



Scrap Tire Facility Operations Manual: A Guide

Delaware Department of Natural Resources and Environmental Control,
Compliance and Permitting Section

Scrap tire facilities are required to attach an operations manual to their permit application. This document was developed to assist you in creating an operations manual for your scrap tire facility. By addressing the following requirements, checking off each as completed, you will ensure you have incorporated the required components into your finalized manual. **The regulations can be found at:** <http://regulations.delaware.gov/AdminCode/title7/1000/1300/1301.pdf>

On-Site Operations

- Describe the actions you will take in order to accomplish the following:
 - Familiarize employees who are responsible for operating your scrap tire facility with the regulatory requirements in order to maintain compliance (e.g., providing training on your operations manual). [DRGSW § 12.7.1.1]
 - Provide training for employees responsible for responding to an emergency. [DRGSW § 12.7.1.1]
- Include a statement affirming you will maintain the siting and design standards. [DRGSW § 12.7.1.2]
- Include a statement affirming that only scrap tires generated through your qualifying business will be stored in your scrap tire facility. [DRGSW § 12.7.1.3 and § 12.7.1.4]
- Describe how your scrap tire facility will be secured during non-business hours. [DRGSW § 12.7.1.5]
- Include a statement affirming you will utilize a Delaware permitted solid waste transporter to haul your scrap tires to an authorized treatment, storage, disposal, or recycling facility (TSDRF). [DRGSW § 12.7.1.7]
- Describe how you will maintain a paper copy of your operations manual so that it is readily available on-site. [DRGSW § 12.7.2.1]

General Facility Conditions

- Describe the procedures that will be implemented to ensure good housekeeping. Things to address include:
 - Checking for and removing litter and other unauthorized materials. [DRGSW § 12.7.2.1]
 - Maintaining your fire break – describe the type of fire break you will use (e.g., stones, mowed grass, etc.) and how you will maintain it. [DRGSW § 12.5.1.4.1]
 - Ensuring there is no open flame in the scrap tire facility or fire break, including no smoking. [DRGSW § 12.5.1.4.2]

Mosquito Control

- Describe how you will ensure scrap tires are free of water. If you do not plan to remove all water, please describe how you will apply insecticide within 48 hours of identifying water and how insecticide will be reapplied as necessary. [DRGSW § 12.6.1]

Contingency Planning and Emergency Response

- Identify an emergency coordinator, including their name and contact information. [DRGSW § 12.7.2.1.3.1]
- Describe procedures to be followed in the event of an emergency. If you plan on calling for emergency services, please describe that. If you plan on taking additional measures prior to emergency services arriving, please detail those activities. [DRGSW § 12.7.2.1.3.3]

- Include emergency services and DNREC notification telephone numbers. [DRGSW § 12.7.2.1.3.1]
 - 911 for emergency services
 - 1-800-662-8802 to notify DNREC
- Include a procedure to ensure a written report detailing the emergency is submitted to DNREC within 7 days of the reported emergency. The report shall be submitted to: [DRGSW § 12.7.4.2]
 - DNREC – SHWMS
 - Scrap Tire Management Program
 - 89 Kings Highway
 - Dover, DE 19901
- Include a list of all emergency equipment available at the site and its location. Include any known water supplies, fire hydrants, or fire extinguishers. [DRGSW § 12.7.2.1.3.2 and § 12.7.2.1.3.4]
- Include a statement that you will ensure emergency equipment is readily accessible and emergency responders can access the facility.
- Detail arrangements to familiarize the local fire department with the layout of the facility and places where personnel would normally be working. This can simply be a map with descriptions of the facility sent to the local fire department. [**Note: please refer to Recordkeeping section for additional requirements related to this provision**] [DRGSW § 12.5.1.4.6]

Inspections [DRGSW § 12.7.1.8]

- Please describe how the following inspections will be conducted, how they will be documented, the frequency of each, and the corrective action that will be taken to correct any issues identified during the inspection:
 - General Housekeeping – checking for litter and unauthorized materials (i.e., ensuring only scrap tires generated at your qualifying business are present in the scrap tire facility)
 - Fire break – checking the fire break to ensure combustible materials are not present and grass is mowed.
 - Emergency equipment – checking to ensure firefighting equipment is available and accessible.
 - Security – checking the perimeter fencing to ensure the facility is secure

Note: The SHWMS has developed an example checklist that can be utilized to conduct and record these inspections. Please also refer to the Recordkeeping section for requirements related to maintaining these records.

Recordkeeping

Please acknowledge that you will maintain the following records for a minimum of three (3) years and also describe your procedure for doing so.

- Personnel training [DRGSW § 12.7.1.1, § 12.7.3.1.1]
- Percentage of turnover – each calendar year, at least 75% of the amount of scrap tires on-site on January 1 of that year must be sent off-site to an authorized TSDRF. [DRGSW § 12.7.1.6, § 12.7.3.1.2]
 - Example: You have 500 tires in your scrap tire facility on January 1, 2017. During the 2017 calendar year, you must lawfully remove at least 375 tires and send them to an authorized TSDRF.
- Shipping records demonstrating delivery to an authorized TSDRF. [DRGSW § 12.7.1.7, § 12.7.3.1.3]
- Documentation describing arrangements with the local fire department. This can simply be a map with descriptions of the facility sent to the local fire department. Documentation demonstrating delivery (e.g., certified mail receipt, signed acknowledgement from fire department) must be maintained. [DRGSW § 12.5.4.1.6, § 12.7.3.1.4]
- Mosquito control records [DRGSW § 12.6.1.2.2, § 12.7.3.1.5]
- Facility inspection records [DRGSW § 12.7.1.8, § 12.7.3.1.6]