



# Used Tires Program

**Hauler Submission Review Session**

**February and March, 2010**

Confidential OTS & IBM

## Agenda

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- Objectives of the session
- Claim Processing
  - Timeline and reporting periods
  - Claim Processing

## Objectives of the Session

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- Improve the quality of the claims (fewer errors and on time claim payment)
- Provide an opportunity to ask questions about claim processing
- Please limit questions to claim processing and we will take questions at defined breaks

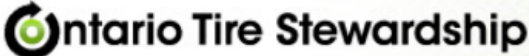
## Timeline and Reporting periods

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Submission of claims –	0 days
<ul style="list-style-type: none"> <li>• completed submission includes electronic file and hard copies</li> <li>• opens - first day following the end of the month</li> <li>• closes – 90 days after opening</li> </ul>	
Error Check -	0 -10 days
<ul style="list-style-type: none"> <li>• system review of electronic claim form to catch common errors</li> <li>• within 0-10 days of the arrival of a completed submission</li> <li>• claims with more than 10 errors will be returned</li> </ul>	
Detailed Review	10-35 days
<ul style="list-style-type: none"> <li>• within 10-35 days of arrival of a completed submission</li> </ul>	
Cheque Mailed	35 <sup>th</sup> day
<ul style="list-style-type: none"> <li>• mailed 35 days after arrival of a completed submission</li> </ul>	

\* These timelines assumes claim is not put on hold. Any time claim spent on hold will be added to the due date.

# Accessing Hauler activities online



## Industry Rolls Old Tires into Green Products

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




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**Ontario Tire Stewardship (OTS)** is an Industry Funding Organization (IFO) incorporated under Ontario's Waste Diversion Act, to implement and operate the Used Tires Program. This province-wide scrap tire recycling program for On-road and Off-road tires supplied into the Ontario market will divert scrap tires away from burning and landfilling to 3Rs (Reduce, Reuse, Recycle) processing and uses. Launched on September 1, 2009... [Find out more>](#)

### What Happens to Used Tires in Ontario?

Whether piled up at your local service station, abandoned along a road or neatly tucked into a corner of your garage, used tires are all around Ontario. Some find their way to a recycler who will make new green products such as playground surfaces or patio tiles, but many others end up in landfill, or are sent to be burned for fuel in a cement kiln or power plant. The Ontario Used Tires Program will change all of this for the better... [Find out more>](#)

[Find a Collection Location](#) Find a location near you to drop off your used tires.

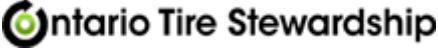
### Are you a Registered Program Participant?

[Click here](#) for operational information and resources specific to your role.


#### Everton\_OTs

- [My Account](#)
- ▼ [On-line Collector Activities](#)
  - [Collector Opening Inventory Declaration](#)
  - [On-line Collector Claim Form](#)
- ▼ [On-line Hauler Activities](#)
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#### Quick Links



# Downloading TI claim



Industry Rolls Old Tires into **Green Products**


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## Download Hauler Claims Forms


Each month will have its own unique Hauler Claim Form template. Use the template that is appropriate for the month for which you are submitting a claim.


[Hauler Claim Form for February 2010](#) 

[Hauler Claim Form for January 2010](#) 

[Hauler Claim Form for December 2009](#) 

[Hauler Claim Form for November 2009](#) 

[Hauler Claim Form for October 2009](#) 

[Hauler Claim Form for September 2009](#) 

To ensure that you are viewing the latest version of the form, please Save the Hauler Claim Form template to your computer and then open the file from there.


**Notes:**

- Opening the file from your internet browser will not allow you to save your entries. You **must** save the file to your computer and then work off that file.
- The Hauler Claim Form has been designed for use by Excel 2003 & 2007 only. Some functions may not be available in earlier versions of Excel.

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### Quick Links

[Rules for Stewards](#) 

## Uploading a TI claim submission

- Important to ensure that you are logged into the site to upload the form.
- It is possible to view previous submissions

You have already submitted this form. [View your previous submissions.](#)

### Processor Claim Form

Please complete this form if you are remitting a Claim as a Processor under the program. **Note that to submit Claims, you need to have the authority to bind your corporation / business or have been granted to the authority to bind your corporation / business.** Fields marked with \* are mandatory.

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### Upload Microsoft Excel Claim to Ontario Tire Stewardship

Please select the file to upload by using the "Browse" button.

File to upload:

User details:

Agreement: \*

I have the authority to bind my corporation / business or have been granted to the authority to bind my corporation / business with Ontario Tire Stewardship. I have the authority to submit Claims with Ontario Tire Stewardship.

**Please be patient during the upload process.** You will receive a confirmation screen upon successful upload to OTS.

## Submitting the appropriate supporting documents and forms

### Send to:

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

### Include in your submission;

- Copy of the original summary sheet
- Scale tickets attached to all corresponding forms
- If multiple submissions are sent indicate on your envelope/box which submission the hard copies belong to



## Common Errors in the Error Report

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- ⑩ Postal code does not match our system
  - Compare collectors postal code on OTS website or verify postal code with collector
  
- ⑩ Invalid Collector registration number indicated on the claim
  - Contact collector and verify that the registration number provided is correct (even if they have to contact the call center)
  - Collector numbers can also be verified on OTS website
  
- ⑩ Duplicate Form # in the submissions (same or previous claim)
  - Ensure that all forms are only entered once
  - Check in submitted claim or any previous claims sent that all forms are only entered once
  
- ⑩ Postal Code exceeds the maximum length
  - Letter, Number, Letter
  - No spaces before or after

## Hauler information tab

HAULER INFORMATION			
HAULER NAME			
REGISTRATION NUMBER			
PREPARED BY			
PHONE			
OPENING INVENTORY WEIGHT			
OPENING INVENTORY CREDITS			
CLAIM PERIOD	Sep. 1, 2009	TO	Sep. 30, 2009

### Hauler Name

- Company Name
- If more than one submission or revised excel submission is required, indicate this right beside company name. Ex: Tire Hauling Sub #2

### Registration Number

- Insure that you're entering your correct Registration Number

### Opening Inventory weight and credit

- Ensure that you are plugging in closing inventory numbers from the previous submission located at the bottom of the summary page

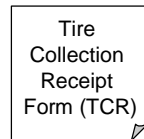
# Inventory received from registered Collectors tab

Tires Received from Registered Collectors							Standard Weight in KG:							
Date Collected	TCR Form #	Collector Number	Collector Name	Collector City	Postal Code	Generated Tires (Y/N)	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

- 10 Ensure that the right dates are being entered from your form to your excel sheet
- 10 Only white copies of the TCR are acceptable to process a claim
- 10 Ensure information entered in all fields in the row.
- 10 Remember that if the tires were generated to indicate this on your excel submission as well
- 10 Always ensure all tires counts are entered accurately on your excel submission

## Registered Collectors

Registered Collector



**Haulers**

- Tire Collection Receipts (TCR)
  - Only filled out if at the time of the pick up the collector has a valid registration number even if they've applied
  - Ensure all required information is entered on the form at the time of the pick up
  - Enter 0's on the blank lines at the time of pick up (to ensure there's no tampering)

## Inventory received as dedicated OTR loads

Tires Received from Dedicated OTR Collectors							Standard Weight in KG:							
							AG / LS	IND	SOTR	MOTR	LOTR	GOTR		
							110.0	90.0	160.0	700.0	750.0	1800.0		
													For Information Purposes Only	
Date Collected	DOT Form #	Collector Number	Collector Name	Collector City	Postal Code	Generated Tires (Y/N)	Tire Count						Scale Ticket	
							AG / LS	IND	SOTR	MOTR	LOTR	GOTR	Number	Weight

Dedicated OTR tab reports inventory received as dedicated loads of Off-the-road (OTR) tires from registered Collectors.

The only time you will need to fill out this tab is if OTS has approved the pick up and the load is solely OTR tires

Scale ticket # and weight not required. If it is available attach a copy of the scale ticket to the DOT form

## Inventory originating from unregistered collection sites

Tires Received from Un-Registered Sites								
Date Collected	UCR Form #	Unregistered Site				Registered Collector		Reason tires not eligible for payment
		Name	Address	City	Postal Code	Number	Postal Code	

This tab is for anything filled out on a UCR form

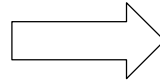
The reason there's an unregistered and registered portion on the excel is because the pick up can be from an unregistered site or a registered collector.

- For Example:
  - Tires picked up at an unregistered site
  - The collector is registered but the tires picked up are not program tires.
  - The collector is registered but the tires come from an unknown source.

## Non-Registered Collection Site

Non-Registered Collection Site

Unregistered  
Collection  
Receipt  
Form (UCR)



**Haulers**

- Ensure that all required information, whether it's registered or unregistered, is filled out as accurately as possible at the time of pick up
- Remember to check off 'Charged Disposal Fee' or 'Generated prior to..' if the registered collector portion is filled out

\*Note: Any pick ups entered on a UCR will require the collector to pay a disposal fee

# Inventory received from other registered Haulers

<b>Tires Received from Other Registered Haulers</b>				Standard Weight in KG:							
				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
Date Transferred	HIT Form #	Hauler Number	Hauler Name	Tire Count							
				PLT	MT	AG / LS	IND	SOTR	MOTR	LOTR	GOTR

- This tab is only filled out if you are the hauler receiving tires from another registered hauler
- This tab should be completed if your name appears on the bottom portion of the HIT form
- Ensure that you are entering the hauler’s information as accurately as possible (This would mean you’re entering the info from the hauler that transferred the tires to you)
- Remember to get all required signatures on both sections of the form



## Special Tire Collection Events

- ⑩ Purpose is to encourage scrap tires are diverted to recycling by registered Processors
- ⑩ Resident requested STCs
  - Contact OTS to request tire removal, typically up to 50 – 1,000 tires
  - Free tire pickup
- ⑩ OTS sponsored events
  - Community clean-up days, free drop off events etc
  - Organized by municipalities, retailers
  - Free tire pickup
- ⑩ Process
  - Residents contact OTS for approval
  - OTS contacts potential STC organizers to offer assistance – banners, posters as needed
  - OTS contacts interested Hauler to provide free tire pickup service
  - OTS authorizes and sends STC form including Event Number
  - Haulers submit STC forms as part of monthly TI claim

# Inventory received from special tire collection events

Tires Received from Special Tire Collection Events						Standard Weight in KG:							
						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
Date	STC	Name of		Postal		Tire Count							
Collected	Form #	Event #	Group / Individual	Address	Code	PLT	MT	AG / LS	IND	SOTR	MOTR	LOTR	GOTR

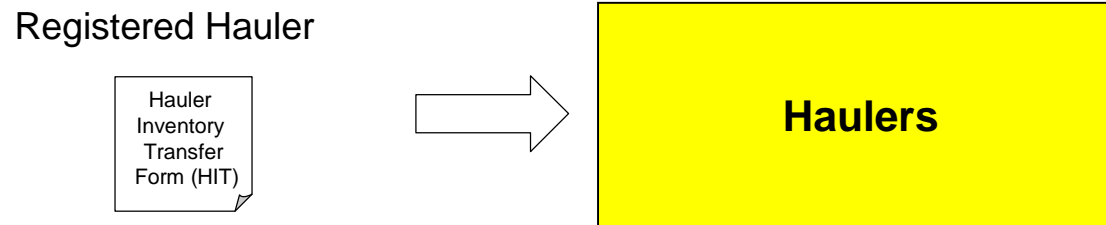
- ⑩ Haulers are required to get approval from OTS before the pick up in order to claim transportation incentives for special events.
- ⑩ Special Tire Collection events could be things like community clean up days, free drop off events etc...
- ⑩ Ensure that you enter the event # OTS assigns to you prior to the pick up
- ⑩ Always remember to get prior authorization before agreeing to make a Special Tire Collection in order to claim your incentive

## Inventory transferred to other registered Haulers

<u>Tires Transferred to Haulers</u>				Standard Weight in KG:							
				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
Date Transferred	HIT Form #	Hauler Number	Hauler Name	Tire Count							
				PLT	MT	AG / LS	IND	SOTR	MOTR	LOTR	GOTR

- ⑩ This tab is only filled out if you are the hauler transferring tires to another registered hauler
- ⑩ This tab should be completed if your name appears on the top portion of the HIT form
- ⑩ Ensure that you are entering the other hauler's information as accurately as possible
- ⑩ Remember to get all required signatures on both sections of the form

## Hauler Inventory Transfer



- Only the Hauler picking up tires from a registered collector is eligible for the transportation credit.
- The receiving Hauler by accepting tires will not be paid any additional transportation incentive.
- HIT transfers are only possible between two registered Haulers.

## Tires delivered to Ontario Processors

<u>Deliveries to Ontario Processors</u>				Standard Weight in KG:									
				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		
Date Transferred	PTR Form #	Processor Number	Processor Name	Tire Count								Scale Weight	Scale Ticket #
				PLT	MT	AG / LS	IND	SOTR	MOTR	LOTR	GOTR		

- ⑩ Ont Processor Deliveries tab reports inventory shipped to Processors in Ontario that were not redirected.
- ⑩ Ensure scale weight and scale ticket number are reported for each delivery.
- ⑩ Always ensure that the original scale tickets are attached to the corresponding PTR form
- ⑩ The only way to get paid for tires picked up is by dropping them off at a approved destination such as a processing plant

# Tires delivered to Processors requiring additional transportation incentive.

Detailed Review

Surplus Deliveries						Standard Weight in KG:									
						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		
Date	PTR	Processor	Processor	Surplus Codes		Tire Count								Scale	Scale Ticket
Delivered	Form #	Number	Name	Code	Description	PLT	MT	AG / LS	IND	SOTR	MOTR	LOTR	GOTR	Weight	#

- 10 Surplus shipments tab reports inventory shipped to Processors outside of Ontario and special trips to Ontario Processors requiring an additional transportation incentive for the significant additional travel distance.
- 10 Prior approval from OTS is required before departing for Out of Province Processor on an Ad Hoc Basis.
- 10 Ensure scale weight and scale ticket number are reported for each delivery. (Always attach original scale tickets to PTR forms)

## Tires shipped to reuse markets

Tires Sold to Reuse Market												
Date Transferred	Reuse Tire Reporting Form #	Market Location Select	Specify	Type of Used Tire Market Select	Name	Address	City	Postal Code	Telephone	Invoice Number	Bill of Lading #	

- ⑩ Used Tires tab reports inventory shipped and sold to reuse markets. A signature or Bill of Lading Number is required for all shipments.
- ⑩ This is an approved end use for used tires in the program.
- ⑩ These tires are eligible for the transportation incentive payment.
- ⑩ The information contained on the RTR form is reported on this tab.

# Adjustments to claims and OTS records

<u>Claim Adjustments</u>		Standard Weight in KG:								
		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	
Date	Adjustment Type / Reason	Tire Count								Adjusted Weight
		PLT	MT	AG / LS	IND	SOTR	MOTR	LOTR	GOTR	

- ⑩ Adjustments tab reports adjustments to inventory amounts required to balance inventory on site with the reports provided to OTS.



## Common Errors in the Detailed Review

- ⑩ List of errors related to detailed review:
  1. Forms not in order
  2. Putting multiple submissions for the same month in one envelope without informing us
  3. Putting September, October and November claims in the one envelope without informing us
  4. Not filling out the Hauler info tab in the spreadsheet
  5. Not initialing changes made on form
  6. Different date on the form and excel sheet.
  7. Missing forms
  8. Duplicate forms in the same or previous submission
  9. Incorrect form# to tire counts entered
  10. Opening inventory doesn't match closing inventory of previous submission

## Steps Hauler can take to assist us in processing their claims

1. Put forms in the order of appearance on the spreadsheet
2. Put all the forms for electron submission#1 in one envelope and forms for submission#2 in another envelope
3. Make sure to correctly enter all information required from the form into the excel sheet
4. Fill out the Hauler Info Tab in the spreadsheet, incorrect or incomplete information will delay processing
5. Both parties need to initial any changes made to the form.
6. Attach scale tickets with PTRs
7. Make sure the amount of tires reported as pick up is equal to or greater than the amount of tires they drop off. We can not pay a claim that has claim amount exceeds credit earned.

## Contacting OTS

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### For General Inquiries and More Information

- please visit our website at [www.ontarioTS.ca](http://www.ontarioTS.ca),
- call us at **1-888-OTS-2202**
- email us: **hauler@ontarioTS.ca**

### To order additional forms

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

### For approval of Ad Hoc Out of Province transport

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

# Questions & Answers