



# Texas Commission on Environmental Quality

## Application for Scrap Tire Registration— Transporter

Submit the **original and one copy** of the completed registration application and a completed TCEQ Core Data Form (TCEQ-10400, available at [www.tceq.texas.gov/goto/coredata](http://www.tceq.texas.gov/goto/coredata)) to: Business and Program Services Section, Scrap Tire Management Program MC 126, TCEQ, P.O. Box 13087, Austin, TX, 78711-3087.

A copy of this completed form along with the Transporter Registration Approval Letter, which is issued by the Business and Program Services Section to authorized transporters of used or scrap tires or tire pieces, must be kept at the designated place of business. For additional information about scrap tire management requirements, please contact us at (512) 239-2335, or by e-mail to [tires@tceq.texas.gov](mailto:tires@tceq.texas.gov).

1. Transporter Business Name (same as Regulated Entity Name on Core Data Form)	

2. Transporter Business Address	
Street address	
City, State, Zip	
County	

3. Contact Person	
Identify the person to be contacted about the completed application and the facility.	
Name	
Title	
Phone Number	
Fax Number	
E-mail Address	

<b>4. Transportation Vehicles Storage Location</b>	
Identify the location where the vehicle(s) will be stored while not in use. Applicants must submit a <u>Property Owner Affidavit (TCEQ-10299)</u> if the property owner is different than the business owner. A template is provided as Appendix A in this document.	
Storage Street Address	
City, State Zip	
Property Owner Name	
Telephone Number	

<b>5. Enforcement Action</b>		
Is this registration application in response to an enforcement action?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>6. Transporter Applicability</b>		
Is the transporter using vehicles owned and operated by a municipality, county or other governmental entity or agency to transport used or scrap tires to an authorized facility or to a facility used by local or other governmental entities or agencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the transporter collecting and transporting used or defective tires that are being shipped back to the manufacturer or manufacturer's representative for adjustment from generator(s) that retain, for a period of three years, written records of the shipments indicating the shipment date, destination and the number of tires in each shipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the transporter registered with the TCEQ as an On-Site Sewage Facility Installer under 30 Texas Administrative Code Chapter 285 §285.50 and transporting used or scrap tires or tire pieces for construction of an on-site sewage disposal system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the transporter collecting and transporting tires for retreading and/or will they be returned to the customers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the transporter transporting only used, or scrap tires, or tire pieces that originated and terminated outside of Texas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the transporter using vehicles engaged in MSW collection or commercial route collection in which incidental loads of used or scrap tires or tire pieces are transported to a landfill, transfer station or other collection point for proper handling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If "Yes", to any of the above questions, the transporter is exempt from the requirement of obtaining this registration and does not need to submit this form.</b>		

Is the transporter collecting and transporting tires not generated at this business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If "Yes", continue to fill out the form.</p> <p>If "No", please note generators of used or scrap tires may transport its scrap tires between its own business locations or to an authorized facility without a transporter registration.</p>		

7. Tire Destination (check all that apply)	
Identify the type of facility the tires will be delivered to. Provide the name and registration number. Not all tires must be delivered to a single location. Different types of facilities can be used.	
<input type="checkbox"/> Tire Processor/Recycler	Name: Registration #:
<input type="checkbox"/> Storage Facility	Name: Registration #:
<input type="checkbox"/> Landfill	Name: Registration #:
<input type="checkbox"/> Land Reclamation Project Using Tires (LRPUT)	Name: Registration #:

8. Storage of Used or Scrap Tires or Tire Pieces	
Transporters of used or scrap tires or tire pieces are not allowed to store used or scrap tires or tire pieces without a scrap tire storage site registration. By marking the "Yes" box to the above statement you agree to comply with this requirement.	<input type="checkbox"/> Yes
a. Does the applicant intend to store used or scrap tires or tire pieces? If "Yes", submit a scrap tire storage site registration application form (TCEQ-10297) If "No", continue to Section 7. Vehicle Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Does the applicant have a scrap tire storage site registration? If "Yes" provide the registration number If "No", continue to Section 7. Vehicle Requirements	Registration No.  _____

## 9. Vehicle Requirements

Vehicles used to transport used or scrap tires or tire pieces need to meet the following requirements - 30 TAC §328.54(d)

By marking "Yes" to the requirements listed below, you agree to comply with these requirements.

a. The vehicles and equipment used for the collection and transportation of used or scrap tires or tire pieces, will be constructed, operated, and maintained to prevent loss of used or scrap tires or tire pieces during transport and to prevent health nuisances and safety hazards to operating personnel and the public.	<input type="checkbox"/> Yes
b. Collection vehicles and equipment will be maintained in a sanitary condition to prevent odors and insect breeding.	<input type="checkbox"/> Yes
c. Any vehicle or trailer used to transport used or scrap tires or tire pieces will be identified on both sides and the rear of the vehicle. The identification will consist of the name and place of business of the transporter and the commission registration number, using numbers and letters at least two inches tall.	<input type="checkbox"/> Yes
d. Trailers or trucks used to transport used or scrap tires will either be fully enclosed and lockable or have sidewalls of sufficient height to contain the load.	<input type="checkbox"/> Yes
e. Trailers and trucks transporting used or scrap tires in excess of the sidewall height of the vehicle will be covered with a tarp during transit. Trailers and trucks transporting any amount of tire pieces will be covered with a tarp during transit.	<input type="checkbox"/> Yes

## 10. Manifest Requirements

Each transporter of used or scrap tires or tire pieces must meet the following manifesting requirements - 30 TAC §328.57(c) and 30 TAC §328.58

A manifest form template (TCEQ-10304) is included as Appendix B. Contact an external provider to obtain copies of the form for your use.

By marking "Yes" to the requirements listed below, you agree to comply with these requirements.

a. Records of each individual collection and delivery using a manifest system will be maintained.	<input type="checkbox"/> Yes
b. The transporter will complete the information on the manifests pertaining to transporter name and registration number and the transporter's driver's license number and the state where the license was issued. The transporter will use the manifest to record the number and type of scrap tires removed from the generator and delivered; and the location of any whole used or scrap tires removed from the load and delivered.	<input type="checkbox"/> Yes
c. The transporter will sign manifests acknowledging that the information on the manifest form is true and correct. The transporter will notify the generator of any changes to the manifest within two weeks of any changes.	<input type="checkbox"/> Yes
d. The transporter will retain all manifests, work orders and invoices showing the collection and disposition of all used or scrap tires and tire pieces. Records will be retained by the transporter at the designated place of business for a period of at least three years and made available to the TCEQ upon request.	<input type="checkbox"/> Yes
e. Any change made to the face of an original record will be made by drawing a single line through the item being changed, ensuring that the item remains legible and readable. To the side of the mark, the person making the change will place his/her initials with the date of the change.	<input type="checkbox"/> Yes
f. Any change made to the face of an original record will be accompanied by a written justification stating the reason and purpose for the change. This written justification will be prepared simultaneously with the change to the original record, attached to the original record, maintained at the designated place of business for a period of at least three years, and will be made available to the TCEQ upon request. The justification will include the date of the change, and the full name and position of the individual making the change.	<input type="checkbox"/> Yes
g. If the transporter removes, for beneficial reuse, all tires from an individually manifested load, the transporter will return the original manifest to the generator within 60 days of the date of collection.	<input type="checkbox"/> Yes

<b>11. Annual Reporting Requirements</b>	
<p>Each transporter of used/scrap tires or tire pieces must meet the following annual reporting requirements - 30 TAC §328.57(e)            By marking "Yes" to the requirements listed below you agree to comply with these requirements.</p>	
<p>a. Transporters of scrap tires will submit to the TCEQ an annual report of their activities during each calendar year for the period January 1 through December 31.</p>	<input type="checkbox"/> Yes
<p>b. The annual report will include the following information: the number and type of used or scrap tires collected listed by generator name and address, the disposition of the tires, and the number of whole used or scrap tires delivered to each delivery destination. Transporters will submit the report for each calendar year reporting period to the TCEQ's Scrap Tire Management Program no later than March 1 of the following calendar year, using Form TCEQ-10311 (available at &lt;<a href="http://www.tceq.texas.gov/tires">http://www.tceq.texas.gov/tires</a>&gt;).</p>	<input type="checkbox"/> Yes

<b>12. Registration Update Requirements</b>	
<p>Each transporter of used/scrap tires or tire pieces must meet the following registration update requirements - 30 TAC §328.55(4) and (5)            By marking "Yes" to the requirements listed below you agree to comply with these requirements.</p>	
<p>A registered transporter will provide written notice by submitting an updated TCEQ Core Data Form (TCEQ-10400) to the TCEQ, within 15 days, if:</p>	
<p>a. The mailing address or telephone number of the entity changes;</p>	<input type="checkbox"/> Yes
<p>b. The office or designated place of business is relocated;</p>	<input type="checkbox"/> Yes
<p>c. The transporter's registered name has changed; or</p>	<input type="checkbox"/> Yes
<p>d. The authorized representative has changed.</p> <p>If the authorized representative has changed, a registered entity must provide a written, signed designation of the new authorized representative, including the representative's name, mailing address, and telephone and facsimile numbers. Within 10 days of a change in ownership, or if a change in operations or management methods occurs such that the existing registration no longer adequately describes current operations or management methods, the registered transporter has to submit a new transporter registration application to the TCEQ Scrap Tire Program. Following a determination, the TCEQ may issue a new registration, cancel the old registration or transfer the old registration to the new registrant.</p>	<input type="checkbox"/> Yes

**Signature Section**

I, \_\_\_\_\_, \_\_\_\_\_,  
(print or type name of authorized signatory) (title of authorized signatory)

certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**TO BE COMPLETED BY THE OPERATOR IF THE APPLICATION IS SIGNED BY AN AUTHORIZED REPRESENTATIVE FOR THE OPERATOR**

I, \_\_\_\_\_, hereby designate \_\_\_\_\_

as my representative and hereby authorize said representative to sign any application, submit additional information as may be requested by the Commission; and/or appear for me at any hearing or before the Texas Commission on Environmental Quality in conjunction with this request for a Texas Water Code or Texas Solid Waste Disposal Act permit. I further understand that I am responsible for the contents of this application, for oral statements given by my authorized representative in support of the application, and for compliance with the terms and conditions of any permit which might be issued based upon this application.

\_\_\_\_\_  
(print or type name of operator or principal executive officer)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Texas Commission on Environmental Quality

## Property Owner Affidavit

I, \_\_\_\_\_, the owner of record of the property herein described:  
Name of Property Owner

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physical Address

have all rights and covenants to lease, rent, or assign to \_\_\_\_\_  
the property described. Name of Applicant

I acknowledge that \_\_\_\_\_ has, or intends to file for, a  
Name of Applicant

registration to operate a solid waste (whole used or scrap tires) recycling, processing, and/or storage facility upon such property.

I acknowledge that the State of Texas may hold the undersigned and \_\_\_\_\_  
Name of Applicant

either jointly or severally responsible for the operation, maintenance, closure and any required post-closure care of the site and facility.

I acknowledge my responsibility to file with the county deed records, upon closure of the site, an Affidavit to the Public advising that the land has been used for recycling, processing, and/or storage of waste tires.

I acknowledge the requirement that the site operator/registrant shall have access to the property described herein for a period of five years or until said registration expires, whichever period is shorter, for the purpose of operation and maintenance of the site and for the conduct of business.

WITNESS MY HAND on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Property Owner Signature \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_, For \_\_\_\_\_ County, Texas

Notary Public Signature

My Commission Expires: \_\_\_\_\_



## **Appendix B**

# **Scrap Tire Manifest**

It is the responsibility of the tire transporter to obtain copies of the Whole Used or Scrap Tire Manifest for use.

**Whole Used or Scrap Tire Manifest**  
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

**1. GENERATOR INFORMATION AND CERTIFICATION:**

\_\_\_\_\_

Date and Time of Pickup

\_\_\_\_\_

Registration Number/Type of Generator

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Area code/Telephone Number

\_\_\_\_\_

Company Name

\_\_\_\_\_

Street Address

\_\_\_\_\_

City State Zip

\_\_\_\_\_

No. of Whole Passenger Tires No. of Whole Truck Tires

Has the generator been charged for the service:  
Yes No (circle one)

I certify that the information provided above is true and correct. I am aware that falsification of this manifest may result in suspension, revocation, or denial of renewal of my generator registration.

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

Signature: \_\_\_\_\_

**2. TRANSPORTER INFORMATION AND CERTIFICATION:**

\_\_\_\_\_

Company Name

\_\_\_\_\_

Registration Number Driver's License Number

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

Signature: \_\_\_\_\_

**3. SECONDARY TRANSPORTER INFORMATION AND CERTIFICATION:**

\_\_\_\_\_

Company Name

\_\_\_\_\_

Registration Number Driver's License Number

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

Signature: \_\_\_\_\_

By my signature I certify that the information provided above is true and correct and that only wastes in item 1 of this manifest are contained in this load. I am aware that falsification of this manifest may result in suspension, revocation, or denial of renewal of my transporter registration.

<b>ADJUSTMENT BOX</b>	Location and Intended Use of Removed Tires:
# of Tires Picked Up: _____	_____
	Truck Tires

**4. PROCESSOR INFORMATION AND CERTIFICATION:**

\_\_\_\_\_

Registration Number Date and Time of Pickup

\_\_\_\_\_

No. Passenger Tires No. Truck Tires OR \_\_\_\_\_ lbs

\_\_\_\_\_

Area code/Telephone Number

\_\_\_\_\_

Company Name

\_\_\_\_\_

Street Address

\_\_\_\_\_

City State Zip

**5. STORAGE/DISPOSAL SITE INFORMATION AND CERTIFICATION:**

\_\_\_\_\_

Registration Number Date and Time of Pickup

\_\_\_\_\_

No. Passenger Tires No. Truck Tires OR \_\_\_\_\_ lbs

\_\_\_\_\_

Area code/Telephone Number

\_\_\_\_\_

Company Name

\_\_\_\_\_

Street Address

\_\_\_\_\_

City State Zip

I certify that the information provided above is true and correct and that I have been authorized by the Texas Commission on Environmental Quality to accept whole used or scrap tires for storage, processing, or disposal. I am aware that falsification of this manifest may result in enforcement action.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

It is important to note that a copy of each transaction must be retained by each party for a period of three years. The end use or disposal facility operator must mail the original completed manifest back to the generator. Following each transaction, the copy separated from the manifest should be the bottom copy.  
Green – Generator; Yellow – Transporter; Blue – Processor; Pink – Disposal Facility; White (original signature page) – Generator



## Texas Commission on Environmental Quality

### Checklist for Scrap Tire Transporter Registration Application

Review the checklist below to ensure your application is complete before submission.

- Completed application - Form TCEQ-10297t (Reference: 30 Texas Administrative Code (TAC) Chapter 328, Section (§)328.55 - General Requirements; 30 TAC §328.57 – Transporter Requirements).
  - a. Include: Name of business entity as per tax records, address, city and zip code, county, telephone number, fax number, active tax ID number.
  - b. Sign and date the application.
  - c. Provide assurance that they will not store tires (Note: Transporters are not allowed to store tires. Form TCEQ-10297 must state that no tires are stored by the transporter [unless the applicant has other appropriate authorization(s) or is applying for appropriate authorizations along with this application]).
- Completed TCEQ Core Data Form (Form TCEQ-10400).
- Determine if a Storage Site Registration is required – A storage facility registration application is also required to be submitted if you store more than 500 scrap tires or the equivalent in tire pieces on the ground or more than 2000 scrap tires or the equivalent in tire pieces in an enclosed lockable container. Refer to the Scrap Tire Storage Site website for requirements. <https://www.tceq.texas.gov/tires/tires-storage>
- Yes, a Storage Site Registration is required, and the application will be submitted separately
- No, a Storage Site Registration is not required.

Submit completed application to the TCEQ at the following address:

Waste Permits Division, MSW Permits Section, MC 126  
Texas Commission on Environmental Quality  
P.O. Box 13087  
Austin TX 78711-3087

Note: Forms TCEQ-10297T and TCEQ-10400 are available on the TCEQ's website at the following address:

[https://www.tceq.texas.gov/search\\_forms.html](https://www.tceq.texas.gov/search_forms.html)