

CON 12-1-1
Doc # 117417

2026 Waste Tire Management Permit Renewal Application

Prepared for:

Liberty Tire Recycling, LLC
1914 E. Euclid Ave., Bldg A
Des Moines, Iowa 50313

RECEIVED

JUN 26 2026

I sent the following to Accounting:

☒ Check *850.00*

With a copy of: *Permit App. Form 50T*

☐ ~~Schedule A~~

☐ ~~Schedule 1C (Fee Calculations)~~

Signed: *N*

SCS ENGINEERS

27225451.00 | May 2026

1690 All-State Court, Suite 100
West Des Moines, Iowa 50265
(515) 631-6160

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IOWA DEPARTMENT OF NATURAL RESOURCES

Waste Tire Processing

PERMIT APPLICATION FORM 50T



Applications for a waste tire processing facility must be accompanied by the plans, specifications and additional information required by the applicable solid waste rules under Iowa Administrative Code 567 Chapter 117.

▼ CASHIERS USE ONLY ▼
0098-542-TIRE-0630
INTERNAL SOURCE: 1220
Facility Name
Permit #

Send completed applications with attached information to:

Solid Waste Section
Land Quality Bureau
Iowa Department of Natural Resources
502 East 9th Street
Des Moines, IA 50319

RECEIVED

JUN 26 2026

For questions concerning this application please contact the Department at (515) 729-4616.

- ☐ **New Permit:** The applicant shall attach the annual permit fee of **\$850** with this form.
- ☒ **Permit Renewal** 77 -WTM- 01 - 96 -PRT: The permittee shall pay the fee due annually, by July 1st.
- ☐ **Permit Amendment**

SECTION 1. CONTACT INFORMATION

Facility Information

Name: Liberty Tire Services of Ohio, LLC dba: Liberty Tire Recycling LLC Phone Number: 515-262-4900
Street Address: 1914 E. Euclid Avenue, Bldg A
City: Des Moines State: IA Zip Code: 50313
Fax: 515-262-0514

Responsible Official

Name: Ted Daley Phone Number: 651-528-2828
Street Address: 1914 E. Euclid Avenue, Bldg A
City: Des Moines State: IA Zip Code: 50313
Fax: 515-262-0514 Email: tdaley@libertytire.com

Facility Operator

Name: Liberty Tire Services of Ohio, LLC Phone Number: 515-262-4900
Street Address: 1914 E. Euclid Avenue, Bldg A
City: Des Moines State: IA Zip Code: 50313
Fax: 515-262-0514 Email: tdaley@libertytire.com

Site Legal Description

SE ¼ of ¼ of ¼ 24 79 N 24 E ☒ W Polk
Section Township Range County

Facility Owner/AddressName: Liberty Tire Services of Ohio, LLC (Corp) Phone Number: 412-562-0148Street Address: 600 River Avenue, 3rd FloorCity: Pittsburgh State: PA Zip Code: 15212Fax: 412-562-0248 Email: aformal@libertytire.com (Angela Fornal, Corp Env. Mgr.)**Design Engineer (PE)/Address (if any)**Name: None License Number: Street Address: City: State: Zip Code: Fax: Phone Number: Email: **SECTION 2. SITE INFORMATION**Days and hours of operation of the facility: Monday through Friday 24 hours per day - Saturdays as needed Open to the Public? ☒ Yes ☐ No
Mon-Fri 8am-4pm

Describe general processing equipment type/purpose:

A series of shredders, conveyors, and magnets for primary size reduction from whole tires into Tire Derived Fuel (TDF), Tire Derived Product (TDP) and Crumb Rubber Products (CRP). Further processing by rasper/granulator, (4) powderizers, conveyors, and magnets to produce various sizes of crumb rubber products and saleable steel. Shear cuts oversized tires before shredding. Rim crusher to de-rim tires. Packaging stations to shrink wrap crumb rubber if so ordered.

Describe hourly processing capacity of equipment in tires/tons of material: (include copies of manufacturer specification, if available)

These are approximate numbers based on average production rates:

Shredders: 20 ton per hour

Grizzly: 14,000 pounds per hour

Granulator: 5,000 pounds per hour

(4) Powderizers: 6,000 pounds per hour

Describe types of processed material to be produced:

1" to 3" nominal Tire Derived Fuel (TDF) for cement kilns, power plants and paper mills

9" or less sized Tire Derived Products (TDP) or Drain Fill Material (DFM), rubber mulch, molded goods and feedstock.

3/8"- Crumb Rubber Products (CRP) included not limited to; turf infill, running tracks, equestrienne, athletic fields, packaged and palletized super sacks meeting Industry / ASTM Standards.

Cleaned steel from tire wire and rims

SECTION 3. PERMIT APPLICATION CHECKLIST

Checking the appropriate boxes below certifies that the documents submitted in conjunction with this application form are complete and in compliance with the applicable chapters of the Iowa Administrative Code. While some of the documents below may have been submitted previously, updated copies of each is required to be provided with each permit renewal application. One (1) copy of each document shall be submitted. If an application is found by the department to be incomplete, it may be denied and returned to the applicant.

Required Documents

- ☒ Section A. Executive Summary (permit renewals only)
 - Summary of modifications, if any, to the facility that occurred during the current permit cycle.
 - Summary of each special provision of the current permit to determine if it is to remain the same, be revised, or be removed.
 - Summary of each permit amendment, if any, that occurred during the current permit cycle to determine if it shall be included with the renewed permit, be revised, or be removed.
 - Provide documentation and certification as required for new permit amendment requests and new variance requests from Iowa Administrative Code, if any.
- ☒ Section B. Site Map or Aerial Photograph [IAC 567 117.6(1)"i"(4)]
- ☒ Section C. Proof of Ownership/Local Zoning Requirements [IAC 567 102.12(9)]
- ☒ Section D. Storm Water Discharge Requirements. [IAC 567 64.3(455B)]
 - Document compliance with state and federal storm water discharge requirements by contacting the Department at (515) 725-8417 or <http://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Storm-Water>
- ☒ Section E. Organizational Chart [IAC 567 102.12(5)]
- ☒ Section F. Market Demand Justification [IAC 567 117.6(4)"e"]
- ☒ Section G. Site Design Plan [IAC 567 117.6(2)]
- ☒ Section H. Site Operation Plan [IAC 567 117.6(3) - IAC 567 117.6(6)]
- ☒ Section I. Emergency Response and Remedial Action Plan [IAC 567 117.6(1)"i"(6)]
- ☒ Section J. Site Closure Plan [IAC 567 117.6(1)"i"(5)]
- ☒ Section K. Proof of Financial Assurance and Closure Cost Estimate [IAC 567 117.6(1)"i"(8)]
- ☒ Appendix. Applicant Permit Fee (IAC 567 117.6(1)"i"(7))
 - Processing permits shall have an annual fee of \$850, payable to the Iowa Department of Natural Resources upon application for a permit, and due annually beginning each July 1 thereafter.

SECTION 4. APPLICANT CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I further certify that the construction and operation of the above described facility will be in accordance with the plans, specifications, reports, and related communications accepted by the Iowa Department of Natural Resources and on file in its office; and in accordance with conditions imposed in the permit issued by the Iowa Department of Natural Resources.

Signature: _____ Date: _____

Printed Name: Rahni Bahr Title: Upper Midwest Regional Environmental Manager

2.0 EXECUTIVE SUMMARY

2.1 INTRODUCTION

The information required in the Executive Summary is listed on the Permit Application Form 50T and includes a summary of modifications, changes to special provisions, permit amendments, and documentation for new requests for permit amendments and variances since the issuance of the previous permit renewal.

2.2 SUMMARY OF MODIFICATIONS

Since the last permit renewal was issued by the Iowa Department of Natural Resources (DNR) on November 30, 2023 (DocDNA #108369), there have been no modifications to the operation of the facility.

2.3 SUMMARY OF EACH SPECIAL PROVISION

Section X of the permit issued November 30, 2023 includes 8 special provisions, which are summarized below with a request to remain unchanged, be revised, or be removed.

- | | |
|-----------------------|--|
| Special Provision #1: | This special provision details the parcels of land within the permitted area of the facility and subject to the waste tire management permit. Liberty Tire Recycling, LLC (Liberty) requests this Special Provision remain unchanged. |
| Special Provision #2: | This special provision authorizes the acceptance and processing of waste tires and waste tire material from registered waste tire haulers, businesses, and individuals and prohibits acceptance of other forms of solid waste for processing, transfer, or disposal. Liberty requests this Special Provision remain unchanged. |
| Special Provision #3: | This special provision limits the permit holder's storage capacity to no more than 750 tons of preprocessed waste tires or 60,000 passenger tire equivalents (PTEs) at a comparable estimate of 25lbs per PTE at the site, including all whole preprocessed waste tires stored inside, outdoors, or in containers, trucks, trailers, or other transport and storage devices. This special provision also requires storage of preprocessed waste tires in accordance with IAC 567 Chapter 117.6(3) and limits storage to 30 days before the tire is processed. Liberty requests that this special provision remain unchanged. |
| Special Provision #4: | This special provision authorizes the storage of up to 5,000 tons of processed bulk material (TDF, TDP or ADC), with additional storage requiring prior written approval from the DNR, at the site and requires storage of processed |

material in accordance with IAC 567 Chapter 117.6(4). Liberty requests that this special provision remain unchanged.

Special Provision #5: This special provision requires proper management of other solid waste materials, residuals, and scrap metal derived from tire processing be managed to ensure ease of storage, collection, loading, and transport and be stored in accordance with local fire codes and applicable land use regulations. It also requires solid waste materials be disposed of at least every 60 days via a permitted or approved organization. Liberty requests that this special provision remain unchanged.

Special Provision #6: This special provision includes requirements and restrictions for use of the eastern building. Liberty requests that this special provision remain unchanged.

Special Provision #7: This special provision requires safety and warning devices be placed throughout the permitted location as specified. Liberty requests that this special provision remain unchanged.

Special Provision #8: This special provision requires the permit holder to maintain the 6' chain-link fence in good condition, in the locations on the property perimeter, as noted on the Plat of Survey completed on November 15, 2002, with additional stipulations noted. The Agency requests this special provision remain unchanged.

2.4 SUMMARY OF EACH AMENDMENT

There have been no permit amendments issued since the last approved landfill permit renewal, issued by the DNR on November 30, 2023.

2.5 DOCUMENTATION AND CERTIFICATION OF NEW PERMIT AMENDMENT REQUESTS

Liberty Tire is not applying for a new permit amendment.

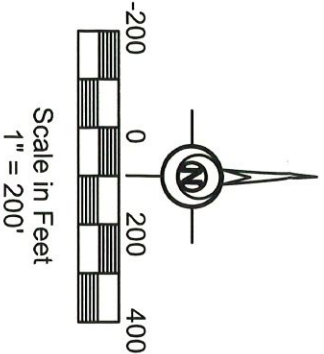
2.6 DOCUMENTATION AND CERTIFICATION OF NEW VARIANCE REQUESTS

Liberty Tire is not requesting a variance at this time.



Appendix 1

Site Map



SYMBOLS LEGEND

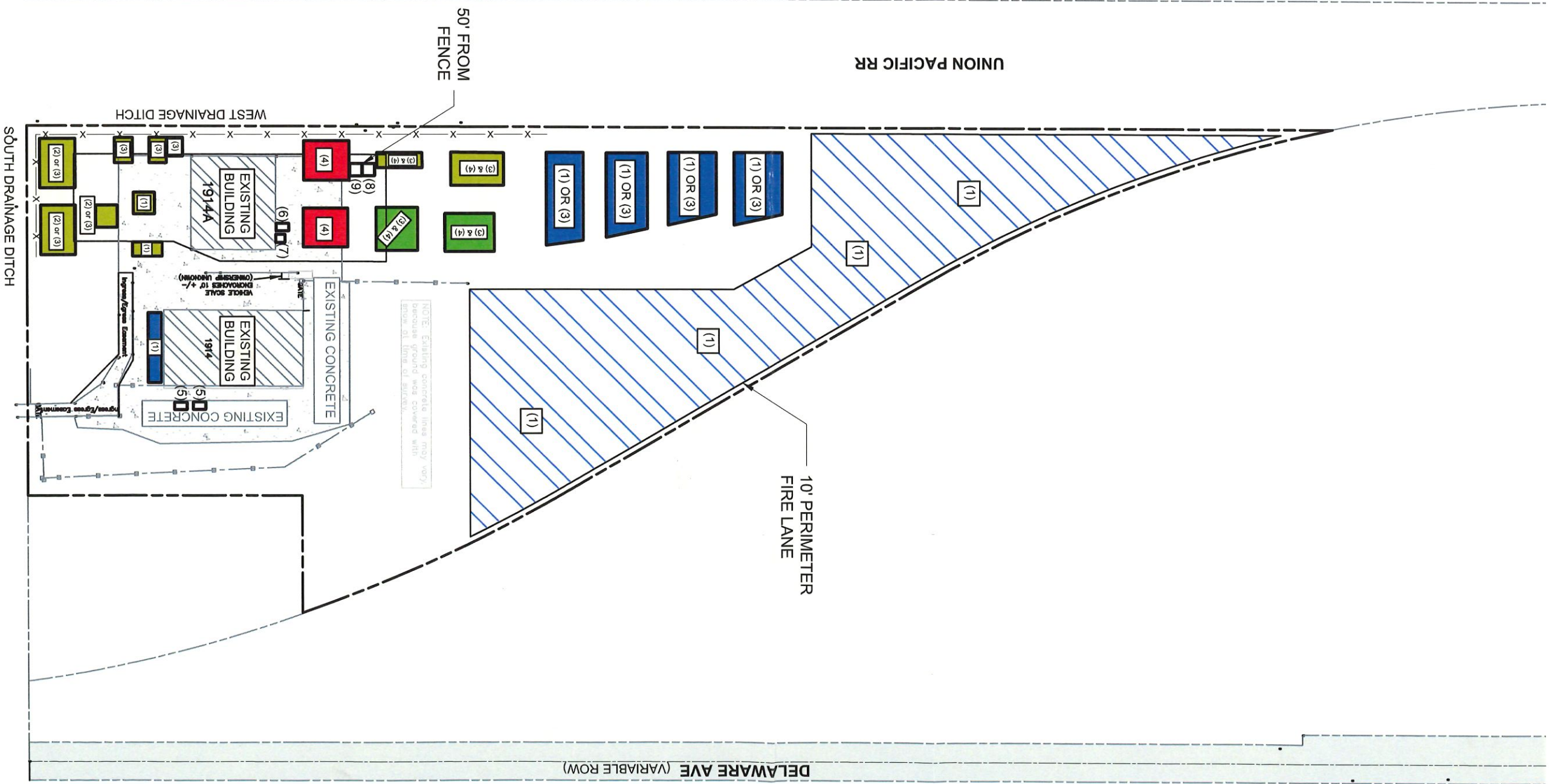
- EXISTING FENCE
- *— PROPOSED FENCE

STORAGE AREAS

1. CRUMB RUBBER - PACKAGED
2. STEEL WIRE
3. TDF/TDP/ADC
4. WHOLE TIRES
5. SCRAP METAL AND RIMS
6. PROPANE TANKS (LOCKED)
7. WELDING GASES
8. INNER TUBES
9. TIRES ON RIMS

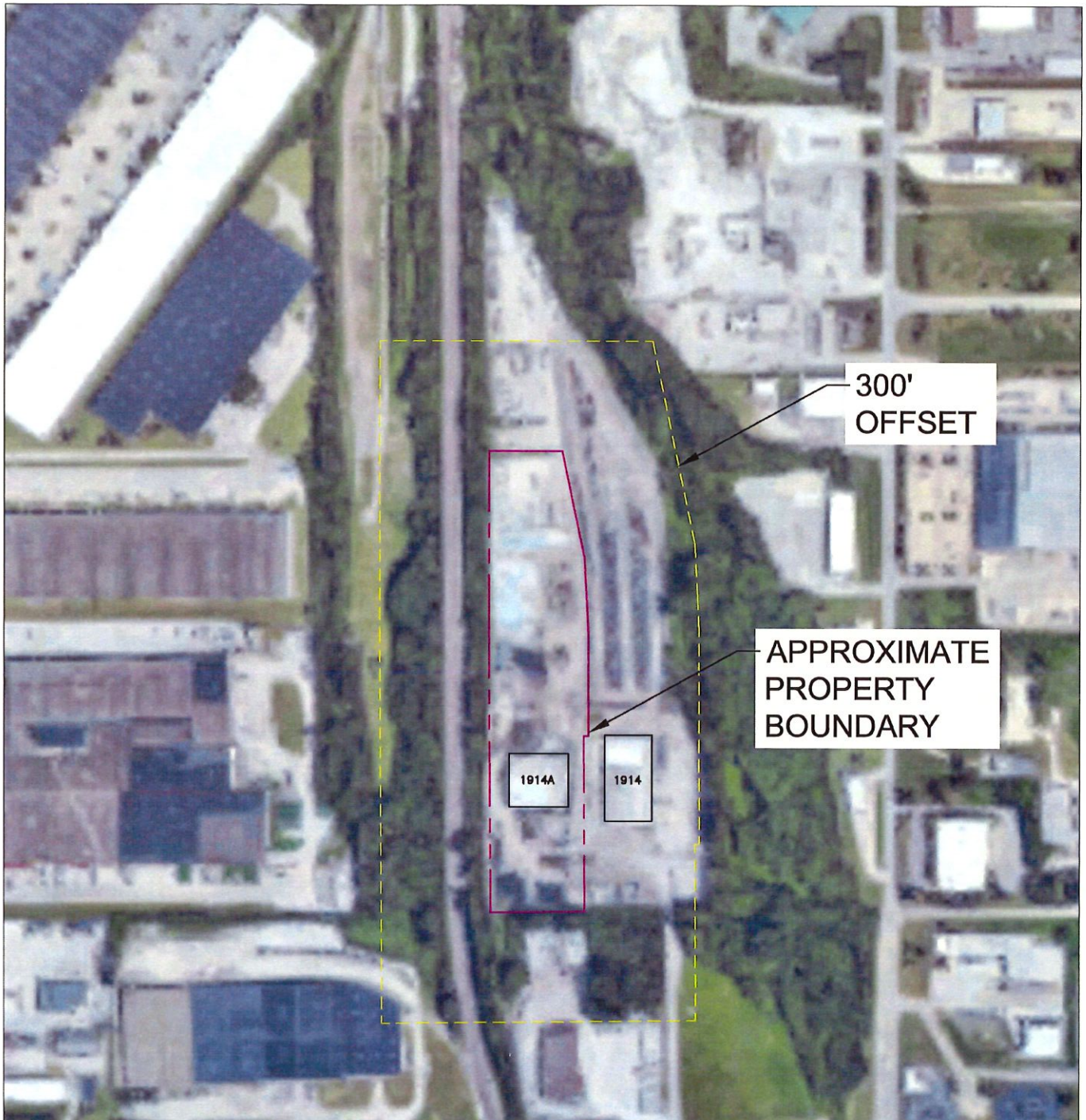
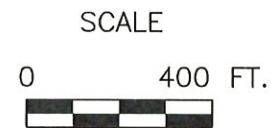
NOTE:
THIS DRAWING IS BEING MADE AVAILABLE BY PELDS
DESIGN SERVICES (P.D.S.) FOR USE ON THIS PROJECT
IN ACCORDANCE WITH P.D.S.'s AGREEMENT FOR PROFESSIONAL
SERVICES. P.D.S. ASSUMES NO RESPONSIBILITY OR LIABILITY
(CONSEQUENTIAL OR OTHERWISE) FOR ANY USE OF THESE
DRAWINGS (OR ANY PART THEREOF) EXCEPT IN ACCORDANCE WITH
THE TERMS OF SAID AGREEMENT.

NOTE:
ORIENTATION OF THIS BEARING SYSTEM IS
IOWA STATE PLANE SOUTH (NAD 83)
THIS SURVEY WAS PERFORMED USING THE
IOWA RTN NETWORK.



**SITE USE MAP FOR 1914 E. EUCLID AVE
DES MOINES, IOWA 50313**

COPYRIGHT DATE:	DRAWN BY:	SCALE:	LATEST REVISION:	PROJECT NO:
	A. BRADFIELD	1" = 200'	6.11.2026	26-073



SITE VICINITY MAP
LIBERTY TIRE RECYCLING
DES MOINES, IA

SCS
ENGINEERS

FIGURE
1-2



Appendix 2

Proof of Ownership/Local Zoning Requirements

Polk County Assessor111 Court Avenue #195
Des Moines, IA 50309-0904(515) 286-3014 Fax (515) 286-3386
polkweb@assess.co.polk.ia.us

Location					
Address	1914 E EUCLID AVE				
City	DES MOINES	Zip	50313	Jurisdiction	Des Moines
District/Parcel	110/06541-001-004	Geoparcels	7924-24-476-006	Status	Active
School	Des Moines	Nbhd/Pocket	DM06/Z	Tax Authority Group	DEM-C-DEM-770131
TIF	103/DES MOINES NE GATEWAY 2 UR	Submarket	Northeast Des Moines	Appraiser	Braxton Peats, 515-286-3839

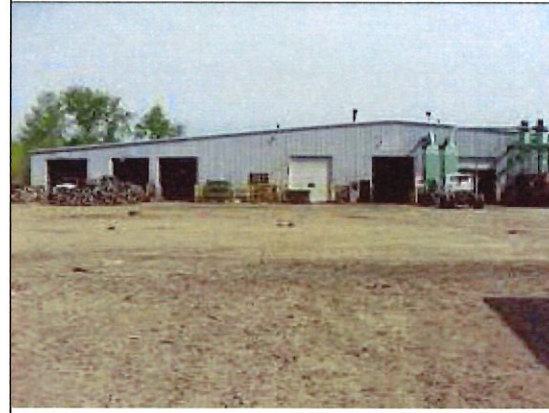
Map and Current Photos - 1 RecordUse Cyclomedia Panorama - ☐

Click on parcel to get a new listing


[Bigger Map](#) [County GIS](#) [Auditor](#)
[Google Map](#) [Pictometry](#)

Error retrieving Cyclomedia
panoramaViewer, most recent Historical
Photos displayed instead.

Photo Processed on photodate=2000-05-03 label=a

[Historical Photos](#)**Ownership - 2 Records**

Ownership	Num	Name	Recorded	Book/Page
Title Holder	1	MAUST ASSET MANAGEMENT COMPANY LLC	2003-04-10	9749/63
Contract Buyer	1	LIBERTY TIRE SERVICES OF OHIO LLC	2011-07-06	13897/781

Legal Links For Subdivisions, Condominiums, and Plats of Survey[PARCEL G](#)**Legal Description and Mailing Address**

PARCEL G BK 9575 PG 711 BEG 841.02F W OF SE COR
 THN W 253.29F ALNG S LN TO E ROW LN UP RR N
 747.46F NE 269.21F S 281.78F W 12.44F S 476.73F
 TO POB E 1/2 SE 1/4 SEC 24-79-24

MAUST ASSET MANAGEMENT CO LLC
 5785 STARVIEW LN
 PRIOR LAKE, MN 55372-9601

Current Values

Type	Class	Kind	Land	Bldg	Total
2025 Value	Industrial	Full	\$285,000	\$421,000	\$706,000

[Unadjusted Cost Report](#)**Auditor Adjustments to Value**

Category	Name	Information
2025 Business Property Assessment Limitation	LIBERTY TIRE SERVICES OF OHIO LLC	Names and Unit Determination as of July 1, 2025

Zoning - 2 Records			
Zoning	Description	SF	Assessor Zoning
F	F Flood District	143589	Floodway
I2	I2 Industrial District	50861	Industrial Heavy

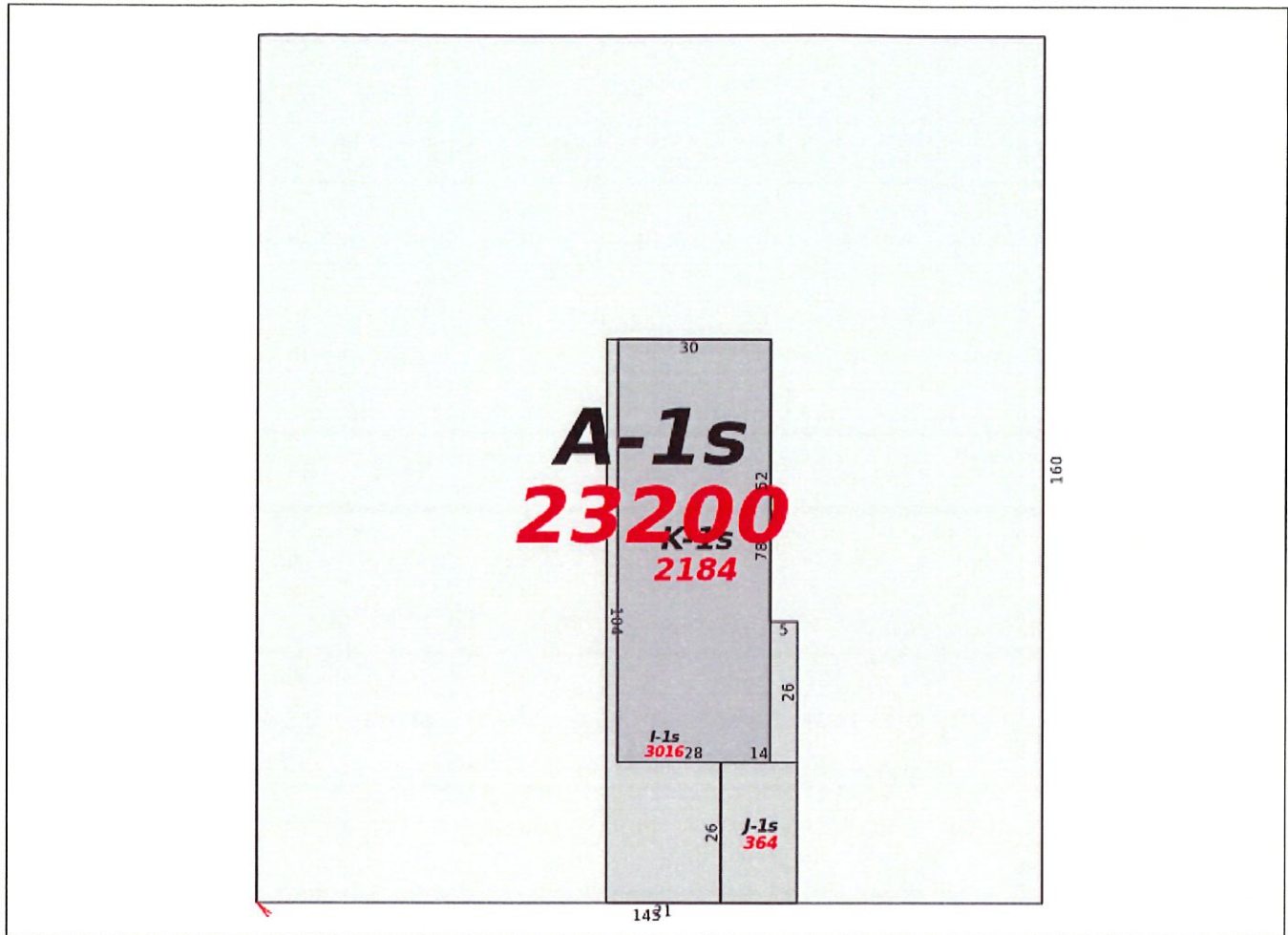
City of Des Moines Community Development Planning and Urban Design 515 283-4182 (2012-03-20)

Land					
Square Feet	194,451	Acres	4.464	Topography	Blank
Shape	Irregular	Vacancy	Blank	Unbuildable	Blank

Commercial Summary					
Occupancy	Industrial Heavy	Age, Weighted	1963	Total Story Height	1
Land Area	194,451	Gross Area	23,200	Finished Area	3,380
Unfinished Bsmt Area	0	Finished Bsmt Area	0	Number of Units	0
Primary Group	Industrial Light	Percent Primary Group	100	Grade, Weighted	4/4
Bldg Class, Weighted	5/Metal	Condition, Weighted	BN/Below Normal	Ground Floor Area	23,200
Perimeter	610	Unfinished Area	23,200	Interior Finished Area	3,380

Commercial Sections - 1 Record					
Commercial Section # id=101					
Occupant	O/OCC U.T.TIRE RECYCLERS				
Section Multiplier	1	Occupancy	Industrial Heavy	Foundation	Concrete
Submerged	No	Exterior Wall	Metal	Insulation	Yes
Roof	Gable	Roof Material	Metal	Wiring	Adequate
Plumbing	Adequate	Number Bradleys	1	Total Story Height	1
Frame Type	Steel	Fireproof Construction	No	Bldg Class	Metal
Total Section Area	23,200	Ground Floor Area	23,200	Perimeter	610
Grade	4+00	Year Built	1963	Year Remodel	1995
Condition	Below Normal				
Comment	15-OH DR'S 12X14,54 IN. BRAD SINK. I=CB ENCL(SEMI-FIN), J=INT OFF, K=FIN MEZZ.				

Commercial Groups - 4 Records					
Commercial Group # id=101 sid=1					
Use Code	Industrial Light	Base Story	1	Number Stories	1
Total Group Area	23,200	Base Floor Area	23,200	Wall Height	22
Heating	Unit	Air Conditioning	None	Exhaust System	No
Commercial Group # id=101 sid=2					
Use Code	Mezzanine Finished	Base Story	1	Number Stories	1
Total Group Area	2,184	Base Floor Area	2,184	Heating	Central
Air Conditioning	Yes	Exhaust System	No	Condition	Poor
Commercial Group # id=101 sid=3					
Use Code	Interior Finish	Base Story	1	Number Stories	1
Total Group Area	364	Base Floor Area	364	Heating	Forced Air
Air Conditioning	Yes	Night Deposit	No	Auto Bank System	No
Security System	No	Exhaust System	No		
Commercial Group # id=101 sid=4					
Use Code	Interior Finish	Base Story	1	Number Stories	1
Total Group Area	3,016	Base Floor Area	3,016	Heating	Surround
Air Conditioning	None	Grade Adjust	Minus 10	Night Deposit	No
Auto Bank System	No	Security System	No	Exhaust System	No
Comment	SEMI-FIN CB ENCL				



Detached Structures - 3 Records

Detached Structure # id=101

Occupancy	Concrete Paving	Measurement Code	Square Feet	Measure 1	60,000
Grade	4	Year Built	1963	Condition	Below Normal

Detached Structure # id=201

Occupancy	Concrete Paving	Measurement Code	Square Feet	Measure 1	11,000
Grade	4	Year Built	1963	Condition	Below Normal

Detached Structure # id=301

Occupancy	Fence	Construction Type	Chain Link	Measurement Code	Lineal Feet
Lineal Feet	1,265	Height	8	Grade	4
Year Built	1992	Condition	Normal		

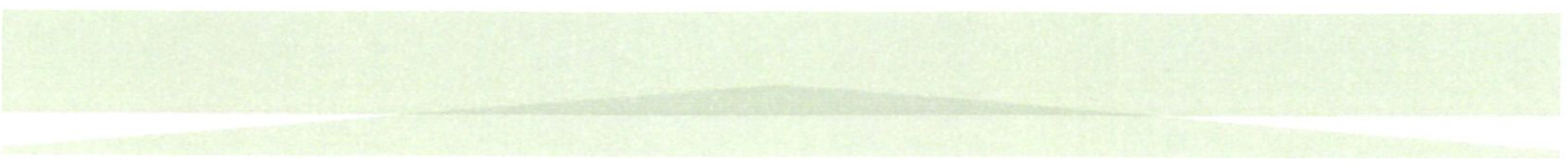
Sales - 2 Records

Seller	Buyer	Sale Date	Sale Price	Instrument	Book/Page
JV & RJ CO., L.L.C.	MAUST ASSET MANAGEMENT, CO. L.L.C.	2003-04-10	\$470,000	Deed	9749/63
CARNEY, DAN	JV & RJ CO. LLC	2003-01-29	\$18,000	Deed	9711/303

Historical Values

Yr	Type	Class	Kind	Land	Bldg	Total
----	------	-------	------	------	------	-------

Yr	Type	Class	Kind	Land	Bldg	Total
2025	Assessment Roll	Industrial	Full	\$285,000	\$421,000	\$706,000
2023	Assessment Roll	Industrial	Full	\$250,000	\$456,000	\$706,000
2021	Assessment Roll	Industrial	Full	\$209,000	\$382,000	\$591,000
2019	Assessment Roll	Industrial	Full	\$190,000	\$347,000	\$537,000
2017	Assessment Roll	Industrial	Full	\$190,400	\$312,600	\$503,000
2015	Assessment Roll	Industrial	Full	\$159,000	\$304,500	\$463,500
2013	Assessment Roll	Industrial	Full	\$186,500	\$277,000	\$463,500
2011	Assessment Roll	Industrial	Full	\$186,500	\$277,000	\$463,500
2009	Assessment Roll	Industrial	Full	\$186,500	\$277,000	\$463,500
2007	Assessment Roll	Industrial	Full	\$186,500	\$277,000	\$463,500
2005	Assessment Roll	Industrial	Full	\$178,000	\$269,000	\$447,000
2004	Assessment Roll	Industrial	Full	\$76,200	\$206,120	\$282,320



Appendix 3

Storm Water Discharge Requirements

A copy of the current NPDES General Permit No. 1 is provided herein.

DEPARTMENT OF NATURAL RESOURCES
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
NOTICE OF GENERAL PERMIT COVERAGE UNDER
GENERAL PERMIT NO. 1

STORM WATER DISCHARGE ASSOCIATED WITH INDUSTRIAL ACTIVITY

This notice of general permit coverage for a storm water discharge associated with industrial activity is issued pursuant to the authority of section 402 (b) of the Clean Water Act (U.S.C. 1342(b)), Iowa Code 455B.174, and subrule 567--64.4(2), Iowa Administrative Code. A Notice of Intent has been filed with the Iowa Department of Natural Resources that this storm water discharge complies with the terms and conditions of NPDES General Permit No. 1. Authorization is hereby issued to discharge storm water associated with industrial activity as defined in Part VIII of the Iowa Department of Natural Resources NPDES General Permit No. 1 in accordance with the terms and conditions set forth in the permit.

Owner:

**LIBERTY TIRE SERVICES OF OHIO, LLC
1914 E. EUCLID AVE., BLDG A
DES MOINES IA 50313
(952)808-3417**

Contact:

**MARK MAUST
LIBERTY TIRE RECYCLING
1914 E. EUCLID AVE., BLDG A
DES MOINES IA 50313
(515)262-4900**

Permit Coverage Issued To:

**LIBERTY TIRE RECYCLING
1914 E. EUCLID AVE., BUILDING A
in DES MOINES, POLK COUNTY
located at**

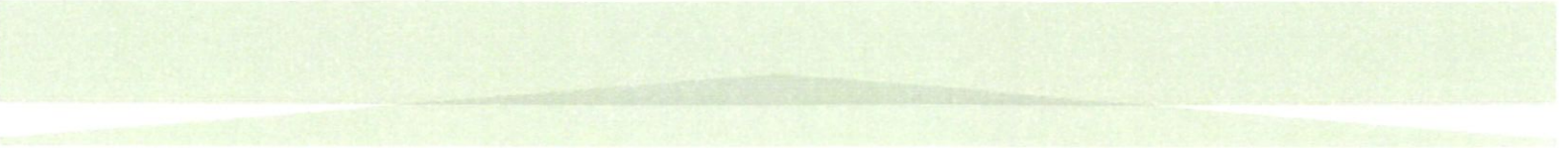
1/4 Section	Section	Township	Range
SE	24	79	24W

Coverage Provided Through: 8/1/2026

Standard Industrial Classification Code: 5093

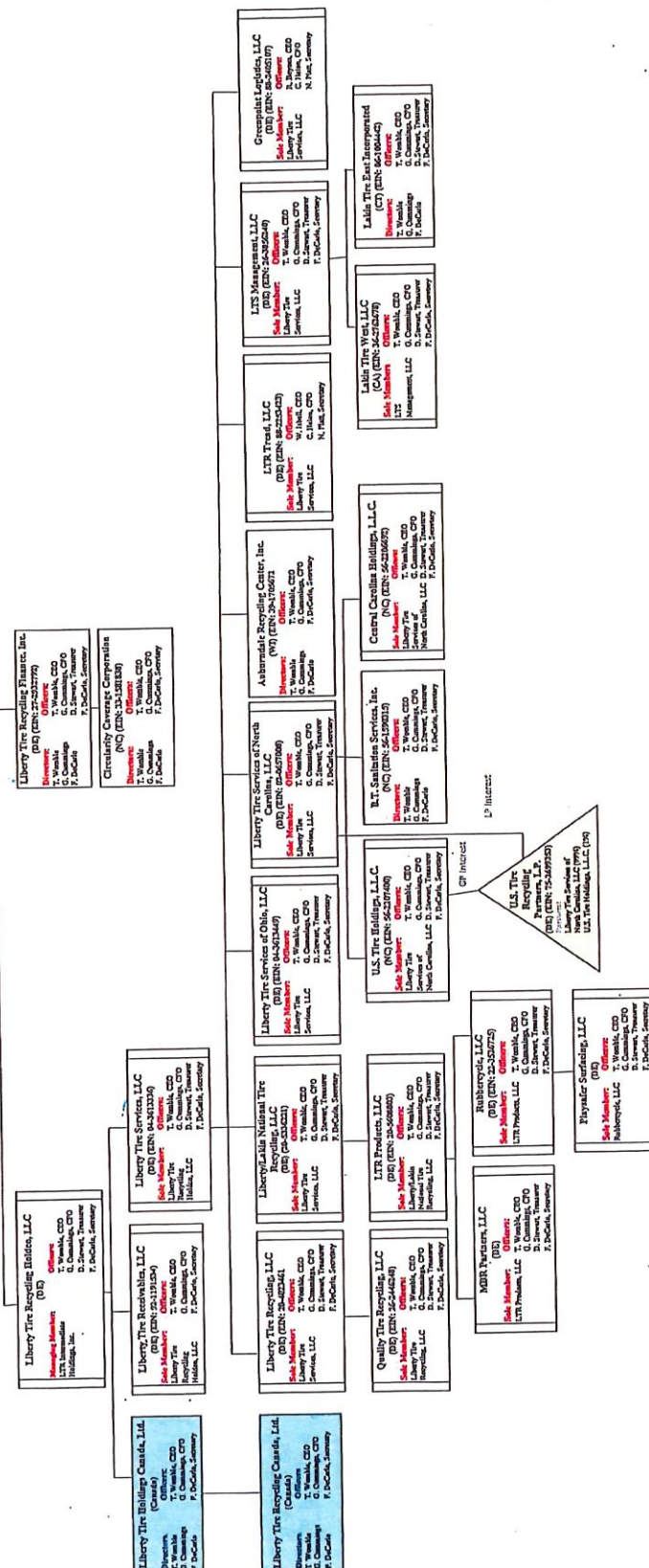
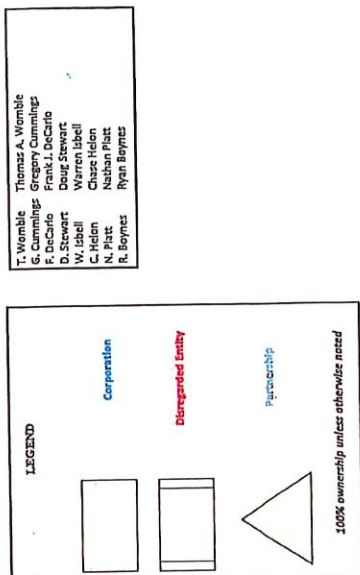
NPDES Permit Discharge Authorization Number: 18991 - 18765

Discharge Authorization Date: 9/9/2010



Appendix 4

Organizational Chart





Appendix 5

Market Demand Justification



Iowa Waste Tire Processor Semi-Annual Activity Report

*Reminder: Iowa Administrative Code (IAC) 567-117.4(2), all permitted tire processing facilities shall have an annual fee of \$850, payable to the Department upon the application for a permit, and due annually beginning each July 1 thereafter at the rate of \$850.



Reporting Period 2024

☐ January 1 - June 30, due September 1st

☒ July 1 - December 31, due March 1st

Instructions:

- Complete all sections with the information requested.
- Sign the form where indicated
- Return the form to the address at right
- Retain copies of receipts and records used to prepare this report

Send completed form to:

Becky Jolly

Land Quality Bureau

502 E 9th St

Des Moines IA 50319-0034

Section I - Processor Information

A. Name of Tire Processing Firm: Liberty Tire Recycling, LLC (Formerly Greenman)

B. Iowa Tire Processor Permit #: 77-WTM-01-96

C. Address: 1914 East Euclid, Des Moines, Iowa, 50313

(Street Address, PO Box, City, State, Zip)

D. Telephone: 952-808-3403

E. Person Completing this form: Rahni F Bahr

Section II - Quantity of Tires Received

You may report the quantities of waste tires you received from your customers in either **total tonnage** or **count by type** of tire. Please select only one type of reporting method.

A. Total Tonnage Received from Iowa:

◀ OR ▶

B. Total Count of Tires Received from Iowa:

Passenger car/light truck: _____

Semi-truck: _____

Tractor tires: _____

Other (list type): _____

Total Tonnage: 16,349 ton

Total Count: _____

C. Total Tonnage Received from Out-of-State (mark "0" if not applicable):

◀ OR ▶

D. Total Count of Tires Received from Out-of-State (mark "0" if not applicable):

Passenger car/light truck: _____

Semi-truck: _____

Tractor tires: _____

Other (list type): _____

Total Tonnage: 8,473

Total Count: _____

Section III - Processed Tire Delivery Locations

List the site of delivery for all tires processed as reported in Section II, including total tonnage or count delivered to each location. Note: your totals reported here should equal the total tonnage/count reported in Section II. Attach additional pages for delivery locations if necessary.

Location 1:Name of Location: Various TDF Users

Address: _____

(Street Address, County, City, State, Zip - do not list PO Boxes)

Product Type: TDF = Tire Derived Fuel

(Tire-Derived Fuel, Crumb Rubber, Processed for Landfill Disposal, etc.)

Total Quantity of Processed Tires Delivered (tonnage or count): 12,022 ton**Location 2:**Name of Location: Various DFM Users

Address: _____

(Street Address, County, City, State, Zip - do not list PO Boxes)

Product Type: DFM = Drain Fill Material

(Tire-Derived Fuel, Crumb Rubber, Processed for Landfill Disposal, etc.)

Total Quantity of Processed Tires Delivered (tonnage or count): 3,427 ton**Location 3:**Name of Location: Various Crumb Users

Address: _____

(Street Address, County, City, State, Zip - do not list PO Boxes)

Product Type: CRP = Crumb Rubber Products

(Tire-Derived Fuel, Crumb Rubber, Processed for Landfill Disposal, etc.)

Total Quantity of Processed Tires Delivered (tonnage or count): 25,422 ton**Location 4:**Name of Location: Various Metal Recyclers

Address: _____

(Street Address, County, City, State, Zip - do not list PO Boxes)

Product Type: Tire Wire / Rim Steel

(Tire-Derived Fuel, Crumb Rubber, Processed for Landfill Disposal, etc.)

Total Quantity of Processed Tires Delivered (tonnage or count): Wire- 4,210 ton, Rim - 100 ton**Section IV - Tires Stored on Site**

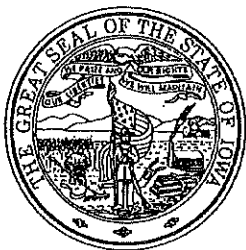
List the quantity of unprocessed waste tires on hand at the facility at the time of reporting. Also list the quantity of processed tire material currently stored at the facility, by product type.

Total Quantity of Unprocessed Tires on Hand (tonnage or count): 297 tonTotal Quantity of Processed Tire Material Stored (tonnage or count): 12,707 ton**Certification**

I certify under penalty of law that I am the owner, operator, or authorized representative of the waste tire processor listed in this report, and that I have examined and am familiar with the information reported above, and that I believe the information is true, accurate and complete.

Signature: Rahni F BahrDate: 02/28/2025Name & agency of Person Certifying: Rahni F BahrEmail: rbahr@libertytire.comPhone: 952-808-3403

Fax: _____



Iowa Waste Tire Hauler Semi-Annual Activity Report



Reporting Period Year 2024

- ☐ January 1 – June 30, due September 1st
☒ July 1 – December 31, due March 1st

Instructions:

- Complete all sections with the information requested.
- Sign the form where indicated
- Return the form by due date
- Retain copies of receipts and records used to prepare this report

SECTION I – HAULER INFORMATION	
Hauler Registration Number: <u>Tire Hauler #9</u>	Mail completed form to: Iowa Department of Natural Resources Land Quality Bureau 502 East Ninth Street Des Moines, Iowa 50319 Or Fax to: 515-725-8202 Attn: Becky Jolly
Contact Name: <u>Rahni Bahr</u>	
Facility Name: <u>Liberty Tire Services of Ohio, LLC DBA Liberty Tire Recy</u>	
Address: <u>1914 E. Euclid Ave Bldg A</u>	
City, State, Zip: <u>Des Moines, Iowa, 50313</u>	
SECTION II – QUANTITY OF TIRES COLLECTED	
YOU MAY REPORT THE QUANTITIES OF WASTE TIRES YOU COLLECTED FROM YOUR CUSTOMERS IN EITHER TOTAL TONNAGE OR COUNT BY TYPE OF TIRE. PLEASE SELECT ONLY <u>ONE</u> TYPE OF REPORTING METHOD.	
A. Total Tonnage Received from Iowa	B. Total Count of Tires Received from Iowa
Total Tonnage 20,032 ton	Passenger car/light truck:
◀ OR ▶	Semi-truck
	Tractor Tires
	Other (please list type)
	Total Count
C. Total Tonnage Received from Out-of-State (Mark "0" if Not Applicable):	D. Total Count of Tires Received from Out-of-State (Mark "0" if Not Applicable):
Total Tonnage 52,809 ton	Passenger car/light truck:
◀ OR ▶	Semi-truck
	Tractor Tires
	Other (please list type)
	Total Count

SECTION III – WASTE TIRE DELIVERY LOCATIONS:

LIST THE SITE OF DELIVERY FOR ALL TIRES COLLECTED AS REPORTED IN SECTION II, INCLUDING TOTAL TONNAGE OR COUNT DELIVERED TO EACH LOCATION. NOTE: YOUR TOTALS REPORTED HERE SHOULD EQUAL THE TOTAL TONNAGE/COUNT REPORTED IN SECTION II. TIRE HAULERS ARE NOT PERMITTED TO TEMPORARILY STORE ANY TIRES COLLECTED.

LOCATION 1: NAME OF LOCATION Liberty Tire Services of OH, LLC	PERMIT number of facility issued by state permitting authority: IA-DNR #77-WTM-01-96
ADDRESS (street, city, county, state, zip, – do not list PO Boxes) 1914 E. Euclid Ave., Bldg A, IA, 50313	TOTAL QUANTITY OF TIRES DELIVERED (tonnage or count) 24,845 ton
LOCATION 2: NAME OF LOCATION Liberty Tire Services of OH, LLC - Savage, MN	PERMIT number of facility issued by state permitting authority: MPCA #SW-635
ADDRESS (street, city, county, state, zip, – do not list PO Boxes) 12498 Wyoming Ave., Savage, MN, 55678	TOTAL QUANTITY OF TIRES DELIVERED (tonnage or count) 42,437 ton
LOCATION 3: NAME OF LOCATION Liberty Tire Services of OH, LLC - St. Martin, MN	PERMIT number of facility issued by state permitting authority: MPCA #SW-660
ADDRESS (street, city, county, state, zip, – do not list PO Boxes) 28548 Sauk Valley Rd., Paynesville, MN, 56362	TOTAL QUANTITY OF TIRES DELIVERED (tonnage or count) 5,559 ton
Provide additional information on any other tires delivered to site(s) of used tire resale, grade-off, etc., including total quantities for each: 	

SECTION IV -**CERTIFICATION**

I CERTIFY UNDER PENALTY OF LAW THAT I AM THE OWNER, OPERATOR, OR AUTHORIZED REPRESENTATIVE OF THE WASTE TIRE HAULER LISTED IN THIS REPORT, AND THAT I HAVE EXAMINED AND AM FAMILIAR WITH THE INFORMATION REPORTED ABOVE, AND THAT I BELIEVE THE INFORMATION IS TRUE, ACCURATE AND COMPLETE.

SIGNATURE 	PRINTED NAME Rahni Bahr	DATE 02/28/2025
EMAIL rbahr@libertytire.com	TELEPHONE 952-808-3403	FAX



Iowa Waste Tire Hauler Semi-Annual Activity Report



Reporting Period Year 2025

- ☒ January 1 – June 30, due September 1st
☐ July 1 – December 31, due March 1st

Instructions:

- Complete all sections with the information requested.
- Sign the form where indicated
- Return the form by due date
- Retain copies of receipts and records used to prepare this report

SECTION I – HAULER INFORMATION	
Hauler Registration Number: <u>Tire Hauler #9</u>	Mail completed form to: Iowa Department of Natural Resources Land Quality Bureau 502 East Ninth Street Des Moines, Iowa 50319 Or Fax to: 515-725-8202 Attn: Becky Jolly
Contact Name: <u>Rahni Bahr</u>	
Facility Name: <u>Liberty Tire Services of Ohio, LLC DBA Liberty Tire Recycle</u>	
Address: <u>1914 E. Euclid Ave Bldg A</u>	
City, State, Zip: <u>Des Moines, Iowa, 50313</u>	
SECTION II – QUANTITY OF TIRES COLLECTED	
YOU MAY REPORT THE QUANTITIES OF WASTE TIRES YOU COLLECTED FROM YOUR CUSTOMERS IN EITHER TOTAL TONNAGE OR COUNT BY TYPE OF TIRE. PLEASE SELECT ONLY <u>ONE</u> TYPE OF REPORTING METHOD.	
A. Total Tonnage Received from Iowa	B. Total Count of Tires Received from Iowa
Total Tonnage 16,283 ton	Passenger car/light truck:
◀ OR ▶	Semi-truck
	Tractor Tires
	Other (please list type)
	Total Count
C. Total Tonnage Received from Out-of-State (Mark "0" if Not Applicable):	D. Total Count of Tires Received from Out-of-State (Mark "0" if Not Applicable):
Total Tonnage 45,007 ton	Passenger car/light truck:
◀ OR ▶	Semi-truck
	Tractor Tires
	Other (please list type)
	Total Count

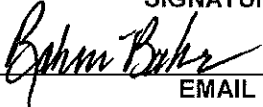
SECTION III – WASTE TIRE DELIVERY LOCATIONS:

LIST THE SITE OF DELIVERY FOR ALL TIRES COLLECTED AS REPORTED IN SECTION II, INCLUDING TOTAL TONNAGE OR COUNT DELIVERED TO EACH LOCATION. NOTE: YOUR TOTALS REPORTED HERE SHOULD EQUAL THE TOTAL TONNAGE/COUNT REPORTED IN SECTION II. TIRE HAULERS ARE NOT PERMITTED TO TEMPORARILY STORE ANY TIRES COLLECTED.

LOCATION 1: NAME OF LOCATION Liberty Tire Services of OH, LLC	PERMIT number of facility issued by state permitting authority: IA-DNR #77-WTM-01-96
ADDRESS (street, city, county, state, zip, – do not list PO Boxes) 1914 E. Euclid Ave., Bldg A, IA, 50313	TOTAL QUANTITY OF TIRES DELIVERED (tonnage or count) 20,493 ton
LOCATION 2: NAME OF LOCATION Liberty Tire Services of OH, LLC - Savage, MN	PERMIT number of facility issued by state permitting authority: MPCA #SW-635
ADDRESS (street, city, county, state, zip, – do not list PO Boxes) 12498 Wyoming Ave., Savage, MN, 55678	TOTAL QUANTITY OF TIRES DELIVERED (tonnage or count) 36,043 ton
LOCATION 3: NAME OF LOCATION Liberty Tire Services of OH, LLC - St. Martin, MN	PERMIT number of facility issued by state permitting authority: MPCA #SW-660
ADDRESS (street, city, county, state, zip, – do not list PO Boxes) 28548 Sauk Valley Rd., Paynesville, MN, 56362	TOTAL QUANTITY OF TIRES DELIVERED (tonnage or count) 4,753 ton
Provide additional information on any other tires delivered to site(s) of used tire resale, grade-off, etc., including total quantities for each:	

SECTION IV -**CERTIFICATION**

I CERTIFY UNDER PENALTY OF LAW THAT I AM THE OWNER, OPERATOR, OR AUTHORIZED REPRESENTATIVE OF THE WASTE TIRE HAULER LISTED IN THIS REPORT, AND THAT I HAVE EXAMINED AND AM FAMILIAR WITH THE INFORMATION REPORTED ABOVE, AND THAT I BELIEVE THE INFORMATION IS TRUE, ACCURATE AND COMPLETE.

SIGNATURE 	PRINTED NAME Rahni Bahr	DATE 09/01/2025 8/29/25
EMAIL rbahr@libertytire.com	TELEPHONE 952-808-3403	FAX 952-894-5061



Iowa Waste Tire Processor Semi-Annual Activity Report



*Reminder: Iowa Administrative Code (IAC) 567-117.4(2), all permitted tire processing facilities shall have an annual fee of \$850, payable to the Department upon the application for a permit, and due annually beginning each July 1 thereafter at the rate of \$850.

Reporting Period 2025

- ☒ January 1 - June 30, due September 1st
☐ July 1 - December 31, due March 1st

Instructions:

- Complete all sections with the information requested.
- Sign the form where indicated
- Return the form to the address at right
- Retain copies of receipts and records used to prepare this report

Send completed form to:

Becky Jolly
Land Quality Bureau
502 E 9th St
Des Moines IA 50319-0034

Section I - Processor Information

A. Name of Tire Processing Firm: Liberty Tire Recycling, LLC (Formerly Greenman)

B. Iowa Tire Processor Permit #: 77-WTM-01-96

C. Address: 1914 East Euclid, Des Moines, Iowa, 50313

(Street Address, PO Box, City, State, Zip)

D. Telephone: 952-808-3403

E. Person Completing this form: Rahni F Bahr

Section II - Quantity of Tires Received

You may report the quantities of waste tires you received from your customers in either **total tonnage** or **count by type** of tire. Please select only one type of reporting method.

A. Total Tonnage Received from Iowa:

◀ OR ▶

B. Total Count of Tires Received from Iowa:

Passenger car/light truck: _____

Semi-truck: _____

Tractor tires: _____

Other (list type): _____

Total Tonnage: 13,235 ton

Total Count: _____

C. Total Tonnage Received from Out-of-State (mark "0" if not applicable):

◀ OR ▶

D. Total Count of Tires Received from Out-of-State (mark "0" if not applicable):

Passenger car/light truck: _____

Semi-truck: _____

Tractor tires: _____

Other (list type): _____

Total Tonnage: 7,258 ton

Total Count: _____

Section III - Processed Tire Delivery Locations

List the site of delivery for all tires processed as reported in Section II, including total tonnage or count delivered to each location. Note: your totals reported here should equal the total tonnage/count reported in Section II. Attach additional pages for delivery locations if necessary.

Location 1:Name of Location: Various TDF Users

Address: _____

(Street Address, County, City, State, Zip - do not list PO Boxes)

Product Type: TDF = Tire Derived Fuel

(Tire-Derived Fuel, Crumb Rubber, Processed for Landfill Disposal, etc.)

Total Quantity of Processed Tires Delivered (tonnage or count): 12,077 ton**Location 2:**Name of Location: Various DFM Users

Address: _____

(Street Address, County, City, State, Zip - do not list PO Boxes)

Product Type: DFM = Drain Fill Material

(Tire-Derived Fuel, Crumb Rubber, Processed for Landfill Disposal, etc.)

Total Quantity of Processed Tires Delivered (tonnage or count): 5,954 ton**Location 3:**Name of Location: Various Crumb Users

Address: _____

(Street Address, County, City, State, Zip - do not list PO Boxes)

Product Type: CRP = Crumb Rubber Products

(Tire-Derived Fuel, Crumb Rubber, Processed for Landfill Disposal, etc.)

Total Quantity of Processed Tires Delivered (tonnage or count): 12,451 ton**Location 4:**Name of Location: Various Metal Recyclers

Address: _____

(Street Address, County, City, State, Zip - do not list PO Boxes)

Product Type: Tire Wire / Rim Steel

(Tire-Derived Fuel, Crumb Rubber, Processed for Landfill Disposal, etc.)

Total Quantity of Processed Tires Delivered (tonnage or count): Wire- 4,814 ton, Rim - 259 ton**Section IV - Tires Stored on Site**

List the quantity of unprocessed waste tires on hand at the facility at the time of reporting. Also list the quantity of processed tire material currently stored at the facility, by product type.

Total Quantity of Unprocessed Tires on Hand (tonnage or count): 146 tonTotal Quantity of Processed Tire Material Stored (tonnage or count): 18,952 ton**Certification**

I certify under penalty of law that I am the owner, operator, or authorized representative of the waste tire processor listed in this report, and that I have examined and am familiar with the information reported above, and that I believe the information is true, accurate and complete.

Signature: *Rahni F Bahr*Date: 09/01/2025 8/29/25Name & agency of Person Certifying: Rahni F BahrEmail: rbahr@libertytire.comPhone: 952-808-3403Fax: 952-894-5041



Iowa Waste Tire Hauler Semi-Annual Activity Report



Reporting Period Year 2025

- ☐ January 1 – June 30, due September 1st
☒ July 1 – December 31, due March 1st

Instructions:

- Complete all sections with the information requested.
- Sign the form where indicated
- Return the form by due date
- Retain copies of receipts and records used to prepare this report

SECTION I – HAULER INFORMATION	
Hauler Registration Number: <u>Tire Hauler #9</u>	Mail completed form to: Iowa Department of Natural Resources Land Quality Bureau 502 East Ninth Street Des Moines, Iowa 50319 Or Fax to: 515-725-8202 Attn: Becky Jolly
Contact Name: <u>Rahni Bahr</u>	
Facility Name: <u>Liberty Tire Services of Ohlo, LLC DBA Liberty Tire Recycle</u>	
Address: <u>1914 E. Euclid Ave Bldg A</u>	
City, State, Zip: <u>Des Moines, Iowa, 50313</u>	
SECTION II – QUANTITY OF TIRES COLLECTED	
YOU MAY REPORT THE QUANTITIES OF WASTE TIRES YOU COLLECTED FROM YOUR CUSTOMERS IN EITHER TOTAL TONNAGE OR COUNT BY TYPE OF TIRE. PLEASE SELECT ONLY <u>ONE</u> TYPE OF REPORTING METHOD.	
A. Total Tonnage Received from Iowa	B. Total Count of Tires Received from Iowa
Total Tonnage <u>15,811 ton</u>	Passenger car/light truck:
◀ OR ▶	Semi-truck
	Tractor Tires
	Other (please list type)
	Total Count
C. Total Tonnage Received from Out-of-State (Mark "0" if Not Applicable):	D. Total Count of Tires Received from Out-of-State (Mark "0" if Not Applicable):
Total Tonnage <u>53,681 ton</u>	Passenger car/light truck:
◀ OR ▶	Semi-truck
	Tractor Tires
	Other (please list type)
	Total Count

SECTION III – WASTE TIRE DELIVERY LOCATIONS:

LIST THE SITE OF DELIVERY FOR ALL TIRES COLLECTED AS REPORTED IN SECTION II, INCLUDING TOTAL TONNAGE OR COUNT DELIVERED TO EACH LOCATION. NOTE: YOUR TOTALS REPORTED HERE SHOULD EQUAL THE TOTAL TONNAGE/COUNT REPORTED IN SECTION II. TIRE HAULERS ARE NOT PERMITTED TO TEMPORARILY STORE ANY TIRES COLLECTED.

LOCATION 1: NAME OF LOCATION Liberty Tire Services of OH, LLC	PERMIT number of facility issued by state permitting authority: IA-DNR #77-WTM-01-96
ADDRESS (street, city, county, state, zip, – do not list PO Boxes) 1914 E. Euclid Ave., Bldg A, IA, 50313	TOTAL QUANTITY OF TIRES DELIVERED (tonnage or count) 19,380 ton
LOCATION 2: NAME OF LOCATION Liberty Tire Services of OH, LLC - Savage, MN	PERMIT number of facility issued by state permitting authority: MPCA #SW-635
ADDRESS (street, city, county, state, zip, – do not list PO Boxes) 12498 Wyoming Ave., Savage, MN, 55678	TOTAL QUANTITY OF TIRES DELIVERED (tonnage or count) 44,140 ton
LOCATION 3: NAME OF LOCATION Liberty Tire Services of OH, LLC - St. Martin, MN	PERMIT number of facility issued by state permitting authority: MPCA #SW-660
ADDRESS (street, city, county, state, zip, – do not list PO Boxes) 28548 Sauk Valley Rd., Paynesville, MN, 56362	TOTAL QUANTITY OF TIRES DELIVERED (tonnage or count) 5,972 ton
Provide additional information on any other tires delivered to site(s) of used tire resale, grade-off, etc., including total quantities for each: 	

SECTION IV -**CERTIFICATION**

I CERTIFY UNDER PENALTY OF LAW THAT I AM THE OWNER, OPERATOR, OR AUTHORIZED REPRESENTATIVE OF THE WASTE TIRE HAULER LISTED IN THIS REPORT, AND THAT I HAVE EXAMINED AND AM FAMILIAR WITH THE INFORMATION REPORTED ABOVE, AND THAT I BELIEVE THE INFORMATION IS TRUE, ACCURATE AND COMPLETE.

SIGNATURE 	PRINTED NAME Rahni Bahr	DATE 03/01/2026
EMAIL rbahr@libertytire.com	TELEPHONE 952-808-3403	FAX 952 894 5061



Iowa Waste Tire Processor Semi-Annual Activity Report



*Reminder: Iowa Administrative Code (IAC) 567-117.4(2), all permitted tire processing facilities shall have an annual fee of \$850, payable to the Department upon the application for a permit, and due annually beginning each July 1 thereafter at the rate of \$850.

Reporting Period 2025

☐ January 1 - June 30, due September 1st

☒ July 1 - December 31, due March 1st

Instructions:

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- Retain copies of receipts and records used to prepare this report

Send completed form to:

Becky Jolly
Land Quality Bureau
502 E 9th St
Des Moines IA 50319-0034

Section I - Processor Information

A. Name of Tire Processing Firm: Liberty Tire Recycling, LLC (Formerly Greenman)

B. Iowa Tire Processor Permit #: 77-WTM-01-96

C. Address: 1914 East Euclid, Des Moines, Iowa, 50313

(Street Address, PO Box, City, State, Zip)

D. Telephone: 952-808-3403

E. Person Completing this form: Rahni F Bahr

Section II - Quantity of Tires Received

You may report the quantities of waste tires you received from your customers in either **total tonnage** or **count by type** of tire. Please select only one type of reporting method.

A. Total Tonnage Received from Iowa:

B. Total Count of Tires Received from Iowa:

◀ OR ▶

Passenger car/light truck: _____

Semi-truck: _____

Tractor tires: _____

Other (list type): _____

Total Tonnage: 12,143 ton

Total Count: _____

C. Total Tonnage Received from Out-of-State (mark "0" if not applicable):

D. Total Count of Tires Received from Out-of-State (mark "0" if not applicable):

◀ OR ▶

Passenger car/light truck: _____

Semi-truck: _____

Tractor tires: _____

Other (list type): _____

Total Tonnage: 7,236 ton

Total Count: _____

Section III - Processed Tire Delivery Locations

List the site of delivery for all tires processed as reported in Section II, including total tonnage or count delivered to each location. Note: your totals reported here should equal the total tonnage/count reported in Section II. Attach additional pages for delivery locations if necessary.

Location 1:Name of Location: Various TDF Users

Address: _____

(Street Address, County, City, State, Zip - do not list PO Boxes)

Product Type: TDF = Tire Derived Fuel

(Tire-Derived Fuel, Crumb Rubber, Processed for Landfill Disposal, etc.)

Total Quantity of Processed Tires Delivered (tonnage or count): 16,221 ton**Location 2:**Name of Location: Various DFM Users

Address: _____

(Street Address, County, City, State, Zip - do not list PO Boxes)

Product Type: DFM = Drain Fill Material

(Tire-Derived Fuel, Crumb Rubber, Processed for Landfill Disposal, etc.)

Total Quantity of Processed Tires Delivered (tonnage or count): 2,191 ton**Location 3:**Name of Location: Various Crumb Users

Address: _____

(Street Address, County, City, State, Zip - do not list PO Boxes)

Product Type: CRP = Crumb Rubber Products

(Tire-Derived Fuel, Crumb Rubber, Processed for Landfill Disposal, etc.)

Total Quantity of Processed Tires Delivered (tonnage or count): 20,984 ton**Location 4:**Name of Location: Various Metal Recyclers

Address: _____

(Street Address, County, City, State, Zip - do not list PO Boxes)

Product Type: Tire Wire / Rim Steel

(Tire-Derived Fuel, Crumb Rubber, Processed for Landfill Disposal, etc.)

Total Quantity of Processed Tires Delivered (tonnage or count): Wire- 4,604 ton, Rim - 239 ton**Section IV - Tires Stored on Site**

List the quantity of unprocessed waste tires on hand at the facility at the time of reporting. Also list the quantity of processed tire material currently stored at the facility, by product type.

Total Quantity of Unprocessed Tires on Hand (tonnage or count): 50 tonTotal Quantity of Processed Tire Material Stored (tonnage or count): 14,694 ton**Certification**

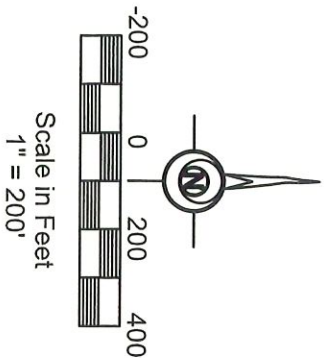
I certify under penalty of law that I am the owner, operator, or authorized representative of the waste tire processor listed in this report, and that I have examined and am familiar with the information reported above, and that I believe the information is true, accurate and complete.

Signature: *Rahni F Bahr*Date: 03/01/2026Name & agency of Person Certifying: Rahni F BahrEmail: rbahr@libertytire.comPhone: 952-808-3403Fax: 952-894-5061



Appendix 6

Site Design Plan



SYMBOLS LEGEND

- EXISTING FENCE
- *-* PROPOSED FENCE

STORAGE AREAS

1. CRUMB RUBBER - PACKAGED
2. STEEL WIRE
3. TDF/TP/ADC
4. WHOLE TIRES
5. SCRAP METAL AND RIMS
6. PROPANE TANKS (LOCKED)
7. WELDING GASES
8. INNER TUBES
9. TIRES ON RIMS

NOTE:
THIS DRAWING IS BEING MADE AVAILABLE BY PELDS DESIGN SERVICES (P.D.S.) FOR USE ON THIS PROJECT IN ACCORDANCE WITH P.D.S.'S AGREEMENT FOR PROFESSIONAL SERVICES. P.D.S. ASSUMES NO RESPONSIBILITY OR LIABILITY (CONSEQUENTIAL OR OTHERWISE) FOR ANY USE OF THESE DRAWINGS (OR ANY PART THEREOF) EXCEPT IN ACCORDANCE WITH THE TERMS OF SAID AGREEMENT.

NOTE:

ORIENTATION OF THIS BEARING SYSTEM IS
IOWA STATE PLANE SOUTH (NAD 83)
THIS SURVEY WAS PERFORMED USING THE
IOWA RTN NETWORK.



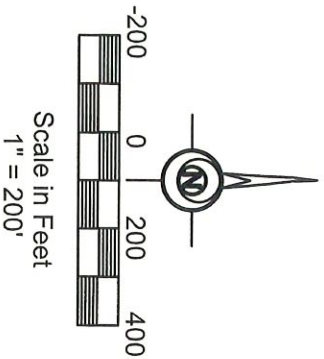
**SITE USE MAP FOR 1914 E. EUCLID AVE
DES MOINES, IOWA 50313**

COPYRIGHT DATE:	DRAWN BY:	SCALE:	LATEST REVISION:	PROJECT NO.:
	A. BRADFIELD	1" = 200'	6.11.2026	26-073



Appendix 7

Site Operation Plan



SYMBOLS LEGEND

- EXISTING FENCE
- *-* PROPOSED FENCE

STORAGE AREAS

1. CRUMB RUBBER - PACKAGED
2. STEEL WIRE
3. TDF/TDP/ADC
4. WHOLE TIRES
5. SCRAP METAL AND RIMS
6. PROPANE TANKS (LOCKED)
7. WELDING GASES
8. INNER TUBES
9. TIRES ON RIMS

NOTE:
THIS DRAWING IS BEING MADE AVAILABLE BY PELDS
DESIGN SERVICES (P.D.S.) FOR USE ON THIS PROJECT
IN ACCORDANCE WITH P.D.S.'S AGREEMENT FOR PROFESSIONAL
SERVICES. P.D.S. ASSUMES NO RESPONSIBILITY OR LIABILITY
(CONSEQUENTIAL OR OTHERWISE) FOR ANY USE OF THESE
DRAWINGS (OR ANY PART THEREOF) EXCEPT IN ACCORDANCE WITH
THE TERMS OF SAID AGREEMENT.

NOTE:

ORIENTATION OF THIS BEARING SYSTEM IS
IOWA STATE PLANE SOUTH (NAD 83)
THIS SURVEY WAS PERFORMED USING THE
IOWA RTN NETWORK.



**SITE USE MAP FOR 1914 E. EUCLID AVE
DES MOINES, IOWA 50313**

COPYRIGHT DATE:	DRAWN BY:	SCALE:	LATEST REVISION:	PROJECT NO:
J12026	A. BRADFIELD	1" = 200'	6.11.2026	26-073

Appendix 8

Emergency Response and Remedial Action Plan (ERRAP)

Emergency Preparedness Manual

Des Moines, Iowa Facility (GIA)



1914 E. Euclid Ave Suite A, Des Moines, IA 50313

Emergency Preparedness

Emergency Preparedness

Section Modified and Revision Description	Date	Author
Initial Version	2/15/13	M. Herbert
Site Specific Update	06/17/2026	E. Gonzalez J. Ruesga

Emergency Preparedness

EMERGENCY PREPAREDNESS

1 PURPOSE

This procedure outlines the Liberty Tire (LTR) program for Emergency Preparedness, Response and Prevention. This instruction applies to all employees, contractors and visitors doing business at LTR sites.

2 SCOPE DEFINITION

Each site shall utilize and customize the ERP template provided in [Appendix A](#) of this procedure to help with their emergency response plans for their respective sites. This procedure, when filled in with site-specific information in the appendices, outlines the course of action and responsibilities associated with emergencies, evacuations, and fire prevention measures. In addition, it is also a requirement that all persons entering the site (e.g. contractors and visitors) are informed of site-specific emergency procedures as outlined herein. Elements of the plan shall include the following:

- 2.1 Procedures for reporting a fire or other emergency.
- 2.2 Procedures for emergency evacuation, including type of evacuation and exit route assignments
- 2.3 Procedures to be followed by employees who remain to operate critical plant functions before they evacuate
- 2.4 Procedures to account for all employees after evacuation
- 2.5 Procedures to be followed by employees performing rescue or medical duties
- 2.6 The name(s) or job title(s) of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan
- 2.7 A description of the alarm system to be used to notify employees. The employee alarm system must use a distinctive signal for each purpose.
- 2.8 There must be a process to ensure that all emergency equipment, such as emergency lighting and alarm systems, are inspected at the appropriate frequency as dictated by program or regulatory requirements.
- 2.9 Emergency evacuation maps and phone numbers must be posted throughout the facility. A list of key personnel who should be contacted during off-hours emergencies.

3 DEFINITIONS & ACRONYMS

Emergency Response Plan - The Emergency Response Plan is designed to maximize human health and preservation of property, minimize danger, restore normal operations and assure responsive communications with the community, surrounding neighborhoods.

The plan is set in operation whenever a natural or induced emergency affecting Liberty Operations. This plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration.

Emergency Preparedness

4 PROCEDURE

- 4.1** The Emergency Response Plan (ERP) shall be maintained at each LTR site, and the location noted in Appendix A. If the site chooses to maintain their site-specific ERP on a shared drive or through other electronic means, at least one up-to-date paper copy of the plan, with a means of revision control, should be available in a central location at the center, in the event of a power outage or any other event, which may limit access to a computer during an emergency.

Controlled copies of the plan should also be distributed to the local fire department, and any other local emergency response agency or contractor that is expected to respond in an emergency situation. Where required by local regulations documentation of plan submittal shall be maintained. The plan must cover the designated actions to be taken to ensure the safety of employees, contractors, visitors, the protection of the environment and the protection and restoration of site operations in the event of an emergency.

- 4.2** The primary emergency response objectives are to:

- 4.2.1 Protect the safety and health of all personnel, community, and the environment.
- 4.2.2 Ensure the safety of the site.
- 4.2.3 Mitigate or prevent discharges.

- 4.3** Planning will be necessary for, but not limited to, the following types of potential emergencies, as applicable:

- 4.3.1 Medical emergencies
- 4.3.2 Fire, Explosion and Earthquake
- 4.3.3 Hazardous Material/Chemical Incident Release
- 4.3.4 Hazardous Process or Operational Emergencies
- 4.3.5 Natural Disaster
- 4.3.6 Utility Failure
- 4.3.7 Civil Disturbances
- 4.3.8 Security
- 4.3.9 Workplace Violence

4.4 Evacuation Routes and Evacuation Muster Areas

- 4.4.1 Specifically designated evacuation muster areas shall be established for each LTR site. A primary and secondary assembly area should be designated. If these are changed, all employees must be notified and associated documentation updated. All assembly areas need to be upwind of the incident.
- 4.4.2 In addition, one or more severe weather shelters shall also be designated for the site. Selection and location of severe weather shelters shall be based upon the type of weather related events likely to occur at the facility.
- 4.4.3 Each LTR site shall develop an Emergency Response Diagram/Map that shall be included as an appendix to the site-specific ERP. The Emergency Response Diagram shall be posted in conspicuous locations throughout the workplace.

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4.4.4 All personnel need to be accounted for during an emergency. The Site Manager shall be responsible for developing a system for accounting for and identifying missing personnel. For larger sites, it will be necessary to have designated individuals "sweep" or walk through their areas to ensure an area is clear of all employees and report these findings to the Site Manager.

4.4.5 All personnel will remain in the muster area until permission is specifically given by the Site Manager to leave the evacuation muster area, or after the emergency is declared secure.

4.4.6 Emergency Evacuation Routes

4.4.6.1 All emergency exits aisles shall be clearly marked and kept free of obstructions to provide for the orderly evacuation of personnel. Elevators shall not be used for emergency exit purposes and should be marked to this effect.

4.4.6.2 Each exit route shall be a permanent part of the workplace, and fire-resistant materials must separate emergency exits.

4.4.6.3 There must be at least two (2) exit routes available to allow for prompt evacuation. The exit routes must be located as far away as practical from each other so that if one exit route is blocked by fire or smoke, employees can evacuate using the second exit route.

4.4.6.4 If the direction of travel to the exit or exit discharge is not immediately apparent, signs must be posted along the exit access indicating the direction of travel to the nearest exit.

4.4.6.5 Emergency evacuation routes shall be reviewed following facility layout modifications or equipment relocations.

4.4.7 All personnel exit doors shall:

- Be clearly marked with an illuminated exit sign
- Be kept clear of obstructions at all times
- Discharge to a street, courtyard or other open space
- Open with a single motion; (deadbolt, inside key lock, etc. are prohibited)
- Comply with all applicable regulatory requirements and LTR policies

4.5 Alarms, Whistles, Signals, and Alerts

4.5.1 The method of communicating the occurrence of an emergency situation (e.g., employee alarm system) shall be distinctive, recognizable, and installed in all areas of the workplace to notify employees of an emergency situation, to stop all work activities if necessary, and to begin emergency procedures.

4.5.2 Local procedures shall be developed to notify personnel with disabilities that may prevent them from recognizing traditional alarm systems (e.g., hearing impaired personnel).

4.5.3 The employee alarm system details shall be identified in the ERP in **Appendix A**.

4.5.3.1 Unsupervised alarms shall be tested quarterly and supervised alarms must be tested annually, and records kept on file to ensure proper operation.

4.5.3.2 All alarm activation devices shall be unobstructed, conspicuous, and readily accessible.

Emergency Preparedness

- 4.5.3.3 A record of the operational tests must be maintained at the site. The site may also use the compliance calendar closure comment or the form provided in **Appendix F** to document the quarterly and/or annual tests.
- 4.5.3.4 Employee alarm signals shall exceed ambient noise or light levels throughout the site.
- 4.5.4 Alarm system information shall be posted throughout the site. Information shall include descriptions of signals for fire, evacuation, and shelter and all clear status. The site alarm system information is provided in **Appendix B**.
- 4.5.5 Emergency equipment including alarms, signals, emergency lighting shall be inspected and tested on a regular basis. Scheduling and tracking of emergency equipment shall be documented.

4.6 Fire Protection and Prevention

The purpose of the Fire Prevention Plan is to review site-specific fire potentials and incorporate controls to prevent a fire from occurring. The plan must describe the fuel sources / ignition sources on site that could contribute to the ignition and spreading of a fire, as well as the alarm and fire control systems throughout the site.

- 4.6.1 Fire Prevention Plan must be kept in the workplace, and made available to employees for review. The Fire Prevention Plan must include:
- 4.6.2 A list of all major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard.
- 4.6.3 Procedures to control inventories of flammable liquids and flammable /combustible materials and/or wastes.
- 4.6.4 Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of flammable or combustible materials.
- 4.6.5 The name or job title of employees responsible for maintaining equipment to prevent or control sources of ignition or fires.
- 4.6.6 The name or job title of employees responsible for the control of fuel source hazards.

4.6.7 Fire Protection Equipment

- 4.6.7.1 Unimpeded access to all available firefighting equipment shall be maintained at all times.
- 4.6.7.2 All firefighting equipment shall be conspicuously marked and located throughout the site.
- 4.6.7.3 The Emergency telephone number of the local fire department and site emergency contact information must be conspicuously posted at all phones and employee entrances to the site. Refer to **Appendix C** for site contact information.

Note: Site-specific fire protection equipment is listed on the Site Specific Information Form, **Appendix B**. The location of all listed fire protection equipment shall be identified on the Emergency Response Diagram, **Appendix D**.

4.6.8 Fire Protection Equipment Inspection and Maintenance

- 4.6.8.1 Portable fire extinguishers shall be inspected monthly, and fixed extinguishing systems (including F500, chemical, gaseous, water and foam) tested annually on non-discharging actuating test by a qualified person. Inspection records can be

Emergency Preparedness

maintained by as determined by the site. For a summary of alarm inspections/frequency, please see [Appendix F](#).

4.6.8.2 For a summary of fire extinguisher characteristics, and required hydrostatic test frequency see [Appendix H](#).

4.6.8.3 Whenever firefighting systems such as sprinklers must be taken out of service for maintenance or other reasons the RED TAG Permit process shall be used. If a site is not covered by RED TAG an alternative equivalent system shall be developed and implemented. RED TAG Permit system procedure is provided in Appendix I.

4.6.8.4 Inspections and maintenance of fire protection equipment shall be scheduled and tracked.

4.7 Drills

4.7.1 Drills provide a means of validating the coordination, response, and intended interaction among response groups and teams. These activities help discover efficiencies and areas for improvement. Ultimately, drills and emergency exercise activities contribute significantly to the maintenance of an effective response capability.

4.7.2 The effectiveness of the site crisis management team must be examined at regular intervals. Such emergency exercises may include all assumed emergencies.

4.7.3 Semi-Annual emergency drills shall be conducted to ensure personnel are familiar with alarm signals; emergency procedures, evacuation routes, and evacuation muster areas.

4.7.4 The type of drills conducted shall conform to LTR annual requirement for drills outlined below;

4.7.4.1 One full site evacuation drill

4.7.4.2 One medically emergency drill.

4.7.5 All drills or exercises must be documented.

4.7.6 Suggested drill or exercise scenarios and incident types are available within document and are a useful resource for ideas for conducting drills.

4.7.7 Site may choose between different types of Drills and Exercises as appropriate (note full site evacuation drill must be an actual drill exercise)

4.7.7.1 Virtual- simulates the incident or events without moving people or equipment to a real site. Carefully designed and scripted scenarios with times messages and communications between responders and the facilitator.

4.7.7.2 Full Scale- tests the mobility and operational effectiveness of resources and equipment. Takes place in "real time".

4.7.8 Post drill review and assessments shall be conducted; form provided in Appendix G may be used for this purpose.

4.8 Reporting and Investigations

4.8.1 Emergency events shall be reported to GM's VP's, and Corporate Office.

4.8.2 Emergency events shall be documented for reference.

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- 4.8.3 Emergency events shall be investigated to determine root causes and identify corrective actions. Corrective actions shall be tracked to closure.
- 4.8.4 Security related events shall also be reported to the GM's VP's and Corporate Office to ensure that incidents and concerns are handled in a timely and professional manner. The following incidents to be reported:
 - 4.8.4.1 Any act or threat of violence.
 - 4.8.4.2 Any crime or suspected criminal activity reported to law enforcement.
 - 4.8.4.3 Any breach of security or loss of property during shipment (i.e. warehouse, shipping containers, trucks, broken into)
 - 4.8.4.4 Any theft of significant monetary value or any incident that causes business interruption
 - 4.8.4.5 Protests or demonstrations at LTR facilities.
- 4.8.5 The LTR Site Manager with support from corporate office as needed is responsible for any internal investigations.

4.9 Post Incident Reviews

- 4.9.1 Post-Incident reviews should be done shortly after the Incident/Crisis, while the recollection of those involved is fresh. The objective is to identify ways to improve how the business detects and responds to a crisis. The Post-Incident Review will analyse the site response to an Incident in order to:
 - 4.9.1.1 Identify lessons that can be learned from the Incident,
 - 4.9.1.2 Initiate corrective actions,
 - 4.9.1.3 Improve future capabilities through revisions to procedures and/or the Plan, and
 - 4.9.1.4 Document events/facts in the case of possible future litigation or regulatory inquiry. The procedure for the post incident review will be as follows:
 - 4.9.1.5 Examine Facts, both undisputed and disputed.
 - 4.9.1.6 Review the process for effectiveness, revise appropriately, and incorporate into this Plan as well as into on-going awareness and training programs;
- 4.9.2 Corrective action recommendations will be documented and tracked to closure.

4.10 Customer Route / Site Work

- 4.10.1 When working at customer sites LTR employees must become familiar with customer emergency response procedures including alarms, signals, and evacuation routes.
- 4.10.2 This information shall be documented and shared with new hires as appropriate

5 RECORDS

Records related to emergency planning and response shall be maintained at a minimum as follows:

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- 5.1 Inspections records for one year
- 5.2 Events including investigations and follow up actions for five years
- 5.3 Drills including documentation of 3rd party participation (or requests to participate), reviews, and follow up actions for five years

6 RESPONSIBILITIES

Site personnel who have been designated with a specific role during emergency events shall be identified in Appendix C.

Site Manager shall:

The Site Manager is responsible for the overall management of the incident. This position directs incident activities, including development and implementation of strategic decisions and approves ordering and releasing of resources.

- 6.1.1 Acquire a complete status of the incident (source, impact, evacuations, injuries, etc.)
- 6.1.2 Contact appropriate outside response personnel in the event of an emergency (ambulance, fire department, police department, HAZMAT spill clean-up, etc.);
- 6.1.3 Contact and confer with LTR Corporate Office as appropriate for the type of emergency;
- 6.1.4 Assess the situation and establish immediate priorities
- 6.1.5 Activate necessary response
- 6.1.6 Determine response strategies
- 6.1.7 Conduct Planning/ Assessment meetings
- 6.1.8 Assess priorities, set strategic goals and tactical objectives.
- 6.1.9 Approve the Safety Plans applicable to the response
- 6.1.10 Authorize the preparation of media releases (with Corporate Legal).

6.2 Site Manager Designee (Manager Back-Up)

A Site Manager "designee" may be nominated to work directly under the Site Manager depending on the complexity of the event.

6.3 Muster coordinator(s) shall:

- 6.3.1 Identify missing personnel during an emergency situation; and
- 6.3.2 Immediately report the names of missing personnel to the Site Manager.

6.4 During Workplace Violence the Site Manager shall:

- 6.4.1 Take the necessary actions deemed appropriate to investigate and assess the situation; and
- 6.4.2 Implement any preventative actions and conduct follow-up meetings and/or actions as required.

6.5 Medical

Responsible for medical review, treatment facilities, and works together with Corporate Office.

6.6 Information / Liaison (Communications)

- 6.6.1 Responsible for evaluating the event to determine applicable employee support requirements, and making the necessary arrangements to provide those services.

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- 6.6.2 Responsible for providing communication services during the incident, as required.
- 6.6.3 Responsible for working with LTR Corporate Office in developing and releasing information (after legal review when appropriate).
- 6.6.4 Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of a "Liaison" position. The Site Manager with the support of the Corporate Office shall work together to establish proper protocol
- 6.6.5 The liaison position notifies outside entities such as governmental agencies and other affected entities of the incident, and remains the point of contact for those groups. This position has the following responsibilities:
 - 6.6.5.1 Notify regulatory agencies as required
 - 6.6.5.2 Identify representatives from each agency with jurisdiction

6.7 Site Manager shall:

- 6.7.1 Ensure overall procedure implementation and coordination;
- 6.7.2 Ensure that the role of Emergency Coordinator is undertaken by him/herself, or assign the role to another qualified person;
- 6.7.3 Delegate a qualified person(s) as an alternate Emergency Coordinator(s) to ensure there is coverage for that particular role at any given time;
- 6.7.4 Ensure emergency drills are completed and documented semi-annually at the site;
- 6.7.5 Ensure that the site-specific ERP is updated and corrective actions are completed following an emergency or drill, and resulting critique;
- 6.7.6 Ensure that any employee who threatens or performs an act of violence on any employee, customer, etc. is disciplined appropriately.

6.8 Site Manager or designee shall:

- 6.8.1 Complete and/or update their site-specific ERP in conjunction with the annual review of this procedure.
- 6.8.2 Ensure all inspections and associated record keeping is complete;
- 6.8.3 Facilitate completion and review of semi-annual emergency drills;
- 6.8.4 Ensure that all training related to this procedure and associated record keeping are complete
- 6.8.5 Maintain documentation related to all events/incidents.
- 6.8.6 Develop and recommend measures for assuring personnel safety, and to monitor and/or anticipate hazardous and unsafe situations.
- 6.8.7 The Site Manager has the authority to suspend any response operations due to unsafe acts or conditions.
- 6.8.8 Identify and evaluate safety and health hazards that may impact both the response workers and the public.
- 6.8.9 Designate exclusion zone boundaries and determine levels of personal protective equipment required.

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- 6.8.10 Coordinate with government and industry health and safety officials regarding public health concerns including evacuations, limited access to public areas and other restrictions.

6.9 Site Manager / Security

Responsible for all security measures during the initial response and ensuring mitigation activities. .

- 6.9.1 Establish and maintain liaison with public law enforcement/safety officials
- 6.9.2 Participate in cause and origin investigation, as applicable

6.10 Legal

Legal is responsible for reviewing and advising the Site Manager regarding matters pertinent to any liability, admission, or actions assumed or taken during the incident response.

- 6.10.1 Determine applicability of laws, legal exposures and defense strategies
- 6.10.2 Determine LTR's legal relationship with all involved parties
- 6.10.3 Provide advice on documentation in regards to confidential material
- 6.10.4 Review and approve information prior to release to media

6.11 LTR Employees shall:

- 6.11.1 Comply with all instructions from the General Manager, authorized emergency personnel including the First Aiders, and outside emergency services;
- 6.11.2 Follow the emergency procedures documented in the site-specific ERP;
- 6.11.3 Notify their General Manager immediately of any possible emergency;
- 6.11.4 Follow business housekeeping, inspection and chemical storage procedures;
- 6.11.5 Promptly report to Responsible Manager when he/she witnesses an act of violence, a threat made in the workplace, and believes in good faith that an employee or others at the site may become violent.
- 6.11.6 Complete appropriate training and understand the limitations of their training and response actions.

7 TRAINING

- 7.1 The General Manager shall be trained in the basics of emergency command including proper response actions and site controls for all types of emergency situations with the potential to affect the site and identified in Appendix A.
- 7.2 Designated employees shall receive training on portable fire extinguishers, F500 characteristics and any other firefighting equipment, which may exist at the site, First Aid/CPR, Automatic Defibrillator (AED) and Blood Borne Pathogens training. All training requirements shall be documented.
- 7.3 All employees must be trained on the elements of the ERP, including but not limited to the alarm system used at the site, the evacuation routes to be used, the designated evacuation meeting locations (muster area and severe weather shelter), and procedures for fire

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prevention. This training shall occur at a minimum upon initial assignment, when changes are made to the plan and when the responsibilities of the employee change.

- 7.4 Contractors and visitors will be briefed on the site evacuation/shelter procedures. Site evacuation/shelter procedures, emergency contact information, and alarm information shall be posted or provided to visitors at the visitors' login location.
- 7.5 Employees at LTR shall be trained on workplace violence situations, behaviors, etc. in order to heighten their awareness to prevent and/or report workplace violence issues/concerns.
- 7.6 The core members of the First Aider team will receive annual training on the program contents and their corresponding roles and responsibilities. The incident management team will meet on a semi-annual basis to:
 - 7.6.1 Review plan effectiveness
 - 7.6.2 Review open audit findings

8 AUDITING

- 8.1 The ERP will be reviewed annually, and critiqued by site personnel after an emergency or drill. The plan will be revised as necessary following this review.
- 8.2 A review of the ERP shall be conducted annually. The site-specific information in Appendix A shall be reviewed and updated at least annually and whenever there are significant changes in the program. These changes must be reviewed with all employees
- 8.3 The General Manager shall ensure that the plan is reviewed on an annual basis to ensure that site specific information is up to date and that all plan requirements such as drills, inspections, training are being completed.
- 8.4 Updates to the plan will be made as needed to reflect current rosters and capabilities.

9 APPENDICES

- Appendix A Template for an ERP**
- Appendix B Site Specific Information**
- Appendix C Emergency Contact Information**
- Appendix D Emergency Response Plan/Diagram**
- Appendix E Site Specific Chemical Management Information**
- Appendix F Alarm System Testing Documentation Form**
- Appendix G Emergency Drill Critique Form**
- Appendix H Summary of Fire Extinguisher Characteristics**
- Appendix I Red Tag Permit System**
- Appendix J Sample Incident/Crisis Report Form**

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Appendix K Reference Checklist/Guidance for the following emergencies

Attachment 1 Emergency Evacuation

Attachment 2 Medical Emergency

Attachment 3 Fire & Explosion

Attachment 3.1 Potential Ignition Sources

Attachment 3.2 Heat Producing Equipment

Attachment 4 Hazardous Chemical Incident Release

Attachment 5 Hazardous Process or Operational Emergency

Attachment 5.1 Confined Space Rescue

Attachment 5.2 Work at Heights Rescue

Attachment 5.3 Compressed Gas Emergencies

Attachment 6 Natural Disaster

Attachment 6.1 Tornado Severe/Weather

Attachment 6.2 Hurricane

Attachment 6.3 Flood

Attachment 6.4 Earthquake

Attachment 6.5 Lighting/Thunderstorms

Attachment 7 Utility Failure

Attachment 7.1 Gas Leak

Attachment 7.2 Power Outage

Attachment 8 Demonstration or Civil Disturbances

Attachment 8.1 Bomb Threat/Terrorism

Attachment 8.2 Strike/Picketing

Attachment 8.3 Sabotage

Attachment 8.4 Interactions with Community/Press

Attachment 9 Security

Attachment 9.1 Suspicious Mail Package

Attachment 9.2 Terrorism/Bio-Terrorism

Attachment 9.3 Communication Outage

Attachment 10 Workplace Violence

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10 REFERENCE DOCUMENTS AND WEB LINKS

OSHA, 29 CFR 1910.36 Design and Construction Requirements for Exit Routes

OSHA, 29 CFR 1910.37 Maintenance, Safeguards, and Op. Features for Exit Routes

OSHA, 29 CFR 1910.38 Emergency Action Plans

OSHA, 29 CFR 1910.39 Fire Prevention Plans

OSHA, 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response

OSHA, 29 CFR 1910.157 Portable Fire Extinguishers

OSHA, 29 CFR 1910.165 Employee Alarm Systems

Compressed Gas Association Pamphlet P-1-1991, 4.5.2.2

***Liberty Tire Services of Ohio. LLC dba; Liberty Tire
Recycling, LLC
Des Moines, IA 50313***

Emergency Response Plan (ERP)

***1914 E. Euclid Ave Suite A
Des Moines, IA 50313***

Emergency Preparedness

APPENDIX A

Liberty Tire Recycling – Auburndale, WI Emergency Response Plan (ERP)

Site Manager Approval

This Emergency Response Plan documents the emergency preparedness and response plans, as well as fire prevention measures for the Auburndale Recycling Center, located in Auburndale, WI. The purpose of this plan is:

- 1. To act as a guide during emergency situations;*
- 2. To identify and minimize hazards to human health and the environment from various types of emergency situations, including fires, weather related emergencies, or potential releases of hazardous chemicals or waste stored on-site; and*
- 3. To familiarize local emergency response personnel (e.g., police, fire, and rescue departments, hospitals and government personnel) with the quantities and types of material handled and internal response procedures.*

This plan has been reviewed and is approved by:

Ted Daley, General Manager

Date

The current revision date for the plan is September 26, 2023

Key Contacts for the development and maintenance of this plan and contact information:

Ted Daley – Site General Manager
Work: (515)262-4900
Mobile: (651) 528-2828

Edgar Gonzalez- UMW Regional Safety Manager
Work: (715) 652-3622
Mobile: (715) 650-1734

Emergency Preparedness

Summary of Sections

The Emergency Response Plan (ERP) is comprised of the following elements:

- I Introduction –General Site Identification Information & Description of Operations
- II Evacuation Plan –This section details the site evacuation plans and procedures
- III Emergency Procedures –This section outlines the types of emergencies that have the potential to occur at the facility and the response procedures, including specific emergency phone numbers.

The following are Appendices to the ERP:

[Appendix A](#) – Template for an ERP

[Appendix B](#) – Site Specific Information

[Appendix C](#) – Emergency Contact Information

[Appendix D](#) – Emergency Response Diagram

[Appendix E](#) – Site-specific Chemical Management Information

[Appendix F](#) – Alarm System Testing Documentation Form

[Appendix G](#) – Emergency Drill Critique Form

[Appendix H](#) – Summary of Fire Extinguisher Characteristics

[Appendix I](#) – Red Tag Permit System

[Appendix J](#) – Sample Incident/Crisis Report Form

[Appendix K](#) - Reference Checklists/Guidance for the following emergencies:

[Attachment 1](#) –Emergency Evacuation

[Attachment 2](#) –Medical Emergencies

[Attachment 3](#) –Fire and Explosion

Attachment 3.1 – Potential Ignition Sources

Attachment 3.2 - Heat Producing Equipment

[Attachment 4](#) –Hazardous Chemical Incident Release

[Attachment 5](#) –Hazardous Process or Operational Emergencies

Attachment 5.1 – Confined Space Rescue

Attachment 5.2 – Work at Heights Rescue

Attachment 5.3 – Compressed Gas Emergencies

[Attachment 6](#) –Natural Disaster

Attachment 6.1-Tornado/Severe Weather

Attachment 6.2 –Hurricane

Attachment 6.3 –Flood

Attachment 6.4 –Earthquake

Attachment 6.5 – Lightning/Thunderstorms

[Attachment 7](#) –Utility Failure

Attachment 7.1 –Gas Leak

Attachment 7.2 –Power Outage

[Attachment 8](#) –Demonstration or Civil Disturbances

Attachment 8.1 –Bomb Threat/Terrorism

Attachment 8.2 –Picketing

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Attachment 8.3 –Sabotage

Attachment 8.4 –Interactions with Community/Press

[Attachment 9](#) –Security

Attachment 9.1 –Suspicious Mail Packages

Attachment 9.2 –Terrorism/Bio-Terrorism

Attachment 9.3 –Communication Outage

[Attachment 10](#) –Workplace Violence

Emergency Preparedness

I. INTRODUCTION

Site Identification and Description of Operations

A. **Site Name:**

Liberty Tire Services of Ohio, LLC dba; Liberty Tire Recycling, LLC (GIA)

B. **Mailing Address of the Site:**

1914 E. Euclid Ave Suite A
Des Moines, IA 50313

C. **Physical Address of the Site if different from above:**

Same as above

D. **Site Phone Number:**

Phone - (515) 262-4900

E. **Owner/Operator/Agent:**

Liberty Tire Services of Ohio, LLC dba; Liberty Tire Recycling, LLC

F. **Other Identifying Information:**

SIC Code: 3011-5093

DNR Permit Number: 77-WTM-01-96P-PRT

NAICS Code: 326299 OR 423930 – Both pertain to recycling and rubber mulch reclamation

NPDES or Storm Water Permit – WPDES

Industrial Storm Water Discharge General Permit – 18991-18765

G. **Description of Site and Operations:**

The Liberty Tire Recycling, Des Moines, IA facility is responsible for the shredding and shipping of scrap tires. The site houses multiple machines, hand tools, power tools, tractor trailers, and excavating equipment. Also on site, there is an office building, open Monday through Friday, 7:00 AM - 4:30 PM.

H. **Applicability Matrix** -The following table lists types of ***potential emergencies*** and should be used in evaluating and developing site-specific emergency plans if applicable. Check all emergencies that are applicable to your site. In addition, this emergency preparedness document relates to other work plans and policies that should be listed on the matrix.

Emergency Preparedness

EMERGENCY PLANNING APPLICABILITY MATRIX

POTENTIAL EMERGENCY	DESCRIPTION OF EMERGENCY	Applicability		ADDITIONAL REFERENCES
		YES	NO	
Medical	Emergency injury or illness	X		
	Non-emergency injury or illness	X		
Fire or Explosion	Electrical	X		
	Welding	X		
	Chemical	X		
	Heat Producing Equipment	X		
	Open Flames	X		
Hazardous Chemical Incident Release	Spills/Containment Rupture	X		SPCC Plan
	Gas Leaks	X		
		X		
Hazardous Process or Operational Emergences	Confined Space Entry	X		
	Compressed Gases	X		
	Other High Risk Operation	X		
Natural Disaster	Tornado/Severe Weather	X		
	Hurricane		X	
	Flood	X		
	Earthquake		X	
Utility Failure	Gas Leak	X		
	Power Outage	X		
Civil Disturbances	Bomb Threat/Terrorism	X		
	Sabotage	X		
	Strike/Picketing	X		
	Interaction with Community Press	X		
Security	Suspicious Mail Packages	X		
	Terrorism/Bio-terrorism	X		
	Communication Outage	X		
Workplace Violence	Workplace Violence	X		

Emergency Preparedness

LOCATION OF COPIES OF THE ERP

An up-to-date paper copy of the ERP will be located in the Main Office. Additionally, a copy of the plan will be sent to the local Fire Department and local Emergency Response Committee (and any other emergency response agency that is expected to respond.) A copy of this plan has been sent to the following agencies:

Agency City/State	Date Sent	Response/Acknowledgement from Agency
Des Moines, IA Police Department		Certified Mail
Des Moines, IA Fire Rescue Department		Certified Mail
Polk County Emergency Management – Wisconsin Des Moines, IA		Certified Mail

II. GENERAL EMERGENCY PROCEDURES

General Requirements

Anyone at the LTR Des Moines, IA facility who discovers a spill, fire, explosion, or other unplanned incident must immediately notify the General Manager at (651) 528-2828 then call the internal emergency number at 911. Identify yourself and provide your location and telephone ext. (if applicable).

1. Describe the incident.
2. Describe the location of the incident and the nearest available building entrance.
3. Identify if any material is involved in the incident and approximate quantity, and indicate whether it is entering a sewer, manhole, or stream, or is on the ground or in the air.

LTR Employees may conduct limited response in the context of their Hazard Communication (HAZCOM) training, their level training, if they have the ability, specific training, and materials to deal with small events in their immediate work area.

CAUTION: Do not come into immediate contact with any substance unless potential hazards of the substance are known and you are trained and equipped to do so. If fumes or vapors are present, stay clear of the area until assistance arrives.

4. Evacuate all unnecessary personnel from the area of the incident.

Emergency Preparedness

If possible, based on the nature of the incident, the person reporting an incident or someone acting in his/her place should remain in a position where he/she will be available to direct emergency personnel to the location of the incident.

Initial Response

Initial response to an incident is aimed at ensuring the safety of employees/contractors/visitors and the site and mitigating or preventing discharges or substantial threat of discharges to the environment. To achieve this goal, the following initial response activities will be performed:

1. Notify the General Manager or designee.
2. Activate internal alarms and hazard communication systems to notify personnel.
3. Assess the risk of further personal involvement and proceed only if trained and equipped to do so safely.
4. Identify the character, exact source, amount, and extent of the incident.
5. If the incident involves a chemical release, attempt to stop the product flow (secure pumps, close valves, etc.).
6. Conduct preliminary assessment of the hazards. Shut off ignition sources, including motors, electrical circuits, open flames, etc.
7. Initiate containment. Contact LTR Corporate Office if appropriate.

The Site General Manager will be notified immediately in the event of an emergency. If the emergency is within the capabilities of site personnel, the GM, will coordinate response activities. If the emergency is beyond the capabilities of site personnel, appropriate outside agencies and emergency responders will be notified. These agencies and their corresponding phone numbers are listed in [Appendix C](#).

Emergency Preparedness

- Attachment 1 –Emergency Evacuation
- Attachment 2 –Medical Emergencies
- Attachment 3 –Fire and Explosion
 - Attachment 3.1 –Potential Ignition Sources (Electrical/Welding)
 - Attachment 3.2 –Heat Producing Equipment
- Attachment 4 –Hazardous Chemical Incident Release
- Attachment 5 –Hazardous Process or Operational Emergencies
 - Attachment 5.1 – Confined Space Rescue
 - Attachment 5.2 – Work at Heights Rescue
 - Attachment 5.3 - Compressed Gas Emergencies
- Attachment 6 –Natural Disaster
 - Attachment 6.1 –Tornado/Severe Weather
 - ~~Attachment 6.2 –Hurricane~~
 - Attachment 6.3 –Flood
 - ~~Attachment 6.4 –Earthquake~~
 - Attachment 6.5 – Lighting /Thunderstorms
- Attachment 7 –Utility Failure
 - Attachment 7.1 –Gas Leak
 - Attachment 7.2 –Power Outage
- Attachment 8 –Demonstration or Civil Disturbances
 - Attachment 8.1 –Bomb Threat
 - Attachment 8.2 –Strike/Picketing
 - Attachment 8.3 –Sabotage
 - Attachment 8.4 –Interactions with Community/Press
- Attachment 9 –Security
 - Attachment 9.1 –Suspicious Mail Packages
 - Attachment 9.2 –Terrorism/Bioterrorism
 - Attachment 9.3 –Communication Outage
- Attachment 10 –Workplace Violence

Sites can add additional emergency procedures to this plan as needed.

Emergency Preparedness

APPENDIX B

SITE SPECIFIC INFORMATION

The LTR, Des Moines, IA facility is located at 1914 E Euclid Ave Suite A, Des Moines, IA 50313

The site employs approximately 50-80 individuals. These employees are broken down into three shifts.

Monday through Thursday there are two - 12-hour shifts which allows the site to operate continuously for 24 hours.

Friday through Sunday, work one 12 hour shift (5:00AM – 5:00PM).

The site, a satellite image of which is included, encompasses plus or minus 20 acres.

Work at the site includes:

- Day to day operations include loading and unloading scrap tires
- Shredding of scrap tires through two shredders
- Daily maintenance include but not limited to, welding, grinding, blade changes in shredders, cleaning dust collectors
- This site also has anywhere from 5-7 office personnel on site Monday through Friday

The site is covered by a:

- ☐ Risk Management Plan under the Clean Air Act Located:
- ☐ Process Safety Management Plan under OSHA Located:
- ☐ Other regulatory Emergency Management Plans (list w/location)

This site contains:

- ☒ Site Evacuation Muster Area: Trailer Parking Area South of the facility.
- ☒ Tornado/Severe Weather Muster Area: Site locker room and Maintenance Manager's Office.

Emergency Preparedness

Fire Protection Equipment

- Site Specific Fire Detection System(s): ☐ Pull Box to Fire Department
☐ None
- Site Specific Fire Alarm System(s): ☒ Manual Activation
☒ Automatic Activation
☒ Flamex
- Site Specific Fire Suppression System(s): ☒ Portable A, B, and C Fire Extinguishers
☐ Sprinkler System – Office
☐ Sprinkler System – Shop
☐ Sprinkler System – Other _____
☒ Emergency Lighting – Office
☒ Emergency Lighting – Shop
☒ Illuminated Exit Signs
☐ None

Portable fire extinguishers, alarm activation devices, emergency eyewashes, emergency first aid kits, and emergency spill response kits are located throughout the site. The location of this equipment is identified on the Emergency Response Diagram, [Appendix D](#), or alternative listed below.

List Site specific emergency equipment and location:

The Des Moines Facility has portable F500 extinguishers along with portable F500 carts. Flamex is also used on site.

APPENDIX C

EMERGENCY CONTACTS AND SITE EMERGENCY NUMBERS

To update information, fill out tables below.

	Phone Number/Business
Emergency Number (internal site number)	(515) 262-4900
Emergency Number (external number)	(919) 353-4375

Emergency Preparedness

EMERGENCY CONTACTS DATABASE.

Name	Position	Contact Information
Ted Daley	G/M Manager	Office: 515-262-4900 Cell: 651-528-2828
Will Sikes	Operations Manager	Office: 515-262-4900 Cell: 919-770-7781
Jose Ruesga	Safety, Health and HR Manager	Office: 515-262-4900 Cell: 515-414-6877
Alex Wolfe	Maintenance Supervisor	Office: 515-262-4900 Cell: 515-400-5017
Roly Arroyo	Grade Manager	Office: 515-262-4900 Cell: 515-491-3581
Mark Maust	Regional VP – Upper Midwest Region	Office: 952-808-3414 Cell: 612-804-5370
Tammara Pexa	Regional HR Mgr. - Upper Midwest Region	Office: 952-808-3432 Cell: 612-987-9563
Edgar Gonzalez	Regional Safety Mgr. - Upper Midwest Region	Office: 715-652-3622 Cell: 715-650-1734

Emergency Preparedness

APPENDIX C (continued)

External Emergency Contacts

Agency	Name and Address	Phone Number
Fire Department / Life Squad	Des Moines Fire Department 2715 Dean Ave Des Moines IA 50317	515-283-4237
Police Department	Des Moines Police Department 25 E 1 st St Des Moines, IA 50309	515-283-4811
Polk County Sheriff Department	5995 NE 14 th St Des Moines IA 50313	515-286-3306
Mercy Hospital	1111 6 th Ave Des Moines IA 50314	515-247-3173
MidAmerican Energy	4858 NE 17 th Ct Des Moines IA 50313	888-427-5632
Des Moines Water Works	2201 George Flagg Parkway Des Moines IA 50321	515-283-8700
Concentra Medical Center	2100 Dixon St Des Moines IA 50309	515-265-1020
Poison Control	10118 Oakwood Dr Urbandale IA 50322	800-222-1222

Emergency Preparedness

APPENDIX D

Emergency Response Diagram

Insert Emergency Response Diagram/Plan in this section. The plan and diagram shall identify the locations of:

- Evacuation muster area
- Severe weather shelter (s)
- Evacuation routes
- Arrow mark that indicates location of viewer/user of map and direction in which user of this map is in the site
- Spill kits
- Personal Protective Equipment Kits
- Fire extinguishers
- Eye wash stations/Safety Showers
- First Aid Kits
- Fire Alarms
- Alarm boxes
- Chemical storage areas
- Hazardous & non-hazardous waste satellite accumulation areas
- 90 or 180-day hazardous waste storage areas
- Compressed gas tanks
- Emergency Lighting
- Designated Smoking Areas

Emergency Preparedness

APPENDIX F

Emergency System Testing Documentation Form

Site Name: _____

Site Location: _____

Person Performing
Test: _____

Date of Testing: _____

Type of Alarm System ¹	Functioning Properly Yes or No	Type Corrective Action Required	Data Corrective Action Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Comments: _____

¹ Types of emergency systems include: sirens, visual alarms, whistles, etc. for evacuation, emergency lighting, fire (fixed and portable), standpipe systems and hoses and other emergencies.

Emergency Preparedness

APPENDIX G

Emergency Drill Critique Form

Refer to [Attachment 3](#) of Appendix K of this procedure for further instructions on conducting fire drills.

Site Name: _____

Site Location: _____

Type of Drill ☐ Evacuation ☐ Chemical Release ☐ Fire ☐ Medical ☐
Severe Weather ☐ Other ☐

Date of Drill: _____

Emergency Coordinator: _____

List of Participating Outside Agencies applicable: _____

Describe the drill scenario: _____

Emergency Preparedness

	Yes	No	Comments
1. If conducted, was employee evacuation success?	☐	☐	_____ _____
2. Did employees go to the appropriate meeting location?	☐	☐	_____ _____
3. Were missing employees reported to the emergency coordinator?	☐	☐	_____ _____
4. Did outside agencies understand their role in the emergency?	☐	☐	_____ _____
5. Did alarm/warning systems function properly?	☐	☐	_____ _____
6. Emergency lighting for exits and sufficient to illuminate routes during power outage?	☐	☐	_____ _____
7. Other	☐	☐	_____ _____

Describe any corrective action/modification needed to the ERP:

DRILL EVALUATOR'S NAME

Date of Evaluation

Emergency Preparedness

Sites can choose to use the above critique form or customize to their site-specific needs. Another great example is attached below. If customizing to site-specific needs, please attach site's Emergency Drill Critique Form here.



Emergency Preparedness

EMERGENCY PROCEDURE, DRILLS AND CRITIQUE

Facility Name/ Location : _____ Date of Drill: ____/____/____ Time of Drill _____

Type of Emergency:

☐ Actual . Please describe briefly: _____

☐ Drill

☐ Earthquake

☐ Evacuation

☐ Chemical Release

☐ Fire

☐ Medical

☐ Severe Weather:

☐ Tornado

☐ Winter Storm

☐ Other. Please describe briefly: _____

☐ Circumstances of Procedure:

☐ Participating Outside Agencies:

☐ Fire Dept

☐ Rescue Squad

☐ Other: _____

☐ Employees Involved (Please count the total number of employees involved in the drill. List this number on this sheet): _____

Emergency Drill Description: In the space below, describe the information requested.

Defined procedures followed:	☐ Yes ☐ No
Operations effectively shutdown as part of procedure?	☐ Yes ☐ No
Emergency response effectively coordinated?	☐ Yes ☐ No
Outside agencies understand their role?	☐ Yes ☐ No
All employees accounted for at assembly areas?	☐ Yes ☐ No
Alarm systems function properly	☐ Yes ☐ No
Time to complete emergency procedure:	_____ minutes (evacuation)
Overall Procedure Rating:	☐ Good ☐ Fair ☐ Poor

Recommendations (if any) for improvement:

What	Who	When

Emergency Coordinator/ Date: _____

Form HS-001, Rev. 2/15/13

Page 1



Emergency
Procedure, Drills and

Emergency Preparedness

APPENDIX H

SUMMARY OF FIRE EXTINGUISHER CHARACTERISTICS

TYPE	Class of Fire A B C D	Common Size	Total Wt. (lb.)	Horizontal Range (ft.)	In-plant Refilling Possible	Hydrostatic Test	Discharge Time (sec)	Class
<u>DANGER</u> Do not use (none) these 5 water-base 60 units on 5 electrical Yes fires Foam Wetting agent Carbon Dioxide Dry Chemical Dry Powder (Metal fires) Liquefied Gas F500	Water Solution Pump tank 60a 2-A Cartridge actuated 60 2-A Soda acid 2-A Stored pressure 60 2-A Loaded stream 5 60 2-A; 1-B			2 1/2 gal 2 1/2 gal 2 1/2 gal 2 1/2 gal h		40 35 35 40 2 1/2 gal	30-40 30-40 30-40 35-40 40	Yes Yes Yes Yes 30-40
	c	2 1/2 gal	35	30-40	Yes	5	90	2-A; 4-B
		2 1/2 gal	40	30-40	Yes	5	60	
	b	2 1/2 lb.	12	3-4	No	5d	8-30a	1 to 4-B C
	b	5 lb.	20	6-8	No	5d	8-30a	1 to 4-B C
	b	15 lb.	48	8-10	No	5d	8-30a	12-B C
	b	2 1/2 lb.	7	8-11	Yes	12e,i	8-20a	1-4-B C
	b	5 lb.	12	10-12	Yes	12i	8-20a	4-B C
	b,f	10 lb.	22	15-20	Yes	12i	10-25a	8-B C
	b,f	20 lb.	38	20-25	Yes	12i	10-25a	16-B C
	b,f	30 lb.	55	20-25	Yes	12i	10-25a	20- B C
	d	30 lb.	55	6-8	Yes	12	28a	
	b	2 1/2 lb.	6	3-5	Yes	12	10a	4-B C

NOTES:

- (a) May be operated intermittently.
- (b) Limited to small fires; for best results follow up with water
- (c) Not satisfactory for fires of water-miscible solvents, such as alcohol and acetone, unless foam is of polar type.
- (d) U.S. Dept. of Transportation or Board of Transport Commissioners of Canada may require testing at more frequent intervals.
- (e) Models using factory-sealed disposable (non-refillable) containers are not subject to hydrostatic testing.
- (f) Models using multipurpose dry chemical are effective on Class A fires.
- (g) Several different dry powders may be used; their effectiveness depends on material that is burning.
- (h) Limited to small fires
- (i) Dry chemical extinguishers with stainless steel aluminum, or soldered-brass shells should be tested at 5-year intervals.

Source: National Fire Protection Association.

APPENDIX I

Red Tag Permit System

The purpose of this procedure is to establish the requirements that shall be followed during fire protection system impairment. A fire impairment program is an effective management program used to:

- Supervise the safe shutdown of fire protection systems
- Control potential fire hazards during the impairment
- Restore the fire protection system to service as soon as possible

1. DEFINITIONS

- 1.1 **Impairment** – A shutdown (in whole or in part) of a fire protection system. Fire protection systems include sprinkler systems, standpipe/hose systems, fire pumps, fire protection water supplies, fire mains, fire alarm systems, and special extinguishing systems (i.e. clean agent, wet/dry chemical, foam/water, etc.)
- 1.2 **Emergency Impairment** – Where a fire protection system is out of service due to an unexpected occurrence, such as a ruptured pipe, a broken sprinkler or an interruption of the water supply to the system.
- 1.3 **Planned Impairment** – Where a fire protection system is out of service due to work that has been planned in advance, such as revisions to the water supply or sprinkler system piping.

2. RED TAG permits

- 2.1 Contact local authorities for additional information and specific requirements

3. Red Tag Permit Procedure

3.1 Before a Planned Impairment

- 3.1.1 Walk the area in the site that will be impacted by the impairment. Prohibit any process with an inherent ignition source, such as hot work, in the area where the impairment will occur.

Emergency Preparedness

- 3.1.2 Be prepared – have everything ready before impairing protection
- 3.1.3 Plan to have temporary fire protection on hand

3.2 **During Impairment**

- 3.2.1 Notification to local officials of system impairment

3.3 **Restoring the System**

- 3.3.1 Restore fire protection equipment to automatic service as soon as possible
- 3.3.2 If sprinkler protection was impaired, conduct a 2-inch drain test at the sprinkler riser to obtain a clear, unobstructed water flow.
- 3.3.3 Lock the sprinkler control valve in the wide-open position
- 3.3.4 Reset the alarm system. Prior to resetting, notify occupants by paging system
- 3.3.5 Verify system has been totally restored – perform flow test of affected zone.
- 3.3.6 Completed tags will be maintained on file for one year

Emergency Preparedness

RED TAG PERMIT EXAM

RED TAG PERMIT	
CONTROL NUMBER 2955051	INDEX NUMBER
PRECAUTIONS TAKEN (CHECK AS APPROPRIATE)	
☐ Emergency Organization Notified	☐ Continuum Work Authorized
☐ Public Fire Department Notified	☐ Ongoing Patrol of Area
☐ Hazardous Operations Stopped	☐ Hydrant Connected to Sprinkler Riser
☐ Hot Work Prohibited	☐ Pipe Plugs on Hand
☐ Smoking Restricted	☐ Fire Watch Left Out
☐ Other	
INSURED NAME	
INSURED LOCATION (City, State/Province)	
INSURED PHONE NO.	INSURED FAX NO.
CHECK IF	SPRINKLER VALVE LOCATION/NUMBER
☐ SPRINKLER	
☐ FIRE PUMP	AREA PROTECTED
☐ CO ₂	
☐ HALON	
☐ OTHER	
REASON FOR IMPAIRMENT	
PLANNED DATE/TIME TO BE CLOSED	
PLANNED DATE/TIME TO BE OPEN	
NAME/TITLE OF RESPONSIBLE PERSON (PRINT)	
AUTHORIZED BY (PRINT NAME)	FIRE PROTECTION EQUIPMENT OPERATOR (PRINT NAME)
PART 1 INSTRUCTIONS	
Firesafety Supervisor: Fill out using ball-point pen, sign and issue permit as follows:	
Phone Part 1 information or fax this part to the FM Global number listed on the Red Tag Permit Wall Kit.	
Place Part 2 in center pocket of Wall Kit as visual reminder of impairment. Issue Part 3 (Red Tag) to Fire Protection Equipment Operator to attach to impaired equipment.	
FM Global RED TAG PERMIT Part 1 of 3	
F2400 (Rev. 12/06) Printed in USA ©2007 FM Global. All Rights Reserved.	



Emergency Preparedness

SAMPLE #1

Operating Business: _____
 Date/Time of Report: _____
 Reported By: _____
 Phone: _____
 Incident Date: _____ Incident Time: _____
 Location of Incident: _____

PHYSICAL EMERGENCY

TYPE OF INCIDENT	LOCATION OF INCIDENT	PROPERTY DAMAGE
☐ Fire ☐ Explosion ☐ Hazmat ☐ Other	☐ On-Site ☐ Off-Site	☐ Yes ☐ No
	BUSINESS INTERRUPTION	HAZMAT RELEASE
	☐ Yes ☐ No	Chemical Name: _____
		Amount: _____
☐ Security ☐ Other		

DESCRIPTION/STATUS OF INCIDENT

PERSONNEL INJURED /MISSING

NAME	JOB TASK	INJURED / MISSING
1.		
2.		
3.		

Emergency Preparedness

SAMPLE #1

Operating

Business: _____

Date/Time of

Report: _____

Reported By: _____

Phone: _____

Incident Date: _____ Incident

Time: _____

Location of Incident: _____

PHYSICAL EMERGENCY

TYPE OF INCIDENT	LOCATION OF INCIDENT	PROPERTY DAMAGE
☐ Fire	☐ On-Site	☐ Yes
☐ Explosion	☐ Off-Site	☐ No
☐ Hazmat Incident	☐ Business Interruption	☐ HAZMAT RELEASE
☐ Power Outage	☐ Yes	☐ Chemical Name:
☐ Security	☐ No	
☐ Other	Estimated:	Release Amount:

DESCRIPTION/STATUS OF INCIDENT

PERSONNEL INJURED /MISSING

Name	JOB TASK	InJured / Missing
1.		
2.		
3.		

SUMMARY OF RESPONSE ACTIVITIES

Underway

Emergency Preparedness

Appendix K

Emergency Procedures – This section outlines the types of emergencies that have the potential to occur at the facility and response procedures, including specific emergency phone numbers.

Emergency actions to be taken for the following emergencies are detailed in

Appendix K:

- Attachment 1 –Emergency Evacuation
- Attachment 2 –Medical Emergencies
- Attachment 3 –Fire and Explosion
 - Attachment 3.1 –Potential Ignition Sources (Electrical/Rubber)
 - Attachment 3.2 –Heat Producing Equipment
- Attachment 4 –Hazardous Chemical Incident Release/Gas Leak
- Attachment 5 –Hazardous Process or Operational Emergencies
 - Attachment 5.1 – Confined Space Rescue
 - Attachment 5.2 – Work at Heights Rescue
 - Attachment 5.3 – Compressed Gas Emergencies
- Attachment 6 –Natural Disaster
 - Attachment 6.1 –Tornado/Severe Weather
 - Attachment 6.2 –Flood
 - Attachment 6.3 – Lighting/Thunderstorms
- Attachment 7 –Utility Failure
 - Attachment 7.1 –Gas Leak
 - Attachment 7.2 –Power Outage
- Attachment 8 –Demonstration or Civil Disturbances
 - Attachment 8.1 –Bomb Threat
 - Attachment 8.2 –Strike/Picketing
 - Attachment 8.3 –Sabotage
 - Attachment 8.4 –Interactions with Community/Press
- Attachment 9 –Security
 - Attachment 9.1. –Suspicious Mail Packages
 - Attachment 9.2 –Terrorism/Bio-Terrorism
 - Attachment 9.3 –Communication Outage
- Attachment 10 –Workplace Violence

LTR Sites can add additional emergency procedures to this plan as needed.

NOTE: Refer to [Appendix A](#), Part H –Applicability Matrix for emergencies that **apply to your site**: For the emergencies that **do not apply** to the site, then it is permissible to remove the sections hereafter that correspond with these non-applicable emergencies.

ATTACHMENT 1

EMERGENCY EVACUATION

A designated Evacuation Muster Area must be identified for each site. A back-up Evacuation Muster Area must also be identified in case the primary Evacuation Muster Area is affected by the emergency (i.e.—wind direction during a fire makes the original Evacuation Muster Area unusable.) The location of the designated Evacuation Muster Area for this site can be found in [Appendix D](#).

During an evacuation Emergency Coordinators shall:

1. Keep exits marked, clear and accessible at all times.
2. Instruct employees not to try to fight any fire (unless incipient), but simply to report it immediately.
3. Notify employees of any evacuation and then verify that all employees are safely at the Evacuation Muster Area.
4. Comply with any instructions from the Fire Department.
5. Consult with the Fire Department / Site Manager as the situation warrants.
6. Consult with the Fire Department to determine the extent of any evacuation.
7. Supervise any evacuation that is ordered.
8. Respond to direction from the Fire Department /Site Manager and maintain communication with others.
9. Conduct head count to ensure everyone is accounted for.

During an evacuation Employees shall:

1. Evacuate the building from the nearest exit.
2. Take car keys and any medications with them.
3. Approach all downed power lines as live.
4. Report to the designated site Evacuation Muster Area outside of the building as identified in [Appendix D](#). Once outside the building, the Site Manager will account for each person. The Site Manager will notify the fire department if any persons are thought to be inside the building.
5. Be instructed by the local fire department Fire Chief and the Site Manager as to when normal operations can be resumed.
6. Not re-enter a building unless cleared by emergency personnel -structural integrity may be suspect/ building atmosphere may be altered.
7. Remain at Evacuation Muster Area until instructed to leave by the local fire department Fire Chief and/or the Site Manager

Emergency Preparedness

Evacuation of Personnel for Inaudible Areas

Personnel in loud areas are in areas where employee alarm systems may be inaudible. These personnel will be evacuated by personnel communication measures. The Group Leaders of these personnel are responsible to ensure that evacuation notification is provided

******Note that in loud, inaudible areas an evacuation route is laminated and posted on all exit doors******

Emergency Preparedness

ATTACHMENT 2

MEDICAL EMERGENCY

LTR – Auburndale, WI Site's policy is to rely on trained first aid providers (if any employed at time of incident) as well as external emergency medical staff (Marshfield EMS – Paramedic level of care) to administer care for a medical emergency.

If an employee/contractor/visitor is injured or becomes ill on company property, contact the Site Manager. The Site Manager will determine if the situation should be deemed an emergency.

EMERGENCY INJURY OR ILLNESS

1. Should an employee/contractor/visitor need emergency medical attention, the Site Manager or their designee will call the site emergency number immediately ([Appendix B](#)).
2. Contact and consult with Site Manager, if time permits, refer to number in [Appendix C](#).
3. An ambulance shall be used to transport the victim to the appropriate hospital emergency room.
4. The Site Manager shall fill out an accident investigation report.
5. All accidents shall be communicated to the LTR Des Moines, IA Site Manager where the determination shall be made as to whether or not the accident will be an OSHA Recordable.
6. Incidents shall be documented appropriately.

Non-emergency Injury or Illness

1. If the employee/contractor/visitor needs attention by a doctor on a non-emergency basis, the Site Manager or their designee will ask the individual if he/she wants to see a doctor.
2. The Site Manager or his or her designee will arrange transportation and advise if someone needs to accompany the individual to the doctor.
3. The Site Manager must contact the clinic or doctor and inform them that an employee is in transit to their location, and ask that they consult with them of their treatment before the employee is released. Be sure to provide attending physician/clinic with the appropriate contact information.
4. The Site Manager shall fill out an accident investigation report.
5. All accident investigation reports shall be communicated with the LTR Site Manager where the determination shall be made as to whether or not the accident will be an OSHA Recordable.
6. Incidents shall be documented appropriately.

Emergency Preparedness

ATTACHMENT 3

FIRE AND EXPLOSION

POTENTIAL FOR FIRE & SAFE OPERATING PROCEDURES

Fire potential is reduced through proper handling and storage of flammable materials. For fire prevention and reduction of fire risks, it is required that all fuel and ignition sources be identified and removed from the site or reduced as much as possible. Smoking is only permitted in designated areas.

The LTR Site's policy for firefighting is to (check those that apply):

1. Maintain a trained Fire-fighting crew (Fire Brigade) to fight fire until relieved by Mutual Aid (Fire Dept.): ☐
2. Allow fire extinguisher-qualified employees extinguish incipient fires only. Rely on Fire Department for all other fires. ☒
3. Prohibit all fire-fighting/extinguishment by employees. Rely on Fire Department for all fire control. ☐

RESPONSE TO A FIRE

1. The first employee discovering an emergency shall pull the nearest fire alarm and/or dial the site emergency number (as listed in [Appendix C](#)).
2. Evacuate the immediate area.
3. Notify the Site Manager, who will direct the fire department to the proper location.
4. The Emergency Coordinator / Site Manager and designated personnel will ensure the evacuation of personnel has been successfully completed and that all personnel are accounted for.
5. People should assemble at the designated Evacuation Muster Area as listed in [Appendix D](#).
6. The Site Manager will also ensure that equipment is shutdown as necessary.
7. The local fire department Fire Chief and the Site Manager will determine when normal operations can be resumed.

Remember when dealing with fire—life and safety come first!

Fire Drills

The site will conduct at least 2 fire drills per year. This also enables the local fire department to get a chance to become familiar with our site and be more prepared in the event of an actual emergency. Most fire departments are more than willing to help out with fire drills. Conducting a fire drill involves the following steps:

1. Plan the drill.
2. Coordinate with the local fire department and fire detection company.
3. Conduct the drill.
4. Ensure the appropriate evacuation takes place.
5. Time the evacuation.
6. Check the site for people who did not leave, areas where the alarm can't be heard, or other potential problems.
7. Give employees the OK to come back inside.
8. Critique the drill (see [Appendix G](#)) with the local fire department if they are present.
9. Document critique using **Appendix G** or similar form, communicate results with employees, and discuss any improvements that should be addressed.
10. Track the findings to closure.

Emergency Preparedness

ATTACHMENT 3.1

POTENTIAL IGNITION SOURCES

There are many substances that can generate heat under conditions to be considered an ignition source. The most prevalent of these in our workplace are:

- Electricity (Wiring, motors, static etc.)
- Welding and Cutting
- Acids
- Heat Producing equipment (furnaces, ovens, chemical dip tanks)
- Open flames
- Oxidizers
- Smoking materials

EMERGENCY	CONTROL FOR POTENTIAL IGNITION SOURCES
Electricity	▪ Do not use equipment that has exposed wiring, cracked or damaged switch plates, or knock out boxes with exposed holes. ▪ Use only UL approved extension cords which are not damaged or frayed ▪ When transferring flammable liquids from one container to another, always ground and bond the containers to prevent a static electricity spark.
Welding/Cutting	▪ When performing welding, cutting, or open flame operations outside a designated weld area, a special hot work permit is required (See Site Specific Welding Procedure)
Acids	▪ Do not mix acids together unless previously instructed to do so by proper personnel or procedure. Some acids can react to form large amounts of heat, creating a fire hazard. ▪ Never add water to acid.
Oxidizers	▪ Oxidizing agents should only be handled by people instructed on their proper use. ▪ Oxidizers must be stored in accordance with applicable regulations. Never store oxidizers with flammables.
Smoking materials	▪ Cigarette butts should be disposed of in designated containers. Only smoke in designated areas. ▪ Never throw smoking materials into trashcans, drip pans, chip containers, or onto the floor.
Fire Safety	▪ Tire Piles should not exceed 100ft x 50ft x 10ft ▪ Tire Pile Temperatures should not exceed 170 degrees. ▪ Accumulation of dust should be kept to a minimum and controlled ▪ Housekeeping remains a priority
Other	

Emergency Preparedness

Major Workplace Fire Hazards

The following table is a list of major work place fire hazards at this site, and the proper handling and storage procedures.

CHEMICAL	DESCRIPTION OF USE AND PROPER HANDLING PROCEDURES
Gasoline	Gasoline is stored on site and is used in multiple facets. Gasoline is a fire hazard and is stored in a proper safety cabinet
Various Oils	Oils of many types are stored and used at this site. All oil that is a fire hazard is stored in a proper safety cabinet.
Compressed Gases	See Attachment 5.2
Rubber	There are multiple piles of crumb rubber on site. The employees at the facility place thermometers in each pile to check for heat increases and decreases
Dust	Dust is collected through a duct system that has a sprinkler head every 6'. The dust travels into a dust collector

ATTACHMENT 3.2

HEAT PRODUCING EQUIPMENT

Certain types of equipment can generate high temperatures. This type of heat producing equipment must be equipped with devices to ensure against accidental equipment ignition of surrounding materials. Major sources of heat are listed in the following table.

Major Heat Producing Equipment and Control Systems Table

Location	Control System Description
Grizzly Room	2 50' 1 $\frac{3}{4}$ " fire hoses attached to a FLAMEX F500 system for fire suppression. Used only in incipient stages of fire.
South Side of Facility	Thermometers are installed in piles of crumb rubber on south side of facility, these numbers are monitored daily and adjustments are made to the piles as need be

Emergency Preparedness

ATTACHMENT 5

HAZARDOUS PROCESS OR OPERATIONAL EMERGENCIES

The LTR Des Moines, IA facility conducts the following operations which fall under the hazardous process or operational emergencies:

- Confined Space Entry

Required personal protective equipment shall be provided to trained employees whenever responding to any operational emergency listed in this section. Locations of PPE kits are identified on the **Emergency Response Diagram** located in [Appendix D](#) of this procedure.

ATTACHMENT 5.1 CONFINED SPACE RESCUE

Site must enter site specific Confined Space Rescue Plan or reference Procedure.

Emergency Preparedness

ATTACHMENT 5.3 COMPRESSED GAS EMERGENCIES

Response Requirements to Compressed Gas Emergencies

- Emergencies involving compressed gases require professional response teams. In the event of a compressed gas emergency, occupants of the area must vacate the premises immediately and call the site's emergency number to activate the site's emergency response procedure. Personnel must be kept upwind at a sufficient distance to avoid any inhalation or contact with potentially hazardous products until safe re-entry can be assured.
- **Only qualified and knowledgeable personnel may respond to an emergency situation involving a compressed gas container or product.** The Site Manager / Emergency Coordinator will determine if it is necessary to evacuate all or part of the site based on the type of compressed gas emergency and hazard presented.
- Placards, container labels, and markings must be clearly visible at a safe distance and must identify the products involved. Once the product(s) has been clearly identified, the appropriate material safety data sheet (MSDS) or other recognized emergency response guides must be consulted for specific hazards, precautionary safety, and related emergency response information.

Types of Compressed Gas Emergencies

Flammable Gas Emergencies

- Do not attempt to extinguish burning gas if the flow of the gas cannot be shut off immediately and without risk.
- Immediately evacuate the area and call the site's emergency number to activate the emergency response procedure.

Asphyxiant Gas Emergencies

- Emergencies involving asphyxiant gases may cause suffocation as a result of low oxygen levels.
- Do not attempt to respond to asphyxiant gas emergencies. Only persons trained, qualified, and using self-contained breathing apparatus with adequate back-up should respond to an inert gas leak or enter an area where gas could be present.
- Immediately evacuate the area and call the site's emergency number to activate the emergency response procedure.

Oxidizing Gas Emergencies

- Oxidizers support and vigorously accelerate combustion. Materials that normally will not burn in air may burn in an oxygen-rich atmosphere.
- Immediately evacuate areas where oxygen concentration is determined to exceed 23% and an uncontrolled leak is present.
- Immediately evacuate the area and call the site's emergency number to activate the emergency response procedure.
- Where clothing has become saturated with oxygen, personnel should be removed from the oxygen source and from potential ignition sources, and the clothing removed.

Emergency Preparedness

Corrosive & Toxic Gas Emergencies

- Only trained and qualified personnel are allowed to fill, process, or use corrosive and toxic gases and to respond to releases of such gases. Training must cover the associated hazards of the materials, necessary precautions, protective equipment, and emergency response procedures. Appropriate MSDSs must be accessible to all such personnel (Reference CGA Pamphlet P-1-1991, 4.5.2.2).
- Ensure that contact with the skin or eyes or inhalation of any of the corrosive or toxic gases is avoided. Areas where corrosive gases are filled or used must be equipped with emergency showers and eyewash fountains. Prompt emergency medical treatment, including first aid, must be available.

Emergency Preparedness

ATTACHMENT 6

NATURAL DISASTER

ATTACHMENT 6.1 TORNADO/SEVERE WEATHER

The Site -Specific **Tornado/Severe Weather Shelter(s)** are identified in [Appendix D](#). Tornadoes involve highly localized, extremely destructive high winds. Tornadoes generally travel from southwest to northeast. Tornado warnings and watches may only be forecast within hours of a tornado actually occurring. However, tornadoes may touch down with little warning, and therefore, preparation time may be minimal. The bulletin will then be identified as a “watch” or a “warning” (severe thunderstorms and other weather conditions are also announced).

Weather Watch: Continue to monitor the radio closely.

Weather Warning: In the event of a warning proceed immediately to the site-specific severe weather muster area. Take the radio to this muster area, and continue to monitor it until the warning is over.

During a Tornado all Employees shall:

1. Secure valuables and company equipment, **if** time permits and does not interfere with personnel safely evacuating to muster area
2. Avoid elevators and extinguish open flames. If you are at a location that has an elevator, do not use it during an emergency.
3. Meet at the Severe Weather Shelter.
4. Monitor the weather station on the radio that should be located in each Site.
5. Crouch down and cover yourself from falling debris. Use either a jacket or cushion.
6. Take a look around for equipment that may fall or tip over in the area and stay clear.

When designating a Severe Weather Muster Area please consider the following:

- Interior rooms and halls on the lowest floor are the safest.
- Stay away from glass enclosed places or areas with wide-span roofs such as warehouses.

Emergency Preparedness

ATTACHMENT 6.2 FLOOD

Flooding can occur as a result of either long-term, sustained precipitation or short-term intense weather events. Monitoring of emergency broadcasts is important to ensure proper preparation for such events.

1. Secure work area and turn off equipment and machines, if feasible
2. Evacuate the site, if conditions permit,
3. If unable to evacuate, move personnel to higher grounds,
4. Ensure safety of personnel

ATTACHMENT 6.3 Lightning and Thunder

During a Thunderstorm all Employees shall:

1. Cease outdoor activities when you hear thunder, *immediately* move to safe shelter.
2. Monitor the weather station on the radio that should be located at each Site.
3. Safe shelter is a substantial building or inside an enclosed, metal-topped vehicle.
4. Stay in safe shelter until 30 minutes after last thunderclap is heard.
5. Stay off corded phones, computers and other electrical equipment that put you in direct contact with electricity.
6. Avoid plumbing, including sinks, baths, and faucets.
7. Stay away from windows and doors, and stay off porches.
8. Do not lie on concrete floors, and do not lean against concrete walls.

Emergency Preparedness

ATTACHMENT 7 - UTILITY FAILURE

ATTACHMENT 7.1

GAS LEAK

Employees should notify the Site Manager immediately. The Site Manager shall determine if evacuation of the area is required.

The employees involved should take immediate steps to:

1. Cut-off gas supplies – if it can be done safely (i.e. not produce sparks in area where gas is leaking) and in accordance with required safety training.
2. Eliminate sources of ignition by prohibiting use of matches, lighters and smoking materials. Extinguish all open flames.
3. Ventilate the affected area by opening exterior windows/doors, if it is safe to do so.
4. Use a combustible gas detector to monitor concentration of gas in the affected area.
5. Evacuate the site if necessary.
6. Ensure the safety of personnel.
7. Call the local utility company.
8. Assist in the investigation to determine cause, effect and damage, if any, and take steps to correct.

ATTACHMENT 7.2 POWER OUTAGE

Employees shall notify the Emergency Coordinator.

All employees involved shall take immediate steps to:

1. Ensure the safety of personnel.
2. Restore utility service
3. If back-up generators must be used to temporarily restore utilities, then only trained and designated employees are authorized to operate this equipment. See [Appendix B](#).
4. Investigate to determine cause, effect, and damage if any, and take steps to correct.
5. If required, call the local utility company. The site-specific utility company is listed in [Appendix C](#).
6. Did all of the emergency equipment (i.e. back-up generators, emergency lighting) work properly during this outage? If not, then track this finding to closure.

Emergency Preparedness

ATTACHMENT 8

DEMONSTRATION OR CIVIL DISTURBANCES

Any employee seeing evidence of a demonstration or other civil disturbance within the vicinity of the site should immediately inform the Site Manager. If deemed necessary by these entities, the following response actions shall be taken, as applicable to the nature of the emergency:

1. CONTACT local police department and advise site security of the situation.
2. ENSURE that all personnel have vacated areas with external doors or window.
3. CLOSE and lock all gates providing access to the property.
4. ARRANGE for protection of site employees and property and provide for an orderly evacuation or direct employees to designated gathering point as required.
5. CLOSE and lock all exterior doors and windows.
6. **AT ALL TIMES ENSURE THAT ALL EVACUATION ROUTES ARE CLEAR AND UNOBSTRUCTED.**
7. ACTIVATE all exterior alarm systems.

The Site Manager shall call the Wood County Sheriff's Department at 715-421-8700

Emergency Preparedness

ATTACHMENT 8.1

BOMB THREAT PLAN TEMPLATE

The following procedures shall be implemented during all bomb threat episodes. Annexes (A) Bomb Threat Checklist and (B) Security Responsibilities outline the specific responsibilities of each person during bomb threats. *(Modify as appropriate for your local site and staffing)*

Procedure:

USE THIS SHEET (In addition to Annex A) AND FILL IT OUT COMPLETELY WHENEVER A BOMB THREAT IS RECEIVED.

A) Notifications:

1. Notify the Site Manager Time: _____
 2. Call law enforcement and notify emergency medical services of a bomb threat at the facility. Time: _____
 3. Notify LTR Team
- | | |
|----------------------|-------------|
| Site Security Leader | Time: _____ |
| Site EHS Manager | Time: _____ |
| Site HR Manager | Time: _____ |
| Other _____ | Time: _____ |
| Other _____ | Time: _____ |

B) Actions

1. There are several immediate concerns to be discussed by the team members:
 - a) Evaluate the situation and decide if this is to be handled as a real threat.
 - b) Decide whether a full or partial evacuation is necessary or if employees should shelter in place.
 - c) Is a search by our Site Team or other employees necessary? Which areas?
- Minimize all radio traffic until further notice. Communicate by telephone.

ANNEX A

Bomb Threat Checklist

If a bomb threat is received by Telephone:

- Take the caller seriously.
- Ask a lot of questions, (see list below).
- Take notes on everything said and heard, including background noise, voice characteristics, etc.
- Keep the caller on the line as long as possible by asking questions
- If the caller hangs up do not use the telephone on which the threat was received.
- Contact local authorities immediately after call from another telephone.

CALLER CHARACTERISTICS

CALLER'S VOICE / MOOD OF CALLER / RATE OF SPEECH

Male: _____ Female: _____ Calm: _____
Slow: _____
Approx. Age: _____ Ethnic Group: _____ Angry: _____ Normal: _____
Excited: _____ Rapid: _____

VOICE CHARACTERISTICS

LOUDNESS OF VOICE / ATTITUDE

Accent: _____ Drunk: _____ Soft: _____ Sincere: _____
Lisp: _____ Other: _____ Normal: _____ Disguised: _____
Loud: _____ Familiar: _____

BACKGROUND NOISES

Street Sounds: _____ Rail Sounds: _____ Plane Sounds: _____
Home Sounds: _____ Bar Sounds: _____ Music: _____
Machines: _____ Bedlam: _____

QUESTIONS TO ASK

1. When will the bomb explode?

2. Where is the bomb?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Are you the one that placed the bomb?

Emergency Preparedness

7. Why did you place the bomb?

8. What is your name?

9. What is your address?

CALL RECORD

Exact language/ wording used in threat:

Exact time of call: _____ Date of call: _____ Number called: _____

Call received by: _____ Location: _____

Action taken:

Emergency Preparedness

ANNEX B (SECURITY RESPONSIBILITIES)

Procedure:

In the event of a direct or indirect notification of a bomb threat, the Site Manager / Security Leader is to take the following actions:

MINIMIZE ALL RADIO TRANSMISSIONS. COMMUNICATE BY TELEPHONE IF POSSIBLE. NO CELL PHONE USE UNLESS AUTHORIZED

1. If another employee received the bomb threat, meet with that employee immediately.
2. Stop all inbound vehicle and pedestrian traffic. Direct pedestrians to wait in the parking area. Send vehicle traffic away from the plant. Do not allow vehicles to block the gates / entrances.

ATTACHMENT 8.2

PICKETING

The Site Manager shall make reasonable attempts to persuade demonstrators to leave.

After unsuccessful attempts the Site Manager shall then:

- Follow the notification procedures per Human Resource guidance.
- Make arrangements for non-demonstrating employees to depart in an orderly fashion.
- Activate a site crew who will remain unless violence threatens.

The site crew shall:

- Attempt to keep entrances/exits open by reminding demonstrators of the company's legal rights.
- Maintain or watch over company property and record damage, attempting to include names of those involved.
- Notify law enforcement agencies through the Site Manager, who will be the spokesman to law enforcement personnel.

ATTACHMENT 8.3

SABOTAGE

Acts of violence on LTR property, premises under LTR control where employees work or places where LTR work is conducted include, but are not limited to, the following:

- 1) Fighting or engaging in any violent physical contact (e.g., hitting, punching, slapping, shoving, kicking, biting, etc.);
- 2) Any type of physical, oral or written stalking, harassing, threatening or intimidating others with threats of violence;
- 3) Possession of or brandishing any type of weapon. Weapons are any device, instrument, material or substance used for, or that can cause death or bodily injury, or damage to property, including but not limited to firearms, explosives, ammunition, knives, chemicals, or biological materials, such as viruses and bacteria;
- 4) Engaging in acts of vandalism or sabotage; or
- 5) Suggesting that engaging in acts of violence or threats of violence is an appropriate action.

Any employee suspicious of engaging in acts of violence or sabotage should contact the Sire Manager. For guidance reference [Attachment 10](#).

ATTACHMENT 8.4

INTERACTIONS WITH COMMUNITY & PRESS

In the event of an incident attracting media attention, NO ONE at the site may provide information to or grant interviews with the media before contacting LTR Corporate Office Legal Representative

The Site Manager shall be responsible for controlling access to the site, including the media.

Contact information for LTR is located in [Appendix C](#).

Below is a sample holding statement to be used as a defensive tool in the event that site personnel are contacted by the media or outside agencies prior to consultation with the Headquarters Communications team:

"The most important aspect in any situation like this is to ensure we gather and report information accurately. We are currently in the information gathering process."

All findings shall then be forwarded to LTR Legal Representative or delegate.

ATTACHMENT 9

SECURITY

These guidelines are designed to provide a handy reference on security procedures that might be implemented to protect property, personnel, material, and sites against terrorist and illegal or criminal acts. Security is not a one size fits all discipline. The appropriate level of security should be determined based on the prevailing threat level where a particular site is located.

9.1 SUSPICIOUS MAIL PACKAGES (HANDLING OF)

General Procedures:

1. Each site will have a documented and implemented procedure that outlines the safe handling and screening of all mail, packages, and deliveries.
 - a. Personnel receiving and sorting incoming mail packages and deliveries will have PPE readily available at all times including safety glasses, gloves, and N-95 mask or better.
 - b. Sites with X-ray equipment will have documented quarterly verification that mail room personnel are trained on suspicious package recognition and handling.
 - c. Large volume mailrooms with automated sorting machinery shall be equipped with LTR approved respirators (half-face N, P or R 100 double strap respirators) for use by personnel working on or near machines.
 - d. Large volume mailrooms with non-automated sorting machinery will provide half-face respirators to employees upon request.
2. Mailrooms will be marked as restricted areas for authorized personnel only.
3. Areas will be identified for isolating suspicious mail, packages, or deliveries.
 - a. Large sites may need to include designating a room as the location for isolation, with appropriate PPE and packaging materials.
 - b. Smaller sites should have zip lock Baggies available for containment of any suspicious substances.
 - c. Sites should be able to quarantine a delivery item with signs and barriers
4. Appropriate emergency numbers will be clearly posted to report suspicious mail, packages, or deliveries that arrive on site.
5. Each site will have an inventory control process to track all deliveries. Sites will match incoming deliveries and packing slips with purchase orders. Items not on the PO are referred to buyers for clarification. Questionable items should be referred back to the company that shipped them. If no determination is made as to who ordered the items, it should be sent back to the point of origin.
6. Procedures will be documented and implemented for the verification of incoming shipments against the manifest documents and for the reporting of overages and shortages. Thefts will be reported to the site Manager / Security Team.

7. Each site will have procedures in place to ensure that extraneous matter is not placed into outgoing shipments. Extraneous matter may be items such as, contraband, illegal substances, and items prohibited for shipping.
8. Each site will have shipping documents controlled to ensure accuracy and prevent alterations. Shipping documents will be stored in an organized and secure manner to prevent access by unauthorized personnel.
9. If the site is an exporter, procedures will be in place to ensure the placement of appropriate seals on containers, trailers, and railcars. Shrink-wrap or other means of packaging should be utilized to ensure the integrity of outgoing shipments.

Suspicious Package Characteristics

- Large envelopes with excessive postage (too many stamps).
- Packages or letters containing fine materials (talc consistency),
- Fictitious or no return address.
- Powdery materials, granules, containers with unknown liquids
- An unexpected piece of mail, or one from an unknown sender.
- Oil stains on the package.
- Packages that make a sloshing, buzzing or ticking sound, or have a strong odor
- Protruding wires, foil or string.
- Postmarks that differ from the return address.
- Packages with combinations of tapes to secure them.
- Bulk and weight of package greater than normal air-mail (2 ounces or more).

Step	Task	Complete
1	Notification received of a Suspicious Package/Materials Notifier's Name: _____ Location Received: _____ Notifier's Phone: _____ Comments: _____	☐
2	Dispatch Security Officer and on-duty Response Team to the site.	☐
3	The following personnel will be notified: TBD by Site Manager	☐
4	Ensure responding personnel do not touch or move the suspicious package or object. (See below exception)	☐
5	Have the Site Manager ask individuals in the area if the package belongs to them or if they put it there. Have them contact any individuals responsible for that area and ask if they possibly placed the suspicious package there. If an individual claims, and can identify the suspicious package, then there is no need to proceed.	☐

6	If it is determined that the package is not the property of anyone and unable to verify the contents remove all persons at risk.	☐
7	The Site Manager will contact the Security /Corporate Office with the following information: a. What the package looks like? _____ b. Where the package is located? _____ c. What time it was discovered? _____ d. Who discovered the package? _____ e. Any other useful information? _____ <i>Note: If determined there is a possibility of a "Biohazard Threat," refer to Attachment 1.</i>	☐
8	The Site Manager will make the appropriate notifications and, on a case-by-case basis, determine the next steps.	☐
9	If required, and as directed, notify local authorities.	☐
10	Upon completion of the incident, ensure all information is documented	☐

Biohazard Threat Response

Step	Task	Complete
1	When a call is received indicating that a letter of package contains a suspected biohazard, instruct the person calling to leave the item in place, unopened, and attempt to keep people from leaving or entering the area. (SEE BELOW IF PACKAGE IS OPENED)	☐
2	Attempt to get a complete description of the item such as size, if it is opened or unopened, if it has any odor, a description of anything that it contained if opened, etc.	☐
3	Notify Corporate Office	☐
4	Dispatch a response team to the area to isolate the area. No person should leave or enter that area.	☐
5	When directed by the Site Manager call local emergency services and inform them of possible biohazard. Be prepared to answer questions involving the description of the item.	☐

6	Identify, isolate, and begin to decontaminate, as required, anyone that may have been exposed to the biohazard. Have this information available for emergency personnel that are responding.	☐
7	Be prepared to direct emergency response personnel to the location of the incident	☐
8	Contact Site / Facilities Management and have an engineer standing by to answer any questions emergency response personnel may have.	☐
9	Follow directions of emergency response personnel and management.	☐
10	Return to Step 10 of Suspicious Package/Materials Emergency Procedures.	☐

If any suspicious material, letter, or package is received, or if a package is opened and some substance is released or observed (IE: powdery substance, unknown liquid, material released in airborne manner)

- Set package aside so no other employees come into contact with it
- Restrict access to the area and isolate any individuals who have been exposed. Remember, if any potentially contaminated persons enter an unexposed area, that area should be restricted
- Do not handle further
- Follow the above procedure, contact internal EHS, as well as external medical, and external security, IE: Marshfield EMS, Wood County Sheriff's Department
- Contact the corporate office

ATTACHMENT 9.2

TERRORISM/BIO-TERRORISM

ATTACHED IS GUIDANCE AND AN EXAMPLE DOCUMENT OF WHAT TO DO DURING A TERRORIST ACT. Sites may use the attached document or customize to site's needs, and add more information related to terrorism and bio-terrorism. .

Terrorism and Kidnapping



Terrorism & Kidnapping

A. Collect Information:

When an act of terrorism or kidnapping incident is reported, request the caller's name and any other information that will help to respond as quickly as possible.

B. Notify the Responsible Supervisor

C. Inform the Site Manager:

Notify the Site Manager immediately. If the site manager cannot be reached, call the Operations/Maintenance manager.

D. Call 9- 911 and provide:

- Your name, title and phone number
- Name and address of LTR Site
- Name of the emergency
- Number of personnel involved, as applicable
- Type of emergency assistance required
- Directions to LTR Site, if requested.

Do not communicate with the media before discussing the situation with the Site Management!!



HS-002 Terrorism
and Kidnapping.doc

ATTACHMENT 9.3

COMMUNICATION OUTAGE

ATTACHED IS GUIDANCE AND AN EXAMPLE DOCUMENT OF WHAT TO DO DURING A COMMUNICATION OUTAGE AT THE SITE.

Normal site communications include the use of regular telephones, cell phones, two-way radios, PA system, email, fax and electronic communications over the LAN. Sites should incorporate guidance in the event one or more of these communication systems fail.

Communication Outages



1. *Caller's Responsibilities:*

Report the communication system failure to your Site Manager immediately. Begin use of alternative modes of communications, as directed, until further notice.

2. *Site Manager Responsibilities:*

Normal site communications include the use of regular telephones, cell phones, two-way radios, PA system, email, fax and electronic communications over the LAN. In the event one or more of these communication systems fail:

- A. Report the system failure to the **Site Manager or Designated Person** immediately.
- B. Establish an alternate means of on-site communications with Operations personnel to ensure the safe and reliable operation of the units.
 1. Alternate modes of on-site communications could include: two-way radios, PA system or cell phones until the normal means of communication is re-established.
 2. Alternate modes of off-site communications could include: email, fax or cell phones until the normal means of communication is re-established.
- B. If the outage impacts the ability to sound station alarms, the Site Manager shall determine what alternate system will be used for station alarms until the outage is ended.
- C. Notify the General Manager of the outage and alternate mode of communication. They shall inform all subsequent personnel entering the site until the communication outage is ended.
- D. The Supervisor or designee shall inform managers as soon as possible. These individuals shall inform their direct reports until all on-site employees have been made aware of the situation.
- E. Plant supervision responsible for contractor and/or visitor on-site activities shall notify those groups if the outage impacts the ability to communicate station emergencies.



HS-003
Communication Outage

ATTACHMENT 10

WORKPLACE VIOLENCE

Sites will review the LTR established Workplace Violence Prevention and Response program to educate employees as well as prevent and respond to potential or actual Workplace Violence events.

When LTR receives a report about an incident of workplace violence, a **threat** of violence or that an employee may become violent, it will undertake a prompt investigation of the situation, make certain that the appropriate actions are taken to best ensure the safety of employees, customers, contractors, suppliers and any other individuals on site based on the facts of the case. Employees in serious danger should be given the opportunity to leave the work environment for a safer location.

If an employee witnesses an act of violence, a threat made in the workplace, and/or has reason to believe (in good faith) that an employee or others at the site may become violent, he/she shall notify local LTR management. Upon notification the following steps should occur:

1. Local employees shall contact their Site Manager
2. Site Manager shall promptly determine what actions need to be taken
3. Site Manager will take actions deemed appropriate to investigate and assess the situation, implement any preventative actions and conduct follow-up meetings and/or actions, as required.

What to do if a violent situation arises at work:

1. Use a calm, non-confrontational approach with the individual (move slowly, speak softly, and act confidently)
2. Signal for assistance
3. NEVER touch the individual or physically try to remove him/her from the area
4. Do not mention calling the police or that disciplinary action may need to be taken if you fear the individual will become violent
5. If the situation escalates, find a way to excuse yourself, and get help immediately.

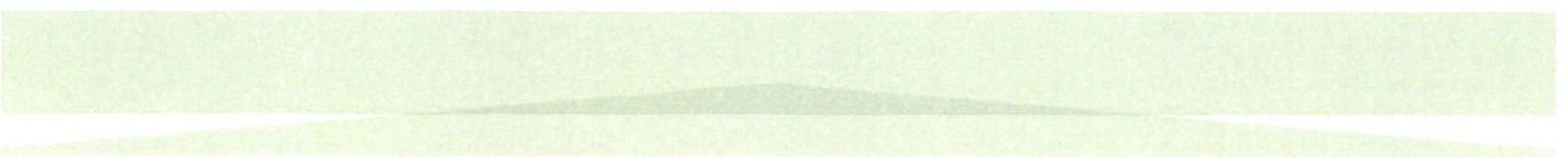
Appendix 9

Site Closure Plan

Liberty Tire Services of Ohio, LLC. dba; Liberty Tire Recycling, LLC has no foreseeable reasons for the closure of this facility, as the need for processed waste tire products will continue with present legislation in place and population growth rates constant. In the event of unanticipated closure of this facility, Liberty will comply with the specified permit closure procedures:

1. Within 30 days of intended closure, Liberty will notify the DNR by written notice.
2. Liberty operates tire recycling facilities at present in Illinois, Iowa, Minnesota and Wisconsin in the Midwest plus several more states throughout the United States. In the event of closure of the Des Moines facility, Liberty will reallocate the inbound tire flow and any products remaining on-site to another plant via semi-tractor trailer(s).
3. Should any waste tire residuals or shredding waste be on site at time of closure, Liberty will dispose of those materials through normal disposal mechanisms prior to vacating the property.

Liberty will notify the customer base of the intended closure and assure them their tire service will remain intact via re-allocation to another of our facilities. Liberty will post a sign at the entrance of the facility, identifying the date on which the facility will close and any alternate processing services available. This sign shall be maintained for 60 days post-closure. Liberty will secure the facility to prevent unauthorized disposal activities and periodically inspect the facility if vacant to ensure compliance until the property is sold.



Appendix 10

Proof of Financial Assurance and Closure Cost Estimate

In a letter dated March 22, 2001 (DocDNA # 47369), the DNR stated financial assurance will be required for the Euclid site only if storage of waste tires exceeds the amount that can be processed in 72 hours. The facility operates in compliance with this requirement and no update is needed for this appendix.