

**INSTRUCTIONS FOR REGISTRATION  
OF SOLID WASTE FACILITIES  
REQUIRING SELF-CERTIFICATION**

**INSTRUCTIONS**

New rules that are effective July 1, 2012, require the owner or operator of a regulated self-certification facility to register with the Arizona Department of Environmental Quality (ADEQ) and submit to the Department specific information about the facility. Additionally, the rules require the payment of a registration fee and certification that the facility complies with state statutes and rules governing that type of facility<sup>1</sup>.

Solid waste facilities requiring self-certification include<sup>2</sup>:

- A facility storing 5,000 or more waste tires on any one day and not required to obtain plan approval,
- Waste tire shredding and processing facilities, and
- Solid waste transfer facilities with a daily throughput of more than 180 cubic yards.

These facilities are required to comply with the self-certification procedures, registration and operational requirements.<sup>3</sup> The attached registration form must be submitted for review and accepted by ADEQ.

The registration form requires the following:

- Applicant and facility identification,
- Key contact information,
- Information related to site activities,
- Information about the facility and the specific ways it will be or is designed and operated, and
- Documentation of other self-certification items as required by Arizona state law.

New Solid Waste Facilities: After July 1, 2012, new facilities must comply with registration requirements prior to construction.

Existing Solid Waste Facilities: Facilities in operation prior to July 1, 2012, must update their registration and pay the annual self-certification registration fee using this form.

Note Regarding Waste and Used Tires: Authorization to store used tires must be obtained by completing a *Registration of Outdoor Used Tire Sites (100 or More Used Tires)* form and paying the appropriate fee. A “waste tire” means a tire that is no longer suitable for its original intended purpose because of wear, damage or defect.<sup>4</sup> A “used tire” is any tire that has been used for more than one day on a motor vehicle.<sup>5</sup> A tire facility that must register under more than one program is only subject to one fee, which will be the greater of the two fees.<sup>6</sup>

<sup>1</sup> Arizona Administrative Code (A.A.C.) R-18-13-501

<sup>2</sup> Arizona Revised Statutes (A.R.S.) § 49-762.01, A.A.C. R18-13-501(A)

<sup>3</sup> A.R.S. § 49-762.05, A.A.C. R18-13-501

<sup>4</sup> A.R.S. § 44-1301(3)

<sup>5</sup> A.A.C. R18-13-1212(C)(1)

<sup>6</sup> A.A.C. R18-13-1213

## GENERAL APPLICATION PROCESS

- 1) Applicant submits one copy of the registration form, including attachments, and the appropriate registration fee. **Note: The form must be submitted with an original signature.**
- 2) ADEQ reviews the form for completeness and informs the applicant of any deficiencies in writing.
- 3) Applicant addresses any deficiencies.
- 4) ADEQ notifies the applicant that the registration process is complete.
- 5) **Note:** If the registering facility is a facility storing 5,000 or more waste tires on any one day, it will also be issued a Waste Tire Collection Site Registration.

## FEES

An initial fee is required along with your registration form.<sup>7</sup> Fees for registration are:

- A facility storing 5,000 or more waste tires on any one day and not required to obtain plan approval:  
**\$1,000 for initial registration      \$250 for annual registration thereafter**
- Tire shredding/processing facility:  
**\$1,000 for initial registration      \$250 for annual registration thereafter**
- Solid waste transfer facility:  
**\$1,000 for initial registration      \$500 for annual registration thereafter**

## WHERE DO I SUBMIT MY APPLICATION?

Submit your application to:

Arizona Department of Environmental Quality  
Permits and Plan Review Unit  
1110 West Washington Street  
Phoenix, AZ 85007

For assistance or inquiries regarding the registration process, please contact the ADEQ Permits and Plan Review Unit at (602) 771-4123 or toll-free in Arizona at (800) 234-5677, ext. 771-4123.

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<sup>7</sup> A.R.S. § 49-762.05(H), A.A.C. R18-13-501(E)



# REGISTRATION FORM FOR SOLID WASTE FACILITIES REQUIRING SELF-CERTIFICATION

## GENERAL INFORMATION

Indicate which type of facility you are registering:

- A facility storing 5,000 or more waste tires on any one day and not required to obtain plan approval
- Waste tire shredding and processing facility
- Solid waste transfer facility

### 1. Applicant<sup>1</sup>

Identify who is requesting this registration. Provide the name and title of the highest-ranking local official responsible for day-to-day operation and compliance. Include the name of the company as it should appear on the registration, and its mailing and street address. Include one phone number for the identified company official (a) and a business phone number for the company (b).

- Owner     
  Operator     
  Owner and Operator     
  Other: \_\_\_\_\_

Name and Title \_\_\_\_\_  
 Company \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone Numbers: (a) \_\_\_\_\_ (b) \_\_\_\_\_  
 Email \_\_\_\_\_  
 Non-government entities – registered to conduct business in Arizona?     Yes     No

### 2. Contact Information for the Facility Owner<sup>1</sup>

Identify who owns this facility. This may be the official identified above, or another individual.  
 Check this box if the contact information for the facility owner is the same as in item 1, above.

Contact Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

### 3. Contact Information for Landowner(s)<sup>1</sup>

- Check this box if the contact information for the Landowner is the same as in item 1 or 2, above.
- Check this box if there are additional owners that are not listed below. Provide contact information for each additional owner as an attachment to this registration form.

Contact Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

<sup>1</sup> A.A.C. R18-13-501(B)(2) or (C)(2)

**4. Facility Name, Address and Location Information<sup>2</sup>**  
 Provide the name, address and location information of the facility where operations are proposed. If no physical address is available, provide the legal description of the proposed location below. If the description is lengthy, please provide it as an attachment to this application and type "see attachment" in the space provided below.

Facility Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 County \_\_\_\_\_  
 Township \_\_\_\_\_ Range \_\_\_\_\_ Section(s) \_\_\_\_\_  
 Latitude \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " N Longitude \_\_\_\_\_ ° \_\_\_\_\_ ' \_\_\_\_\_ " W  
 Legal Description \_\_\_\_\_  
 \_\_\_\_\_

**5. Initial Fee of \$1,000<sup>3</sup>**

Check this box to indicate fee is attached. **NOTE: ADEQ will not process the registration without the appropriate fee.**

**6. Compliance with Zoning<sup>4</sup>**

Provide evidence that the facility complies with applicable municipal or county zoning ordinances, codes and regulations.

Yes, I have attached supporting documentation.

**7. Facility Description and Operating Information<sup>5</sup>**

I have attached a facility description that includes the following information:

- General description of the facility operations, including waste management methods, types and volumes of waste handled, waste storage and treatment equipment, and the length of time waste remains on-site. [A.A.C. R18-13-501(B)(4) or (C)(4)].
- A diagram of the property showing the approximate size (in acres) of the facility, and the planned location of the facility or facilities [A.A.C. R18-13-501(B)(5) or (C)(5)].

I have attached a demonstration of public notice if required [A.A.C. R18-13-501(B)(8)].

- Demonstration of Public Notice is attached. (for new facilities constructed on or after July 1, 2012)
- Demonstration of Public Notice is NOT required. (for facilities in operation prior to July 1, 2012)

I have attached documentation of other environmental permits held by the facility that are required by statute [A.A.C. R18-13-501(B)(7) or (C)(7)].

- Documentation of other environmental permits is attached.
- Documentation of other environmental permits is NOT required.

<sup>2</sup>A.A.C. R18-13-501(B)(1) or (C)(1), A.A.C. R18-13-501(B)(3) or (C)(3), A.R.S. § 49-762.07(A)(1) and(A)(2)

<sup>3</sup>A.A.C. R18-13-501(E)

<sup>4</sup>A.A.C. R18-13-501(B)(6) or (C)(6)

<sup>5</sup>A.R.S. § 44-1304.01(A), A.A.C. R18-13-501(B) or (C)

**8. Additional Requirements for "Facilities Storing 5,000 or More Waste Tires On Any One Day and Not Required to Obtain Plan Approval" Only**

I have attached the following additional required information:

- A description of the manner and methods of tire storage including details on stacking, piling, maximum number of tires in each area, and relationship of tire storage locations to property lines [A.R.S. § 44-1304.01(A)(1) through (4)].
- A description of the facility fire prevention plan including, at a minimum, the location of fire extinguishers, the rating of fire extinguishers, areas in which "no smoking" signs will be posted, and emergency access and egress routes [A.R.S. § 44-1304.01(A)(5) and (7)].
- A certification statement indicating that the facility tire storage areas are in compliance with the National Electric Code (for any storage areas in which electrical wiring, fixtures, or appliances are present) [A.R.S. § 44-1304.01(A)(6)].

Number of tires stored at this site on a daily basis<sup>6</sup>: \_\_\_\_\_

Maximum number of tires anticipated for storage at this site<sup>6</sup>: \_\_\_\_\_

Type of tires stored<sup>6</sup>:

- Passenger car/truck
- Semi truck
- Off-road

Check the appropriate box that describes the facility:

- This is a county-owned facility.
- This is a publicly-owned facility (other than county).
- This is a privately-owned facility that is not open to the public.
- This is a privately-owned facility that is open to the public.

**9. Certification Statement<sup>7</sup>**

I certify under penalty of law that this application and all attachments were prepared under my direction or authorization and all information is, to the best of my knowledge, true, accurate and complete. I also certify that the facility described in this form is or will be designed, constructed, operated, and/or closed in accordance with the terms and conditions of the applicable requirements of A.R.S. Title 44, Chapter 9, Article 8; A.R.S. Title 49, Chapter 4, including § 49-762.07(F); and A.A.C. Title 18, Chapter 13, regarding commerce and solid waste requirements. I am aware that there are significant penalties for submitting false information.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

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

Pursuant to Arizona Revised Statutes (A.R.S. § 41-1030):

- (1) ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not specifically authorized by statute or rule. General authority in a statute does not authorize a requirement or condition unless a rule is made pursuant to it that specifically authorizes the requirement or condition.
- (2) Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.
- (3) ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.

<sup>6</sup>A.R.S. § 44-1304.01(A)(8)

<sup>7</sup>A.A.C. R18-13-501(D)