FORT RUCKER
Environmental Document

ENV-SW013: Used Tire and Scrap Tire Management
(30 AUGUST 2025)

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1.0 PURPOSE

This procedure defines the requirements for the proper management of used tires and scrap tires in compliance with Alabama Department of Environmental Management (ADEM), Land Division Scrap Tire Program, ADEM Administrative Code Division 335-4.

Control of environmental procedures is addressed in procedure ENV-P002: Document Control.

2.0 SCOPE

This procedure applies to all operations involving the generation of used tires and scrap tires by all organizations located on Fort Rucker property, to include all airfields and stagefields. The requirements of this procedure are applicable to all military, civilian and contract personnel at Fort Rucker. Tenant organizations that hold their own ADEM Scrap Tire Registration as either a Class One or Class Two Receiver are required to maintain compliance with all of the ADEM requirements and will be inspected by Fort Rucker personnel to ensure compliance with these requirements.

3.0 DEFINITIONS

Term	Definition
Accumulation	Collecting or gathering of used tires for the purposes of turn-in to the Defense Logistics Agency Disposition Service (DLADS) or Supporting Supply Activity (SSA)
ADEM	Alabama Department of Environmental Management
DLADS	Defense Logistics Agency Disposition Service, located in Bldg. 1211, phone number 334-255-2939
DPW-ENRD	Directorate of Public Works, Environmental and Natural Resources Division, located in Building 1121; Phone: 334-255-1653
Permit	Written authorization granted to a person by ADEM to transport scrap tires or to operate a scrap tire processing facility
Permitted Scrap Tire Transporter	A person who has received the proper transporter permit from ADEM. A current copy of the approved transporters can be found at: http://adem.alabama.gov/programs/land/scrapTire.cnt

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Term	Definition
Receiver	An organization or activity that generates or accumulates scrap tires, including the following: • Class One Receivers include retail tires dealers, retreaders, and used tire dealers • Class Two Receivers include all other receivers of scrap tires, other than Class One Receivers, that generate or accumulate a minimum of ten (10) scrap tires in a year, specifically including, among others, a component of government, vehicle fleet maintenance or dismantling, rental or sales, operations, or other activity that generates scrap tires, whether or not organized for profit.
LRC SSA	Logistics Readiness Center Supply Support Activity, located in Bldg. 1212, phone number 334-255-2121 or 334-255-2297
Scrap Tire	Tires that can no longer be used as tires and must be shipped to a scrap tire processor or a solid waste landfill permitted to accept them. All shipments must use a scrap tire manifest.
Scrap Tire Generator	An organization or activity that generates scrap tires
Scrap Tire Processor	A person who is engaged in the processing of scrap tires. ADEM define three types of processors: • Class One Processors: shred, size-reduce or alter scrap tires, punch or stamp tire materials to produce an end-product, or produce products from ground or crumb rubber. • Class Two Processors: only shred, size-reduce or alter scrap tires. • Class Three Processors: mobile processors who shred or alter scrap tires at different locations.
Shipping Organization	An organization that prepares the necessary documentation to offer the scrap tires for shipment to the end point processing or disposal facility
SWDF	Solid Waste Disposal Facility
Used Tire	Vehicle tires that can still be used as tires, either directly or following repair. These are transported to DLAD/SSA for sorting to determine if tires will be reused, repaired or scrapped.
AVCOE	United States Army Aviation Center of Excellence

4.0 RESPONSIBILITIES

4.1 DPW-ENRD

4.1.1 Maintain ADEM Class Two Receiver registration for all organizations and activities on Fort Rucker property that do not currently have a separate ADEM Class Two Registration for scrap tires. The DPW-ENRD AVCOE Registration Number is S0000012505.

4.1.2 Submit semi-annual reports electronically using the Alabama Environmental Permitting and Compliance System or AEPACS, for all scrap tires manifested off Fort Rucker property under the DPW-ENRD registration, with required reporting periods covering January through June and July through December.

4.1.3 Maintain copies of all records relating to scrap tire management for a minimum of three years.

4.1.4 Inspect all Fort Rucker organizations or activities to ensure compliance with ADEM regulations for scrap tire management and the requirements of this work instruction.

4.1.5 Review all DD Form 1348-1A submissions for used tires transportation and turn in.

4.2 DLADS and SSA

4.2.1 Act as a Shipping Organization for all organizations or activities that turn in used tires on an appropriate DD Form 1348-1A, *Issue Release/Receipt Document*.

4.2.2 Follow all requirements for shipping organizations listed in Section 4.5 of this work instruction for tires sorted as scrap which are not reusable after repair

4.2.3 Ensure that each DD Form 1348-1A, *Issue Release/Receipt Document*, indicates “Used Tires” from the generating organization from which the used tires were received.

4.2.4 Maintain copies of all completed forms and records relating to used tires and scrap tires for a minimum of three years.

4.3 Class One Receivers

4.3.1 All organizations that meet the ADEM definition of a Class One Receiver must register and maintain compliance for storage and recordkeeping with ADEM requirements as outlined in ADEM Administrative Code 335-4-1-.01 thru 335-4-6-.04.

4.3.2 Maintain a copy of ADEM Form 537, *Scrap Tire Registration & Exemption Application*, and registration approval letter(s).

4.3.3 Submit semi-annual reports to ADEM electronically using the Alabama Environmental Permitting and Compliance System or AEPACS.

4.3.4 Provide a copy of any correspondence from ADEM to DPW-ENRD within seven (7) working days.

4.3.5 Maintain copies of all completed forms and records relating to scrap tires for a minimum of three years.

4.4 Class Two Receivers

4.4.1 All organizations that choose to hold their own ADEM Class Two Registration must register and maintain compliance for storage and recordkeeping with ADEM requirements as outlined in ADEM Administrative Code 335-4-1-.01 thru 335-4-6-.04.

4.4.2 Maintain a copy of completed ADEM Form 537, *Scrap Tire Registration & Exemption Application*, and registration approval letter(s).

4.4.3 Submit semi-annual reports to ADEM electronically using the Alabama Environmental Permitting and Compliance System or AEPACS.

4.4.4 Provide a copy of any correspondence from ADEM to DPW-ENRD within seven (7) working days.

4.4.5 Maintain copies of all completed forms and records relating to scrap tires for a minimum of three years.

4.5 Shipping Organizations

4.5.1 Maintain a copy of ADEM Form 537, *Scrap Tire Registration & Exemption Application*, and registration approval letter(s).

4.5.2 Ensure that the transporter is an ADEM approved and permitted scrap tire transporter.

4.5.3 Ensure that all scrap tires are documented on ADEM Form 536, *Scrap Tire Manifest*, before leaving the facility.

4.5.4 Obtain and maintain completed copies of the ADEM Form 536, *Scrap Tire Manifest*, for all shipments of scrap tires.

4.5.5 Ensure that the facility receiving the scrap tires has been permitted to receive scrap tires by ADEM and/or the State Environmental Agency of the receiving state.

4.5.6 Provide a copy of any correspondence from ADEM to DPW-ENRD within seven (7) working days.

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4.5.7 Provide copies of completed ADEM Form 536, *Scrap Tire Manifest*, completed through "Part 2 Transporter" to the Class Two Receiver registration holder on a monthly basis (by the 7th of the following month).

4.5.8 All completed ADEM Form 536, *Scrap Tire Manifest*, received from the Processor must be forwarded to the Class Two Receiver.

5.0 PROCEDURE

5.1 Accumulation of Used Tires and Scrap Tires

5.1.1 All used and scrap tires must be accumulated inside of a building or other covered structure and protected from the elements.

5.1.2 No used and scrap tires will be allowed to remain exposed to the elements for longer than seven (7) calendar days.

5.1.3 All used and scrap tires will be placed in appropriate shipping containers or stacked on wooden pallets. Tires will be tied down, shrink wrapped, or otherwise secured to the pallet prior to turn-in.

5.2 Used Tire Turn In

5.2.1 Used tires being transported in a government vehicle from an organization located on Fort Rucker property to DLADS/SSA for turn-in do does not require manifesting.

5.2.2 All used tires will be turned into DLADS/SSA using DD Form 1348-1A, *Issue Release/Receipt Document*.

5.3 Scrap Tire Turn In

5.3.1 All shipments of scrap tires off of Fort Rucker property will be documented on ADEM Form 536, *Scrap Tire Manifest*.

5.3.2 The manifest should be at a minimum four-part, carbonless-paper form.

5.3.3 Each manifest will have the appropriate ADEM Class One or Class Two Receiver Registration number clearly identified.

5.3.4 The transporter's information and ADEM Transporter Registration number must be on the manifest.

5.3.5 The manifest must designate where or to whom the transporter shall deliver the scrap tires.

5.3.6 The facility that is receiving the scrap tires must have been permitted to receive scrap tires by ADEM and/or the State Environmental Agency of the receiving state.

5.3.7 Once the shipment of scrap tires has reached the final designated facility or SWDF, the manifest shall be signed with their printed name and a copy of the manifest retained by the person accepting the shipment.

5.3.8 The completed manifest shall be returned by the SWDF or processor to the receiver initiating the shipment of scrap tires .

6.0 FORMS AND RECORDS

DD Form 1348-1A, *Issue Release/Receipt Document*
ADEM Form 537, *Scrap Tire Facility Registration & Exemption Application*
ADEM Registration Approval Letter
ADEM Form 536, *Scrap Tire Manifest*
ADEM Form 539, *Scrap Tire Quarterly Report*
ADEM Correspondence Regarding Scrap Tire Management

7.0 REFERENCES

Alabama Department of Environmental Management, Land Division Scrap Tire Program, Division 335-4, 30 March 2010
Army Regulation 200-1, *Environmental Protection and Enhancement*
ENV-P002: Document Control
Sustainable Fort Rucker website (www.fortrucker-env.com)