Texas Commission on Environmental Quality

2023 Annual Activity Report for

Scrap Tire Facilities and Scrap Tire Storage Sites

# Instructions

Use this form TCEQ-10305 for the annual activity report required for registered Scrap Tire Facilities and Scrap Tire Storage Sites by Title 30, Texas Administrative Code (30 TAC), §328.62(d) and §328.63(d). Failure to submit the report may result in suspension or revocation of the facility’s registration(s).

If you are also registered as a Scrap Tire Transporter, you must submit an Annual Activity Report for Scrap Tire Transporters (form TCEQ-[10311](http://www.tceq.texas.gov/cgi-bin/comm_exec/forms.pl?form_number_re=10311)) required by 30 TAC §328.57(e).

Forms **10305 and 10311 are available on the Texas Commission on Environmental Quality (TCEQ) webs**ite at <[www.tceq.texas.gov/tires/tires-reporting](https://www.tceq.texas.gov/tires/tires-reporting)> or can be obtained by contacting the TCEQ at (512) 239-2335.

The annual report **for the reporting period January 1, 2023 through December 31, 2023, is due to the TCEQ by March 1, 2024. The report should include all tires transported, processed, and stored during these dates.**

If your facility is no longer in operation or if your information has changed, please submit a Tire Registration Status Update form ([TCEQ-20588](https://www.tceq.texas.gov/downloads/permitting/waste-permits/tires/forms/20588.pdf)).

**Complete all sections of this report that relate to the facility and its operations.** **If you have any questions, contact us at <**[tirerpts@tceq.texas.gov](mailto:tirerpts@tceq.texas.gov)**>** or at (512) 239-2335**.**

Submit the report by email to <[tirerpts@tceq.texas.gov](mailto:tirerpts@tceq.texas.gov)>. If you are unable to email the report you may send it by mail to Scrap Tire Management Program MC 126, Business and Program Services Section TCEQ, P.O. Box 13087, Austin, TX 78711-3087.

# Section 1A—Facility Information

| TCEQ Registration Type and Registration Number:  Your registration number can be found on the letter mailed to you or you can search for it on the TCEQ’s Central Registry at <[www.tceq.texas.gov/permitting/central\_registry](https://www.tceq.texas.gov/permitting/central_registry)>.  Scrap Tire Facility; Registration No.  Scrap Tire Storage Site; Registration No.  Scrap Tire Facility & Scrap Tire Storage Site; Registration No. |
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| Registered Facility Name: |
| TCEQ Regulated Entity Number: |
| TCEQ Customer Number: |
| Owner or Operator Name: |
| Facility Physical Address (street address, city, state, zip): |
| Facility County: |
| Facility Mailing Address (if different than physical address): |

# Section 1B—Facility Contact Information

| Contact Name: |
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| Email: |
| Phone: |

# Section 2—Facility Operating Status

| Mark the operating status of the registered facility during 2023 (January 1, 2023 through December 31, 2023). |
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| Active – Facility operated during the reporting period.  Inactive – Facility is authorized but did not operate during the reporting period. **If the facility did not operate during 2023, please complete only Sections 1 through 3 and return this form to the TCEQ.** |

# Section 3—Certifications

| The following affirmation **must be completed and signed** for your annual report to be accepted. |
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| “As an authorized representative of the registration holder, I affirm that the information contained in this report is, to the best of my knowledge and understanding, complete and accurate.” |
| **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Printed Name: |
| Title: |
| Date: |

# Section 4—Facility Operations Description

Please describe the facility’s operations and, if applicable, identify products manufactured utilizing scrap tires. You may provide supplemental information and submit it with this form if needed.

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# Section 5—Whole Tires and Tire Shreds and Pieces Received

| **Whole Tires**—Provide the number of whole used or scrap tires by tire type and the sum of whole used or scrap tires received at the facility during the reporting period. |
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| Number of Whole Passenger Tires: |
| Number of Whole Truck Tires: |
| Number of Whole Off-the-Road Tires: |
| Total Number of Whole Tires Received (sum of passenger, truck, and off-the-road tires): |
| **Tire Shreds and Pieces—Provide the weight in tons of tire shreds and pieces received at the facility during the report period.** Complete this portion of Section 4 only if you also received scrap tire shreds or pieces. **Do not convert whole tires reported to tire shreds or pieces**.  Weight of Tire Shreds and Pieces Received **(tons)**: |

# Section 6—Tires and Tire Shreds and Pieces Managed or Used at Facility

Provide information on the number of whole tires and total weight of tire shreds and pieces managed or used at your facility. Identify each applicable end-use.

Complete total weight portion of Section 5 only if you also managed scrap tire shreds or pieces. **Do not convert whole tires reported in other columns to tire shreds or pieces.**

| Intended End Use | Number of Whole Passenger Tires  (P) | Number of Whole Truck Tires (T) | Number of Whole Off-the-Road Tires  (OTR) | Total Number of Whole Tires (P+T+OTR) | Total Weight of Tire Shreds and Pieces Managed **(tons)** |
| --- | --- | --- | --- | --- | --- |
| Crumb Rubber |  |  |  |  |  |
| Land Reclamation Project Using Tires (LRPUT) |  |  |  |  |  |
| Tire Derived Fuel (TDF) |  |  |  |  |  |
| Landfill |  |  |  |  |  |
| Other Beneficial Use Projects  **List:** |  |  |  |  |  |
| Other Recycling End Uses  **List:** |  |  |  |  |  |
| Column Totals: |  |  |  |  |  |

# Section 7—Destinations and End-Use Facilities

Provide information on the number of whole tires and total weight of tire shreds and pieces that were removed from your facility and delivered to a destination or an end-use facility. You may provide a spreadsheet with supplemental information, however the “Column Totals” must be completed. Complete total weight portion of Section 7 only if you also managed scrap tire shreds or pieces. **Do not convert whole tires reported to tire shreds or pieces.** Use the Destination and End-Use Facility Type Codes in the table below.

**Destination and End-Use Facility Type Codes**

|  |  |  |
| --- | --- | --- |
| L—Landfill | TDF—Tire Derived Fuel | S—Scrap Tire Storage |
| P/R—Processor or Recycler | LRPUT- Land Reclamation Project Using Tires | BU—Other Beneficial Use Projects |
| CR—Crumb Rubber |  |  |

| Destination or End-Use Facility Name and Address | County of Destination or End-Use Facility | TCEQ Registration or Other Authorization No. (If any) | Destination or End-Use Facility Type Code | Month of Each Delivery | Number of Passenger Tires Delivered | Number of Truck Tires Delivered | Number of Off-the-Road Tires Delivered | Total Weight of Tire Shreds and Pieces Delivered **in tons** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| Column Totals: | Not Applicable | Not Applicable | Not Applicable | Not Applicable |  |  |  |  |