

**INSTRUCTIONS FOR COMPLETING SCRAP TIRE TRANSPORTATION RECORD OR
CONSOLIDATED LOAD TRANSPORTATION RECORD**

The hauler **MUST** complete a Scrap Tire Transportation Record (Form EQP 5128 or EQP 5128(a)) for every load or consolidated load of scrap tires transported. **Only the forms EQP 5128 and EQP 5128(a) prepared by the state of Michigan, Department of Environmental Quality (DEQ), are approved for use. No other scrap tire transportation record (manifest) form will be approved. You must use the DEQ forms.**

While most of the information required on these forms is self-explanatory, the following guidance is offered:

NOTE: IF THE GENERATOR, HAULER, AND/OR COLLECTION SITE ARE THE SAME, DO NOT USE "SAME" IN ANY OF THE SECTIONS. YOU MUST FILL IN **ALL** THE INFORMATION.

MANIFEST #: It is suggested that a unique manifest number be assigned to each load of scrap tires. This can be a sequential number assigned by the hauler or generator. This will help in reconciliation of transportation records that are returned to the generator from the scrap tire end user/processor/disposer.

VEHICLE/TRAILER #: The hauler should include a vehicle/trailer number on the manifest in order to help track which Scrap Tire Transportation Record is for which load of scrap tires.

PART 1: SCRAP TIRE GENERATOR CERTIFICATION

All applicable fields must be completed. Fields such as name, mailing address, physical address (actual site location), and telephone number that will not change for the generator may be pre-printed on the form.

Number of whole tires and/or volume of processed tires **must be** indicated.

SCRAP TIRE AND SCRAP TIRE MATERIAL CONVERSION FACTORS	
One (1) Ton	= 89 Passenger Tires (in any form)
	= 18 Truck Tires (in any form)
	= 9 yd ³ Passenger Tires
	= 7 yd ³ Truck Tires
One (1) Cubic Yard (yd ³)	= 10 Passenger Tires
	= 2.5 Truck Tires
	= 40 Shredded Passenger Tires (approximately 2" X 2")
	= 63 Crumbed Passenger Tires (20-30 mesh)
	= 0.1 ton Passenger Tires
	= 0.14 ton Truck Tires

A consolidated load occurs when a single hauler is picking up small quantities of scrap tires from multiple locations or generators who have contracted with the hauler. These pickups must occur on the same day and be taken to the same final destination. The scrap tire hauler would use the DEQ approved Consolidated Load Scrap Tire Transportation Record (EQP 5128a) (manifest) in conjunction with the

DEQ approved Scrap Tire Transportation Record (EQP 5128) in the following manner: "See Consolidated Load information" would be listed in the generator portion of the manifest in Part 1 of the Scrap Tire Transportation Record along with the number of pages attached. The consolidated load box would also need to be checked. Part 2 (hauler information) and Part 3 (Final destination information) are to be completely filled out, as usual. The individual names and addresses of the locations where the tires are picked up by the scrap tire hauler, and numbers of tires would be tracked on the Consolidated Load Scrap Tire Transportation Record. A copy of the Scrap Tire Transportation Record and the Consolidated Load Scrap Tire Transportation Record would need to be made on a copy machine (or a duplicate copy filled out by hand) and left at each location where the hauler picks up scrap tires that become part of the consolidated load. The hauler must total all of the attached pages and include that total on Page 1 of the Tire Transportation Record in the generator section prior to delivery of the tires to the final destination.

The Generator must sign and date the form.

The Generator retains a copy of the form for their records. These records shall be maintained at the site of removal for a period of three (3) years and shall be made available to the DEQ or a law enforcement officer upon request during normal business hours.

A person who by contract, agreement, or otherwise arranges for the removal of scrap tires from a property under his or her control (generator), shall promptly notify the DEQ of any missing or incomplete record from a registered scrap tire hauler or from the owner, operator, or authorized agent of a location that has accepted scrap tires.

PART 2: SCRAP TIRE HAULER CERTIFICATION

All applicable fields must be completed. Fields such as Michigan Scrap Tire Hauler Registration #, name, mailing address, and telephone number that will not change for the hauler may be pre-printed on the form.

Other ID #: If scrap tires will be transported out of Michigan, please identify the ID number used by the hauler in the state(s) to which the tires will be transported and the state where this number was issued. This is used to help ensure scrap tires are being transported in an appropriate manner in the other state(s).

The Hauler must sign and date the form.

The Hauler retains the original copy of the form once the entire form is completed. These records shall be maintained for a period of three (3) years and shall be made available to the DEQ or a law enforcement officer upon request during normal business hours.

PART 3: RECEIVING LOCATION CERTIFICATION

All applicable fields must be completed.

This section must be completed for the destination of the scrap tires, which is not necessarily the final destination for the scrap tires. If a hauler brings scrap tires to one location for later pickup and delivery by another scrap tire hauler to a second location, the first location must be listed here. Another Scrap Tire Transportation Record must be completed for the transportation of the scrap tires to the second location.

Indicate the location where the scrap tires are being delivered (receiving location): registered collection site (indicate the Michigan Scrap Tire Collection Site Registration Number), disposal area licensed under Part 115, scrap tire processor, end user or scrap tire retailer, (check appropriate box). NOTE: Section 16902 states that a person shall deliver a scrap tire only to, **and only with the consent of the owner or**

operator of, a collection site registered under Section 16904, a location that has legally accumulated scrap tires below the regulatory threshold as qualifying as a collection site (exempt site), a disposal area licensed under Part 115 (**WHOLE TIRES MAY NOT BE DISPOSED OF IN A LANDFILL**), an end-user, a scrap tire processor, a tire retailer, that is in compliance with Part 169, Scrap Tires, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA).

For the check boxes:

A Processor is a scrap tire processor. This means a person who is authorized by Part 169 of the NREPA to accumulate scrap tires and is engaged in the business of buying or otherwise acquiring scrap tires and reducing their volume by shredding or otherwise facilitating recycling or resource recovery techniques for scrap tires.

An End User means any of the following: (1) A person who possesses a permit to burn tires under Part 55, Air Pollution Control, of the NREPA; (2) the owner or operator of a landfill that is authorized under the landfill's operating license to use scrap tires; and, (3) a person who converts scrap tires into scrap tire processed material used to manufacture other products that are sold in the market but does not manufacture the products that are sold in the market.

An Exempt Site means one of the following: (1) A site owned or leased by a tire retailer who has less than 1,500 scrap tires; (2) a site owned or leased by an automotive recycler who has less than 2,500 scrap tires; and, (3) a site that is owned or leased by a commercial contractor that is authorized to use the scrap tire processed material as an aggregate replacement in a manner approved by a designation of inertness for scrap tires or is otherwise authorized for such use by the department under Part 115, Solid Waste Management, of the NREPA where less than 150 cubic yards of scrap tire processed material is accumulated.

A Retreader means a person who puts new treads on useable tire casings.

A disposal area licensed under Part 115 means a solid waste transfer station, incinerator, sanitary landfill, processing plant, or other solid waste handling or disposal facility utilized in the disposal of solid waste that is licensed under Part 115 of the NREPA. NOTE: WHOLE TIRES MAY NOT BE DISPOSED OF IN A LANDFILL.

TO BE COMPLETED BY THE RECEIVER OF THE SCRAP TIRES (RECEIVING LOCATION) ONLY. NOTIFY GENERATOR/Hauler IF THERE IS A DISCREPANCY: The receiving location must enter the weights of the scrap tires and/or number of passenger tire equivalents that have been delivered. If there is a discrepancy between the number or weight received and the number/weight entered by generator, the receiving facility must contact the generator/hauler to determine why the numbers do not match.

If there is a discrepancy between the amounts of tires/tons that were entered in Part 1, Scrap Tire Generator, and the amount of tires received, the generator and/or hauler must be contacted. If there are less tires received at the receiving location, it must be determined where the missing tires were taken. If there more tires received at the receiving location, it must be determined where the additional tires are from.

The Scrap Tire receiving location must sign and date the form.

The Scrap Tire receiving location retains a copy of this form for their records. These records shall be maintained for a period of three (3) years and shall be made available to the DEQ or a law enforcement officer upon request during normal business hours.

Within 30 days of receipt of scrap tires, the receiving location must forward a copy of the completed form to the generator of the scrap tires.

Additional information required by the generator and/or hauler may be printed on the reverse of the Scrap Tire Transportation Record. The Scrap Tire Transportation Record may be printed on a larger sheet of paper with additional information required by the generator and/or hauler at the bottom of the page so long as the DEQ approved form appears **completely unchanged** on an 8 ½ X 11 inch portion of the form.