



# Used Tire Program

**Processor Operational Webinar**

**September 29, 2009: 9:00AM**

## Agenda

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- OTS Program Overview
- Guidelines for OTS forms and Processor Interactions
- Processor Incentive Claim Submissions
  - NOTE: the Processor Incentive Submission Form – September is being revised and will be available to download later today. This form must be used for September claims
- Communication with OTS
- Questions and Answers
- NOTE: A separate session for Out of Province Processors is scheduled Tuesday, October 6, 9:00AM

# 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

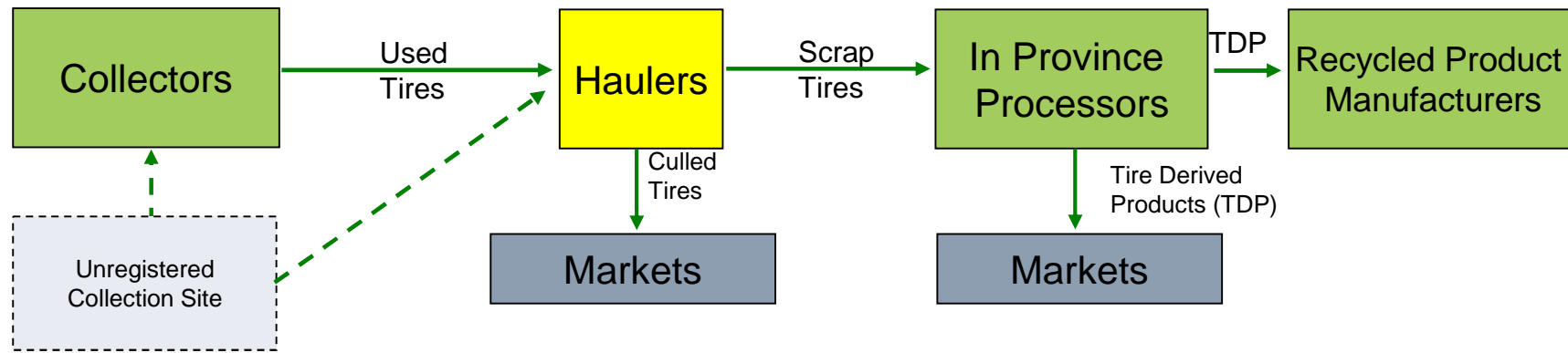
- Stewards are Legally obligated under the Program and must register with OTS.
- They also need to comply with the Program Rules contained in the Used Tires Program Plan.

## 2) Operational Registrants

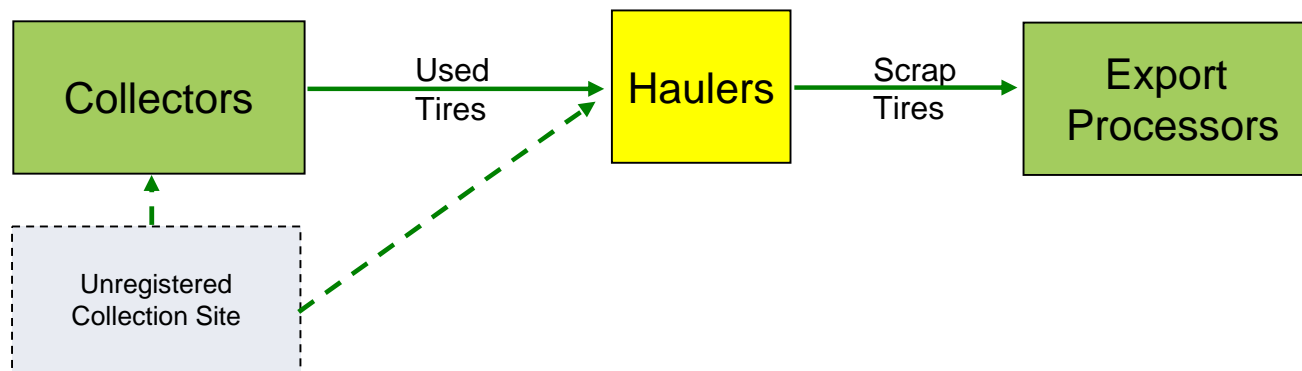
- Collectors, Haulers, **Processors** and Recycled Product Manufacturers
- Receive incentive to participate in program

# The flow of Used Tire Program Tires after Sept 1 2009

## Regular



## Surplus



# Incentives for Processors










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## 1) The applicable Processing Incentive

- Varies depending on the
  - TDP type as specified by OTS e.g. TDP 1
  - Material source
  - Feedstock Y/N
- Earned after sale

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

## Simplified View of Eligibility for Incentive Payments

Status of Collection Site	Collection Site Relationship to the Vehicle or Equipment	Collection Allowance	Transportation Incentive	Processing Incentive	Comment
Registered collection site	Self-owned				Generated Program Tire
Registered collection site	Different organization				Collected Program Tire
Unregistered collection site	Self-owned or different organization				Program Tire

# Guidelines for OTS forms and Processor Interactions

## **Tires in inventory at the time of registration with OTS.**

- Used tires, work in process and/or finished products in inventory before registration completed with OTS will not be eligible for incentives under the Used Tires Program.
- These materials must be reported to OTS at the time of registration with OTS or as of Sep 1, 2009 whichever is later.
- Processor Inventory declaration forms are available at [www.ontarioTS.ca](http://www.ontarioTS.ca)
- 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

## Out of Province Processing of Surplus Tires

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- 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)

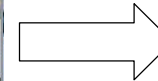
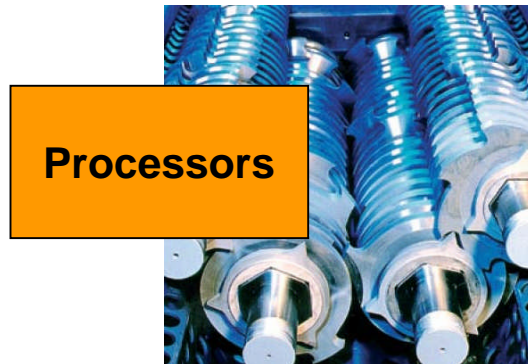
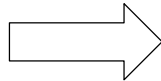
## Hauler 2

Processor  
Tire Receipt  
Form (PTR)

## Hauler 3

Processor  
Tire Receipt  
Form (PTR)

Inventory Received  
(Inbound)



Sales  
Invoice

Scale  
Ticket

Sales  
Invoice

Scale  
Ticket

Sales  
Invoice

Bill  
of  
Lading

Scale  
Ticket

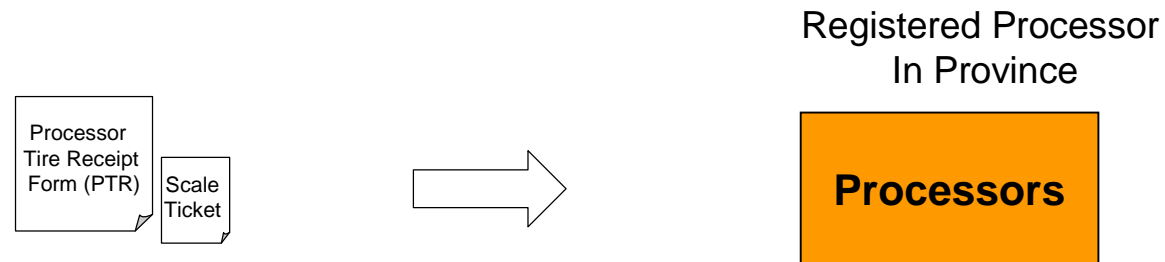
Payments Earned  
(Outbound)

### 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
- Update OTS weekly of excess processing capacity to help manage supply

# 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/errod - Hauler

Registration Number _____	Date Delivered (MMM DD, YY) _____
Company Name _____	TIRE TYPES (Definitions available at <a href="http://www.ontarioTS.ca">www.ontarioTS.ca</a> )
Telephone _____	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 _____
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	
Signature of Hauler representative _____	
Print Name _____	SCALE TICKET # _____
	SCALE TICKET WEIGHT (KG) _____
	Ensure to submit original scale ticket.

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

Registration Number \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Telephone # \_\_\_\_\_

I acknowledge receipt of the tires in Part 1 for processing / recycling on the delivery date indicated on this form.

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
- PTR forms have been sent directly to all Processors
- 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 Submissions

# Processor information tab

PROCESSOR INFORMATION	
PROCESSOR NAME	
REGISTRATION NUMBER	4011234
PREPARED BY	
PHONE	
OPENING INVENTORY WEIGHT - Tonnes	10.00
REPORTING PERIOD	Sep-09
Out of Province Processor Section	
Guaranteed Rate (PLT) - per Tonne	100.00
AdHoc Rate (PLT) - per Tonne	200.00
AdHoc Rate (MT) - per Tonne	300.00
AdHoc Rate (OTR) - per Tonne	150.00

- Processor Info tab collects information about the organization such as
  - name, registration number, prepared by and phone
- Non program tires are declared on the Opening Inventory form faxed to OTS but should not appear on the excel claim submission.
- The opening inventory weight for claims during the first period of Sep, 2009 will be 0. No organization has program tires in inventory as of Sep 1, 2009.
- The opening inventory weight and opening inventory credits for other periods will be the closing balances of the prior month.

# 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 Program Tires only, do not record any information about Pre-program tires in your claim.

## Product sales tab

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

- It's important to select the correct product code using the processing incentive rate which shows product types, codes, and rates
- The "Description" will automatically appear once you select the product code.
- See next slide for details of product types, codes, and rates

# Product types, codes, rates

OTS Product Type	Material Source	Feedstock (Y/N)	Eligible Product Code	Description	Eligible Rates per Metric Tonne of TDP
TDP1	Off	Y	TDP1FF	TDP1, Off the Road Feedstock	175.00
TDP1	Off	N	TDP1FT	TDP1, Off-the-Road, Whole Tires	337.50
TDP1	On	Y	TDP1NF	TDP1, On-the-Road, Feedstock	140.00
TDP1	On	N	TDP1NT	TDP1, On-the-Road, Whole Tires	270.00
TDP2	Off	Y	TDP2FF	TDP2, Off the Road Feedstock	143.75
TDP2	Off	N	TDP2FT	TDP2, Off-the-Road, Whole Tires	287.50
TDP2	On	Y	TDP2NF	TDP2, On-the-Road, Feedstock	115.00
TDP2	On	N	TDP2NT	TDP2, On-the-Road, Whole Tires	230.00
TDP3	Off	Y	TDP3FF	TDP3, Off the Road Feedstock	81.25
TDP3	Off	N	TDP3FT	TDP3, Off-the-Road, Whole Tires	193.75
TDP3	On	Y	TDP3NF	TDP3, On-the-Road, Feedstock	65.00
TDP3	On	N	TDP3NT	TDP3, On-the-Road, Whole Tires	155.00
TDP4	Off	N	TDP4FT	TDP4, Off-the-Road, Whole Tires	81.25
TDP4	On	N	TDP4NT	TDP4, On-the-Road, Whole Tires	65.00
TDP5	Off	N	TDP5FT	TDP5, Off-the-Road, Whole Tires	150.00
TDP5	On	N	TDP5NT	TDP5, On-the-Road, Whole Tires	55.00

## Product Sales continued...

Grand Total (Tonne)					Grand Total (\$)
Weight of Product Sold (tonnes)	Product Destination		Scale Ticket Number	Processing Incentive Rate	Claim Amount
	Select	Specify (other only)			
				270.0	-

- Product Destination has 4 options:
  - Ontario
  - Canada (non-Ontario)
  - USA
  - Other
- Scale Ticket Number is for outbound products
- Processing Incentive Rate is automatically calculated based on Product Code
- Claim amount is automatically calculated

# 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

## 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

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- 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

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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: **processor@ontarioTS.ca**

### To order additional forms

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

# Questions & Answers