



# Scrap Tire Facility Operations Manual: Group 3

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

Scrap tire facilities are required to maintain an operations manual on-site pursuant to Delaware's *Regulations Governing Solid Waste* (DRGSW) §12.4.5. This document was developed for use with Group 3 Scrap Tire Facilities (i.e., those storing scrap tires in fully enclosed trailers). By completing this template form, you will have created the required operations manual. Please note, in order for this template to fulfill the regulatory requirement, you are required to initial each section indicating that you have read and concur with the manual and will implement the measures described to maintain compliance.

## On-Site Operations \_\_\_\_\_ initials

All personnel responsible for overall scrap tire facility operations will be trained on the following topics (there is no need to describe training unrelated to the scrap tire facility):

What to do in an emergency.  Yes  No

Inspecting the scrap tire facility for litter or unauthorized materials, including scrap tires not generated by your qualifying business.  Yes  No

Securing the facility.  Yes  No

Other \_\_\_\_\_

## I certify that, once operation has commenced at my facility, I will: \_\_\_\_\_ initials

- Maintain the siting and design standards found in DRGSW §12.5
- Only accumulate scrap tires generated through my qualifying business in my designated scrap tire facility. [DRGSW §12.7.1.3 and §12.7.1.4]
- Secure my scrap tire facility during non-business hours. [DRGSW §12.7.1.5]
- Utilize a Delaware permitted solid waste transporter to haul my scrap tires to an authorized treatment, storage, disposal, or recycling facility (TSDRF). [DRGSW §12.7.1.7]
- Maintain a paper copy of this operation manual so that it is readily available on-site. [DRGSW §12.7.2]

## General Facility Conditions \_\_\_\_\_ initials

The fire break at my scrap tire facility is made of:  Mineral Fire Break  Well Maintained, Regularly Mowed Grass

If using a mineral fire break, I will ensure it is free of combustible materials.  Yes  No  N/A (using grass)

I will ensure there is no open flame or highly flammable substances within in my scrap tire facility or fire break, including no smoking.  Yes  No

## Mosquito Control \_\_\_\_\_ initials

As I am keeping my scrap tires in a fully enclosed trailer, I will ensure water is removed from tires prior to placement in the trailer. In the event water enters the trailer and accumulates in the tires, I will either remove the water within 24 hours or apply insecticide within 48 hours in accordance with DRGSW §12.6.1.  Yes  No

In the event I identify my trailer is leaking, I will take immediate measures to identify and repair the leak, so as to maintain a fully enclosed trailer in compliance with DRGSW §12.3.2.2.2.  Yes  No

**Contingency Planning and Emergency Response** \_\_\_\_\_  
initials

The scrap tire facility's emergency coordinator is responsible for: emergency and maintenance issues, notifications to local authorities and employees of emergencies related to the scrap tire facility, and actions to be taken for events having a potential to impact human health and the environment (e.g., fire). The Emergency Coordinator's contact information is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Time Telephone Number: \_\_\_\_\_

24 hour Emergency Contact Number: \_\_\_\_\_

At a minimum, in the event of fire or emergency at the scrap tire facility, the emergency coordinator will immediately call 9-1-1 and the Department of Natural Resources and Environmental Control's 24 hour emergency number 800-662-8802. Additionally, within 7 days of reporting the emergency, a written report shall be submitted to DNREC in accordance with DRGSW §12.7.4.2. The report should be submitted to:

DNREC – CAPS  
Scrap Tire Management Program  
89 Kings Highway  
Dover, DE 19901

The list of onsite emergency equipment, including water supplies and fire extinguishers, are as follows:

Equipment Description	Location

I will ensure emergency equipment is readily accessible and emergency responders can access the facility.  Yes  No

I have familiarized the local fire department with the layout of the facility and places where personnel would normally be working by:

Sending a map via certified mail with descriptions of the facility and location where personnel are normally working to the local fire department.

Other. Please describe \_\_\_\_\_

**Inspections** \_\_\_\_\_  
initials

I will conduct the following inspections at least monthly:

- 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 trailer(s) to ensure the facility is secure

I will begin to take any corrective actions identified via the inspections listed above immediately.

**Note: The CAPS 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** \_\_\_\_\_  
initials

I will maintain the following records for a minimum of three (3) years.

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 § 12.5.1.4.6, § 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]