

**OTS Technical Committee Meeting  
Wednesday March 21<sup>st</sup> 2012  
9:00 AM – 11:00 AM  
405 The West Mall, 4<sup>th</sup> Floor Board Room, Toronto, ON M9C 5K7  
Call-in 416-343-2285 or 1 877-969-8433  
Passcode 4467765**

**Agenda**

- 1) Diversion Rates
- 2) Tire Collection Update
- 3) Tire Transportation and Delivery Update
  - a) January/February Surplus Review
  - b) Special Tire Collection (STC) Review/update
- 4) Tire Processing & Manufacturing Update
  - a) OTR Capacity
- 5) Claims Updates
- 6) Stockpile Update
- 7) Program Communications
- 8) Participant Standards: Update on Implementation and Final Standards
- 9) New Business
  - a) Processors & Collectors: Dual Roles
  - b) HIT Form Usage Clarification and Changes
  - c) Periodic Hauler Yard Counts
  - d) Moving to Single Claim Submissions
- 10) Next Meeting Date; May 2nd 2012 – 9:00-11:00am
- 11) Adjourn Meeting

**Attendees (In Person)**

<b>Reg #</b>	<b>Name</b>	<b>Company</b>
3000005	Ron Politewicz	Peninsula Tire Exports
3000012	Gerry Milne	National Tomlinson
3000165	Patrick Fenlon	Pack Pros Plus Ltd
4000036	Doug Jones	Rubber Venture Corp
2015054	Don Fraser	AADCO Auto Parts
3000237	Analia Funes	Enviro Credit Canada Inc.
3000174	Terry Gilmore	Treadcraft Limited
3000008	Jeff MacPhatter	MacPhatter Group Inc.
2004477	Frank Wende	Tiremaster Ltd
4100010	Daniel Gosselin	Animat
4000021	Ross Burt	Moose Creek Tire Recycling Inc.
3000222	Vic Richards	Big Brute Supercycles Inc
4000039	Jesse Hertel	Liberty Tire Recycling (Brantford)
4000043	Christie Newmeyer	CRM Holdings ULC
3000220	Ralph Tamaro	St. Joseph's Tires
4000042	Peter Valente	Windsor Rubber Processing Ltd
3000107	Greg Simon	William Day
2001965	Eric Gilbert	Ericway Tire
4000002	Tony Plutino	A1 Blasting Mats
3000180	Mike Moffat	Liberty Tire Recycling
4000031	Peter Hutley	Liberty Tire Recycling (Perth)

**Attendees (via webinar)**

Reg #	Name	Company
3000005	Ron Politewicz	Peninsula Tire Exports
4100023	Mike Oevermann	Liberty St. Martin
2016339	Monique Bastien	Township of Alfred and Plantagenet
3000050	Paul Fleischer	Curran Recycling Ltd.
2016249	Peggy Harris	Municipality of Grey Highlands
3000132	John Rocchi	1262378 Ontario Inc
3000102	Katrina DiRenzo-McGrath	Waste Management of Canada Corporation
4000044	Ariana deVries	Kleen Rubber Recycling Ltd.
3000080	Julie Lavigne	Golden Disposal Waste & Recycling
2014132	Stephanie Sidler	Durham Region
3000022	Nancy Rochon	Tire Disposal Facilities
2016538	Manon Babin	Township of Russell
3000053	Tony & Denis	A1 Blasting Mats
2017298	Sylvie Spekking	Canadian Tire #451
4100013	Christian Audet	Royal Mat inc.
3000107	Greg Simon	William Day
2010391	Bill Vanderwater	Fountain Tire, Thunder Bay
2012001	Heather Bouw	Municipality of Dutton/Dunwich
3000243	Charles Lafferty	Canadian Transfer Essex Waste Depot
3000123	John Vonk	Warren Gibson Ltd
2012203	Michele Slater	District of Muskoka
2017187	Real Benoit	Brown's Towing North Bay
2012129	Cathy Wiebe	County of Wellington
4000012	Kevin H. O'Brien	Ridge Recycling
3000221	Jerone Collins	Collins Trucking
3000067	Terry Tomlinson	Tomlinson Systems
4100025	Craig Detweiler	Entech Inc
4000009	David Ongaro	National Rubber Technologies
3000016	Ed Lister	R and E Tire
2017296	Antonys Alfred	Alffa Auto inc
2013196	Angela Porteous	City of Kawartha Lakes
4000045	Jack Dewan	Sun County Recycling

### Meeting Minutes:

The meeting notes are meant to supplement the meeting slides as well as capture the comments and responses discussed during the meeting. Please refer to meeting slides as well.

#### Agenda:

-OTS reminded attendees that the meeting was being recorded to assist in the preparation of meeting minutes/notes.

#### 1) Diversion Rates

- 2011 Annual Report preparations underway, report expected to be posted towards the end of May 2012
- Early numbers indicate that the diversion rates will be similar to those run through the year with the exception of OTRs which appear to be lower than previously realized (OTS is investigating this)
- OTS reminded the meeting members that the reports are prepared with the data as available during the data pull so there may be some data excluded from the report (or estimated for inclusion) due to timing of submissions

#### 2) Tire Collection Update

- Overall Collection figures continue the downward trend (this is consistent with previous suggestions that volumes seen in 2009/2010 may have been inflated due to residents cleaning out older tires in storage at the onset of the program)
- OTS requested that participants who notice that the registration address of a Collector does not match that posted on the OTS website contact OTS prior to picking up, and/or put the pick up on a UCR form
- OTS confirmed that the participant listings on the website are updated at least monthly (they are dated as to when they were posted) and more frequently in the event that a large number of participants status change

#### 3) Tire Transportation and Delivery Update

##### a) January/February Surplus Review

- Consistent with previous meeting findings overall redirect volumes have decreased
- Currently only Off Road tires are being authorized to go out of province as there is ample On Road processing capacity in Ontario
- This trend is expected to continue for 2012

##### b) Special Tire Collection (STC) Review/update

- OTS has not authorized any new STCS in January/February or to date in March
- Expecting requests to pick up towards the summer months but not exceed previous years

#### 4) Tire Processing & Manufacturing Update

- Processing capacity appears to be steady for On Road tires
- RPMs continue to promote end use products at various outlets (consumer, industrial, public sector etc.)

#### 5) Claims Updates

- OTS has noticed that some Collectors are opening second online accounts and attempting to re-enter forms that are in their other account in draft causing a duplicate error that does not allow the newly entered form to be submitted. As a reminder, OTS offers assistance to Collectors who have an existing account but who have misplaced their passwords.

- Negative inventory issues still occurring in some Hauler claims
- OTS is undertaking a review of Hauler accounts to alter the opening inventory for February to reflect the OTR tire weight changes; as part of this review OTS has discovered some additional issues with some Hauler claims (i.e. over delivering certain tire types etc.) which may result in re-assessments for funds previously paid (these Haulers will be contacted by OTS directly)

#### 6) Stockpile Update

- Please refer to meeting slides

#### 7) Program Communications

- Update to the meeting slide, Daily Planet episode highlighting tire recycling in Ontario set to run on March 21<sup>st</sup> 2012 at 7 and 11 pm, not on Monday March 19<sup>th</sup>, be sure to watch

#### 8) Participant Standards: Update on Implementation and Final Standards

- Invitations to Participant Standard kick off/training sessions to be sent out in the coming weeks for April sessions
- Final standards to be posted on the OTS website later in the month of March

Comment: What types of documents will participants be required to submit to comply with the Participant Standards?

Response: The documentation varies by Participant and is detailed in the draft versions of the participant standards (circulated to TC members previously) and will be posted online as mentioned. Examples for a Hauler include CVOR/CSR documentation etc.

Comment: What happens on the implementation date of May 1<sup>st</sup>?

Response: All new participants will be required to meet the new standards upon registration and existing participants will need to provide documentation/evidence of compliance to the standards. Some participants have begun to send in the documentation based on the drafts that were circulated. OTS will also send notifications out to all participants from who documentation is required.

#### 9) New Business

##### a) Processors & Collectors: Dual Roles

- OTS proposed that Processors who are Collectors report Collection on UCR forms (do not attract CA or TI) when the tire ends up in their facility (therefore it is not transported it is simply moved into inventory but requires the completion of paperwork)
- Exception to the proposal would be tires Collected from approved sub-collection locations as each of these pick ups is documented in accordance with the sub-collector program and evidence

Comment: What is the volume of tires coming into the program that way currently (i.e. residents dropping off at a Processors Collection site directly?)

Response: The volume varies by Processor/Collector, however overall it is a small number

- TC Members accepted the proposal and support an implementation date of May 1<sup>st</sup> 2012; OTS to update documents accordingly and distribute

##### b) HIT Form Usage Clarification and Changes

- Original reason for the HIT forms for On Road tires no longer exists to a large extent
- OTS will continue to make HIT forms available for Off Road tires and in the event of a decrease in On Road capacity the HIT forms may be authorized by OTS for use for On Road tires as applicable
- Note that OTS originally proposed this to Haulers in a previous Hauler consultation, feedback was received and reviewed which has pushed the proposed implementation date back to May 1<sup>st</sup> 2012

Comment: Some Haulers have been using HIT forms for other business purposes (i.e. facilitate transfers to another Hauler to complete a route etc.), what should those Haulers do going forward?

Response: This is something that would be between the two Haulers/parties which will need to be determined by the market. Essentially the Hauler who picks up the tire (their paper work) is responsible for delivering those tires (their paper work).

Comment: Can Haulers come to OTS to review their proposed transactions to ensure they are acceptable?

Response: OTS does not get involved with individual transactions between two parties, however OTS will review and comment on the proposed use of OTS forms etc. Again, the process is that Hauler who picks up the tire (their paper work) is responsible for delivering those tires (their paper work).

- Haulers with comments are encouraged to submit prior to the end of next week (March 30<sup>th</sup> 2012)

- Proposed implementation set for May 1<sup>st</sup> 2012

#### c) Periodic Hauler Yard Counts

- TC Members expressed acceptance of the proposed yard counts and related adjustments, and will submit suggestions surrounding ideal months for the yard count to OTS by March 30<sup>th</sup> 2012

- OTS reminded participants that any yard count must be done at the end of a month, preferably when all paperwork has been completed

Comment: How would a Hauler count inventory in transit?

Response: Inventory in transit technically still remains to the Haulers inventory at that time. There are two ways to handle this: ensure all material is accounted for and present at the time of the count (participants will be aware of the date of the yard count in advance and could plan). The alternate option is to add in the counts of the tires on the truck to the inventory count.

Comment: Wont smaller tires like motorcycle tires be miss-represented in the OTS estimated weight?

Response: The important part of the yard count is the actual count. All estimated weights are based on average weights in the given category. At the end of the count even though the 5 tires on site may only weight 25KG but the OTS weight says 50KG the counts will still be 5 units on both systems. OTS also monitors the average variance between reported scale weights and estimated weights. Based on recent reports the average variance for on road tires is very minimal (typically between 0-4%).

#### d) Moving to Single Claim Submissions

- In an effort to minimize administration costs as well as ensure timely reporting of data OTS proposed moving Haulers, Processors and RPMs to a single monthly claims submission (no 2<sup>nd</sup>, 3<sup>rd</sup> submissions etc.)

- Exceptions would be in the event that OTS requests the participant to open and complete a second submission (reasons for this may include special tracking of an event etc.)

Comment: What happens if the participant missed a form in the single submission?

Response: Participants, who miss forms, would need to contact OTS. The form can be manually entered by OTS with the correct date. Participants should not attempt to alter the date on the form or in the electronic submission. If a form is late (i.e. submitted after the close of the period in which that form belonged, the credits and/or payments associated with the form will be reduced to zero however the tire counts will be accurately reflected)

- TC Members agreed to move to a single submission, implementation likely for April submissions (communication to be distributed by OTS to all participants affected)

#### 10) Next Meeting Date; May 2nd 2012 – 9:00-11:00am

- Location TBD

#### 11) Adjourn Meeting

- Meeting adjourned at 10:22am.