



Used Tire Program

Processor Operational Webinar

October 6, 2009: 9:00AM

Agenda

- OTS Program Overview
- Guidelines for OTS forms and Processor Interactions
- Processor Incentive Claim Submissions
 - NOTE: the Processor Incentive Submission Form – will be available by Wednesday, Oct. 7
- 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.

Two Main Groups in Program

1) Stewards

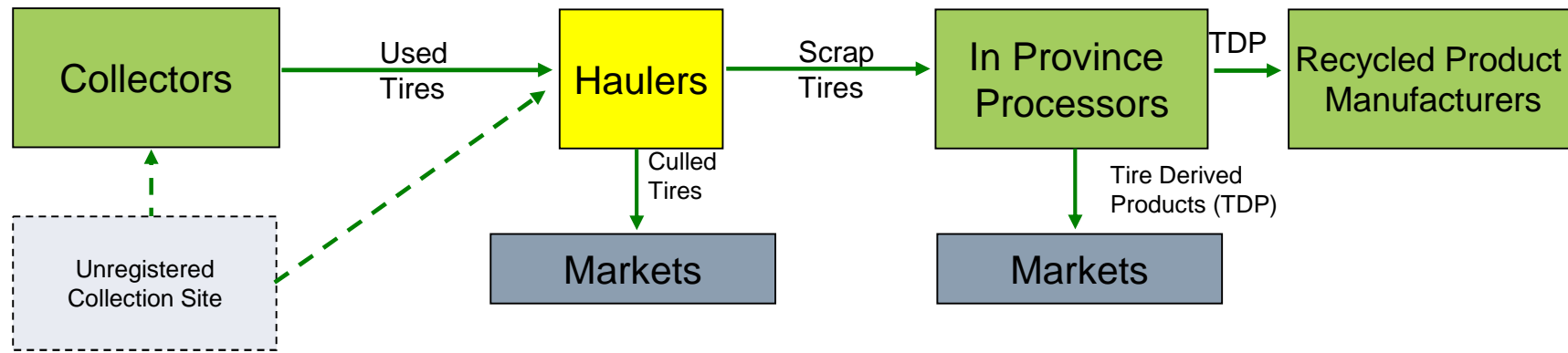
- Stewards are Legally obligated under the Program and must register with OTS.
- They also need to comply with the Program Rules contained in the Used Tires Program Plan.

2) Operational Registrants

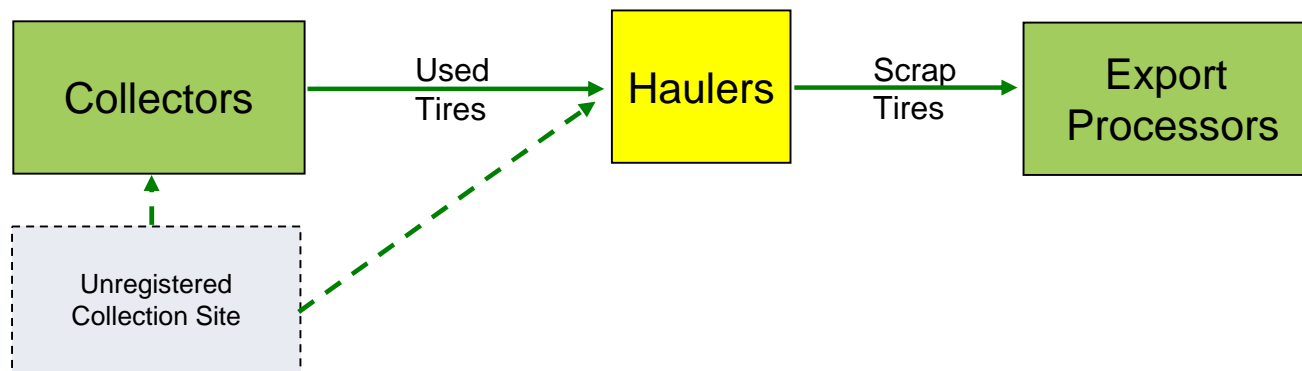
- Collectors, Haulers, **Processors** and Recycled Product Manufacturers
- Receive incentive to participate in program

The flow of Used Tire Program Tires after Sept 1 2009

Regular



Surplus



Incentives for Out-of-Province Processors

- 1) Two types of Processing Incentives
 - Guaranteed Supply
 - Ad Hoc Supply
 - Rates determined through individual agreements with OTS
 - Earned after sale – payment from OTS is triggered by proof of sale of Tire Derived Product
- 2) Your name posted on the OTS website as a registered Processor
- 3) Access to Ontario scrap tires

Guidelines for OTS forms and Processor Interactions

Out of Province Processing of Surplus Tires

- 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.
- 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
- 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)

Processors



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

* with supporting documentation

Sales
Invoice

Scale
Ticket

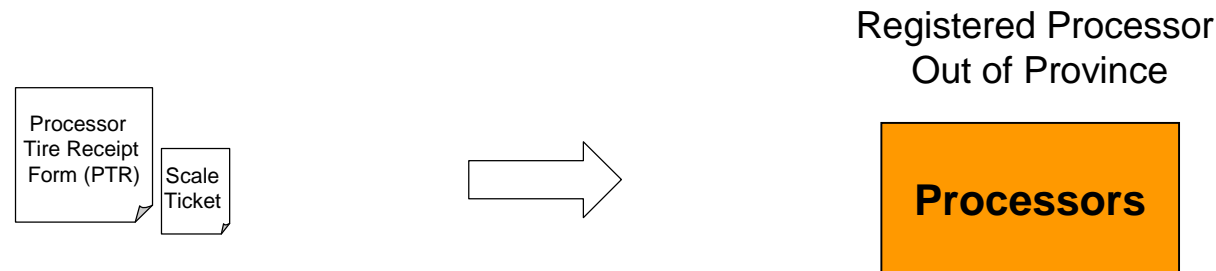
Sales
Invoice

Scale
Ticket

Sales
Invoice

Bill
of
Lading
Scale
Ticket

Registered Processor Out of Province – Processors' responsibilities



- Ad Hoc Supply: - Registered Hauler requires approval from OTS before shipping tires to an Out of Province Processor
- Guaranteed Supply - regular shipments to Processors will be arranged with registered Haulers selected through the Transportation RFP – Guaranteed Supply
- 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)
- Document the process for receiving Ontario tires and tracking through to final sale of products
- Advise OTS and Haulers of disruptions to operations affecting normal receipt of tires
- Ad Hoc Processors: - update OTS weekly of excess processing capacity to help manage supply
- Only accept Ontario tires through Guaranteed Supply and Ad Hoc supply agreements
- NOTE: Out of Province processors will be registered once agreement signed with OTS

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/rod - 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>(Definitions available at www.ontarioTS.ca)</small> <table style="width: 100%;"> <tr> <th style="text-align: left;">TIRE TYPES</th> <th style="text-align: left;">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> 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	_____
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	_____																		

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 _____
--	--

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
- Initial PTR forms will be sent directly to Processors
- Also available through Haulers and the Operations Centre
- Same paperwork for in and out of province Processors

Processing Incentive Claim Submissions

Processor information tab

+	PROCESSOR INFORMATION
PROCESSOR NAME	
REGISTRATION NUMBER	4134567
PREPARED BY	
PHONE	
OPENING INVENTORY WEIGHT - Tonnes	
REPORTING PERIOD	Sep-09
Out of Province Processor Section	
Guaranteed Rate (PLT) - per Tonne	
AdHoc Rate (PLT) - per Tonne	
AdHoc Rate (MT) - per Tonne	
AdHoc Rate (OTR) - per Tonne	

- Processor Info tab collects information about the organization such as
 - name, registration number, prepared by and phone
- The opening inventory weight for claims during the first period of October 2009 will be 0.
- The opening inventory weight and opening inventory credits for other periods will be the closing balances of the prior month.
- Registration number will trigger appropriate fields to enter Out of Province information

Inventory received from Registered Haulers tab

Inventory Received				Standard Weight in KG:								Grand Total (Actual Weight)		
				PLT	MT	AG / LS	IND	SOTR	MOTR	LOTR	GOTR			
				10.0	50.0	110.0	90.0	160.0	700.0	750.0	1800.0	11.00		
Date Delivered	PTR Form #	Hauler Number	Hauler Name	Tire Count								Guaranteed Out of Province (Y/N)	Scale Weight	Scale Ticket #
				PLT	MT	AG / LS	IND	SOTR	MOTR	LOTR	GOTR			

- Inventory Received tab reports the inventory received from registered Haulers
- Tires reported on this tab are eligible to be claimed for processing incentives.
- The information contained on PTR forms is reported on this tab.
- PTR forms correspond to OTS Program Tires only, do not record any information about non-program tires in your claim.

Product sales tab

Product Sales				
		+		
Sales Invoice	Sales	Purchasers	Eligible Product	
Date	Invoice Number	Name	Code	Description
			TDP1NT	TDP1, On-the-Road, Whole Tires

- It's important to select the correct product code which shows product types, and material source needed for reporting product sales to OTS
- The "Description" will automatically appear once you select the product code.
- See next slide for details of product types, material source and product codes

Product types, codes,

OTS Product Type	Material Source	Eligible Product Code	Description
TDP1	Off	TDP1FT	TDP1, Off-the-Road, Whole Tires
TDP1	On	TDP1NT	TDP1, On-the-Road, Whole Tires
TDP2	Off	TDP2FT	TDP2, Off-the-Road, Whole Tires
TDP2	On	TDP2NT	TDP2, On-the-Road, Whole Tires
TDP3	Off	TDP3FT	TDP3, Off-the-Road, Whole Tires
TDP3	On	TDP3NT	TDP3, On-the-Road, Whole Tires
TDP4	Off	TDP4FT	TDP4, Off-the-Road, Whole Tires
TDP4	On	TDP4NT	TDP4, On-the-Road, Whole Tires
TDP5	Off	TDP5FT	TDP5, Off-the-Road, Whole Tires
TDP5	On	TDP5NT	TDP5, On-the-Road, Whole Tires

NOTE: The incentive claim spreadsheet has additional product codes which are not to be used by Out of Province processors

Product Sales continued...

Grand Total (Tonne)					Grand Total (\$)
100.00					
Weight of Product Sold (tonnes)	Product Destination		Scale Ticket	Processing Incentive Rate	Claim Amount
	Select	Specify (other only)	Number		
100.000				-	-

- Product Destination has 4 options:
 - Ontario
 - Canada (non-Ontario)
 - USA
 - Other
- Scale Ticket Number is for outbound products
- Processing Incentive Rate and Claim Amount will be blank on this tab

Disposition of Residuals

					Grand Total (Tonnes)
Date of Disposition	Name of Disposition Site	Address	Disposition Reason	Scale Ticket / Invoice Number	Scale Weight (Tonnes)

- Disposition of Residuals tab reports adjustments to inventory amounts required to balance inventory on site with the reports provided to OTS.

Summary of product received and sold

SUMMARY OF PRODUCT RECEIVED

OPENING INVENTORY (from previous claim form)

INVENTORY RECEIVED FROM HAULERS

TOTAL

SUMMARY OF PRODUCT SOLD, RESIDUALS AND ADJUSTMENTS

SUMMARY OF PRODUCT SALES

ADJUSTMENTS DISPOSITION OF RESIDUALS

TOTAL PRODUCT SOLD, RESIDUALS AND ADJUSTMENTS

CLOSING INVENTORY FOR THE PERIOD :

Tonnes:

TOTAL INCENTIVE CLAIM

- The first section summarizes the incoming inventory (actual weight)

- The second section summarizes the sales (actual weight) as well as making adjustments for Residuals

- Closing inventory for the period will become the opening inventory for the next period

- Total Incentive Claim is shown

Submitting the appropriate supporting documents and forms

Send to

Claim Processing
Ontario Tire Stewardship
405 The West Mall, Suite 500
Toronto, Ontario
M9C 5K7

Send in boxes (12" x12"x 12") all supporting documents

Forms should be sorted by form type

Within each form type sort by order of data entry

Scale Tickets should be stapled to the appropriate OTS form

Invoices and Bill of Ladings should be stapled to the appropriate OTS form

If you do not have a large number of forms you may send forms in a single envelope to OTS.

PIC Submission Timelines

- Each period ends on the last day of the month.
- Processors can submit claims and supporting documents 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
- Claims will be processed within 35 days of receiving properly completed 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