

## USED TIRES PROGRAM REGISTRANT IDENTIFICATION GUIDE

**DISCLAIMER:**

*Please note that this Program Identification Guide is to be used solely as a tool to help you determine your role under the Used Tires Program. It is your responsibility to register under the appropriate role(s) in accordance with the Program Rules.*

*Also note that the questions posed in each category below are meant to be used for general guidance and do not necessarily guarantee that your organization will be able to register with the program.*

Before you register for the Used Tires Program, it is important to know which function(s) you will fulfill within it. The program has outlined five roles. This Registrant Identification Guide will help you understand the role your business will play:

- 1) If you manufacture or import tires into Ontario you may be a **Steward**. Please go to **Section 1**.
- 2) If you collect and/or remove used tires from vehicles you may be a **Collector**. Please go to **Section 2**.
- 3) If you transport used/scrap tires to a used/scrap tire processor, you may be a **Hauler**. Please go to **Section 3**.
- 4) If your business is involved in the processing of used/scrap tires into tire aggregates or tire derived products, you may be a **Processor**. Please go to **Section 4**.
- 5) If your business uses processed raw materials from used/scrap tires for new products or uses, you may be a **Recycled Product Manufacturer (RPM)**. Please go to **Section 5**.

**Please Note:** *It is possible that your business performs more than one of these functions and you will therefore need to register your business under each applicable role.*

### Section 1: Stewards

#### A) Definition of Stewards

Section 30 of the Waste Diversion Act defines a Steward as a person or class of persons having a commercial connection to the designated waste, or to a product from which the designated waste is derived. The Minister's Program Request Letter directs that the funding rules under the program define stewards as **Brand Owners** and **First Importers** of tires into Ontario.

The Rules for Stewards contained in the Approved Plan defines Brand Owners for the purposes of this program as:

- a. The registered owner of the brand, or
- b. A licensee of the brand, or
- c. A person who owns the intellectual property rights to the brand, or
- d. A person who is the licensee, in respect of the intellectual property rights of the brand.

For the purpose of this program, a First Importer means:

“A person who imports tires into Ontario, for which a brand owner does not exist in Ontario, and who is the first to take title to the tires upon or after arrival in Ontario from elsewhere.”

The full **Rules for Stewards** address the definitions of Stewards in conformance with the Minister’s Program Request Letter. These Rules can be found in the **Steward Guidebook** downloadable from the Steward area of the OTS web site at [www.ontarioTS.ca](http://www.ontarioTS.ca) or on our website directly.

## **B) Designation of Stewards**

For the purposes of determining which Person shall be designated as a Steward for New Tires, the following provisions shall apply, in the order in which they are set out. If two or more Persons are designated as a Steward pursuant to the following, the earlier provision shall prevail:

1. An OEM is designated as the Steward with respect to all New Tires on vehicles Supplied by the OEM;
2. A Brand Owner is designated as a Steward with respect to all New Tires:
  - a) Supplied in the Data Period in respect of which it is the Brand Owner; and
  - b) to which it has a Commercial Connection;
3. A First Importer is designated as a Steward with respect to all New Tires:
  - a) Supplied in the Data Period of which it is the First Importer; or
  - b) of which it is the First Importer in the Data Period for use by it or its Affiliate in the Province of Ontario, other than New Tires purchased by an individual for personal use;
3. If there are Unbranded Tires Supplied in the Data Period, and if the manufacturer is Resident in Ontario, the manufacturer of such Tires shall be designated as the Steward for such Tires; otherwise the First Importer shall be designated as the Steward for such Tires;
4. If there are two or more Brand Owners for the same Tires Supplied in the same Data Period, the Brand Owner most directly connected to the manufacture of the Tires shall be designated as the Steward;
5. Where there is no Steward for a particular Supply of New Tires in Ontario, any Person who elects to become a Steward for such New Tires shall, upon obtaining the consent of OTS and executing an agreement to be bound by these Rules, be designated a Steward for such Supply.

If after reviewing Section 1, you believe you are a Steward under the Program, please download and review the **Steward Guidebook**, which includes the **Rules for Stewards**, from the OTS website to learn more about your obligations within the Program and how to register. If not, please return to the introduction to review another role.

## Section 2: Collectors

To help determine whether you may be a Collector, please review the following and check off any that apply. Is your organization a:

- |   | <b>YES</b>               |
|---|--------------------------|
| For-profit, not-for-profit, or municipal corporation that accepts used tires? | <input type="checkbox"/> |
| Tire dealer, retailer or wholesaler?  | <input type="checkbox"/> |
| Car, Truck or Trailer dealer that accepts used tires?                         | <input type="checkbox"/> |
| Mass merchant of tires that accepts used tires?                               | <input type="checkbox"/> |
| Auto Service Centre/Garage?   | <input type="checkbox"/> |
| Auto Dismantler?  | <input type="checkbox"/> |
| Ontario Municipality that accepts used tires?                                 | <input type="checkbox"/> |
| Private waste management company?   | <input type="checkbox"/> |

If you answered YES to any of the above questions, you may qualify to register as a **Collector** under the Program. Please download and review the **Operational Registrant's Guidebook** from the OTS web site to learn more about if and how you should register, and your responsibilities within the Program. If your answer is No to all these questions, please return to the introduction to review another role.

## Section 3: Haulers

To help determine whether you may be a Hauler, please review the following. Is your organization a:

- |  | <b>YES</b>               |
|--|--------------------------|
| Business which collects used tires from retailers, dealers, municipalities or other locations and transports the scrap tires to a scrap tire processor or other end use? | <input type="checkbox"/> |

If you answered YES to the above question, you may qualify to register as a **Hauler** under the Program. Please download and review the **Operational Registrant's Guidebook** from the OTS web site to learn more about if and how you should register, and your responsibilities within the Program. If your answer is No to this question, please return to the introduction to review another role.

## Section 4: Processors:

To help determine whether you may be a Processor, please review the following and check off any that apply. Is your organization a:

- |   |                                 |
|---|---------------------------------|
| Business that processes scrap tires into streams that can be further processed in order to recover specific components within the same organization?  | YES<br><input type="checkbox"/> |
| Business that sends tire derived products to downstream processors or end users for use in another process or application?  | <input type="checkbox"/>        |
| Business that sends scrap tires for use in an energy recovery process or to be managed through disposal where 3Rs (Reduce, Reuse, Recycle) options are not available or technically feasible? | <input type="checkbox"/>        |

If you answered YES to any of the above questions, you may qualify to register as a **Processor** under the Program. Please download and review the **Operational Registrant's Guidebook** from the OTS web site to learn more about if and how you should register, and your responsibilities within the Program. If your answer is No to all these questions, please return to the introduction to review another role.

## Section 5: Recycled Product Manufacturers (RPMs)

To help determine whether you may be a Recycled Product Manufacturer, please review the following. Is your organization a:

- |  |                                 |
|--|---------------------------------|
| A business that uses the raw material from processors for new products or uses | YES<br><input type="checkbox"/> |
|--|---------------------------------|

If you answered YES to the above question, you may qualify to register as an **RPM** under the Program. Please download and review the **Operational Registrant's Guidebook** from the OTS web site to learn more about if and how you should register, and your responsibilities within the Program. If your answer is No to this question, please return to the introduction to review another role.

## Questions?

If you have any questions about the role you need to fulfill under the Used Tires Program, please contact OTS at [info@ontarioTS.ca](mailto:info@ontarioTS.ca) or call 1-888-OTS-2202.

If you are unable to download any of the documents mentioned in this Identification Guide from our website at [www.ontarioTS.ca](http://www.ontarioTS.ca), please contact OTS and hard copies will be provided to you.