



Used Tires Program

Collector Operational Webinar

September / October 2009

Agenda

1. About OTS and the Used Tires Program
2. Registered Collector interactions and guidelines for forms
3. Collection Allowance Claims
4. OTS Support Material and Key Messages to consumer
5. Question and Answer period

About OTS and the Used Tires Program

- Ontario Tire Stewardship (OTS) is an Industry Funding Organization (IFO) incorporated under Ontario's Waste Diversion Act,
- OTS will implement and operate the Used Tires Program launched on September 1, 2009
- The Used Tires Program is funded by Brand Owners and First Importers of tires, called Stewards.
- Stewards must remit a Tire Stewardship Fee (TSF) to OTS for every tire they supply into the Ontario market.
- OTS will provide financial incentives for registered organizations that collect, transport, and process Used Tires or manufacture recycled products in accordance with the Program Plan.
- The Used Tires Program Plan is reflective of extensive consultation with manufacturers, retailers, Haulers, Processors, environmental non-government organizations, municipalities and other stakeholders.
- The Used Tires Program seeks to divert 90% of scrap on-road tires and collect and recycle 50% of all scrap off-road tires, within five years.

The flow of Used Tires after Sep. 1, 2009

Scenario 1 - registered participants in each role

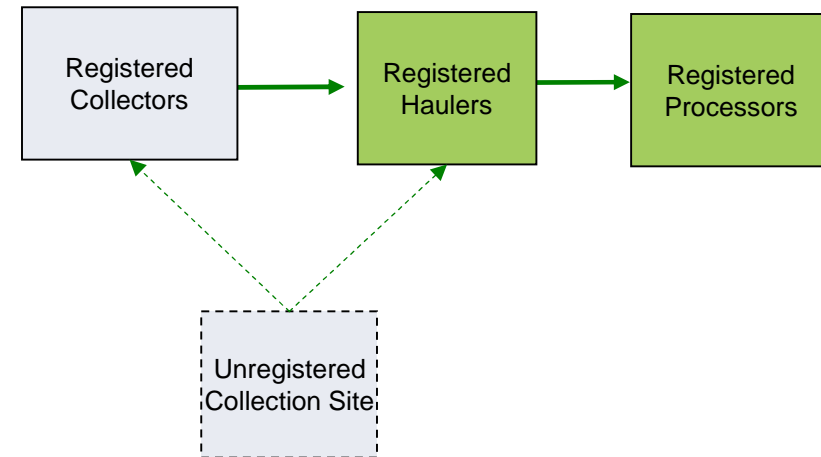
- The normal flow of tires will involve registered program participants in each role
 - Collectors → Haulers → Processors
- Collectors are eligible for one pick up without a registration number if the application is in process with OTS.
- Upon receipt of a registration number the appropriate documentation (i.e TCR form) should be completed in full.



The flow of Used Tires after Sep. 1, 2009

Scenario 2 – from unregistered collection sites

- Small amount of tires may flow from an unregistered collection site to a registered Collector or directly to a registered Hauler.
- Tires transferred from unregistered collection sites will not be eligible for free pick up, collection allowance or transportation incentive.
- OTS will monitor tire flow and require reporting of transactions between unregistered collection sites and registered program participants.



Advantages of being a Registered Collector

- 1) Free tire pick-up
- 2) Access to a list of registered Haulers for free pick up of tires
- 3) Collection Allowance of
 - 88¢ per Passenger/Light Truck (PLT) tire
 - 88 ¢ per Off The Road (OTR) tire weighing 10 kg or less
 - \$3.05 per Medium Truck and
 - \$3.05 per OTR Tire weighing more than 10 kg
- 4) Visibility for your organization as part of our growing network of Collectors across Ontario
- 5) Certainty and confidence in where your tires are going
- 6) Environmental and economic benefits to Ontario

Registering as a Collector

A Collector is a for-profit, not-for-profit, or municipal corporation that has entered into an agreement with OTS for the collection of designated used tires.

Registration is a three step process:





1. Complete the registration form
 - Online *or*
 - Mail or Fax (include the pages on the form outlining the agreement between OTS and Collectors when submitting)
2. Receive the registration number
3. Submit opening inventory declaration online

NOTE: Participants registering by mail or fax will need to create an online operational account to submit claims. Please refer to the OTS website for more details.

Tires in inventory at the time of registration with OTS.

- Used tires and/or products in inventory before registration completed with OTS will not be eligible for incentives under the Used Tires Program.
- Registered collectors must report used tires in inventory at the time of application and again within 3 days of receiving their registration number using the inventory declaration form.
- The online inventory declaration form is available at <https://www.ontariots.ca/?q=OpeningInventory>
- OTS reserves the right to claw back any incentives paid on tires determined to have been in inventory prior to completion of registration with OTS, and levy applicable fees and penalties

Eligibility for Collection Allowance and Free Pick Up

Classification of the Used Tire	Collection Site Relationship to Vehicle	Status of Collection Site	Collection Allowance	Free Pick Up
Generated	Self-owned vehicle or equipment	Registered collection site		
Collected	Different party owns the vehicle or equipment	Registered collection site		

- Used tires that meet the conditions of the program can be classified as “generated” or “collected” tires.
- Generated tires are eligible for free pick up at a collection site but not the Collection Allowance.
- Collected tires are eligible for both the Collection Allowance and free pick up at the collection site.
- Organizations may produce both generated and collected tires.
- Registered Collectors must indicate on the Tire Collection Receipt (TCR) forms the classification of tires as generated or collected tires.

Registered Collector interactions and guidelines for forms

Registered Collector interactions with the general public

- 1) Registered Collectors who are retailers are obligated to accept up to 4 used tires from a resident of Ontario without the person having to make a purchase.
- 2) Collectors are obligated to accept used tire drop-offs of similar types of tires handled by the business.
- 3) Collectors should track the date, time, name of residents dropping off tires at their site. This is a suggested practice but is not required at this time.
- 4) Collectors may charge a fee at their discretion for the drop off of each tire above the four obligated to accept for free. These tires are eligible for a collection allowance only if the tires come from an Ontario resident.
- 5) Collectors when accepting more than four tires should ask if the tires come from a business. Tires from a business should be processed as transfer from an unregistered collection point.
- 6) Free drop-up off is intended for residents of Ontario to get rid of their used tires at no charge. Businesses generating tires should register with OTS.

Registered Collector interactions with unregistered collection points

- 1) Registered Collectors are not obligated to accept tires from unregistered collection sites.
- 2) Tires transferred from an unregistered collection site are not eligible for free pickup or the collection allowance.
- 3) The Unregistered Collection Receipt (UCR) form should be used to track tires transferred from unknown sources or other businesses.
- 4) Document the company name and other pertinent information during the transaction directly on the UCR.
- 5) In situations where an Ontario resident has a large amount of tires they should contact OTS directly for support.

Registered Collectors interactions with Haulers

1. Complete and sign Tire Collection Receipt (TCR) Forms for:
 - PLT, MT or mixed loads (on road & OTR) picked up by registered Haulers
 - Tires “collected” or “generated” after registration complete with OTS from the normal operations of the business.
2. Complete and sign Unregistered Collection Receipt (UCR) Forms for:
 - Tires transferred to the site from another business
 - Tires charged a disposal fee
 - Tires “collected” or “generated” before registration with OTS complete
3. Collectors must use OTS registered Haulers to be eligible for Collection Allowance.
4. Collectors agree to wait until a minimum number of tires (50 in the South, 75 in the North) have been accumulated before calling for a pick-up from a registered Hauler. Collectors may accumulated larger quantities of tires if they have the capacity to store them.
5. Tires must be stored in accordance with Ministry of Environment Regulations, Fire Marshall Regulations, free of foreign material, free of excessive moisture, in a secure area that is accessible for pick up from Haulers

Establishing relationships with Haulers

- Permissible to establish contracts with Haulers
- Relationship with registered Haulers will change from one based on price and service to one based on service
- Registered Haulers need tires in order to be paid by OTS and will be motivated to compete on service.

Tire Collection Receipt (TCR) Form

- Collector Information
 - registration #
 - signature

Generated and Collected tires
need to be reported
separately
Ensure tire count information
complete before signing

- Hauler Information
 - registration #
 - signature

OTS **TIRE COLLECTION RECEIPT FORM** TCR - 10000001

Tires that are eligible for regular collection allowance or tires produced through internal operations not eligible for collection allowance
All Fields are mandatory on this form. Enter a 0 where appropriate.

PART 1: COLLECTOR / GENERATOR
Ensure PART 2 (Hauler Section) is complete before signing this form.
Retain a copy for the purpose of inventory reporting

Registration Number _____ Company Name _____ Address (location tires picked up) _____ City _____ Postal Code _____ Telephone _____ <div style="font-size: x-small;"> I certify that these scrap tires were generated in Ontario after Aug.31.2009. Signature of Collector representative _____ Print Name _____ <input type="checkbox"/> These tires are not eligible for payment of the Collector Allowance by OTS. </div>	Date Picked Up (MMM DD, YY) _____ <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; font-size: small;">TIRE TYPES (Definitions available at www.ontarioTS.ca)</th> <th style="text-align: left; font-size: small;">Quantity (units)</th> </tr> </thead> <tbody> <tr><td>Passenger & Light Truck tires</td><td>_____</td></tr> <tr><td>Medium Truck Tires</td><td>_____</td></tr> <tr><td>Agricultural Drive and Logger Skidder tires</td><td>_____</td></tr> <tr><td>Small and Large Industrial tires</td><td>_____</td></tr> <tr><td>Small OTR tires</td><td>_____</td></tr> <tr><td>Medium OTR tires</td><td>_____</td></tr> <tr><td>Large OTR tires</td><td>_____</td></tr> <tr><td>Giant OTR tires</td><td>_____</td></tr> </tbody> </table>	TIRE TYPES (Definitions available at www.ontarioTS.ca)	Quantity (units)	Passenger & Light Truck tires	_____	Medium Truck Tires	_____	Agricultural Drive and Logger Skidder tires	_____	Small and Large Industrial tires	_____	Small OTR tires	_____	Medium OTR tires	_____	Large OTR tires	_____	Giant OTR tires	_____
TIRE TYPES (Definitions available at www.ontarioTS.ca)	Quantity (units)																		
Passenger & Light Truck tires	_____																		
Medium Truck Tires	_____																		
Agricultural Drive and Logger Skidder tires	_____																		
Small and Large Industrial tires	_____																		
Small OTR tires	_____																		
Medium OTR tires	_____																		
Large OTR tires	_____																		
Giant OTR tires	_____																		

PART 2: HAULER
Retain a copy for the purpose of inventory reporting

Registration Number _____ Company Name _____ Contact Telephone# _____	I certify picking up the quantities of tires noted above. Signature of Hauler _____ Print Name _____
---	--

TCR - v01

- Serialized Form
- Tire Information
 - Pick up date
 - categories
 - counts
- Three part form
 - Hauler claim
 - Hauler copy
 - Collector copy

Unregistered Collection Receipt (UCR) Form

- Information
 - Site information
 - Registered collector (if applicable)

Ensure tire count information complete before signing

- Hauler Information
 - registration #
 - signature

OTS **UNREGISTERED COLLECTION RECEIPT FORM** UCR - 60000001

Tires that are not eligible for free pick up or collection allowance because a disposal fee charged or the tires were generated prior to Sep 1, 2009
All fields are mandatory on this form. Enter a 0 where appropriate.

PART 1: COLLECTOR <small>Ensure PART 2 (Hauler Section) is complete before signing this form. Retain a copy for the purpose of inventory reporting</small>																			
Unregistered Site Information Company Name _____ Address (location tires picked up) _____ City _____ Postal Code _____ Telephone _____ Signature of representative _____	Date Picked Up (MMM DD, YY) _____ <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; font-size: small;">TIRE TYPES <small>(Exclusions available at www.ontarioTS.ca)</small></th> <th style="text-align: left; font-size: small;">Quantity (units)</th> </tr> <tr> <td>Passenger & Light Truck tires</td> <td>_____</td> </tr> <tr> <td>Medium Truck Tires</td> <td>_____</td> </tr> <tr> <td>Agricultural Drive and Logger Skidder tires</td> <td>_____</td> </tr> <tr> <td>Small and Large Industrial tires</td> <td>_____</td> </tr> <tr> <td>Small OTR tires</td> <td>_____</td> </tr> <tr> <td>Medium OTR tires</td> <td>_____</td> </tr> <tr> <td>Large OTR tires</td> <td>_____</td> </tr> <tr> <td>Giant OTR tires</td> <td>_____</td> </tr> </table>	TIRE TYPES <small>(Exclusions available at www.ontarioTS.ca)</small>	Quantity (units)	Passenger & Light Truck tires	_____	Medium Truck Tires	_____	Agricultural Drive and Logger Skidder tires	_____	Small and Large Industrial tires	_____	Small OTR tires	_____	Medium OTR tires	_____	Large OTR tires	_____	Giant OTR tires	_____
TIRE TYPES <small>(Exclusions available at www.ontarioTS.ca)</small>	Quantity (units)																		
Passenger & Light Truck tires	_____																		
Medium Truck Tires	_____																		
Agricultural Drive and Logger Skidder tires	_____																		
Small and Large Industrial tires	_____																		
Small OTR tires	_____																		
Medium OTR tires	_____																		
Large OTR tires	_____																		
Giant OTR tires	_____																		
Registered Collector Information Registration Number _____ Postal Code _____ Signature of Registered Collector representative _____ Print Name _____ <small>These tires are not eligible for payment of the Collector Allowance by OTS.</small> <input checked="" type="checkbox"/> Charged a disposal fee <input type="checkbox"/> Generated prior to September 1, 2009																			
PART 2: HAULER <small>Retain a copy for the purpose of inventory reporting</small>																			
Registration Number _____ Company Name _____ Contact Telephone # _____	I certify picking up the quantities of tires noted above. Signature of Hauler _____ Print Name _____																		

UCR - v01

- Serialized Form
- Tire Information
 - categories
 - counts
- Three part form
 - Hauler claim
 - Hauler copy
 - Collector copy

Summary of uses for the tracking forms

The method of accessing forms for Collectors will be through registered Haulers.

Tire
Collection
Receipt
(TCR)

- This form may be used for both "Generated" and "Collected" tires.
- This form can be used for mixed loads of on road and OTR.
- Generated tires are eligible for free pick up.
- Collected tires are eligible for CA and free pick up.
- Separate forms required for generated vs. collected tires.

Dedicated
Off the Road
Tire
Collection
(DOT)

- Dedicated loads of OTR generated or collected after Aug 31.
- Hauler requires prior approval from OTS before picking up a dedicated load of OTR.

Unregistered
Collection
Receipt
(UCR)

- Tires that are not eligible for free pick up or collection allowance.
- Tires transferred to the site from another business that is not a registered Collector.
- Tires charged a disposal fee
- Tires "collected" or "generated" before registration with OTS complete

Collection Allowance Claims

Collector Incentive Payment

- Registered Collectors are eligible for Collection Allowance on applicable tires
- Collectors will need to file claims reports using secure area of www.ontarioTS.ca
- Collectors will report on the types and quantity of tires they collect
- Collectors will not be required to submit the supporting hardcopy forms but must retain copies for 7 years and produce the documents on request by OTS.
- Collector claims must be submitted within 90 days of the close of the reporting period.



Collectors

Two steps are required to claim incentives as part of the Used Tires Program.

1. Access collection allowance claim form
 - Requires login ID and password
 - Access form through www.ontarioTS.ca
2. Complete and submit online Collection Allowance Claim
 - Print a summary copy for your records
 - Submit online version to OTS for processing.

Step 1: Access collection allowance claim form

The username and password created during registration can be used to access the secure area of the website www.ontarioTS.ca.

If you did not register online you should create a username and password before the end of September. (Refer to registration webinar for more details on how to create a username and password).

Online Collection Allowance Claim Form will be available in October on the website. OTS will send an email to all registered Collectors when the form is available.

Login

Your Username is the ID that you selected during the sign up process.

Username:*

Your username is case-sensitive and may contain lower and UPPER case letter.

Password:*

Login

Step 2a: Report on inventory collected by Haulers from the site.

- Outbound inventory eligible for collection allowance

Date	TCR or DOT	Hauler	Hauler
Collected	Form #	#	Name
10/23/2009	1007500	3001000	Harry Hauler
10/24/2009	1007509	3001000	Harry Hauler

Tire Count (Units)							
PLT	MT	AG / LS	IND	SOTR	MOTR	LOTR	GOTR
1	1	1	1	1	1	1	1
1	1						

Step 2b: Report on reused tires

- Tires directed to other purposes including but not limited to retreading or used tire sale during the reporting period.

Tire Count (Units)							
PLT	MT	AG / LS	IND	SOTR	MOTR	LOTR	GOTR
1	1	1	1	1	1	1	1

Submission Timelines

- Collectors will submit claims 4 times in a calendar year.
- The first period ends on Dec 31, 2009. Claims will be accepted beginning January 1, 2010.
- Each future period will correspond to 3 months, tentatively defined as
 - January to March 2010
 - April to June 2010
 - July to September 2010
 - October to December 2010
- Collectors can submit claims after the last day of the claim period.
- Submissions must be received no later than 90 days following the end of the claim period or the incentives may not be paid.

Payments and Recordkeeping

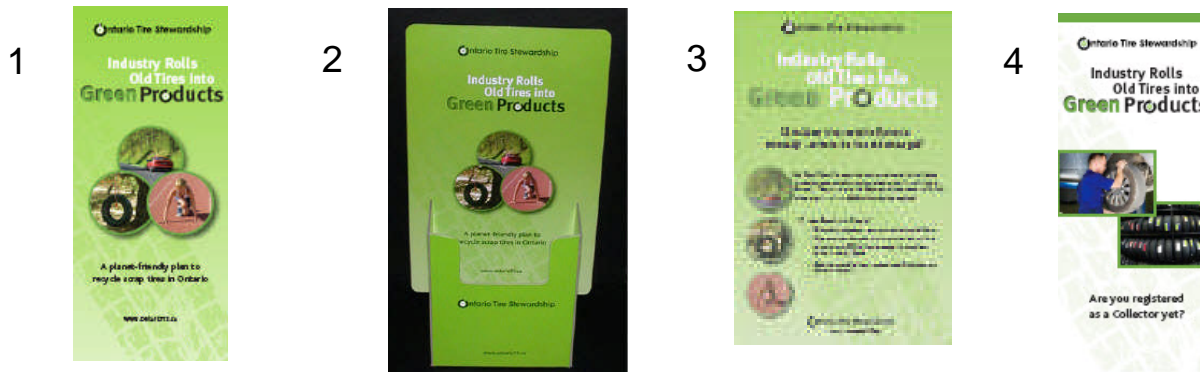
- Collectors must retain a copy of forms and supporting documentation onsite for up to 7 years.
- Claims will be processed within 35 days of receiving electronic claim documents
- Payments will be made by cheque.
- Submissions will be subject to audit and any discrepancies resulting from excess claims will be recovered from the Collector.

OTS Support Material and Key Messages to Consumer

Point of Sale (POS) material available for Registered Collectors

All registered Collectors will receive POS material as part of their registration package. A full POS set for Registered Collectors contains the following items.

1. Tri-Fold Brochure – consumer focused brochure explaining the program (200 copies)
2. Counter top Brochure Stand (1)
3. Display Poster - 11" x 17" (2)
4. Tri-Fold Brochure – brochure for Registered Collectors with valuable information about the program and their role (2)
5. Employee Fact Sheet with key messages on Ontario Tire Stewardship and the Used Tires Program to help registered Collectors and their employees answer any questions about the Program



Link:
<https://www.ontariots.ca/?q=ResourcesMarketing>

Ontario Tire Stewardship

Key Messages to Consumers

What is the Used Tires Program all about?

The Used Tires Program will implement a managed scrap tire solution for On-road and Off-road tires supplied into the Ontario market, diverting these tires away from burning and landfilling to 3Rs (Reduce, Reuse, Recycle) end uses. This industry-led program includes a network of collection locations across Ontario where people will be able to drop off their used tires for no charge, and be assured they will be reused, recycled or disposed of in an environmentally responsible way.

Why does Ontario need a Used Tires Program?

Ontario will now be equipped to recycle on-road and off-road used tires while benefiting the entire province environmentally and economically, diverting them away from disposal in landfills or by burning. The Used Tires Program will remove tire stockpiles as well as recycle tires into household, commercial and automotive products, creating green jobs and economic benefits right here in Ontario.

How can consumers find a collection location?

Consumers will be able to find information on used tire collection locations by visiting the OTS website at **www.ontarioTS.ca**

How is the Program being funded?

The Used Tires Program is funded by tire manufacturers and first importers who must remit a Tire Stewardship Fee to OTS for every tire they supply into the Ontario market.

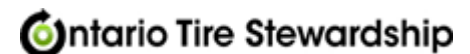
Where do the used tires go?

Though Ontario-based scrap tire processors and manufacturers, tires will now find new life through in end-of-life products for home, commercial and industrial uses from playgrounds and hockey rinks to rubber automotive parts. With the Used Tires Program the need to transport used tires to other provinces or export to foreign countries will be significantly reduced and ultimately eliminated.

Is the Tire Stewardship Fee a tax?

The Tire Stewardship Fee (TSF) is not a tax. The TSF is levied by Ontario Tire Stewardship, an industry funded organization, composed of brand owners and first importers of tires. It is used to fund the management of used tires including the collection, transportation and processing costs of used tires, and the remediation of tire stockpiles. None of the funds collected from the TSF will go to government. The TSF paid by program Stewards may be passed through to consumers, either as a separate line on the invoice or included in the price of new tires.

More FAQs can be found on our website at <https://www.ontariots.ca/?q=FAQs>



Contacting OTS

For General Inquiries and More Information

- please visit our website at www.ontarioTS.ca,
- call us at **1-888-OTS-2202**
- email us: Collector@ontarioTS.ca

Questions & Answers