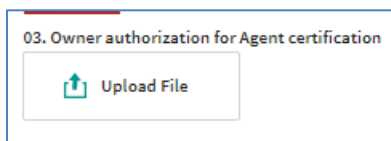
CERTIFICATION SECTION

You will need to choose from the options of who completed the survey and provide an electronic signature and date.

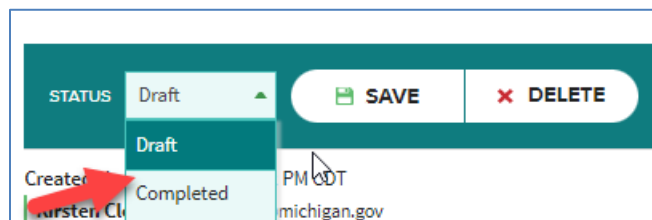
- **Property Owner**
- **Agent of Property Owner**
 - Agent of owner means any person showing written verification that they are acting for and with the knowledge and consent of a property owner. You will need to upload a document in the File Upload Section showing the property owner and agent relationship.
- **Operator**
- **Agent of Operator**
 - Agent of operator means any person showing written verification that they are acting for and with the knowledge and consent of an operator. You will need to upload a document in the File Upload Section showing the operator and agent relationship.

FILE UPLOAD SECTION

File uploads are limited to 10 MB.

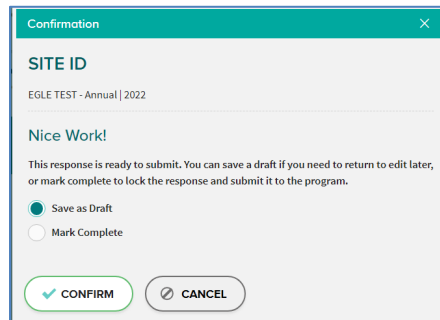


COMPLETING THE SURVEY



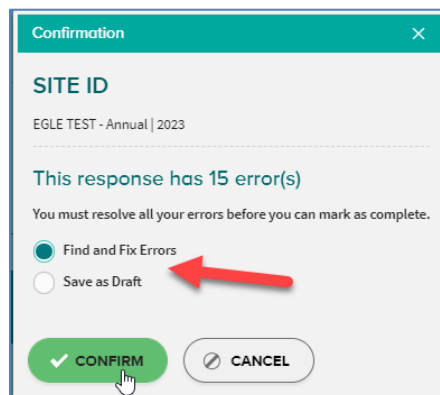
- By clicking the save button, if everything is correct you will see the screen below and can save as a draft or mark as complete.
 - Saving as a draft will allow the user to come back to this survey and make changes.

- If the Mark Complete is checked and the confirm button is selected, the user is locking this form. If the user needs to update information after finalizing, they will have to request permission from EGLE staff to do so.



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The dialog displays "SITE ID" and "EGLE TEST - Annual | 2022". Below this, it says "Nice Work!" and "This response is ready to submit. You can save a draft if you need to return to edit later, or mark complete to lock the response and submit it to the program." There are two radio buttons: "Save as Draft" (which is selected) and "Mark Complete". At the bottom, there are two buttons: "CONFIRM" (with a checkmark icon) and "CANCEL" (with a cancel icon).

- Click the save button and if the survey is incomplete or has errors, you will have two options:
 - **Find and Fix errors;** or
 - **Save as Draft** - will allow you to work on other surveys. You can come back and complete the unfinished sections of the current survey later.



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The dialog displays "SITE ID" and "EGLE TEST - Annual | 2023". Below this, it says "This response has 15 error(s)" and "You must resolve all your errors before you can mark as complete." There are two radio buttons: "Find and Fix Errors" (which is selected) and "Save as Draft". A red arrow points to the "Save as Draft" option. At the bottom, there are two buttons: "CONFIRM" (with a checkmark icon) and "CANCEL" (with a cancel icon). A mouse cursor is hovering over the "CONFIRM" button.

- Click Confirm
 - You cannot save the survey as complete until all errors have been fixed. You can Save as Draft and go back and fix the errors later.

COLLECTION SITE FACILITY FORM SURVEY

FEE PAYMENT SECTION

SCRAP TIRE COLLECTION SITES ARE REQUIRED TO PAY AN ANNUAL FEE OF \$200 WITH THEIR REGISTRATION APPLICATION. TO PAY THIS FEE ONLINE, PLEASE VISIT [The State of Michigan's Scrap Tire PayPlace](#).
 For other payment options, print out the [The Scrap Tire Collection Site Payment Information form](#) along with a \$200 check and mail to the cashier's office.
 *NOTE: THIS APPLICATION IS NOT ADMINISTRATIVELY COMPLETE UNTIL PAYMENT IS RECEIVED.

- The annual fee for submitting a Collection Site Registration application is \$200. This can be paid in two ways:
 - Online payment through PAYPLACE: [Scrap Tire CS REG Fee – Payment Method \(thepayplace.com\)](#)
 - Complete the [FORM](#) and send check to the Cashier's Office

PORTABLE SHREDDING OPERATION SECTION

- *Select whether your site operates as only a collection site, only a portable shredder or both.
- Depending on your choice, you will get different options to complete.
 - If you choose Collection Site, please answer the following questions:
 - Is the owner or operator of the site a scrap tire processor?
 - If yes, Based on this question...
 - Select whether the facility is a commercial collection site.
 - Select whether there are multiple addresses or parcels within the location.
 - Provide a brief description of the property
 - Upload a legal description (in the File Upload Section)
 - **NOTE:** IF AND ONLY IF you are a Processor as defined in Part 169, 324.16901(1)(y) and your collection site has been in compliance with at least one year click yes. This will generate an additional survey for you to complete (Collection Site Annual Report if Bond Exempt).

- If you choose Portable Shredder, please answer the following questions:
 - Enter bond amount. Currently for portable shredders in Michigan this amount is zero. Future statutory changes may require bonding for portable shredders.
 - Type of bond: choose bond exempt/not applicable
 - Select whether the portable shredder is leased or rented
 - If rented, enter the address information for the rental company.

PORTABLE SHREDDING BOND INFORMATION

This section is voluntary but should be filled out if bonds are in place for portable shredding operations.

Bond Amount:

 \$

Type of Bond: (Select all that apply)

Surety Bond

Irrevocable letter of credit

Certificate of deposit

Cash bond

Bond Exempt/Not Applicable

PORTABLE SHREDDER ADDRESS INFORMATION

Is the portable shredder leased or rented?

Yes

No

What is the physical storage address for the member's portable shredder(s)? *if rented, please provide address for the rental facility.

Street Address

City

State

Zip

- If you choose that you are BOTH a portable shredder and a collection site, both the collection site and portable shredder sections will appear for you to complete. See instructions above.

FACILITY INFORMATION SECTION

- Select whether the facility operates as a scrap tire processor as defined in 324.16901(1)(y).
 - (y) "Scrap tire processor" means either of the following:
 - (i) A person who is authorized by this part to accumulate scrap tires and is engaged in the business of buying or otherwise acquiring scrap tires and reducing their volume by shredding or otherwise facilitating recycling or resource recovery techniques for scrap tires.
 - (ii) A portable shredding operation.
- If you answer no, continue to answer the questions:
 - Is the facility a commercial collection site?
 - Answering yes to this question will include your information, once the registration is approved, on the [Registered Commercial Scrap Tire Collection Site](#) list on the EGLE website.

- Are there multiple addresses/parcels within this location?
 - If yes, answer how many parcels.
 - Both answers will require you to enter a brief description of the property.
- You will be required to upload legal description(s) of the property at the end of this survey.

FACILITY INFORMATION

Is the owner or operator of the site a scrap tire processor? *

Yes
 No 

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 website as a commercial collection site, select 'yes' otherwise select 'no'.

Is the facility a commercial collection site? *

Yes
 No

REQUIRED

Are there multiple addresses/parcels within this location? *

Yes
 No

REQUIRED

Please provide a brief description of the property: *


REQUIRED

Please upload a legal description of property. Documentation will be required to be uploaded at the end of this survey.

- If you answer yes, continue to answer the questions.
 - Has the facility been in compliance for AT LEAST one year AND qualifies to be exempt from bonding?
 - If you answer yes, an additional survey (Collection Site Annual Report If Bond Exempt) will be added once the Facility Form survey is saved as completed.
 - If no, continue to answer the questions.
 - Is the facility a commercial collection site?
 - Answering yes to this question will include your information, once the registration is approved, on the [Registered Commercial Scrap Tire Collection Site](#) list on the EGLE website.
 - Are there multiple addresses/parcels within this location?
 - If yes, answer how many parcels.
 - Both answers will require you to enter a brief description of the property.
 - You will be required to upload legal description(s) of the property at the end of this survey.


FACILITY INFORMATION


Is the owner or operator of the site a scrap tire processor? *

Yes 

No

Has the facility been in compliance for AT LEAST one year AND qualifies to be exempt from bonding? *

Yes 

No 

The member has been determined to be Bond Exempt. A new Annual Report survey will be available once this Facility Form is submitted as draft or complete.

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 website as a commercial collection site, select 'yes' otherwise select 'no'.

Is the facility a commercial collection site? *

Yes

No

Are there multiple addresses/parcels within this location? *

Yes

No

If Yes, how many parcels? *

Please provide a brief description of the property: *

REQUIRED

Please upload a legal description of property. Documentation will be required to be uploaded at the end of this survey.

LOCAL FIRE DEPARTMENT COVERING THE COLLECTION SITE SECTION

LOCAL FIRE DEPARTMENT COVERING COLLECTION SITE

Fire Department Name: *

Phone Number: *

FORMAT: (###) ### - ####

Address: *

City: *

State: *

Zip Code: *

Has the collection site requested a Tire Storage Requirement Variance from their local fire department: *

Yes

No

A Scrap tire collection site may request a variance as described in Section 324.16903(1)(f).

- *Enter the fire department name
- *Enter the fire department non-emergency phone number (not 911)
- *Enter the street address
- *Enter the City
- *Select state from the drop down
- *Enter zip
- *Answer whether you have requested a variance as defined in 324.16903(1)(f) from the local fire department.
 - If yes, the survey below will display.
 - Please select the option that applies.

Please check the applicable variance granted by the local fire department. Only one of the three can be granted by the local fire department. *

Scrap tires shall be accumulated in piles no greater than 15 feet in height with horizontal dimensions no greater than 200 by 40 feet.

Scrap Tires shall not be within 20 feet of the property line or within 60 feet of a building or structure.

There shall be a minimum separation of 30 feet between scrap tire piles. The open space between the piles shall at all times be free of rubbish, equipment, and other materials.

- Please upload the variance documentation in the File Upload Section (Other).

DOCUMENTATION OF PROPERTY OWNERSHIP SECTION

DOCUMENTATION OF PROPERTY OWNERSHIP

Does the facility have documentation of property ownership? *

Yes

No

REQUIRED

User must submit proper paperwork electronically upon submission of this survey

- Select whether you have documentation of property ownership. You will be required to upload this information.
- Please note that not providing appropriate property ownership documentation will cause the registration application to be deemed administratively incomplete. This will delay registration and submittal and may result in loss of APA rights.
 - If yes, choose warranty deed, land contract or other.

DOCUMENTATION OF PROPERTY OWNERSHIP

Does the facility have documentation of property ownership? *

Yes

No

User must submit proper paperwork electronically upon submission of this survey

What type of documentation does the facility have? (Select one of the following) *

Warranty Deed

Land Contract

Other

User must submit proper paperwork electronically upon submission of this survey

- If other complete the following section:

Other

If Other, how many parcels? *

Please describe *

User must submit proper paperwork electronically upon submission of this survey

- If no, please describe.

DOCUMENTATION OF PROPERTY OWNERSHIP

Does the facility have documentation of property ownership? *

Yes

No

User must submit proper paperwork electronically upon submission of this survey

Please describe *

INFORMATION: If property ownership documentation isn't provided, registration is incomplete. This will delay registration and submittal after the deadline (01/31) will cause loss of APA rights

Does the facility have a Commodity Storage Area? *

Yes

No

Select all that apply *

Indoor

Outdoor

OPERATIONAL SITE MAP SECTION

OPERATIONAL SITE MAP

*The Operational Site Map will be uploaded upon submission of this survey

The Operational Site map is defined as where materials can be placed at the facility. Any changes to the location of the materials placement area or boundary lines of the facility must be documented by submission of an amended scrap tire collection site registration and a revised site map.

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 be submitted showing the following items inside the facility boundaries:

- Dimensions and boundaries of tire storage area(s) to be used
- Acreage of tire storage area (outdoor)
- Square footage of building(s) (indoor) as covered by the bond (if required)
- Type of storage area (whole, shredded, chips, etc.)
- Bonded area(s)
- Type of bonding to be used (building and/or acreage)
- Any area(s) that is/are exempt from bonding and the dimensions and boundaries of the area(s)
- 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

- No data is required to be entered in this section. The requirements of an Operational Site Map are outlined. Please upload a compliant Operational Site Map in the File Uploads Section.

STORAGE INFORMATION SECTION

The information provided in this section is used to calculate the appropriate amount of financial assurance needed for the collection site.

STORAGE INFORMATION

Does the facility have tires stored in covered vehicle? *

Yes

No

REQUIRED

A 'Covered vehicle' for this section is defined as to be a vehicle that is FULLY enclosed. To be fully enclosed, a vehicle must consist of sides, a top, an entryway that is secure and made of solid material without gaps. Covered vehicles must also be in road worthy condition.

Does the facility have a Commodity Storage Area? *

Yes

No

- Select whether you store tires in a covered vehicle.
- If no, proceed to the commodity storage area section.
- If yes, the acreage and number of tires section will appear. This information will be used to assist in determining the appropriate bond amount for your facility.
- NOTE: Scrap tires in road worthy vehicles do not require bonding. Scrap tires that are in vehicles that are not road worthy should be included in the calculation for outdoor storage bonding.

STORAGE INFORMATION

Does the facility have tires stored in covered vehicle? *

Yes
 No

A 'Covered vehicle' for this section is defined as to be a vehicle that is FULLY enclosed. To be fully enclosed, a vehicle must consist of sides, a top, an entryway that is secure and made of solid material without gaps. Covered vehicles must also be in road worthy condition.

Acreage: *

Acres

Number of Tires Not Bonded: *

tires

Number of Trailers Not Bonded: *

trailers

- Select whether you have a commodity storage area as defined by Part 169, Section 324.16901(1)(g).
 - 324.16901(1)(g) "Commodity storage area" means one or more locations within a collection site where a commodity is stored.
- If no, proceed to the bond information section.
- If yes, please select indoor, outdoor, or both.

BOND INFORMATION SECTION

BOND INFORMATION

Proof of Bond(s) required - The Original Bond MUST be kept at Constitution Hall, for mailing information please visit our website. IF the original bond is already at Constitution Hall, please attach a copy of your bond as an attachment at the end of this survey.

Type of Bond(s): (Select all that apply) *

Surety Bond
 Irrevocable letter of credit
 Certificate of deposit
 Cash bond
 Bond Exempt

- Select the type or types of financial assurance that you have for the collection site. If applicable, you are allowed to select more than one type.

BOND AMOUNT FOR THE ENTIRE SITE

NOTE: This section totals based off of EGLE's responses to the bond amounts at the beginning of this survey. If you believe this is incorrect, please contact your respective District Staff.

Total Bond amount for the ENTIRE Site:

- This information will be entered by EGLE based on the financial assurance that you have on file.

CERTIFICATION SECTION

CERTIFICATION

I, the undersigned scrap tire hauler, 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.

Who has entered this information: *

- Property Owner
- Agent of Property Owner
- Operator
- Agent of Operator

- *Certification is required. Select:
 - **Property Owner**
 - **Agent of Property Owner**
 - Agent of owner means any person showing written verification that they are acting for and with the knowledge and consent of a property owner.
 - **Operator**
 - **Agent of Operator**
 - Agent of operator means any person showing written verification that they are acting for and with the knowledge and consent of an operator.

FILE UPLOAD SECTION

File uploads are limited to 10 MB.

File Upload

Click the 'Upload File' button to attach supporting documents as required.
*Maximum file size is 10 MB.

01. Legal description of property. *

Upload File

REQUIRED

02. Operational Site Map *

Upload File

REQUIRED

03. Owner authorization for Agent certification

Upload File

04. Property Ownership Documentation *

Upload File

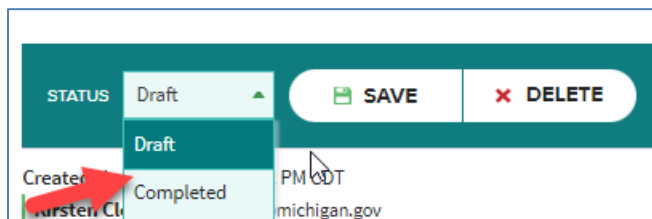
REQUIRED

05. Property Ownership Documentation

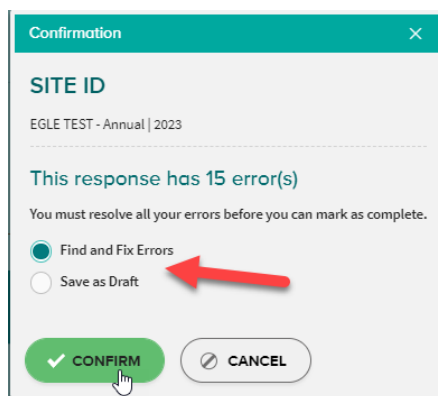
Upload File

- *Upload a copy of the legal description of the property.
- *Upload the operational site map.
- Upload owner authorization for agent certification
- *Upload property ownership documentation (if more than one parcel, use uploads 5 – 11)
- Upload other, if applicable

COMPLETING THE SURVEY



- Select **Draft** or **Completed** from the drop down (Verified is only an option for EGLE)
 - By hitting the save button below, you have the option to save as draft or save and finalize. Saving as a draft will allow the user to come back to this survey and make changes. By clicking Save and finalize (**COMPLETED**), the user is LOCKING this form. If the user needs to update information after finalizing, they will have to request permission to do so.
- Click Save



- Select **Find and Fix Errors** or **Save as Draft**
 - Save as Draft will allow you to work on other surveys. You can come back and complete the unfinished sections of the current survey later.
- Click Confirm
- **NOTE:** If the survey is incomplete, it will allow you to correct prior to submittal. Once submitted, the survey will be locked for users. If you need to have a survey unlocked, please contact [EGLE Staff](#) for your area.

COLLECTION SITE ANNUAL REPORT SURVEY

CURRENT EGLE SCRAP TIRE CONVERSION FACTORS

NOTE: Throughout this survey PTE is defined as 1 Passenger Tire Equivalent.

SCRAP TIRE CONVERSION FACTORS	
1 Passenger Tire = 1 PTE	
1 Semi Truck Tire = 5 PTE	
1 Oversized/Off-the-Road (OTR) Tire = 15 PTE	
4 Passenger Tire Sidewalls = 1 PTE	
4 Semi Sidewalls = 1 Semi Truck Tire = 5 PTE	
1 Ton	= 89 PTE (in ANY form) = 18 Semi Truck Tires = 9 Cubic Yards PTE (in ANY form) = 7 Cubic Yards Semi Truck Tires
1 Cubic Yard	= 10 PTE (in ANY form) = 2.5 Semi-Truck Tires = 40 Shredded PTE (shreds ~ 2" X 2") = 63 Crumbled PTE (20 - 30 mesh) = 0.1 Ton PTE (in ANY form) = 0.14 Ton Semi Truck Tires

DEFINITION OF COMMODITY

324.16901(1)(f) "Commodity" means crumb rubber, tire chips, a ring or slab cut from a tire for use as a weight, or a product die-cut or punched from a tire, or any other product that, as determined by the department based on the product's production cost and value, is not likely to result in an accumulation, at the site of production or use, that poses a threat to public health or the environment. A product is not a commodity unless it meets published national standards or specifications that the department determines are relevant to accomplishing the purposes of this part.

PORTABLE SHREDDING OPERATIONS SECTION

PORTABLE SHREDDING OPERATIONS

Does the facility act as a portable shredder?

Yes

No

- Select whether the facility acts as a portable shredder
 - If you answer no, please continue to the Collection Site Information section.
 - if you answer yes, the table below will appear for you to populate.
 - Entries can be made in PTE (passenger tire equivalents) or tons. The software will convert using the conversion chart at the beginning of this section.

PORTABLE SHREDDING OPERATIONS

Does the facility act as a portable shredder?

Yes

No

Amount of tires that were shredded during the previous calendar year

	AMOUNT *	UNITS *
a	<input type="text"/>	-Select-

SCRAP TIRE COLLECTION SITE INFORMATION SECTION

- Select whether the facility operates as a collection site.
 - If you answer no, please continue to the File Upload and Certification Sections.
 - If you answer yes, the table below will appear for you to populate.
 - Entries can be made in PTE (passenger tire equivalents) or tons. The software will convert using the conversion chart at the beginning of this section.

SCRAP TIRE COLLECTION SITE INFORMATION

Does the facility act as a collection site?

Yes

No

Collection Site Information

	AMOUNT *	UNITS *	TONS	PTE
Number of scrap tires brought to the site during the previous year	10.00	Tons	10.00	890
Number of tires removed from the site during the previous year	10,000.00	PTE	112.36	10,000
Number of tires inventoried at the end of the year		-Select-		
Number of scrap tires currently stored on site		-Select-		
Number of Scrap Tires being disposed of in a landfill NOT being used as Alternate Daily Cover (ADC), Liner or Gas Collection System Protection		-Select-		

Are you doing any on-site processing of material? *

Yes

No

- *Below the table, please answer whether you are processing material on-site.
 - If you answer no, please continue to the File Upload and Certification Sections.
 - If you answer yes, the table below will appear for you to populate.
 - If you select Other, please describe the material that is being produced.

If no product is being produced, please select "Other" and enter zero as the amount. In the displayed description box, please enter "No product is being produced"

On-Site Processing Operation: Annual Amount of Materials Marketed by Type of Product Produced*

	TYPE OF PRODUCT *	AMOUNT *	UNITS *	TONS	PTE	
1	Other	<input type="text"/>	-Select-	<input type="text"/>	<input type="text"/>	
<div style="border: 1px solid black; padding: 5px;"> <p>AD</p> <p>Aggregate</p> <p>Buffings</p> <p>Crumb</p> <p>Drainfield</p> <p>Feed Stock</p> <p>Granules</p> <p>Mulch/Ground Cover</p> <p>Shreds</p> <p>Silage/Sidewall</p> <p>Steel/Tire Wire</p> <p>TDF</p> <p>Used/Grade Tires</p> <p>CER Other</p> </div>						

- The totals from your entries will show just above the Certification Section

A screenshot of a web form with two input fields. The first field is labeled "Total Tons" and contains the value "1,000.00". The second field is labeled "Total PTE" and contains the value "89,000".

CERTIFICATION SECTION

A screenshot of the "CERTIFICATION" section of a web form. It includes a paragraph of legal text, a "Who has entered this information:" label, and two radio button options: "Business Owner" and "Agent of Business owner". A red "REQUIRED" label is visible at the bottom left of the form area.

- *Certification is required. Select:
 - **Property Owner**
 - **Agent of Property Owner**
 - Agent of owner means any person showing written verification that they are acting for and with the knowledge and consent of a property owner.
 - **Operator**
 - **Agent of Operator**
 - Agent of operator means any person showing written verification that they are acting for and with the knowledge and consent of an operator.

FILE UPLOAD SECTION

File uploads are limited to 10 MB.

A screenshot of the "File Upload" section. It contains instructions: "Click the 'Upload File' button to attach supporting documents as required. *Maximum file size is 10 MB." Below this, there is a label "Owner authorization for Agent certification" and an "Upload File" button with an upload icon.

- Upload owner authorization for agent certification.

COMPLETING THE SURVEY

A screenshot of a survey status dropdown menu. The menu is open, showing "Draft" as the selected option. Other options include "Completed". To the right of the dropdown are "SAVE" and "DELETE" buttons. Below the dropdown, the text "Created by: [Name] PM EDT michigan.gov" is visible, with a red arrow pointing to the "Completed" option.

- Select **Draft** or **Completed** from the drop down
 - By hitting the save button below, you have the option to save as draft or save and finalize. Saving as a draft will allow the user to come back to this survey and make changes. By clicking Save and finalize (**COMPLETED**), the user is LOCKING this form. If the user needs to update information after finalizing, they will have to request permission to do so.
- Click Save

COLLECTION SITE ANNUAL REPORT (IF BOND EXEMPT) SURVEY

This survey is triggered only if you answer that you are a compliant (minimum of one year) scrap tire processor on the Collection Site Facility Form survey.

PROCESSOR BOND EXEMPTION INFORMATION SECTION

PROCESSOR BOND EXEMPTION INFORMATION

Is the facility a registered Michigan Scrap Tire Collection site AND a processor that has been in compliance with the site requirements for at least one year? *

Yes

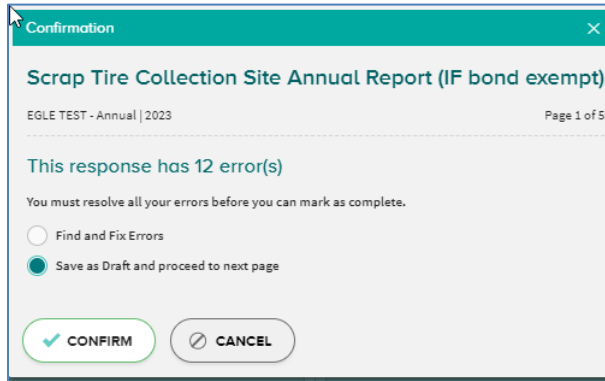
No

- If no, save and continue to the next page.
- If yes, complete the following table. You can use PTE (passenger tire equivalents) or Tons. Any data entered in PTE will be converted to tons and the table will calculate using tons.

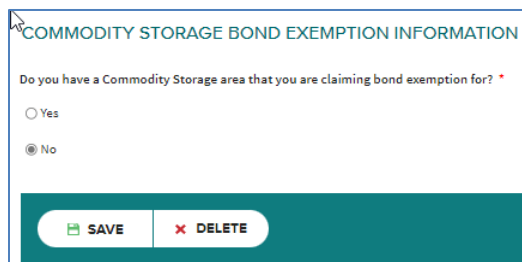
Exempt Processor Report (all dates are for previous calendar year)

QUESTION	AMOUNT	UNITS	TOTAL TONS
1.Total number of tires inventoried on January 1 of last year	1,000.00	PTE	11.238955
2. Total Number of Tires delivered to site		- Select -	
3. Total number of Tires stored on-site	N/A	N/A	11.238955
4. Total number of tires marketed		- Select -	
5. Question 4 / Question 3	N/A	N/A	
6. Total percent of tires marketed in the previous calendar year	N/A	N/A	%
7. Total Existing on Site		- Select -	
8. Total Received on Site		- Select -	
9. Total Stored on Site	N/A	N/A	
10. Total Removed to Approved Market		- Select -	
11. Percent Removed to Approved Market	N/A	N/A	%
12. Total Tires Remaining on Site		- Select -	

- You can save as draft and proceed to the next page or fix your errors and save.



COMMODITY STORAGE BOND EXEMPTION SECTION



- If no, save and move to the next page.
- If yes, complete the following table.

COMMODITY STORAGE ANNUAL REPORT SECTION

COMMODITY STORAGE ANNUAL REPORT (all references below are to the previous calendar year)

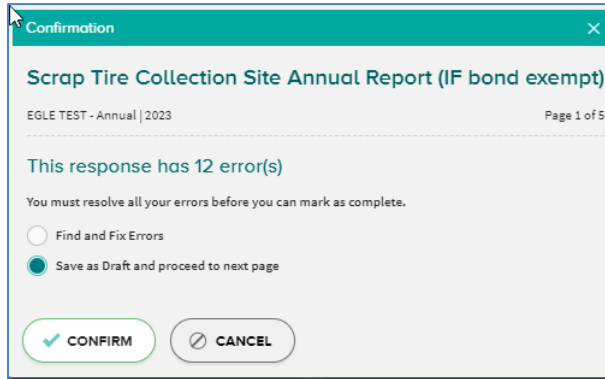
QUESTION	AMOUNT	UNITS	TOTAL TONS
1. Whole Tires stored on site on January 1 of the previous calendar year	1,000.00	PTE	11.24
2. Whole Tires received in the previous calendar year		- Select - Tons PTE	
3. Commodity stored on site on January 1 of the previous calendar year		- Select -	
4. Commodity received during the previous calendar year		- Select -	
5. Commodity sent to approved markets during previous calendar year		- Select -	
6. Commodity sent to approved markets during previous calendar year		- Select -	
7. Commodity otherwise removed from site during previous calendar year		- Select -	
8. Whole Tires otherwise removed from site during previous calendar year		- Select -	

HIDDEN

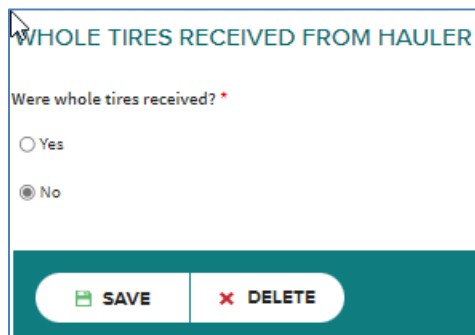
5. Amount of 1+2 converted into a commodity	11.24	Tons	
9. Whole Tires stored on site as of December 31:	11.24	Tons	
10. Commodity stored on site as of December 31:		Tons	
11. Total Existing on Site:	11.24	Tons	
12. Total Received on Site:		Tons	
13. Total Stored on Site:	11.24	Tons	
14. Total Removed to Approved Market:		Tons	
15. Percent removed to Approved Market:		%	
16. Total Tire Material remaining on Site:	11.24		

- If yes, complete the following table. You can use PTE (passenger tire equivalents) or Tons. Any data entered in PTE will be converted to tons and the table will calculate using tons. This table is designed to assist you in determining whether 75% is removed from your site over the previous year.

- Calculations will show at the bottom of the page in tons.
- You can save as draft and proceed to the next page or fix your errors and save.



WHOLE TIRES RECEIVED FROM HAULER SECTION



- If no, save and move to the next page.
- If yes, complete the following table.

WHOLE TIRES RECEIVED FROM HAULER

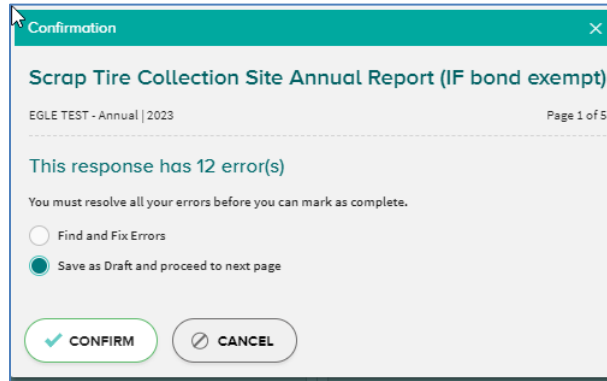
Were whole tires received? *

Yes

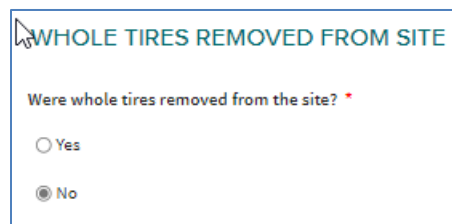
No

HAULER NAME *	HAULER REGISTRATION NUMBER	TOTAL AMOUNT OF WHOLE TIRES RECEIVED *	UNITS *	TONS	PTE	
Other DESCRIBE OTHER		100,000.00	PTE	1,123.00	100,000	REMOVE
<p>ADD</p> <p>Total Tons of Whole Tire Received: 1,123.00</p> <p>Total PTE of Whole Tire Received: 100,000</p>						

- Choose the hauler name (prepopulated with registered haulers from the previous year), or choose other and enter the hauler information.
- You can use PTE (passenger tire equivalents) or Tons. Any data entered in PTE will be converted to tons and the table will calculate using tons.
- Calculations will show at the bottom of the page in tons.
- You can save as draft and proceed to the next page or fix your errors and save.



WHOLE TIRES REMOVED FROM SITE SECTION



- If no, save and move to the next page.
- If yes, complete the following table.

WHOLE TIRES REMOVED FROM SITE

Were whole tires removed from the site? *

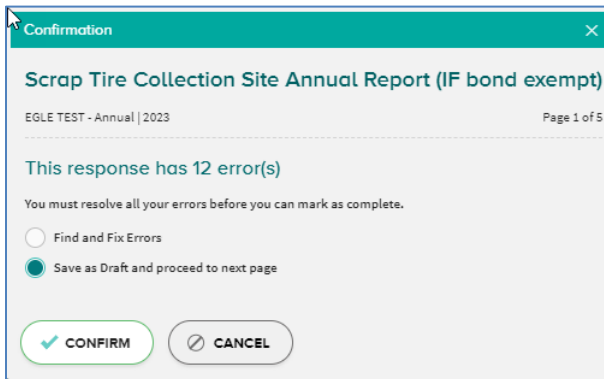
Yes

No

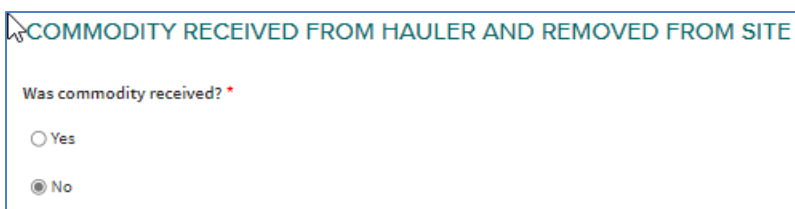
Whole Tires Removed from Site

HAULER NAME *	HAULER REGISTRATION NUMBER	TOTAL AMOUNT OF WHOLE TIRES RECEIVED *	UNITS *	TONS	PTE	APPROVED MARKET TO WHICH WHOLE TIRES ARE DELIVERED *	
Other DESCRIBE OTHER			-Select-				REMOVE
<p>ADD</p> <p>Total Tons Removed</p> <p>Total PTE Removed</p>							

- Choose the hauler name (prepopulated with registered haulers from the previous year), or choose other and enter the hauler information.
- You can use PTE (passenger tire equivalents) or Tons. Any data entered in PTE will be converted to tons and the table will calculate using tons.
- Calculations will show at the bottom of the page in tons.
- You can save as draft and proceed to the next page or fix your errors and save.



COMMODITY RECEIVED FROM HAULER AND REMOVED FROM SITE SECTION



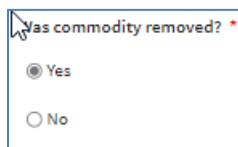
- If no, save and move to the next section.
- If yes, complete the following table.

Was commodity received? *

Yes
 No

HAULER NAME *	HAULER REGISTRATION NUMBER	TOTAL AMOUNT OF COMMODITY RECEIVED *	UNITS *	TONS	PTE	
Other DESCRIBE OTHER		1,000.00	PTE	11.24	1,000	REMOVE
<p>ADD</p> <p>Total Tons of Commodity Received: 11.24</p> <p>Total PTE of Commodity Received: 1,000</p>						

WAS COMMODITY REMOVED SECTION



- If no, save and move to the next section.
- If yes, complete the following table.

Commodity Removed from Site:

HAULER NAME *	HAULER REGISTRATION NUMBER	TOTAL AMOUNT OF COMMODITY RECEIVED *	UNITS *	TONS	PTE	APPROVED MARKET TO WHICH COMMODITY IS DELIVERED *	
Other DESCRIBE OTHER		10,000.00	PTE	112.36	10,000		REMOVE
<input type="button" value="ADD"/>							
Total Tons Removed 112.36							
Total PTE Removed 10,000							

CERTIFICATION SECTION

CERTIFICATION

I, the undersigned scrap tire hauler, 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.

Who has entered this information: *

Property Owner
 Agent of Property Owner
 Operator
 Agent of Operator

- *Certification is required. Select:
 - **Property Owner**
 - **Agent of Property Owner**
 - Agent of owner means any person showing written verification that they are acting for and with the knowledge and consent of a property owner.
 - **Operator**
 - **Agent of Operator**
 - Agent of operator means any person showing written verification that they are acting for and with the knowledge and consent of an operator.

FILE UPLOAD SECTION

File uploads are limited to 10 MB.

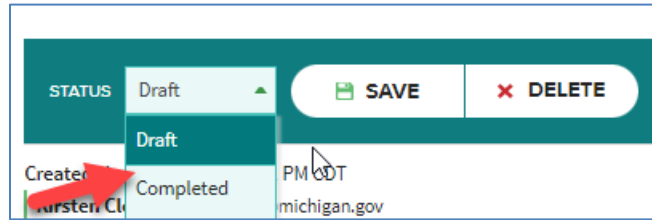
File Upload

Click the 'Upload File' button to attach supporting documents as required.
 *Maximum file size is 10 MB.

Other

Owner authorization for Agent certification

COMPLETING THE SURVEY



The screenshot shows a form interface with a teal header. On the left, there is a 'STATUS' dropdown menu currently set to 'Draft'. The dropdown is open, showing 'Draft' and 'Completed' as options. A red arrow points to the 'Completed' option. To the right of the dropdown are two buttons: 'SAVE' with a green floppy disk icon and 'DELETE' with a red 'X' icon. Below the dropdown, there is a 'Created by' field with the name 'PM ODT' and the email 'michigan.gov'.

- Select **Draft** or **Completed** from the drop down (Verified is only an option for EGLE)
 - By hitting the save button below, you have the option to save as draft or save and finalize. Saving as a draft will allow the user to come back to this survey and make changes. By clicking Save and finalize (**COMPLETED**), the user is LOCKING this form. If the user needs to update information after finalizing, they will have to request permission to do so.
- Click Save

REGISTERED HAULERS DELIVERING SCRAP TIRES TO THIS COLLECTION SITE SURVEY

HAULERS DELIVERING SCRAP TIRES TO THIS SITE DURING THE PREVIOUS YEAR SECTION

- The pick list is pre-populated with haulers that were registered the previous year, or you can choose “Other” at the bottom of the list and add additional haulers.
- Use the Add button to add additional rows.
- The amounts will total and display in the table below.

CERTIFICATION SECTION

- *Certification is required. Select:
 - **Property Owner**
 - **Agent of Property Owner**
 - Agent of owner means any person showing written verification that they are acting for and with the knowledge and consent of a property owner.
 - **Operator**
 - **Agent of Operator**
 - Agent of operator means any person showing written verification that they are acting for and with the knowledge and consent of an operator.

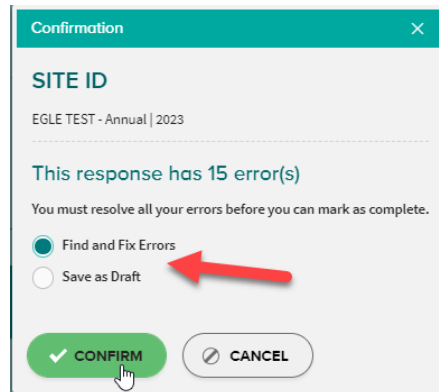
FILE UPLOAD SECTION

File uploads are limited to 10 MB.

- *Upload a copy of the legal description of the property.
- *Upload the operational site map.
- Upload owner authorization for agent certification
- *Upload property ownership documentation (if more than one parcel, use uploads 5 – 11)
- Upload other, if applicable

COMPLETING THE SURVEY

- Select **Draft** or **Completed** from the drop down (Verified is only an option for EGLE)
 - By hitting the save button below, you have the option to save as draft or save and finalize. Saving as a draft will allow the user to come back to this survey and make changes. By clicking Save and finalize (**COMPLETED**), the user is LOCKING this form. If the user needs to update information after finalizing, they will have to request permission to do so.
- Click Save



The image shows a 'Confirmation' dialog box with a teal header and a close button. The content includes the 'SITE ID' 'EGLE TEST - Annual | 2023'. A message states 'This response has 15 error(s)' and 'You must resolve all your errors before you can mark as complete.' There are two radio button options: 'Find and Fix Errors' (selected) and 'Save as Draft'. A red arrow points to the 'Save as Draft' option. At the bottom, there are two buttons: a green 'CONFIRM' button with a checkmark and a grey 'CANCEL' button with a close icon. A mouse cursor is hovering over the 'CONFIRM' button.

- Select **Find and Fix Errors** or **Save as Draft**
 - Save as Draft will allow you to work on other surveys. You can come back and complete the unfinished sections of the current survey later.
- Click Confirm
- **NOTE:** If the survey is incomplete, it will allow you to correct prior to submittal. Once submitted, the survey will be locked for users. If you need to have a survey unlocked, please contact [EGLE Staff](#) for your area.

FINALIZING YOUR SURVEYS AND SUBMITTING TO EGLE FOR REVIEW

- Review your surveys a final time for errors and add any additional necessary information.
- Save each survey as **Completed**.
- For an application to be considered **complete**:
 - **All** required surveys are saved in Completed status
 - Original financial assurance information is on file
- If you have saved a survey as Completed and need to make changes, please contact the [EGLE staff](#) for your area to put it back in Draft status.
- Printing your completed surveys for reference is highly suggested. See instructions at the beginning of this document.

WHAT HAPPENS NEXT?

- Your surveys will be reviewed for administrative completeness.
 - **EGLE suggests that applicants apply as early as possible.** Applications are due annually by January 31. However, applications received early (at least 10 days prior to the deadline) may have an opportunity to resolve any issues that would cause the application to not be administratively complete.
- Your financial assurance (in the form of cash bond, surety bond, irrevocable letter of credit and/or certificate of deposit) will be reviewed.
- If your surveys pass both administrative completeness they will be placed into workflow for review of financial assurance and also by District staff review.

PREVIOUSLY REGISTERED COLLECTION SITES

- Previously registered collection sites:
 - [Act 306 \(Administrative Procedures Act of 1969\)](#) APA Rights are granted:
 - Applications that are administratively complete with appropriate financial assurance on file by the January 31st deadline.
 - These applicants may store/collect scrap tires under the previous year's registration until the new registration is approved or denied.
 - No authority to store/collect scrap tires (collection site does not have APA Rights):
 - Those that submit surveys after the January 31st deadline, including surveys that are in draft or new (no information) status
 - Those that do not have appropriate financial assurance on file including:
 - Bonding that does not total the amount required.
 - Original financial assurance documents with wet signatures (original signatures) not on file in the EGLE Lansing Central Office.
 - Sites with no financial assurance.

NEW COLLECTION SITES

- Applicants for a scrap tire collection site Registration that was not registered the previous year have no authority to operate as a collection site until the scrap tire collection site registration has been issued.

ALL COLLECTION SITES

- EGLE staff may contact you requesting additional information and/or documentation to assist you in getting your application to be administratively complete for our review.
- EGLE staff may visit your site, contact you for records, and/or call you with questions during their application review.
- Once all of the surveys are reviewed by EGLE staff, they are placed in Verified status.
- When all required surveys are in Verified status and the bond has been reviewed and determined to be adequate, a registration is generated and sent to management for approval.
- Approved registrations will be sent to the owner e-mail address on the SITE ID survey.
- No copies will be sent via US Mail, registered collection sites should print a copy of the registration that is received via e-mail.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

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