

# Comprehensive Trip Log

Guidance Manual (REVISED)



**S T A T E   O F   C A L I F O R N I A**

**Edmund G. Brown Jr.**  
Governor

**John Laird**  
Secretary, California Natural Resources Agency

**DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY**

**Caroll Mortensen**  
Director

Department of Resources Recycling and Recovery (CalRecycle)  
Public Affairs Office  
1001 I Street (MS 22-B)  
P.O. Box 4025  
Sacramento, CA 95812-4025  
[www.calrecycle.ca.gov/Publications/](http://www.calrecycle.ca.gov/Publications/)  
1-800-RECYCLE (California only) or (916) 341-6300

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## ***What is in This Manual?***

This guidance manual has been designed to provide all information necessary to enable those involved in the generation, transport and delivery, or disposal of waste tires in California to understand the waste tire manifest program and responsibilities to ensure all are in compliance with the system regulations. This manual contains the following information:

- Section 1—General overview of the waste tire manifest system.
- Section 2—Specific responsibilities of generators, haulers, and end-use facilities.
- Section 3—Information on obtaining tire program identification (TPID) numbers.
- Section 4—Instructions on completing and distributing the CTL form(s) and receipts.
- Section 5—Frequently Asked Questions to address common information needs.
- Section 6—Information on confidentiality for business information provided.
- Section 7—Information on electronic data transfer.
- Appendices
  - Appendix A—Laws, Regulations, and Resources
  - Appendix B—Hauler Registration Information
  - Appendix C—Terms and Definitions
  - Appendix D—Training Resources
  - Appendix E—Reference Materials

## Section 1—Overview

California is faced with the significant challenge of diverting or safely managing more than 41 million reusable and waste tires generated in California each year. In addition, another 1 million tires are imported annually from out of state. California Department of Resources Recycling and Recovery (CalRecycle) staff estimates that of the approximately 41.1 million reusable and waste tires generated in 2010, roughly 33.2 million of the tires (81 percent) were diverted through various alternatives, including reuse, retreading, and combustion. That means there is still almost 19 percent of used/waste tires to account for in California.

A significant number of unaccounted waste tires have been illegally dumped or stockpiled. These stockpiles pose potential threats to the public health, safety, and environment, particularly when they are improperly maintained or catch fire. These negative environmental effects include providing a habitat for pests and vectors, producing toxic smoke and residues, and contaminating the state's air, waters, and soil.

Major legislative mandates assigned to the Department of Resources Recycling and Recovery (CalRecycle) include the regulation and management of waste tires within the state. Public Resource Code (PRC) sections relating to used and waste tires work in conjunction with the California Tire Recycling Act by providing:

- Enforcement and regulations relating to the storage of waste and used tires.
- Cleanup, abatement, or other remedial actions related to tire stockpiles throughout the state.
- Research directed at promoting and developing alternatives to the landfill disposal of tires.
- Market development and new technology activities for used tires and waste tires.
- **Development of a used and waste tire hauler program and manifest system.**

Effective Jan. 1, 2006, all registered waste tire haulers are required to possess copies of the Comprehensive Trip Log form during the transportation of used/waste tires and transport the tires only to authorized facilities. State law requires persons receiving 10 or more used/waste tires from unregistered haulers to report the hauler to CalRecycle.

The Comprehensive Trip Log (CTL) as described in this manual is a significant part of CalRecycle's commitment to better regulation, tracking, and enforcement of used and efficient waste tire management within California. This manual describes the roles and responsibilities of the individuals involved in the generation, transport, and delivery or disposal of waste tires in California.

**Note: For the purposes of this manual, the term “waste tire” will be used for simplicity to mean both waste tires and used tires. For the specific definitions of the terms “waste tire” and “used tire” under the waste tire manifest system, as well as many other terms used in this manual, see Appendix C—Terms and Definitions.**

## ***What Is the Waste Tire Manifest System?***

The waste tire manifest system is a tracking mechanism to monitor the generation, transportation, and ultimate disposal of waste tires in California. This system requires the following:

- The registered waste tire hauler must complete a **CTL receipt** for every pick-up or delivery of waste tires and provide the generator or end-use facility with a copy of the completed receipt. The generator or end-user must retain the CTL receipt at their place of business for three years.
- The waste tire hauler is to submit a copy of the completed CTL form to CalRecycle within 14 days of the first tire transaction documented on the form.
- The waste tire hauler must retain a copy of the CTL at their place of business for a period of three years.

CalRecycle maintains a comprehensive system for monitoring the CTL information and conducting audits of information from the CTL forms.

The waste tire manifest system was designed to achieve the following objectives:

- Track the flow and transport of waste tire volumes from point of generation to the point of ultimate disposal.
- Determine the number of waste tires generated, transported, and delivered or disposed in California.
- Eliminate illegal hauling, storage, and disposal of waste tires.
- Focus enforcement efforts on the worst offenders to ensure public safety.

## ***How Does It Work?***

The waste tire manifest system has three major components:

- (1) Waste tire haulers accurately complete and submit the CTL forms to CalRecycle.
- (2) CalRecycle analyzes the information from the collected forms.
- (3) CalRecycle conducts the necessary follow-up and enforcement activities.

**Completing and submitting the forms.** A CTL receipt is completed by the hauler every time waste tires are picked up, transported, or delivered, and accuracy is crucial. **This includes any pick-ups or deliveries made by the hauler to their own facility.** The CTL form collects vital system information for each transfer, including the following:

- The identities of the hauler, generator, and end-use facility;
- Load date, type, and volume or amount of tires transferred;
- Whether the transfer was a pick-up or a delivery; and
- Names and signatures (or initials) of business representatives.

**Analyzing the information.** Copies of the entire CTL form showing all receipts are mailed by the registered waste tire hauler to CalRecycle, where this information is then entered into CalRecycle’s Waste Tire Management System (WTMS.) WTMS automatically cross-references all the waste tire pick-ups and deliveries using the CTL form information to identify any discrepancies.

WTMS also allows the CTL information to be transmitted electronically to CalRecycle. See Section 7 of this manual for more information on the various means to submit your tire load data through batch electronic data transfer (EDT) or web EDT. You may find these options are less time-consuming and are a cost-effective alternative to using the CTL form.

**Conducting follow-up and enforcement activities.** CalRecycle uses the information generated by the waste tire manifest system to ensure that all waste tires generated and transported within California have been accounted for and delivered to permitted end-use facilities.

**Discrepancies, such as errors and omissions, are actively enforced.** PRC section 42962 contains maximum civil penalties for violations of the waste tire hauling and manifesting requirements; \$25,000 per violation per day and administrative penalties up to \$5,000 per violation per day.

CalRecycle gives enforcement grant funds to local enforcement agencies statewide to conduct routine inspections of waste tire generators and haulers within their jurisdictions. CalRecycle also works with other state agencies, such as the California Highway Patrol (CHP), to conduct routine flyovers of the state to detect tire piles as well as conducting traffic stops of tire haulers where hauler registration and CTL forms are checked for accuracy. Violators can be cited under the California Vehicle Code, section 31560.

### ***How Do I Get More Information?***

CalRecycle’s waste tire program staff is available to assist you in complying with the requirements of the waste tire manifest system. Please contact CalRecycle if you have any questions or concerns. Training is available upon request.

**Email:** [wastetires@calrecycle.ca.gov](mailto:wastetires@calrecycle.ca.gov)  
**Hotline (toll-free):** 1-866-896-0600  
**Mailing address:** Department of Resources Recycling and Recovery  
Tire Hauler Compliance Unit (MS-10)  
P.O. Box 4025  
Sacramento, CA 95812-4025

Remember to visit our website—[www.calrecycle.ca.gov/Tires/](http://www.calrecycle.ca.gov/Tires/)—where you will find much useful information about the CalRecycle tire program and the waste tire manifest system.

## Section 2—Responsibilities

### *Who Must Participate?*

The waste tire manifest system applies to all persons, businesses, nonprofits, or government agencies that generate, haul (or transport), or receive waste tires in California.

### **Waste Tire Generators**

California has an estimated 25,000 active waste tire generators. Waste tire generators typically include (but are not limited to) the following types of operations where waste tires are submitted for transportation, for off-site handling, altering, storage, disposal, or for any combination thereof:

- New and used tire dealers;
- New and used car dealers;
- Automobile and truck fleet operators (including rental car companies, school districts, and government motor pools);
- Auto dismantlers; and
- Agricultural users.

Under the manifest system, waste tire generators are responsible for:

- Displaying their TPID Certificate in a conspicuous place at their business;
- Providing accurate and complete information to the registered hauler so that the CTL form can be completed;
- Reviewing and initialing the CTL receipt to ensure the information it contains is accurate; and
- Retaining the CTL receipt for three years at their place of business. If a receipt is not left by the hauler, the generator must complete the Unregistered Hauler & Comprehensive Trip Log Substitution form (CalRecycle 204) and submit it to CalRecycle within 30 days.

Unregistered Hauler & Comprehensive Trip Log Substitution forms can be obtained from CalRecycle using any of the means below.

**Website** (online form)

[www.calrecycle.ca.gov/Tires/Forms/Manifest/CalRecycle204.pdf](http://www.calrecycle.ca.gov/Tires/Forms/Manifest/CalRecycle204.pdf)

**Email:**

[wastetires@calrecycle.ca.gov](mailto:wastetires@calrecycle.ca.gov)

**Fax:**

(916) 319-7605

**Hotline** (toll-free):

1-866-896-0600

**Mailing address:**

Department of Resources Recycling and Recovery  
Tire Hauler Compliance Unit (MS-10)  
P.O. Box 4025  
Sacramento, CA 95812-4025

## Other Important Generator Duties

**Use Registered Haulers.** Generators who have 10 or more waste tires to be removed from their facility are required to use only waste tire haulers who hold valid registration certificates for that calendar year issued by CalRecycle unless the hauler is exempted by PRC section 42954 (see Appendix B for the list of exemptions). **Exempt haulers (common carriers, agricultural haulers, tire-derived product haulers, and beneficial use haulers) need to have a “Letter of Exemption” issued by CalRecycle in their possession at the time of the haul.**

- Common carriers, agricultural haulers, and all government agencies are exempt from the waste tire hauler registration requirements but must comply with the waste tire manifesting requirements described in this manual when hauling 10 or more waste tires from the generator. (Tire-derived product and beneficial use haulers with possession of an exemption letter from CalRecycle do not have to manifest.)

You can find a list of registered waste tire haulers in your area (by county) by accessing the CalRecycle waste tire hauler database at [www.calrecycle.ca.gov/Tires/Haulers/Haulers.asp](http://www.calrecycle.ca.gov/Tires/Haulers/Haulers.asp) or by calling the waste tire hotline (toll-free) at 1-866-896-0600. Registered waste tire haulers must carry their registration certificate in the vehicle used to transport waste tires, and these vehicles must display the current year waste tire hauler decal in the lower right-hand corner (passenger side) of the windshield (See Appendix B).

**Tire Program ID Number.** Tire Program Identification (TPID) numbers are unique numbers assigned by CalRecycle to each business or public entity involved in the generation, hauling, and delivery or disposal of waste tires. All businesses must display their TPID certificate in a conspicuous location. See Section 3 of this manual regarding the need for this TPID number and how to obtain one.

**CTL Receipts.** The generator is responsible for ensuring that the CTL is **accurately and legibly completed** by the hauler for each shipment of waste tires generated from their location. The CTL form consists of two sections:

- Top section—only the registered waste tire hauler completes this portion.
- Receipt section—tire hauler enters and completes the receipt. Generator then initials the receipt to verify the accuracy of information and retains the receipt for three years at their place of business.
  - The tire hauler will submit the CTL form (third copy) showing all the receipts and Hauler Top Section information to CalRecycle within 14 calendar days.

## Waste Tire Haulers

All haulers (including out-of-state haulers, common carriers, agricultural haulers, and government agencies) must comply with the waste tire manifesting requirements described in this manual. More than 1,350 waste tire haulers are currently registered to haul in California.

Any person who transports 10 or more waste tires at any given time on a public road in California is also required to be registered with CalRecycle under the registered waste tire hauler program.

- Common carriers, agricultural haulers, and government agencies (and other entities exempted by PRC section 42954) are exempt from waste tire hauler registration requirements but, like registered haulers, must comply with the waste tire manifesting requirements described in this manual when transporting 10 or more tires at one time. For the common carrier and agricultural hauler, a “Letter of Exemption” from CalRecycle is required before the hauler is considered exempt. The exemption is valid for up to five years. This letter must be carried in the vehicle whenever hauling 10 or more waste tires. Photocopies of the letter are acceptable documentation.

Appendix B of this manual contains more information on waste tire hauler registration requirements and procedures, including the list of exemptions.

All **registered waste tire haulers**, and all exempt haulers that transport 10 or more waste tires at any given time on a public road, must comply with the following requirements of the waste tire manifest system:

**Obtain Hauler Registration.** Unless exempted by PRC section 42954 (see Appendix B), all haulers that transport 10 or more waste tires in California must possess a valid waste tire hauler registration certificate issued by CalRecycle. This certificate must be carried in the vehicle used to transport waste tires and the vehicle must display the current year waste tire hauler decal in the lower right-hand corner (passenger side) of the windshield. **Exempt haulers (common carriers, agricultural haulers, tire-derived product haulers, and beneficial use haulers) need to have a “Letter of Exemption” issued by CalRecycle in their possession at the time of the haul.** See Appendix B for more information on waste tire hauler registration requirements.

- Common carriers, agricultural haulers, and all government agencies are exempt from the waste tire hauler registration requirements but must comply with the waste tire manifesting requirements described in this manual when hauling 10 or more waste tires from the generator. (Tire-derived product and beneficial use haulers with possession of an exemption letter from CalRecycle do not have to manifest.)

**Write the Correct Tire Program ID Number on CTL Form.** TPID numbers are unique numbers assigned by CalRecycle to identify each business or public entity involved in the generation, hauling, and delivery or disposal of waste tires. When haulers also are acting as the waste tire

generator or end-use facility (see “Know Your Role” at the end of this section), they must write their complete TPID number in the receipt portion of the CTL form. See Section 3 of this manual regarding the need for this identifying number and how to obtain one.

**Have CTL Forms.** Haulers must have CTL forms available for their use when picking up, hauling, and delivering or disposing of waste tires. Blank CTL forms can be obtained free of charge from CalRecycle using any of the means below and generally should arrive within 5–7 business days of ordering.

**Website (on-line form):** [www.calrecycle.ca.gov/Tires/Forms/Manifest/WTMSOrder.asp](http://www.calrecycle.ca.gov/Tires/Forms/Manifest/WTMSOrder.asp)

**Email:** [WasteTires@calrecycle.ca.gov](mailto:WasteTires@calrecycle.ca.gov)

**Fax:** (916) 319-7605

**Hotline (toll-free):** 1-866-896-0600

**Mailing address:** Department of Resources Recycling and Recovery  
Tire Hauler Compliance Unit (MS-10)  
P.O. Box 4025  
Sacramento, CA 95812-4025

#### **Complete and submit the CTL Form.**

The registered waste tire hauler is responsible for completing the correct portion of the CTL form prior to leaving the respective business location. The CTL form shall be accurate, complete, up-to-date, and in the hauler’s possession while transporting any amount of waste tires in a registered vehicle (**regardless of size or quantity**). This requirement applies to exempt haulers (exempted by PRC section 42954) when hauling 10 or more waste tires on a public road. The CTL shall contain an entry for every pick-up and delivery made and is to be submitted to CalRecycle by the hauler within 14 days of the initial tire transaction recorded on the form.

The hauler must ensure that all information provided by the generator or end-use facility for the receipt portion of the CTL form is **accurate**, especially the TPID number, load type, and load amount.

**Distribute the CTL Form.** The CTL form is a three-copy document and should be distributed as follows:

- Original Copy (Top Copy)—Each receipt (A, B, or C) is torn off and given to the generator or end-use facility to retain for three years at their place of business (**Note: The hauler is to start with receipt A**)
- 2nd Copy (Yellow Copy)—Hauler retains for three years at their place of business.
- 3rd Copy— Folded and sealed (*as directed on the form*) and sent to CalRecycle as a preaddressed, postage-paid self-mailer.

### **Out-of-State/Country Hauls**

All haulers (including common carriers, agricultural haulers, and government agencies) who pick up or deliver waste tire loads outside of California must complete the CTL showing that location if the waste tires are either picked up at, or delivered to, a location in California.

### **Hauls Using Temporary Certificate For Alternate Vehicles**

If you have requested a Temporary Certificate for Alternate Vehicles, it will be included in your registration packet. This certificate is to be used in a vehicle that is not currently under your hauler registration, but will only be used **temporarily** to haul waste tires (for example, when your registered hauler vehicle is being repaired). This Temporary Certificate is only to be used by you, and is not transferable to any other hauler. You are also required to inform CalRecycle within two (2) working days of the use of the certificate by completing a CalRecycle form 682 available on our website at <http://www.calrecycle.ca.gov/Tires/Haulers/default.htm> .

**Other Responsibilities.** Waste tire haulers are also responsible for:

- Knowing that if the tires are unloaded and stored for any period of time the storage location becomes the end-use facility and terminates the trip. (**Note:** the storage of 500 or more waste tires may require a CalRecycle waste tire facility permit for that location.) Additionally, if the load stays on the truck for a period greater than five calendar days, the trip is also terminated.
- Knowing that next time the tires are moved, the storage location becomes the generator and a new CTL form must be completed.
- Understanding and accurately completing the CTL as shown in Section 4 of this manual.

### **End-use Facilities**

End-use facilities are those locations where waste tires are accepted for handling, altering, storage, disposal, or any combination thereof. Any end-use facility that accepts waste tires must be an authorized or permitted waste tire facility under regulations administered by CalRecycle. There are more than 30,000 locations in California that qualify as end-use facilities, including:

- Agricultural operations;
- Cement kilns;
- Solid waste landfills;
- Tire retreaders;
- Tire disposal facilities;
- Used tire dealers; and
- Waste tire shredders.

### **End-use facilities responsibilities include:**

**Must Be Permitted.** Any end-use facility accepting more than 500 or more waste tires must be a permitted or authorized waste tire facility under regulations administered by CalRecycle.

More information on permitted waste tire facilities is available by calling the waste tire hotline (toll-free) at 1-866-896-0600.

**Provide Tire Program ID Number.** TPID numbers are unique numbers assigned by CalRecycle to each business or public entity involved in the generation, hauling, and delivery or disposal of waste tires. End-use facilities must provide their TPID number to the tire hauler so that a CTL receipt can be completed. See Section 3 of this manual regarding the need for this identifying number and how to obtain one.

**Retain CTL Receipts.** Under the waste tire manifest system, the end-use facility is responsible for:

- Providing accurate and complete information to the hauler so that the CTL form can be completed.
- The end-use facility representative must initial the CTL receipt to ensure that information contained in it is accurate.
- The end-use facility must retain the CTL receipt for three years at their place of business.

**Reporting Unregistered Waste Tire Hauler or Hauler with No CTL Form.** If the hauler is transporting 10 or more waste tires and is not registered, or the registered waste tire hauler does not have a CTL form, the end-use facility should accept the waste tires. When the tires are accepted, the end-use facility must complete the Unregistered Hauler & Comprehensive Trip Log Substitution form (CalRecycle 204) and submit it to CalRecycle within 30 days. Unregistered Hauler & Comprehensive Trip Log Substitution forms can be obtained from CalRecycle using any of the means below.

<b>Website (online form):</b>	<a href="http://www.calrecycle.ca.gov/Tires/Forms/Manifest/CalRecycle204.pdf">www.calrecycle.ca.gov/Tires/Forms/Manifest/CalRecycle204.pdf</a>
<b>Email:</b>	<a href="mailto:wastetires@calrecycle.ca.gov">wastetires@calrecycle.ca.gov</a>
<b>Fax:</b>	(916) 319-7605
<b>Hotline (toll-free):</b>	1-866-896-0600
<b>Mailing address:</b>	Department Resources Recycling and Recovery Tire Hauler Compliance Unit (MS-10) P.O. Box 4025 Sacramento, CA 95812-4025

## ***Know Your Role***

The waste tire manifest system tracks all pick-up and delivery transactions. At each point in the tire process, specific steps must be taken to document the waste tire transaction. While in most cases your role may seem obvious based on your primary business activity, in some situations you may have more than one role.

Under the manifest system, your primary business activity is not the only factor to be considered (for example, being a waste tire generator or hauler). Rather, the role(s) you play with respect to each specific movement of waste tires determines your responsibilities.

It is possible for an entity whose primary business activity makes it a waste tire generator to also, in some instances, be considered a waste tire hauler and/or an end-use facility. The same is true for haulers and end-use facilities.

Use the following questions and answers to help determine your role(s):

**Do you generate waste tires for pick-up from your business location (even if the tires will be transported to another of your business locations)?**

If yes, you are considered a Waste Tire Generator and you must:

- Used a registered hauler to transport your waste tires, if 10 or more.
- Retain a CTL receipt from the waste tire hauler for each pick-up transaction.

**Do you haul 10 or more waste tires on a given load (even if you are hauling the tires from one of your business locations to another)?**

If yes, you are considered a Waste Tire Hauler and you must:

- Be registered with CalRecycle (unless exempted).
- Complete a CTL form for each transaction (pick-up or delivery).

**Do you receive or accept waste tires at your business location (even if the tires were transported from another of your business locations)?**

If yes, you are considered an End-Use Facility and you must:

- Be an authorized or permitted waste tire facility.
- Retain a CTL receipt from the waste tire hauler for each delivery transaction.
- Submit a CTL substitution form if a CTL receipt is not given to you and submit it to CalRecycle.

If you perform one or more of the above, you must complete and retain **all paperwork associated with that role** as described in this manual.

The following waste tire trip scenarios illustrate how multiple roles might work.

**Scenario One: Hauler as Generator and End-use Facility**

As a waste tire hauler, you load your truck with waste tires from your business location or facility for delivery to various customers and to an off-site tire storage facility you maintain. In loading the 10 or more waste tires on your vehicle for

transport on a public road, you are considered a waste tire generator as well as a waste tire hauler for this load. For this transaction, you must:

- Be registered with CalRecycle under the waste tire hauler registration program.
- Complete the top portion of the CTL as the hauler and a receipt A, B, or C as the generator.

If, during or at the end of the trip, you deliver waste tires to one of your other business locations or facilities, you would also be considered an end-use facility. For this transaction, you must:

- Complete the top portion of the CTL as the hauler and a receipt A, B, or C as the end-use facility.

### **Scenario Two: Generator as Hauler and End-use Facility**

As a tire store owner, you load waste tires from your store on one of your trucks to transport them to a cross-town storage facility you maintain. In loading the 10 or more waste tires on your vehicle for transport on a public road, you are considered a waste tire hauler as well as a waste tire generator for this load. For this transaction, you must:

- Be registered with CalRecycle under the waste tire hauler registration program.
- Complete the top portion of the CTL and a receipt A, B, or C as the hauler, keeping a copy of the receipt as the generator.

When you drop the waste tires off at your storage facility, you are considered an end-use facility. For this transaction, you must:

- Complete the top portion of the CTL and a receipt A, B, or C as the hauler, keeping a copy of the receipt as the end-use facility.

## Section 3—Tire Program Identification (TPID) Numbers

### ***Background***

The TPID number is a unique number assigned by CalRecycle to each participant in WTMS (generator, hauler, and end-use facility) for identification purposes. The TPID number is used to track each participant's activity in waste tire manifest transactions and to identify specific locations where waste tires are generated or delivered/disposed.

The TPID number is also the means by which participants can access their online business accounts within WTMS. CalRecycle has established secure online business accounts for each participating business or government agency. By accessing their business accounts, participants will be able to view the waste tire transactions submitted.

### ***The TPID Number***

The TPID number is a 7-digit number followed by a 2-digit suffix (for example, **1234567-01**). This unique number is assigned to each business or government agency for the purposes of the waste tire management system. This number will not change unless your business changes locations or ownership. Even if you fill several "roles" (hauler, generator, end-use facility) your business will only have one TPID number per location.

### ***Using the TPID***

The TPID number of any business must be provided to the hauler and entered on the CTL form for every tire transaction. Always have your TPID Certificate posted in a conspicuous location at your place of business. This number is a primary way CalRecycle identifies the specific location where the waste tires are generated or delivered/disposed.

### ***Requesting Your TPID Number***

Businesses or government agencies where waste tires are generated, stored, or delivered/disposed that have not yet been assigned a TPID number can obtain a TPID number by doing either of the following:

- Completing the TPID number request form provided by CalRecycle, available on the website.
- Contacting the CalRecycle hotline at the toll-free number: 1-866-896-0600.

Upon receipt of the TPID number request form or phone call, CalRecycle staff will verify the information provided and issue a TPID number.

## ***Accessing Your Business Account***

Each business or government agency assigned a TPID will have a secure, online business account established for them that will be accessible via the CalRecycle website at [www.calrecycle.ca.gov/Tires/](http://www.calrecycle.ca.gov/Tires/). The business account will enable them to view all information provided to CalRecycle by their hauler for their business.

The TPID number is the key item needed to access this online account. You must also register for an online WebPass account at <https://secure.calrecycle.ca.gov/WebPass/> where you create your own password. Request access to WTMS by sending an email to [wastetires@calrecycle.ca.gov](mailto:wastetires@calrecycle.ca.gov) with your TPID, email, and contact information. Only those individuals with whom you share your TPID/password will have access to your business account. The CalRecycle website shown below has more information on the business accounts and will guide you through accessing your account.

## ***For More Information***

For more information on obtaining your TPID number, or if you have any other questions regarding the waste tire manifest system, contact CalRecycle by any of the following means:

- Call the waste tire hotline (toll-free): 1-866-896-0600.
- Email to: [wastetires@calrecycle.ca.gov](mailto:wastetires@calrecycle.ca.gov).
- Fax to: (916) 319-7605.
- Visit our website at: [www.calrecycle.ca.gov/Tires/](http://www.calrecycle.ca.gov/Tires/).
- Write to CalRecycle at:
  - Department of Resources Recycling and Recovery
  - Tire Hauler Compliance Unit (MS-10)
  - P.O. Box 4025
  - Sacramento, CA 95812-4025





## Section 5—Frequently Asked Questions (FAQ)

### **Contact Information for CalRecycle Hauler Unit**

#### **Mailing Address**

Department of Resources Recycling and Recovery  
Tire Hauler Compliance Unit (MS-10)  
P.O. Box 4025  
Sacramento, CA 95812-4025

#### **Other ways to contact CalRecycle**

Hotline : 1-866-896-0600 (toll-free).  
Fax: (916)-319-7605  
Website: [www.calrecycle.ca.gov/Tires](http://www.calrecycle.ca.gov/Tires)  
Email: [wastetires@calrecycle.ca.gov](mailto:wastetires@calrecycle.ca.gov)

The following frequently asked questions (FAQ) for the waste tire manifest system are organized as follows:

- **Part 1: General**
- **Part 2: Generators and End-use Facilities**
- **Part 3: Haulers**
- **Part 4: Government Agencies**

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### **Part 1—General**

#### **How will CalRecycle notify us about changes to the waste tire manifest system regulations and requirements?**

CalRecycle will keep all program participants informed about any changes in the law, regulations, or procedures through one of the following methods:

- Announcements made via the CalRecycle waste tire website at [www.calrecycle.ca.gov/Tires](http://www.calrecycle.ca.gov/Tires) . The website is updated frequently with program updates and news.
- Special mailings to individual businesses and government agencies.

#### **What if I forget my Tire Program Identification (TPID) number or am unsure whether one has been assigned to my company or for my customers?**

Call the CalRecycle waste tire hotline at 1-866-896-0600 (toll-free). CalRecycle staff will provide you with information on the TPID assignment. TPID numbers with business name can also be accessed via CalRecycle's website at [www.calrecycle.ca.gov/Tires/](http://www.calrecycle.ca.gov/Tires/).

### **Is the information on the CTL form confidential? Who can access this information?**

Please review Section 6 of this manual. It contains more information on confidentiality of business information submitted under the waste tire manifest system. Section 6 covers the situations under which CTL information can be accessed, by whom, and CalRecycle's role in determining confidentiality.

### **How does CalRecycle use the CTL information? What happens to the forms?**

The waste tire manifest system was created to track the generation, transportation, and disposal of waste tires throughout California. The information on the forms is entered into WTMS, and the load data is cross-referenced.

### **What is the online business account? Who can access it and what does it contain?**

Each business or government agency in WTMS can have a business account set up for them on the CalRecycle website. The purpose of this online account is to enable each business or government agency to view the information they have submitted under the waste tire manifest system. Through the online business account, each participant can view their tire transactions.

The online business account will only show data for a specific business or government agency and is password-protected. For generators, there will be general information indicating whether the tires were picked up at your site by a registered waste tire hauler.

Access to the online business account will require you to enter your TPID number and a password that you select. Only those individuals with whom you share your TPID and password will have access to your online business account.

Find this on our website at <http://www.calrecycle.ca.gov/Tires/forms/Manifest> , under the "Other Tire Forms Resources" section, then "TPID and Business Search" link. See Section 3 for more information on the TPID number.

### **Can a tire business be considered a generator, hauler, and end-use facility in a single waste tire trip? If so, how is this possible?**

Yes, it can and frequently does occur. See Section 2 of this manual ("Know Your Role") for more information about how you may need to fulfill more than one role with respect to generating, hauling, and disposing of waste tires.

The waste tire manifest system tracks tires from the point of pick-up, through the haul, to the final delivery/disposal at an authorized end-use facility. At each point in the sequence, specific steps must be taken and forms must be filled out to document each transfer of waste tires. While in most cases your role may seem obvious, in some situations you may need to fulfill more than one role.

Under the waste tire manifest system, your primary business activity (for example, a waste tire generator or hauler), is not as important as the role(s) you play with respect to each specific movement of waste tires. This determines your responsibilities under the waste tire manifest system and the forms you are required to complete.

### **Does state law allow unpermitted temporary used or waste tire storage?**

Tires may only be placed on sites or in licensed trailers that meet the requirements of “collection centers” as defined in Title 14, California Code of Regulations, section 17225.717. If the tires are stored on the ground, no more than 499 tires are allowed without the required waste tire facility permit. Please call the CalRecycle waste tire hotline at 1-866-896-0600 for more information.

## ***Part 2—Generators and End-use Facilities***

### **How do I find a registered waste tire hauler?**

Contact CalRecycle at the website or phone number shown below. CalRecycle maintains a listing of all CalRecycle registered waste tire haulers by county.

- CalRecycle website: [www.calrecycle.ca.gov/Tires/Haulers/Haulers.asp](http://www.calrecycle.ca.gov/Tires/Haulers/Haulers.asp).
- Contact the CalRecycle waste tire hotline at 1-866-896-0600 (toll-free).

### **How do I obtain information on becoming a registered waste tire hauler?**

- See Appendix B of this manual for more information on the registered waste tire hauler program.
- Access the CalRecycle website at [www.calrecycle.ca.gov/Tires/Haulers/](http://www.calrecycle.ca.gov/Tires/Haulers/).
- Contact the waste tire hotline at 1-866-896-0600 (toll-free).

### **How do I know if the waste tire hauler I am using is registered with CalRecycle?**

CalRecycle requires registered waste tire haulers to provide the following as proof of their current registration status:

- **Decal.** There should be a current-year waste tire hauler decal affixed on the lower-right corner (passenger side) of the vehicle windshield.
- **Certificate.** Haulers are required to have a current-year waste tire hauler registration certificate in their vehicle at all times.
- **Forms.** Registered haulers must use the CTL form or be an approved participant in electronic data transfer (EDT). If the hauler is an approved participant in the EDT program, they may use their own business receipt with an EDT emblem at the bottom left corner of the form and a statement indicating that they are filing manifest information electronically on your behalf. See Section 7 for more information on EDT.

For generators: If the hauler you are using does not have a current waste tire hauler decal or registration certificate or is not using the required form (or is not an authorized EDT participant), do not release your waste tires to the hauler. Contact the CalRecycle waste tire hotline at 1-866-896-0600 (toll-free) to report the incident and get further information. See Appendix B of this manual for more information on CalRecycle requirements for registered waste tire haulers.

**My hauler says that he is part of the electronic data transfer (EDT) program. What does this mean?**

Section 7 of this manual provides more information regarding the electronic data transfer (EDT) program.

If approved as a participant in EDT, the waste tire hauler must complete the following:

- A. Present an authorization letter issued by CalRecycle attesting to their participation in EDT.
- B. This authorization letter will be on CalRecycle letterhead and permits the hauler to use their business receipt forms to collect and transmit waste tire manifest system information to CalRecycle.
- C. The hauler’s business receipt or invoice must have a CalRecycle “EDT Approved” logo, as shown below, located on the bottom left corner of the form.



**My hauler is not completing (or completing incorrectly) the CTL form. What should I do?**

As a generator/end-use facility, you ultimately are responsible for ensuring that information you provide to the hauler is complete and accurate.

- Be sure the receipt portion of the CTL form is completed by the hauler before the hauler leaves your facility. You are required to retain this receipt for a period of three years at your place of business.
- If a receipt is not left by the hauler, you must contact CalRecycle via website or hotline and obtain, complete, and submit back to CalRecycle, an Unregistered Hauler & Comprehensive Trip Log Substitution Form. (CalRecycle 204 Form)

If the hauler is still having difficulty in accurately completing the CTL form, you may:

- Contact the hauler’s company representative, advise them of the situation, and seek a solution.
- Call the CalRecycle waste tire hotline at 1-866-896-0600 (toll-free) to discuss the situation.

**What if the hauler fills out the CTL receipt on my behalf as the generator/end-use facility? Is this OK?**

Yes, the hauler is required to complete the entire CTL form and provide a receipt of the tire transaction to the generator or end-use facility. The facility representative should review the information on the receipt for accuracy and make any corrections before initialing the receipt.

**Can a hauler pick up my waste tires if no one is available to initial the generator’s receipt on the CTL form?**

If you are unable to be there when the hauler picks up your waste tires, you will need to complete and sign a statement authorizing the hauler to initial for you. This statement needs to be attached to the hauler copy of the CTL form showing that you gave permission for their initials.

**The waste tire hauler picked up my tires when I was not here. He filled out the CTL receipt for me, but I did not sign it and he did not leave the completed receipt. What should I do?**

Ultimately, it is the generator’s responsibility to ensure that all waste tires leaving their facility are properly documented on a CTL receipt. If the hauler fails to leave you a receipt showing the tire transaction, you should:

- Call the hauler and ask them to return the completed receipt for this transaction. Upon receiving the form, make sure that all the information is correct.
- If a receipt is not left by the hauler, you must contact CalRecycle and obtain, complete, and submit back to CalRecycle, an Unregistered Hauler & Comprehensive Trip Log Substitution Form.

**How quickly must the CTL form be submitted to CalRecycle by the hauler after a load of waste tires has been picked up or delivered?**

The hauler should submit the CTL form within 14 calendar days, but no later than 90 days, of the initial tire transaction documented on the form.

**Do out-of-state and out-of-country trucking firms that haul and pick up or deliver waste tires in California have to be registered with CalRecycle? Do these firms have to participate in the waste tire manifest system?**

Yes to both questions. Except as described below, all haulers that transport 10 or more waste tires in a given load on a public road in California must be registered with CalRecycle. Foreign haulers are not exempt and must comply with the waste tire hauler registration requirements. Common carriers, agricultural haulers, and all government agencies (and other entities listed in PRC section 42954) are exempt from waste tire hauler registration requirements (see Appendix B for the list of exemptions). *Remember that common carriers, agricultural hauler, beneficial use haulers, and tire-derived product haulers need to have a “Letter of Exemption” issued by CalRecycle before they are considered exempt.* For common carriers and agricultural haulers, this letter must be maintained within the vehicle whenever it is hauling 10 or more waste tires.

All registered waste tire haulers **transporting any number of waste tires**, and exempt haulers transporting 10 or more waste tires on a public road must comply with the waste tire manifesting requirements described in this manual.

**My company is primarily a waste tire generator but sometimes we move tires between stores. Does this mean I am a hauler and have to be registered?**

You are considered a waste tire hauler anytime you transport 10 or more waste tires on a public road and therefore need to be registered with CalRecycle (see Appendix B for waste tire hauler registration requirements).

In such instances where your business generates, transports, and delivers or disposes of 10 or more waste tires on single trip, you are considered a generator, hauler, and end-use facility under the waste tire manifest system. As such, you must complete the CTL form/receipt for each pick-up and delivery of waste tires. See Section 2 for more information on generator, hauler, and end-use facility requirements.

**How do I know if the hauler picking up my tires disposes of them at a permitted or authorized end-use facility?**

You can check online to determine if the tire transaction was reported by the hauler to CalRecycle. If your transaction was not reported, please contact CalRecycle at 1-866-896-0600. See Part 1—General FAQs for more information about the online business accounts or Section 3 of this manual.

**How do I report an unregistered hauler?**

If you are a facility and a hauler has either picked up or dropped off tires without leaving you a CTL, you can complete an unregistered hauler and CTL substitute form. This form is available on the Internet at: <http://www.calrecycle.ca.gov/Tires/Forms/Manifest/CalRecycle204.pdf>

There is a complaint form on the website at <http://www.calrecycle.ca.gov/Tires/Enforcement> or you can call the hotline. We would like you to include your name, but you also have the option of remaining anonymous.

**As an end-use facility, what should I do if unregistered haulers want to deliver/dispose tires at my facility? How do I report unregistered haulers?**

In all instances please accept the tires. If tires are accepted from an unregistered waste tire hauler or a registered waste tire hauler that does not have the appropriate CTL form, you will need to complete and submit to CalRecycle an Unregistered Hauler & Comprehensive Trip Log Substitution Form. You can obtain this form by contacting CalRecycle by any of the means provided below:

<b>Website</b> (online form)	<a href="http://www.calrecycle.ca.gov/Tires/Forms/Manifest/CalRecycle204.pdf">www.calrecycle.ca.gov/Tires/Forms/Manifest/CalRecycle204.pdf</a>
<b>Email:</b>	<a href="mailto:wastetires@calrecycle.ca.gov">wastetires@calrecycle.ca.gov</a>
<b>Fax:</b>	(916) 319-7605
<b>Hotline</b> (toll-free):	1-866-896-0600

**Mailing address:** Department of Resources Recycling and Recovery  
Tire Hauler Compliance Unit (MS-10)  
P.O. Box 4025  
Sacramento, CA 95812-4025

**As a generator or end-use facility, can I assist a common carrier in completing the CTL form?**

Yes, since hauling tires is not the common carrier's primary business, the driver may need assistance in completing the forms properly. Frequently, businesses that use common carriers complete most of the form on the behalf of the hauler. As long as the information is accurate and complete, this is allowed.

**Part 3—Waste Tire Hauler**

**How do I obtain blank CTL forms?**

Blank CTL forms can be obtained (free of charge) from CalRecycle using any of the means below and generally should arrive within 5–7 business days of ordering.

**Website** (online form) [www.calrecycle.ca.gov/Tires/Forms/Manifest/WTMSOrder.asp](http://www.calrecycle.ca.gov/Tires/Forms/Manifest/WTMSOrder.asp)  
**Email:** [wastetires@calrecycle.ca.gov](mailto:wastetires@calrecycle.ca.gov)  
**Fax:** (916) 319-7605  
**Hotline** (toll-free): 1-866-896-0600  
**Mailing address:** Department of Resources Recycling and Recovery  
Tire Hauler Compliance Unit (MS-10)  
P.O. Box 4025  
Sacramento, CA 95812-4025

**I have questions on how to fill out the CTL forms. What should I do?**

First, review Section 4 of this manual. You will probably find that most of your questions will be answered there. If you still have questions, you may want to review the training video/CD provided by CalRecycle (see Appendix D for information on available training materials and how to obtain them). You can also contact CalRecycle using any of the means described above.

**In hauling waste tires, at what point am I required to become a CalRecycle registered waste tire hauler?**

A hauler transporting 10 or more tires at a given time on a public road in California must be registered with CalRecycle as a registered waste tire hauler. See Appendix B for more information.

**As a CalRecycle registered waste tire hauler, how many tires can I carry before I need to manifest my load?**

As registered waste tire hauler, you are required to manifest **every tire** that goes on or comes off your registered vehicle(s) without regard to number. There is no minimum number of tires.

**As a registered hauler, can I use a de-certified truck (that is not registered with CalRecycle) and haul less than 10 tires on them without registration and manifests?**

Yes, a hauler may haul **less than 10 waste tires** in an unregistered vehicle without manifesting. We do recommend that you leave an invoice/receipt to document the removal of tires.

**Can I have a load of tires on a towed trailer?**

Yes, as long as the vehicle towing the trailer (the powered vehicle) is registered with CalRecycle as a tire hauler.

**Does a “one-time” cleanup require a TPID number?**

Yes, anytime the hauler removes tires from a location, a TPID must be issued for that location. This TPID number will be closed after the one-time cleanup, so it will not require an inspection at a location that does not store waste or used tires.

**As a registered CalRecycle waste tire hauler, am I responsible for completing the CTL form?**

Yes. The hauler is required to complete all portions of the CTL form and provide a receipt to each generator or end-use facility where a tire transaction has occurred. See Section 2 of this manual for more information.

**When I pick up or deliver waste tires and no one is available to initial the CTL form, what should I do?**

**For Pick-ups.** If no one is available at the generator’s business to initial the CTL form, **do not take or load the waste tires unless** a statement is written and signed by the generator authorizing you, as the hauler, to initial for the generator. This statement will need to be attached to the hauler’s copy of the CTL form showing that permission was given.

**For Delivery or Disposal.** The same rule applies as in pick-ups. If no one is available at the end-use facility’s business to initial the CTL form, **do not leave the waste tires unless** a statement is written and signed by the end-use facility operator authorizing you, as the hauler, to initial for the end-use facility operator. This statement will need to be attached to the hauler’s copy of the CTL form showing that permission was given.

**What should I do if a generator does not know about the CTL form and/or a Tire Program Identification (TPID) number?**

As a hauler, it is your responsibility to help educate the generator or end-use facility operator about the current CTL requirements. Bookmarks and informational sources are available for distribution to your customers. Please contact CalRecycle waste tire hotline at 1-866-896-0600 for this information or to have a TPID number issued immediately. A TPID number can also be requested via the CalRecycle website at: [www.calrecycle.ca.gov/Tires/](http://www.calrecycle.ca.gov/Tires/). See Section 3 of this manual for more information on TPID numbers.

**Can I just enter my decal number in lieu of writing the hauler name/address information on all the forms?**

No. The hauler business name and address information must be entered on each CTL form that is completed. This information may be entered using a business stamp or label; however, the stamp or label must be applied to all copies of the form and must be within the designated location.

**Can I preprint or put a label on the CTL form for the generators and end-use facilities I service?**

Yes. The pre-printed information or label must appear on all copies of the form within the designated location. Make sure each page is stamped/labeled clearly.

**Are the waste tire manifest system materials and information available in Spanish?**

The guidance manual, field reference guide, bookmarks, and portions of the CalRecycle Waste Tire Web site are available in Spanish. Contact CalRecycle for more information at 1-866-896-0600 (toll-free) on Spanish-language resources and/or see Appendix D of this manual on how to obtain training materials in Spanish.

**Can I use a business stamp or preprinted labels for the business name/address information on the CTL form?**

Yes, you can use a business stamp or labels in lieu of entering the information manually but in all cases, the business stamp or labels must be:

- Applied to **all copies of the CTL form**.
- Clear and legible.
- Located within the designated area on the form.

**How long do I need to retain copies of the CTL form?**

Copies of CTL and/or receipts must be retained for three years at your business.

### **Can different measurements for load type and amount be used?**

Yes. Using differing load type measurements is acceptable. Each load can be measured by one of the following: whole tire count, volume in cubic yards, weight in pounds, or weight in tons. WTMS is designed to convert tire types and quantities through passenger tire equivalents (PTE) at a standard of 20 lbs/tire.

On average, one passenger tire equals 20 pounds, 10 passenger tires equals one cubic yard, and three truck tires equals one cubic yard. The PTE will be the common measurement used by CalRecycle.

### **Does CalRecycle inform haulers about changes to the waste tire manifest system?**

Yes, CalRecycle notifies all registered haulers of changes to the waste tire manifest system by the following:

- Mailings to registered haulers.
- CalRecycle website ([www.calrecycle.ca.gov/Tires/](http://www.calrecycle.ca.gov/Tires/)).

### **As a hauler, can I also be considered a generator and an end-use facility in one trip? If so, how is this possible?**

Yes, it can and frequently does occur. See Section 2 of this manual (“Know Your Role”) for more information about how you may need to fulfill more than one role with respect to generating, hauling, and disposing of waste tires.

The waste tire manifest system tracks tires from the point of pick-up, through the haul, to the final delivery/disposal at a permitted end-use facility. At each point in the sequence, there are specific steps that must be taken on the form documenting each transfer of waste tires. While in most cases your role may seem obvious, in some situations you may need to fulfill more than one role.

Under the waste tire manifest system, your primary business activity is (for example, a waste tire generator or hauler), is not as important as the role(s) you play with respect to each specific movement of waste tires. This determines your responsibilities under the waste tire manifest system and the forms/receipts you are required to complete.

### **What happens if I am picking up or dropping off tires out of the state/country?**

For waste tire trips coming or going out of the state or country, haulers are required to complete the CTL form as they would for pick-ups or deliveries within California, otherwise this will flag the hauler and require further investigation by CalRecycle staff.

**If a load of tires is being shipped via plane, train, or ship, what manifesting requirements apply?**

If the tires are transported to an airport, rail yard, or port via California public roads, a CTL receipt must be completed for the delivery of the tires to that location. Once the tires are on the plane, train, or ship, the manifesting requirements no longer apply.

**As a hauler, if I unload waste tires at my yard for sorting, am I considered an end-use facility?**

Yes. Because the waste tires were off-loaded at your facility, under the waste tire manifest system you are now considered an end-use facility and must complete a “delivery” receipt as the end-use facility. Once the tires are placed back onto the vehicle, you are now considered a generator and a “pick-up” receipt is required to be completed.

**Is there such a thing as a temporary tire site that is not permitted?**

As a hauler using this type of storage method, you must first contact CalRecycle to get approval before storing any tires in this manner. Tires may only be placed on sites or in licensed trailers that meet the requirements of “collection centers” as defined in Title 14, California Code of Regulations, section 17225.717. If the tires are stored on the ground, no more than 499 tires are allowed without the required waste tire facility permit. Please call the CalRecycle waste tire hotline at 1-866-896-0600 for more information.

**Long Haul Transits; If I am picking up a trailer full of waste tires that was left by another driver, what paperwork is needed? (For Common Carriers Only!)**

When trailers are loaded with waste tires from a generator location and transported for long distances, the trailer license plate may be entered for the license plate on the CTL form, allowing tractors to switch during the transit and continue the haul to the final destination site. The CTL form shall accompany the load from the point of origin to the destination site.

**What if I pick up a trailer left by another hauler and there is no paperwork from the previous hauler?**

- Accept the tires and load.
- Call the previous hauler/business for the CTL information.
- Call the waste tire hotline at 1-866-896-0600 to notify CalRecycle of the missing paperwork (if unable to obtain the needed information).
- Complete a CTL showing the pick-up and delivery of the waste tires
- Mail the CTL form to CalRecycle within 14 days, but not later than 90 days after the tire shipment.

**If I am an out-of-state or out-of-country trucking firm, do I have to be registered with CalRecycle? Do I have to comply with the manifesting requirements?**

Yes to both questions. Except as described below, all haulers transporting 10 or more waste tires in a given load on a public road must be registered with CalRecycle. Foreign haulers are no longer exempt

and must comply with the waste tire hauler registration requirements. Common carriers, agricultural haulers, and all government agencies (and other entities listed in PRC section 42954) are exempt from waste tire hauler registration requirements (see Appendix B for the list of exemptions). Common carriers, agricultural haulers, and beneficial use haulers are required to have in their possession a “Letter of Exemption” issued by CalRecycle before being considered exempt.

All registered waste tire haulers transporting **any number of waste tires**, and all other haulers transporting 10 or more waste tires on a public road must comply with the waste tire manifesting requirements described in this manual. This applies to the entities described above that are exempt from waste tire hauler registration requirements.

### **What documentation must a registered tire hauler present for inspection by a California law enforcement officer or other authorized CalRecycle representative?**

As a waste tire hauler, you should be prepared to show the officer/representative the following documents:

- Valid CalRecycle waste tire hauler registration certificate (must be in the vehicle).
- Current CalRecycle waste tire hauler decal affixed to the lower-right corner (passenger side) of your vehicle’s windshield.
- Up-to-date and completed CTL form(s) showing the numbers of tires being transported in the current load. The hauler portion of the CTL should be complete and signed by the driver and the receipts should be completed and initialed by the respective party.

*Please note that a driver can be cited under the California Vehicle Code 31560(a) for transporting 10 or more waste tires in California without a CalRecycle registration.*

### **Can large trucking firms transport less than 10 tires from one location to another for staging the waste tires for one general pick-up at their main location?**

Yes, as long as they haul less than 10 tires on public roads they are not required to be registered as a tire hauler or manifest the load.

### **When must CalRecycle issue me (as a hauler) a new TPID?**

A new TPID must be issued when the business ownership or the business address changes. These two occurrences, or a change in your business name, require riders on your bond. Please contact your insurance company immediately as well as CalRecycle so we may update your information in our database.

**If a subsidiary/daughter company is hauling under the parent company's bond and registration, what is the proper procedure to fill out the CTLs?**

The name and address on the CTLs needs to match what is on the registration certificate (in other words, the parent company's information). However, you can include DBA (doing business as) and the sub-office name and phone number below this required information so your customers can contact the correct office, if need be. The local DBA/sub-office name and phone number can also be provided to the customer on their copy of the CTL receipts (A, B, or C.)

**For a daughter/subsidiary company, where should a hauler's records be stored?**

One copy of the CTLs should be maintained for three years at the sub-office, available for inspection, and the original/second copy shall be maintained for three years at the parent/corporate office.

**For a daughter/subsidiary company that has its own hauler registration, what are the requirements?**

The daughter company must have its own surety bond, application, and vehicles, all of which are separate from the corporate hauler registration and bond. All records and copies of CTL will be kept at that location for a period of three years.

**Do forklift tires need to be manifested?**

Yes. If the forklift tires are made of rubber, even solid rubber, they need to be manifested when they are being transported by a registered tire hauler. Forklift tires that are made of plastic do not fall under the hauler & manifesting requirements and therefore do not need to be manifested.

**What are the requirements for transporting waste tires to a port to be shipped overseas?**

Please contact the hauler hotline toll-free at 1-866-896-0600 for information.

***Part 4—Government Agencies***

**Our county is cleaning up a tire site. What paperwork is needed?**

As described earlier, federal, state, and local government vehicles are only exempt from the waste tire hauler registration requirements described in this manual. These governmental entities must complete the CTL when transporting 10 or more waste tires. Government entities should enter the government vehicle license plate number on the hauler portion of the CTL form and leave the decal number blank or write exempt across the decal field.

**Our city/county is doing a tire cleanup day. What paperwork is needed?**

The local enforcement agency (LEA) can issue vouchers or letters to private individuals if they will be hauling 10 or more tires at any given time to an amnesty day event or authorized location. Tires dropped off by individuals do not need to be manifested.

During these amnesty day events, the collection site is considered the “generator” of the waste tires and a registered waste tire hauler or exempt government vehicle is required to haul the waste tires away from the collection site using a CTL form.

For further information regarding specific requirements and responsibilities on holding tire amnesty day events, please contact CalRecycle grant coordinator, contact information can be found on our website at <http://www.calrecycle.ca.gov/Tires/Grants/Cleanup/>.

**What if, on a neighborhood cleanup day, there are tires picked up and mixed with garbage?**

If the tires are mixed with solid or green waste, and it is considered hazardous to remove or sort the tires out of the load, the hauler is exempt from the registration requirements and no CTL form is required since the waste tires are incidental and not the main purpose of the cleanup day event.

## Section 6—Confidentiality of Business Information

CalRecycle recognizes the need of tire generators, waste and used tire haulers, and end-use facility operators to maintain confidentiality on the information generated through the waste tire manifest system. Such information on tires generated, hauled, and delivered or disposed has economic value to each party associated with the transactions, is not routinely made available to the public, and is considered proprietary to the individual business.

CalRecycle has the authority under California Code of Regulations (CCR) Title 14, Division 7, Chapter 1, Article 4, section 17041, et seq. to determine the trade secret, confidentiality and proprietary nature of information submitted by a person (business, corporation, etc.). CalRecycle must also comply and adhere to the Public Records Act, which allows the public to review information not claimed by the regulated community as “confidential” or determined by CalRecycle as “confidential” under the above code section.

For the purposes of the waste tire manifest system, some information on the Comprehensive Trip Log is confidential. This information could include “load type” and “load amount” and the specific transaction between the generator and the hauler or the hauler and end-use facility operator for that load. All other information is considered public information unless demonstrated otherwise to CalRecycle’s satisfaction.

Following is the confidentiality claim language found on the CTL.

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“By signing this CA Comprehensive Trip Log and Receipt, the signer(s) request that the information provided on this form will be considered confidential, proprietary and trade secret. In accordance with Title 14, CCR, section 17041 et seq., if a request is made for disclosure of this information, CalRecycle will contact the signer(s) of this form at the address and telephone number provided on this form or receipt.”

## Section 7—Electronic Data Transfer (EDT)

### **Overview**

The waste tire manifest system allows haulers to voluntarily transmit tire trip log data via electronic data transfer (EDT) to CalRecycle. The two methods of EDT for haulers to use in reporting the transport of waste tires from pick-up to delivery are:

- Batch EDT: Requires a business to gather and report batched data in a CalRecycle pre-approved format.
- Web-Based: Enables the hauler to enter data directly into a form on the CalRecycle website, accessed by using a password on the Internet.

### **Operation and Advantages**

Hauler businesses may choose to collect waste tire manifest information via their own CalRecycle-approved form for their waste tire transactions. This data will be electronically transmitted to CalRecycle in Sacramento and will be considered a valid submission of CTLs.

An advantage of EDT is that it enables the hauler to retain current business practices and forms with minimal modification to support the EDT requirements. In most cases, haulers are already collecting much of the same information that is contained on the CTL form such as: business name, address, load type, and load amount.

Haulers must keep a letter from CalRecycle authorizing their use of electronic data transfer in the vehicles while transporting used or waste tires. They must present this authorization letter to law enforcement, CalRecycle representatives, and generators/end-users when requested.

The use of EDT by haulers is voluntary. The hauler or CalRecycle may decide to discontinue using EDT with a 30-day written notice. CalRecycle will notify the hauler in writing of this change and specify the need for them to begin using the paper CTL form.

Generators and end-use facilities can access WTMS to verify if the hauler has reported the tire transactions to CalRecycle. Please refer to our website at <http://www.calrecycle.ca.gov/Tires/Manifest/> for more information regarding EDT.

## **Appendix A—Laws, Regulations, and Resources**

### **Laws**

Most Comprehensive Trip Log (CTL) and tire hauler registration laws are in the California Public Resources Code, such as:

Definitions	PRC 42950 <a href="http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&amp;group=42001-43000&amp;file=42950">http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&amp;group=42001-43000&amp;file=42950</a>
Enforcement	PRC 42962-42963 <a href="http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&amp;group=42001-43000&amp;file=42962-42963">http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&amp;group=42001-43000&amp;file=42962-42963</a>
Registration and General Provisions	PRC 42951-42956; VC 31560 <a href="http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&amp;group=42001-43000&amp;file=42951-42956">http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&amp;group=42001-43000&amp;file=42951-42956</a>
Renewal, Suspension, and Revocation	PRC 42958-42961.5 <a href="http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&amp;group=42001-43000&amp;file=42958-42961.5">http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&amp;group=42001-43000&amp;file=42958-42961.5</a>
Used or Waste Tire Haulers	VC 31560 <a href="http://www.dmv.ca.gov/pubs/vctop/d13/vc31560.htm">http://www.dmv.ca.gov/pubs/vctop/d13/vc31560.htm</a>

### **Regulations**

CTL regulations are in Title 14, California Code of Regulations, Article 8.5, Sections 18449-18466 at [www.calrecycle.ca.gov/Laws/Regulations/Title14/ch6a85.htm](http://www.calrecycle.ca.gov/Laws/Regulations/Title14/ch6a85.htm). To receive a hard copy at no charge:

- Call the CalRecycle toll-free Waste Tire Hotline at 1-866-896-0600, or
- Email CalRecycle at [wastetires@calrecycle.ca.gov](mailto:wastetires@calrecycle.ca.gov).

Information on recent and pending action, if any, to change CTL regulations is at <http://www.calrecycle.ca.gov/Laws/Rulemaking/Update.htm>.

### **Webpages**

Article 8.5 Waste Tire Hauler Registration and Manifesting Requirements for Used and Waste Tire Haulers, Retreaders, Used and Waste Tire Generators, and Used and Waste Tire End-Use Facilities:  
<http://www.calrecycle.ca.gov/Laws/regulations/title14/ch6a85b.htm>

Comprehensive Trip Log Guidance Manual:

[www.calrecycle.ca.gov/Publications/Tires/2012007.pdf](http://www.calrecycle.ca.gov/Publications/Tires/2012007.pdf)

Comprehensive Trip Log Form Definitions:

<http://www.calrecycle.ca.gov/Tires/Forms/Manifest/Definitions.htm>

Electronic Data Transfer (EDT):

<http://www.calrecycle.ca.gov/tires/manifest/EDT/default.htm>

Glossary:

<http://www.calrecycle.ca.gov/tires/Manifest/Glossary.htm>

Local Government Waste Tire Cleanup and Amnesty (TCA) Event Grant Programs:

<http://www.calrecycle.ca.gov/Tires/Grants/Cleanup/>

Public Resources Code, Chapter 19, Tire Hauler Registration, Sections 42950 – 42967:

<http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=prc&codebody=&hits=20>

Request for Comprehensive Trip Log Forms:

<http://www.calrecycle.ca.gov/Tires/Forms/Manifest/WTMSOrder.asp>

Rulemaking Update:

<http://www.calrecycle.ca.gov/laws/Rulemaking/Update.htm>

Tire Management:

<http://www.calrecycle.ca.gov/Tires/>

Tire Management Overview:

<http://www.calrecycle.ca.gov/Tires/Overview.htm>

Tire Program Identification Number:

<http://www.calrecycle.ca.gov/tires/TPID/>

Training and Assistance:

<http://www.calrecycle.ca.gov/Tires/Manifest/Help/>

Used/Waste Tire Manifest Program:

<http://www.calrecycle.ca.gov/Tires/Manifest/default.htm>

Used and Waste Tire Haulers:

<http://www.calrecycle.ca.gov/Tires/Haulers/default.htm>

Waste Tire Enforcement:

<http://www.calrecycle.ca.gov/tires/enforcement/>

Waste Tire Manifest System—Field Reference Guide:

<http://www.calrecycle.ca.gov/Publications/default.asp?pubid=1121>

Waste Tire Tracking Form—Comprehensive Trip Log:

<http://www.calrecycle.ca.gov/Tires/Forms/Manifest/default.htm>

## Appendix B—Waste Tire Hauler Registration Information

### How to Register

1. Complete a Waste Tire Hauler Registration Application, CalRecycle 60
  - Purchase a \$10,000 Waste Tire Hauler Bond, CIWMB 61 from a company that writes these bonds. The annual premium depends on several factors such as hauler credit rating.
2. Send CalRecycle the **original** copy of a completed:
  - CalRecycle 60, and
  - CIWMB 61

Forms can be obtained by:

- Go to CalRecycle “Used and Waste Tire Haulers” webpage, “Waste Tire Hauler Registration” <http://www.calrecycle.ca.gov/Tires/Haulers/default.htm#Registration>, or
- Call CalRecycle toll-free Waste Tire Hotline at 1-866-896-0600

State law requires every person who transports 10 or more waste or used tires to hold a valid waste tire hauler registration, unless exempted by PRC section 42954 which is excerpted below:

**42954.** (a) A person who hauls waste or used tires is exempt from registration under this chapter if at least one of the following conditions is met:

(1) The person transports fewer than 10 waste or used tires at any one time.

(2) The person is, or hauls used and waste tires in a vehicle owned and operated by, the United States, the State of California, or any county, city, town, or municipality in the state, except when the vehicle the public agency owns or operates is used as a waste and used tire carrier for hire.

(3) The waste or used tires were inadvertently mixed or commingled with solid waste, and it is not economical or safe to remove or recover them.

(4) The load containing the used or waste tires originated outside the boundaries of the state and is destined for a point outside the boundaries of the state, if no waste or used tires are loaded or unloaded within the boundaries of the state.

(5) The person is hauling waste or used tires for agricultural purposes. However, notwithstanding Section 42961.5, a person hauling waste or used tires for agricultural purposes shall carry a manifest from the generator in the vehicle during transportation, which may be destroyed after delivery.

(6) The waste or used tires were hauled by a common carrier who transported something other than waste or used tires to an original destination point and then transported waste or used tires on the

return part of the trip, and the revenue derived from the waste or used tires is incidental when compared to the revenue earned by the carrier.

(7) The person, who is not a waste tire generating business, is transporting waste or used tires to an amnesty day event or to a location that meets the conditions specified in subdivision (b) of Section 42951, and has received written authorization, which includes specific conditions and dates, from the local enforcement agency. The local enforcement agency shall provide copies of any written authorizations to the board within 30 days of their issuance.

(8) The person is transporting illegally dumped waste or used tires to an amnesty day event or to a location that meets the conditions specified in subdivision (b) of Section 42951, and has received written authorization, which includes specific conditions and dates and documentation that a police report has been filed for the illegally dumped tires, from the local enforcement agency. The local enforcement agency shall provide copies of any written authorizations to the board within 30 days of their issuance.

(9) The person complies with any additional conditions for exemption, as approved by the board.

(b) A person who transports tires to a location that does not meet the conditions specified in subdivision (b) of Section 42951 shall not be exempt pursuant to subdivision (a), except as specified in paragraph (7) of subdivision (a).

Persons intending to become waste tire haulers must register prior to hauling 10 or more waste or used tires. Since the Jan. 1, 1995, implementation date, more than 1,350 waste tire-hauling businesses are registered annually in California. Information on these haulers can be accessed at [www.calrecycle.ca.gov/Tires/Haulers/](http://www.calrecycle.ca.gov/Tires/Haulers/). In addition, State law requires any person receiving 10 or more used or waste tires from an unregistered hauler to report the unregistered hauler to CalRecycle.

The waste tire hauler registration process requires the completion of a Waste Tire Hauler Registration Application Form (CalRecycle Form 60). There is no fee to apply for this registration; however, the applicant must purchase a Waste Tire Hauler Surety Bond in the amount of \$10,000. The Waste Tire Hauler Surety Bond (CIWMB Form 61) must be submitted with the Waste Tire Hauler Registration Application Form (original forms are required).

## *Appendix C—Terms and Definitions*

**“Agricultural Hauler”** as referenced in this text is an agricultural exempt waste tire hauler who transports waste tires from the generator to an agricultural end use facility. The waste tires must be intended for use as bumpers on agricultural equipment or as ballast to maintain covers (including silage or feedstock covers) or structures at an agricultural site. Based upon qualification of this exemption, **CalRecycle will issue a letter to be carried in the vehicle while transporting the tires showing the exemption status.**

**“Beneficial Use”** means use of waste tires during certain material transportation to accommodate those businesses that do not haul tires to an end-use facility but rather, use the waste tires as bumpers or cushions to stabilize or protect the goods or materials being transported.

**“Business Name”** means the name of the operation registered with the local government of the State of California; the business license name.

**“Bond”** is an insured “promise,” issued by a California insurance carrier, to pay CalRecycle up to \$10,000 if a hauler fails to meet regulation requirements.

**“Bond Rider”** is a revision to an existing hauler bond, such as a change in address, business name, or coverage extended to a subsidiary hauler. These are required by CalRecycle for the listed changes to the hauler business.

**“CalRecycle”** means the Department of Resources Recycling and Recovery.

**“Collection Facility”** is a location, other than a permitted waste tire facility, where used or waste tires are placed for less than 90 days in a fully enclosed, lockable, licensed, road-worthy transportable container (as identified by CCR 18420(a)).

**“Commingled”** refers to solid waste components (including waste tires) mixed together beyond the point where they can be economically, practically, or safely separated.

**“Common Carrier”** as referenced in this text is a common carrier that transports something other than waste tires to an original destination point and then transports waste tires on the return part of the trip. The revenue derived from transporting the waste tires must be incidental when compared to the revenue earned by the common carrier. Based upon qualification of this exemption, **CalRecycle will issue a letter to be carried in the vehicle while transporting the tires showing the exemption status valid for up to five years.**

**“Comprehensive Trip Log”** or CTL means the California Uniform Waste and Used Tire Manifest Form developed by CalRecycle that shall be completed by the waste tire hauler. The CTL will include a list of transactions with the waste tire generator or end-use facility and shall accompany each shipment of used or waste tires.

**“Civil Penalty”** means a fine assessed as a result of a violation of an applicable provision.

**“Decal”** \*\*please see *“Waste Tire Hauler Decal”*

**“Department”** means the California Department of Resources Recycling and Recovery.

**“EDT form”** \*\* please see *“Electronic Data Transfer Form”*

**“Electronic Data Transfer Form”** is a CalRecycle-approved substitute for the CTL form. Used by a hauler or responsible party to electronically submit CTL data via the Internet. Also known as EDT form.

**“End-Use Facility”** means the facility where used or waste tires are unloaded or accepted.

**“Exempt”** means the waste tire hauler is exempt from waste tire hauler registration requirements (see Appendix B for more information about waste tire hauler registration requirements, including the complete list of exemption categories listed in PRC section 42954).

Exempt haulers listed under PRC section 42954 must still comply with the manifesting requirements described in this manual with the exception of the following:

- ❑ Businesses or private parties are hauling less than 10 waste tires.
- ❑ Hauls where the waste tires have been inadvertently placed in solid waste and it is not economical or safe to remove the tires.
- ❑ The hauler is transporting waste tires from outside the state, destined for another location outside the state, if no waste tires are loaded or unloaded within the boundaries of California.
- ❑ Person is participating in an amnesty day event or has an exemption letter issued by the Local Enforcement Agency.

**“Facility”** means a waste tire facility, as defined in PRC Section 42808, a facility authorized to accept used or waste tires pursuant to a state or local agency permit, or a facility which lawfully accepts used or waste tires as authorized under 14 CCR section 18420.

**“Generator”** is a person and/or business that produces waste tires; also known as a used or waste tire generator.

**“Hauler”** means any person engaged in the transportation of 10 or more waste tires on a California public roadway.

**“Load”** means a single transaction (a pickup or delivery) of waste tires between the hauler and generator or the hauler and end use facility. There may be one or more loads on a trip.

**“Local Government”** means a county, city, city and county, special district, joint powers agency, or other political subdivision of the state.

**“Person”** includes an individual, sole proprietorship, co-partnership, Limited Liability Company, corporation, political subdivision, government agency, or municipality.

**“Port Terminal”** is defined as a wharf, bulkhead, quay, pier, dock, or other berthing location, and adjacent storage areas and structures associated with primary movement of cargo or materials from vessel-to-shore or shore-to-vessel; may also qualify as a collection facility.

**“Registered”** means registered as a waste tire hauler with CalRecycle.

**“Registered Vehicle Owner”** means the person in whom title is vested and/or to whom the vehicle is registered with the Department of Motor Vehicles for any jurisdiction, domestic and foreign, in which the vehicle is registered.

**“Tire-derived Product”** means a product that not only is derived from a process using waste tires as a feedstock but also has been sold and removed from the processing facility.

**“Trip”** means the hauling of waste tires that begins with a waste tire hauler’s first pick-up of waste tires from a generator and ends with that hauler’s last delivery of waste tires to an end-use facility.

**“Unregistered Hauler Form”** is also known as the CalRecycle 204, or Unregistered Hauler & Comprehensive Trip Log Substitution Form. It should be completed by any facility that has received tires from an unregistered hauler, or has given or received waste tires from a registered hauler who did not provide a CTL for the tire transaction.

**“Waste Tire”** for the purposes of this manual means a tire that is no longer mounted on a vehicle and is no longer suitable for use as a vehicle tire due to wear, damage, or deviation from the manufacturer’s original specifications. A waste tire includes a **used tire (for the purposes of waste tire hauling)**, repairable tire, scrap tire, and altered waste tire, but does not include a tire-derived product or crumb rubber.

**“Waste Tire Generator”** means any person who provides waste tires to a waste tire hauler; including but not limited to tire dealers, car dealers, auto dismantlers, automotive fleet service centers, local government fleet operators, rental fleets, etc.

**“Waste Tire Hauler Decal”** is a decal issued by CalRecycle, printed on specially prepared self-adhesive paper/material with a unique number, for affixing to the lower right hand corner of the windshield. It is unique to the vehicle and the registration and is not transferrable to any other vehicle.

**“Waste Tire Hauler Registration”** means the documents, including the decal and registration certificate, issued by CalRecycle, which authorizes the holder of the documents to legally haul waste tires within California for the period of issuance.

**“Waste Tire Manifest System”** is the database used by CalRecycle, as required by regulations, to monitor and track the movement of waste and used tires in California from point of origin to destination.

## Appendix D—Training

The following training materials are available in both English and Spanish to assist businesses and government agencies in the administration of the waste tire manifest system.

- **CTL Guidance Manual**

This manual provides specific direction on the roles and responsibilities of the regulated community in complying with the requirements of the waste tire manifest system. Specific chapters discuss the Tire Program Identification (TPID) number; completing the CTL form; sample waste tire pickup, haul, and delivery scenarios; and a Frequently Asked Questions section providing answers to common questions about the waste tire manifest system.

- **Field Reference Guides**

The field reference guides are laminated 8 ½-by-11-inch documents that show, in a graphical format, how to complete the CTL form. The field reference guides also depict different waste tire pickup, haul, and delivery scenarios, and provide guidance for the hauler in waste tire transactions.

- **Instructional DVD**

The instructional DVD includes a PowerPoint presentation on the proper completion of the CTL forms and responsibilities of the waste tire hauler. This presentation is also available on our website at <http://www.calrecycle.ca.gov/Tires/Manifest/Help/default.htm>

You may obtain these training materials by calling the toll-free waste tire hotline number below, by mail, or by ordering online through the CalRecycle website. When ordering, please specify the quantity and whether you would like the English or Spanish version.

**Hotline (toll-free):** 1-866-896-0600

**Mailing address:** Department of Resources Recycling and Recovery  
Tire Hauler Compliance Unit (MS-10)  
P.O. Box 4025  
Sacramento, CA 95812-4025

**Website:** [www.calrecycle.ca.gov/Tires/](http://www.calrecycle.ca.gov/Tires/)