



Used Tires Program

Processor / Recycled Products Manufacturer Operational Webinar

August 20, 2009, 9:00AM

Agenda

- OTS Program Overview
- Processor Interactions and Guidelines for goods and forms
 - Roles, Requirements, Incentives for Processors
 - Out of Province Processing of Surplus Tires
 - Manufacturing Incentive Payment
- Processing Incentive Claim submission
- Communication with OTS
- Questions and Answers

Objectives of the Used Tires Program

1. Promote reduction, reuse and recycling of Used Tires.
2. Financially support and expand the Used Tire collection system.
3. Divert 90% of used on-road tires over the next 5 years and 50% of used off-road tires.
4. Clean up all used tires in stockpiles within the first three years of the program
5. Ensure Used Tires are collected, transported and processed in a safe and environmentally sound manner.
6. Expand capacity in Ontario to process used tires and manufacture products from used tires and tire derived products, to be able ultimately to process all scrap tires in Ontario.
7. Undertake research and development to identify opportunities for new markets and uses of scrap tires
8. Shift the costs of managing Used Tires to the manufacturers and importers of tires into Ontario.

Tire types included in the Program

Tire Category	PTEs per Tire	TSF per Tire
Passenger & Light Truck , includes, but not limited to; small RV, ST, Temp Spare, Motorcycle, Golf Cart, ATV, Free-rolling Farm, Utility, Small Trailer, Small Industrial, Forklift and skid/steer tires 16" and under	1	\$5.84
Medium Truck Tires	5	\$14.65
Small & Large Industrial Tires	9	\$12.52
Ag Drive and Logger Skidder	11	\$15.30
Small OTR - from 1300R24 to 23.5R25	16	\$22.26
Medium OTR - over 23.5R25 to 33" rim diameter	70	\$97.38
Large OTR - over 33" to and including 39" rim dia.	75	\$104.34
Giant OTR - over 39" rim dia.	180	\$250.41

Two Main Groups in Program

1) Stewards

- Stewards are Legally obligated under the Program and must register with OTS.
- They also need to comply with the Program Rules contained in the Used Tires Program Plan.

2) Operational Registrants

- Collectors, Haulers, Processors and Recycled Product Manufacturers
- Receive incentives to participate in program

Basic Description of Program Roles

Steward

Brand Owner or First Importer of tires into Ontario.

Collectors

This is potentially any organization that removes tires from vehicles or receives used tires from consumers e.g. municipal landfills, automobile recyclers and tire dealers

Haulers

A business that transports scrap tires to a Recycler or Scrap Tire Processor.

Processors

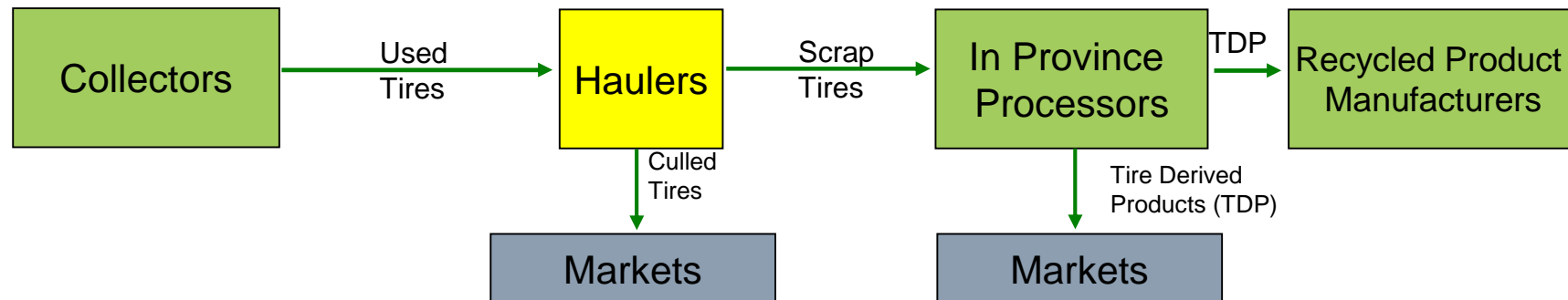
Processes scrap tires into other product streams or raw materials e.g. crumb rubber

Recycled Product Manufacturers

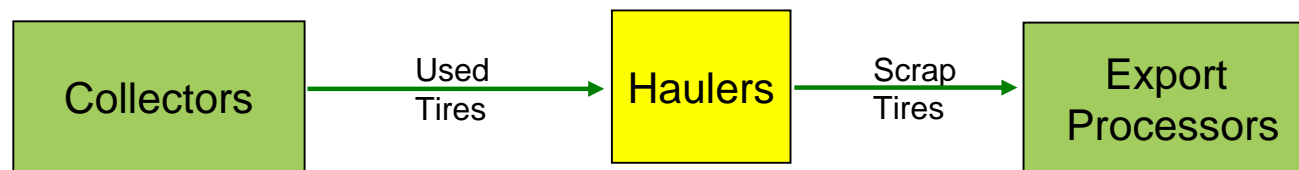
A business that uses processed scrap tire raw materials for new products or uses e.g. molded or extruded rubber products

The flow of Used Tire Program Tires after Sept 1 2009

Regular



Surplus



Processor Interactions and Guidelines for goods and forms

Roles and Requirements of Processors

- 1) Accept scrap tires from all OTS registered Haulers (where capacity permits)
 - Only required to accept tires for which they have the capability to process
- 2) Use certified scale for weighing incoming tires
- 3) Retain Processor copy of the Processor Incentive Claim (PIC), Processor Tire Receipt (PTR) forms and supporting documentation (invoices, scale tickets etc.) onsite for up to 7 years
- 4) Ensure all regulations are met for the storage and processing of tires and processed products
- 5) Ensure TDPs are sold to end uses approved by OTS
- 6) Monthly incentive claim submissions must be received by no later than 90 days following the end of the claim period.
 - First claim period covers September 2009

Incentives for Processors

- 1) The applicable Processing Incentive rates as published in the Used Tire Program plan

- 2) Your name posted on the OTS website as a registered Processor

Out of Province Processing of Surplus Tires

- ⑩ Overall intent is to help ensure Ontario-based processors get the tires needed for their businesses before tires are sent to processors outside of the Province.
- ⑩ Based on the completed survey of in-province processing capacity, OTS estimates there will be surplus PTEs in the first program year.
 - OTS will award guaranteed supply contracts for approximately 50% of the anticipated surplus PTEs
- ⑩ Tires will only be exported on an Ad Hoc basis, when no processing capacity exists with Ontario-based processors
 - Haulers need OTS approval to transport tires on an Ad Hoc basis

Processor Viewpoint

Hauler 1

Processor
Tire
Receipt
Form (PTR)

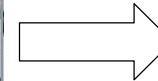
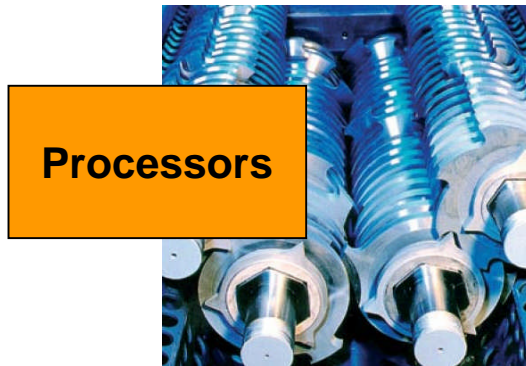
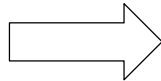
Hauler 2

Processor
Tire Receipt
Form (PTR)

Hauler 3

Processor
Tire Receipt
Form (PTR)

Inventory Received
(Inbound)



Sales
Invoice

Scale
Ticket

Sales
Invoice

Scale
Ticket

Sales
Invoice

Bill
of
Lading

Scale
Ticket

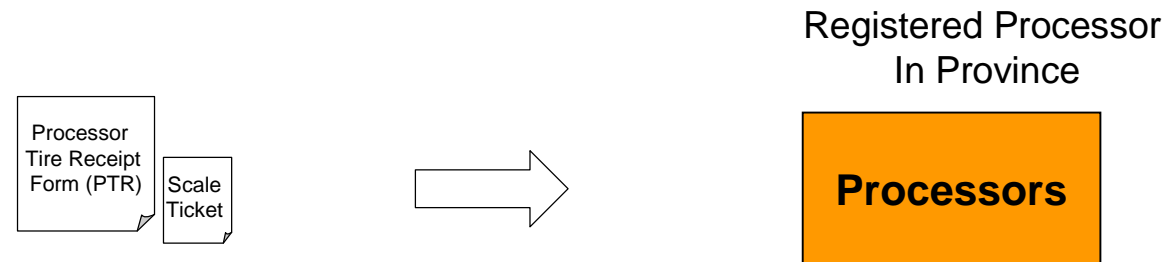
Payments Earned
(Outbound)

Reporting Information*

- Tires received from Haulers
- Types of product sold
- Sales destination
- Residuals

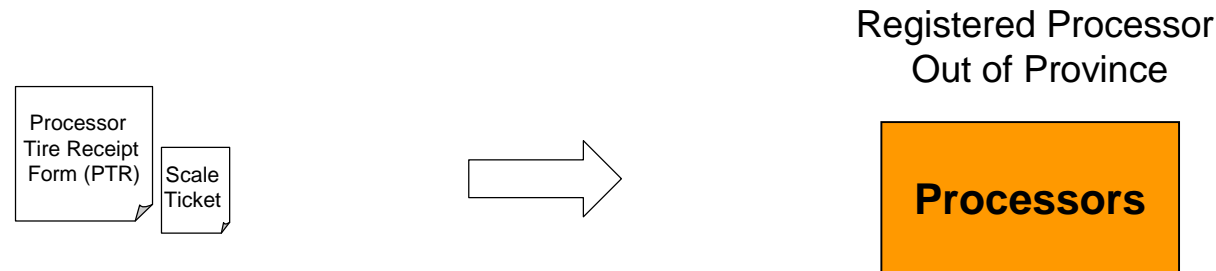
* with supporting documentation

Registered Processor In Province - Processors' responsibilities



- Permit all registered Haulers willing to meet reasonable minimum service standards to drop off tires
- Ensure load is weighed at certified scale and receive copy of the scale ticket
- Verify the tire count provided by the Hauler
- Sign PTR Forms (including counts and weights) for tires received from eligible source
- Submit a Processor copy of the PTR forms collected on a monthly basis along with supporting documentation
- Complete and submit electronically Processing Incentive Claim (PIC)
- Advise OTS and Haulers of disruptions to operations affecting normal receipt of tires

Registered Processor Out of Province – Processors' responsibilities



- Prior approval from OTS required before receiving tires as an Out of Province Processor on Ad Hoc Basis
- Regular monthly loads to Processors will be scheduled by OTS with registered Haulers selected through the RFP
- Weigh loads using certified scale within 3 KM of processor site.
- Complete and sign PTR Forms (including counts and weights) for tires received from registered Haulers
- Submit a Processor copy of the PTR forms collected on a monthly basis along with supporting documents
- Complete and submit electronically Processing Incentive Claim (PIC)
- Advise OTS and Haulers of disruptions to operations affecting normal receipt of tires

Processor Tire Receipt (PTR) Form

- Hauler Information
 - registration #
 - signature

- Processor Info.
 - registration #
 - signature

PTR 7 - 0000001

OTS **PROCESSOR TIRE RECEIPT FORM**
All fields are mandatory on this form. Fill in 0 if required

PART 1: HAULER
Retain a copy for the purpose of inventory reporting.

Write - Processor Inventory Reporting | Canary - Processor | Pink - Hauler Claim | Gold/erod - Hauler

Registration Number _____ Company Name _____ Telephone _____ <small>I certify that these used tires were picked up from an OTS registered Collector or through an eligible OTS Special Collection Event after Aug 31, 2009.</small> Signature of Hauler representative _____ Print Name _____	Date Delivered (MMM DD, YY) _____ TIRE TYPES <small>(Define tires available at www.ontarioTS.ca)</small> <table style="width: 100%;"> <thead> <tr> <th style="text-align: left;">TIRE TYPES</th> <th style="text-align: left;">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> SCALE TICKET # _____ SCALE TICKET WEIGHT (KG) _____ <small>Ensure to submit original scale ticket.</small>	TIRE TYPES	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	_____
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Large OTR tires	_____																		
Giant OTR tires	_____																		

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

Registration Number _____ Company Name _____ Contact Telephone # _____	<small>I acknowledge receipt of the tires in Part 1 for processing / recycling on the delivery date indicated on this form.</small> Signature of Processor representative _____ Print Name _____
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PTR v01

- Tire Information
 - categories
 - counts
 - Scale weights

- Four part form (serialized)
 1. Hauler copy
 2. Hauler claim copy
 3. Processor copy
 4. Processor inventory reporting copy
- PTR forms will be sent directly to all Processors prior to Sept 1, 2009
- Also available through Haulers and the Operations Centre
- Same paperwork for in and out of province Processors

Manufacturing Incentive Payment

- Payments based on applications to OTS.
- Limited Year 1 funding that will be allocated based on criteria to be established by OTS
- Manufacturing incentive process is being finalized by the Technical Committee



Processing Incentive Claim Submission

Electronic Processing Incentive Claim (PIC) form Overview

- Formatted Excel Document with calculations
- Several categories of information
 - Summary of Tire Inventory Received from Haulers
 - Summary of Products Sold
 - Purchaser's Name
 - Eligible Product
 - Weight of Product
 - Disposition of Residuals
 - Adjustments
 - Opening Inventory for next period
- Various data entry sheets with a claim summary page that can be printed.

Electronic claim Information on the PIC

- Inventory Received from Registered Haulers

Date	PTR	Hauler	Tire Counts								Scale	Scale
Collected	Form #	#	PLT	MT	AG/LS	IND	SOTR	MOTR	LOTR	GOTR	Weight	Ticket #
9/23/2009	1007500	3001000										

- Claim Details – Estimated Weight, Incentive Rate, Eligible Claim Amount

Processor Sales Invoice #	Purchaser's Name	Eligible Product	Weight of Product Sold (tonnes)	Processing Incentive Rate	Claim Amount
A 10092	New Company	TDP 1	10	270	2,700

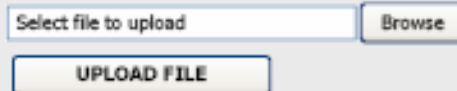
Calculating your claim

	Tire Inventory Weight (in Tonnes)	Processing Incentive (\$)
Incentive Claims		
Opening Inventory	0	
Summary of Product Received	10	
Summary of Product Sold	10	2,700
Residuals		
Total Incentive Claim		2,700

Submit electronic Processing Incentive Claim form

The transportation incentive claim form is available in Excel. [Download the form here.](#)

Once you have filled out the form, you can send your form to OTS. Click the "Browse" button, find your completed form on your hard drive, and then select "Upload File" to send your completed form to OTS.



Select file to upload

- a) Log into www.ontarioTS.ca
- b) Upload file buttons in secure member area.

Submit supporting documentation

1. Print the summary page from the electronic Processing Incentive form.
2. Organize all supporting documentation by form type. Organize the forms within each type to correspond with the order of data appearing in the Excel document.
3. Send summary page and all supporting documentation to;

Ontario Tire Stewardship
Attn: Claims Processing
405 The West Mall, Suite 500
Toronto, Ontario,
M9C 5K7

Submission Timelines

- Each period ends on the last day of the month.
- Processors can submit claims after the last day of the calendar month corresponding to the claim period.
- Submissions must be received no later than 90 days following the end of the claim period.
- Processors must retain a copy of forms onsite for up to 7 years
- Claim will be processed within 35 days of receiving electronic claim and supporting documentation

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: processor@ontarioTS.ca

To order additional forms

- call us at **1-888-OTS-2202**

Questions & Answers