



Ontario Tire Steward/OTS Operational Training

Recycled Product Manufacturers Registration Session

Agenda

- Introduction
- OTS Program Overview
- Process of Registration
- Communication with OTS
- Questions and Answers

Ontario Tire Stewardship (OTS)

- (IFO) Industry Funding Organization approved by the Minister of Environment on April 8, 2009 funded by tire manufacturers and importers
- It represents an innovative results-based diversion program for scrap tires in Ontario in a manner that is both environmentally responsible and economically sound
- Established under the Waste Diversion Act(WDA), 2002



Used Tires Program – Main Objectives

- 1) To promote reduction, reuse and recycling of Used Tires.
- 2) To financially support and expand the used tire collection system
- 3) To divert 90% of used on-road tires over the next 5 years and 50% of used off-road tires.
- 4) To 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) To 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) To undertake research and development to identify opportunities for new markets / uses of scrap tires
- 8) To shift the costs of managing Used Tires to the manufacturers and importers of tires into Ontario.

Basic Description of Program Roles

Steward

- 1) OEM, Brand Owner or first importer of tires into Ontario.

Collectors

- 2) Collects used tires.
- 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

- 3) A business that transports scrap tires to a recycler or Scrap Tire Processor.

Processors

- 4) Process scrap tires into other product streams or raw materials e.g. crumb rubber

Recycled Product Manufacturers

- 5) An organization that manufacturers crumb rubber into finished products through moulding, calendaring or extrusion

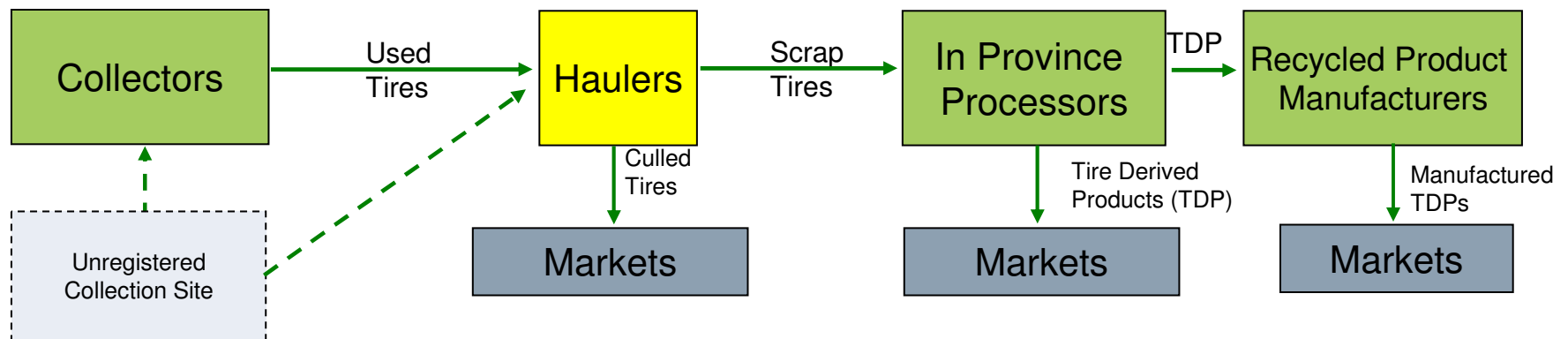
RPM in more detail

An RPM is an organization that manufactures crumb rubber into finished products through moulding, calendaring or extrusion.

- moulding – to shape by using an outline or cast
- calendaring -- process of smoothing the surface by pressing it between cylinders or rollers
- extrusion – to shape by forcing it through a die

RPM's consumption of crumb rubber to manufacture finished goods is key to driving the higher-value added use of tire-derived products in Ontario.

The flow of Used Tire Program Tires after Sept 1 2009



Role and Requirements for RPMs

- 1) Register with the Used Tires Program and sign the RPM Agreement
- 2) Comply with the Terms and Conditions set-out in the RPM Agreement
- 3) Promptly deliver to OTS each month all documentation required
 - delivery receipt documentation related to received TDP
 - provide proof of manufactured products sale to end users
 - any other documentation related to the end to end process when requested by OTS
- 4) Provide advance notice of, or advise OTS immediately upon, any material change in the operating status of the RPM
- 5) Retain copies of OTS claims and supporting material for 7 years and produce the documents on request by OTS.

Benefits for RPMs

- 1) Manufacturing Incentive payments to encourage the production of higher-value added products
- 2) Regular payment within 35 days of OTS receiving the required proof of product sales
- 3) Your name posted on the OTS website as a registered RPM

Overview of the Manufacturing Incentive (2009-2010)

The rate is \$160 / tonne of product weight of recycled rubber.

The total amount of MI available to all RPMs is \$2.1 million.

The maximum amount of MI available to any one RPM is \$630,000.

MI will be allocated based on factors such as:

- amount of crumb rubber the RPM uses on an annual basis,
- the amount of this crumb rubber that is sourced from Ontario Processors making Crumb from Ontario tires and the
- size of the total market for crumb in manufacturing in Ontario.

Products made by moulding, calendaring or extruding crumb rubber are eligible for MI in the 2009-2010 program year.

Products are eligible if they satisfy the following conditions

- Manufactured on or after September 1 2009,
- Manufactured from crumb rubber produced on or after September 1 2009,
- Manufactured from tires collected on or after September 1 2009

Process for Registration

Creating a user account

provide an email address. At sign up, you will also be asked to create your unique user ID. Once signed up as a new user, an email will be sent to your email address with instructions on how to begin.

SIGN UP

Username: *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address: *

Please re-type your e-mail address to confirm it is accurate.

Create new account

Account information

E-mail address: *

bstableforth@me.com

A valid e-mail address. All e-mails from the system will be sent to this address.

Password:

Confirm password:

To change the current user password, enter the new password in both fields.

▼ [Locale settings](#)

Time zone:

Wednesday, July 22, 2009 - 09:33 -0400 ▼

Select your current local time. Dates and times throughout this site will be displayed using

Save

1. Click "Sign Up" on the home page to start the Process
2. Select a user name and provide a valid e-mail address
3. Check the email address inbox for a validation email.
4. Click the hyperlink in the validation E-mail
5. Create your own password

Log in and navigate to the registration form

tions? Contact us [by email](#), or call 1-888-OTS-2202

[Contact Us](#) | [FAQ](#)

Already signed up or an existing user?

[Log in](#)

[Forgot your password?](#)

Ontario Tire Stewardship

Home About OTS Roles & Registration News & Media

Create new account Log in Request new password

Username: *

Enter your Ontario Tire Stewardship - QA environment username.

Password: *

Enter the password that accompanies your username.

Log in

Enter Secure area of the website

- Click log in from the home page
- Enter username and account information

Navigate to the form

- Look for the menu on the right of the secure login area
- In the On-Line Registration section select "Recycled Product Manufacture registration"

Media Resources

test4

- [My Account](#)
- ▼ [On-line Collector Activities](#)
 - [Collector Opening Inventory Declaration](#)
 - [On-line Collector Claim Form](#)
- ▼ [On-line Hauler Activities](#)
 - [Download Hauler Claim Form](#)
 - [Upload Hauler Claim Form](#)
- ▼ [On-line Processor Activities](#)
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Mandatory Information for registration

In the online form mandatory fields are indicated by an asterisk (*). The person completing the registration must have the authority to bind your corporation / business or have been granted the authority to bind your corporation / business with Ontario Tire Stewardship.

Business Location Info

- Legal Business Name
- Business Address Information

Contact Info

- Primary Contact Name
- Primary Contact Position
- Primary Address Information

Manufacturing Details

- Products Produced (Calendared, Extruded, Moulded, Other)
- Manufacturing Capacity, Site Info

General Info

- Business Start Date
- Company year end
- Goods and Services Tax (GST) Number

Insurance Info

- Name of commercial liability insurer
- Expiry Date of Commercial Liability Insurance
- Worker Health & Safety certification number

Terms and Conditions

- Acknowledgement of the agreement
- Authorized signature

RPM Registration – High Level View

1. **Retrieve Submitted Applications** – print or retrieve fax / mail
2. **Review RPM Registration Application** – review application for completeness
3. **Assign Registration Number** – check masterlist and assign unique registration number
4. **Activate Registrant** – data entry into Treadmarks
5. **New Registrant Mailout** – send email confirmation letter

Preparing for claim submissions

- Online submission only
- RPMs will report the following general information
 - Inventory Received
 - Product Sold, and
 - Adjustments
- RPMs will provide supporting documents for claims
 - Name / Registration number of OTS Processor purchased from
 - Sales invoices

Claim Submission Steps (1 of 3)

Page 1 - General Information

- registration number
- opening recycled rubber inventory weight - tonnes
- reporting period

Page 2 – Inventory Received

- date received
- processor registration number
- invoice number
- scale weight of inventory received (tonnes)
- type of TDP received

Claim Submission Steps (2 of 3)

Page 3 -

- date sold
- product type
 - Calandered, extruded, moulded, other
- description (if other)
- sales invoice number
- purchaser
- weight of recycled material used in production (tonnes)
- percentage of recycled material in product (tonnes)
- rate (per tonne) – populated based on product code
- Incentive paid – calculated based on the weight and the incentive rate

NOTE:

Claim Submission Steps (3 of 3)

Page 4 - Adjustments

- date of adjustment – date of data entry
- effective date of adjustment – Date of original entry
- adjustment reason
- adjusted weight (tonnes)
- product type Adjusted
- adjustment Rate – populated based on product
- adjusted Incentive – calculated base on weight and rate

Page 5 – Summary Page

- displays a summary of total claim

Key things to keep in mind about claim submission

- Inventory claimed cannot exceed total inventory received
- There is a yearly cap for each RPM. If an entry exceeds the cap you will be required to adjust the claim to ensure the cap is not exceeded.
- Claims can be adjusted when in draft mode. Claims once submitted as final cannot be adjusted.

New steps or information in RPM processing

- Product types
 - Calendered, extruded, moulded, other
- Manufacturing Capacity
 - Amount of recycled rubber used in the production of new products by the RPM
- Agreement

Key Dates

- Registration
 - April 28 – June 1, 2010
- Claim Information Session
 - May 25th TBC
- Claim Submission Starts
 - June 1
- Claim Payments – 35 Calendar days after completed claim submitted to OTS.