



SCRAP TIRE PROGRAM
Re-TRAC HAULER INSTRUCTIONS

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GETTING STARTED

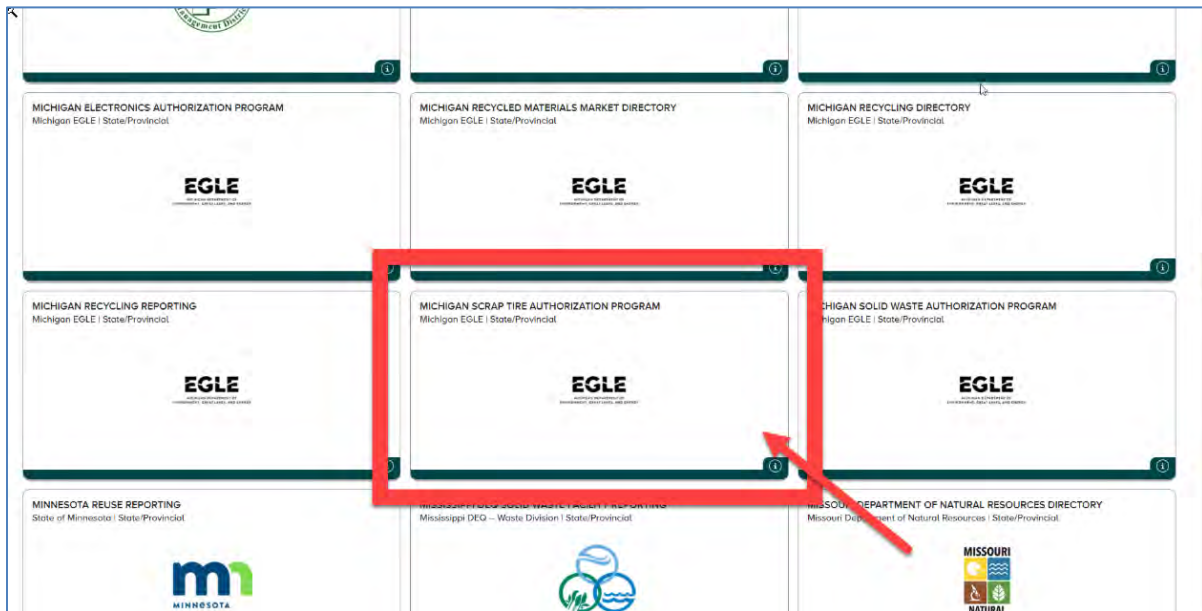
- [Part 169: Michigan Scrap Tire Statute](#)
- [Michigan Scrap Tire Registration website](#)
- [Guide to Joining Re-TRAC](#)
- Department of Licensing and Regulatory Affairs Business Entity Search to look up your Corporate ID: <https://cofs.lara.state.mi.us/SearchApi/Search/Search>

EXISTING Re-TRAC ACCOUNTS

- If you already have a Re-TRAC account, go to <https://connect.re-trac.com> and login.
- If you have forgotten your password or are unable to access your account, there is a password reset on the Re-TRAC login screen.

CREATE A Re-TRAC ACCOUNT

- Creating a Re-TRAC Account:
 - Visit <https://connect.re-trac.com> and enter your e-mail address that will be used as your login. It is recommended to use a generic organizational email address that multiple staff can access, if possible. Fill out the prompts to create your account.
 - Complete the Join Program section, scroll until you find the Michigan EGLE Scrap Tire Authorization Program.



- Then enter your information for the join Program section:

The screenshot shows a web form titled "JOIN PROGRAM". It is divided into two main sections: "Member Details" and "Contact Information".

Member Details:

- Member Type*:** A dropdown menu with the text "Select Type" and a downward arrow.
- Member Name*:** A text input field.

Contact Information:

- Name*:** A text input field.
- Job Title:** A text input field.
- Email*:** A text input field.
- Phone Number:** A text input field.
- Fax:** A text input field.
- Website:** A text input field.

- Select the member type (collection site, hauler, and/or end user) from the Member Type drop-down list.

This screenshot shows the "JOIN PROGRAM" form with the "Member Type*" dropdown menu expanded. The options listed are:

- Scrap Tire Collection Site
- Scrap Tire End User
- Scrap Tire Hauler

The "Scrap Tire Collection Site" option is highlighted in a dark green bar. Below the dropdown, the "Contact Information" section is partially visible.

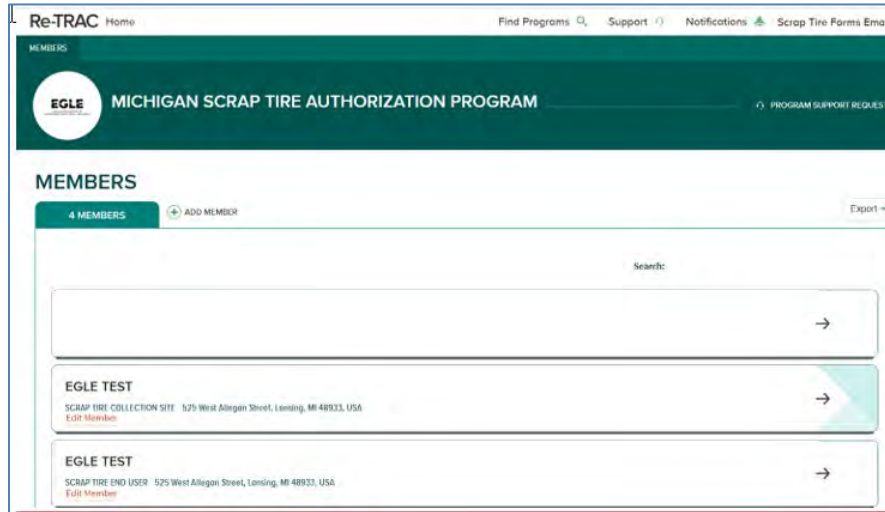
- Login to Re-TRAC Connect (using the e-mail address and password from above)
- Find the EGLE Program you want to join
 - Click "Find Programs" at the top left-hand side of the page

The screenshot displays a user interface with a header "PROGRAMS I'VE JOINED" in a dark green box. Below this, a card for the "MICHIGAN SCRAP TIRE AUTHORIZATION PROGRAM" is shown, attributed to "Michigan EGLE".

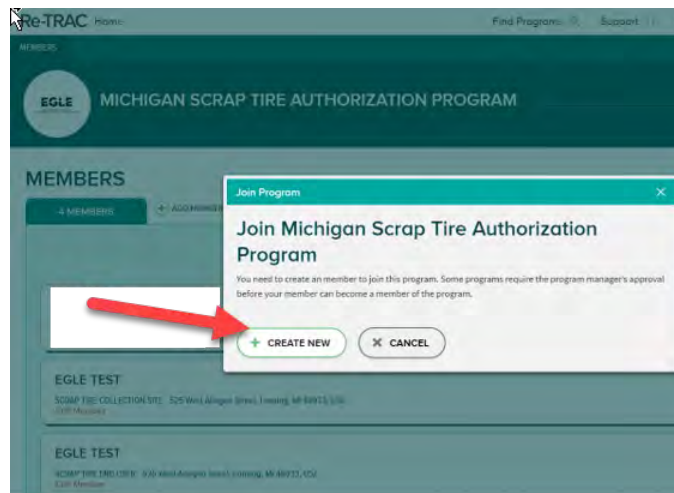
The card features the EGLE logo, which includes the text "EGLE" in large bold letters and "MICHIGAN DEPARTMENT OF ENVIRONMENTAL, GREAT LAKES, AND ENERGY" in smaller text below it.

At the bottom of the page, there are links for "Terms of Use", "Privacy Policy", and "Accessibility". A copyright notice at the bottom right reads: "© 2010 - 2022 Emerge Knowledge Design Inc. All Rights Reserved. Trademarks and servicemarks are the property of their respective owners." The "Re-TRAC" logo is visible in the bottom left corner.

- Select the application you wish to work on. (For instance, you will have only one application if you are only hauling tires and not collecting or processing or operating as an end user.)

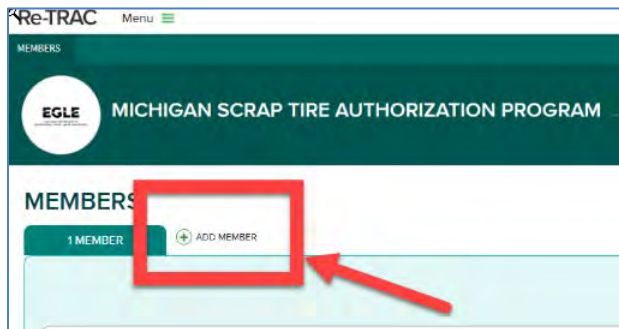


- You will be prompted to select member type. Complete the remainder of the form as requested.
- EGLE will receive a notification from Re-TRAC to approve your account.
- If you already have an account from previous years, please do not create a new account.
 - If you have forgotten your password or are unable to access your account, there is a password reset on the Re-TRAC login screen.

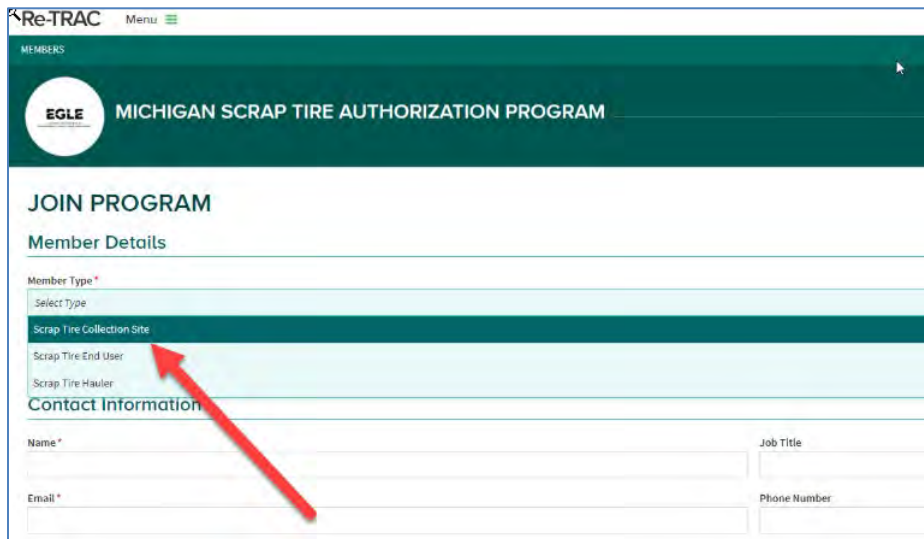


ADDING AN ADDITIONAL MEMBERSHIP TO YOUR ACCOUNT

- If you operate as a collection site and a hauler and need to add those surveys to your account, go to the Members page and select Add Members.



- You will be prompted to select member type. Complete the remainder of the form as requested.
- EGLE will receive a notification from Re-TRAC to approve your account.
- If you already have an account from previous years, please do not create a new account.
 - If you have forgotten your password or are unable to access your account, there is a password reset on the Re-TRAC login screen.



SURVEY STATUS

Status:

New: The user has not entered any data into the survey. The survey is accessible and can be edited by the user.

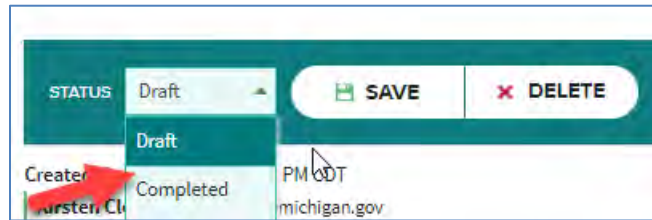
Draft: The user has saved a draft but has not marked it complete. The response is accessible and can be edited by the user.

Completed: The response has been marked complete by the user. The response is locked and cannot be edited by the user.

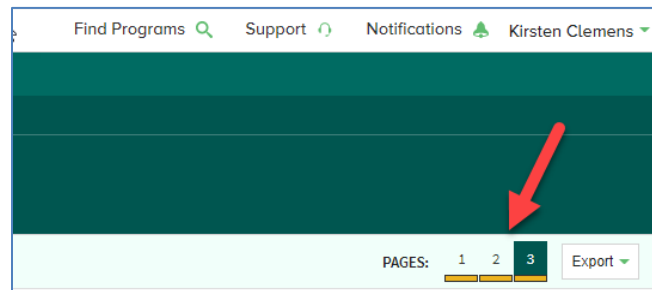
Verified: The program manager has verified the response(s). The response is locked and cannot be edited by the user.

- If you have saved a survey as Completed and need to make changes, please contact the [District staff](#) for your area to put it back in Draft status.
- NOTES:

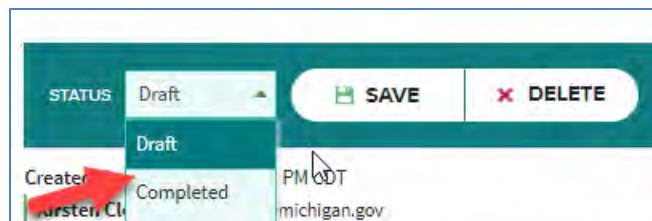
- An application will not be considered **complete and submitted** until all surveys are saved as Completed.



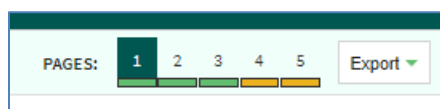
NAVIGATING MULTIPLE PAGE SURVEYS



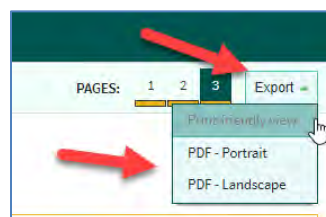
- Some surveys have multiple pages. You can navigate through them by:
 - Using the save button at the bottom left-hand corner; or



- Using the pages at the upper right-hand corner



PRINTING OR SAVING SURVEYS



- Choose the Export dropdown in the upper right corner:
 - Select Print friendly view
 - PDF in Portrait orientation
 - PDF in Landscape orientation

SITE ID SURVEY**SITE INFORMATION SECTION**

Please complete the following survey to identify your facility or organization's contact and location information per your applicable regulation(s) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

SITE INFORMATION

Legal Name of Company *

REQUIRED

MANAGE ONLY

WDS Number

MI Corporate ID # (if applicable) *

REQUIRED

If your facility does NOT have a Mi Corporate ID number, enter N/A

If your facility is run by a municipality, enter Municipality

This is NOT a tax number. If your facility DOES have a Mi Corporate ID number, please make sure you are using the 9-digit number and NOT the outdated 6-digit id number.

Site Specific Name *

REQUIRED

Website

If there is no applicable website, please leave this question blank

Facility Phone *

REQUIRED FORMAT: ### - ### - ####

Facility EXT.

Fields marked in Re-TRAC with an asterisk (*) are required fields.

- *Enter Legal Name of your company.
- **MANAGE ONLY FIELDS will be completed by EGLE staff.** The WDS (Waste Data System) number is a number generated by the WDS database. The WDS number for a hauler will stay the same as long as the business operates at the same address.
- Enter the Michigan Corporate ID number for your company. The corporate ID number is not your tax ID or driver's license number.
 - The Department of Licensing and Regulatory Affairs Business Entity Search can be used to look up your Corporate ID:
<https://cofs.lara.state.mi.us/SearchApi/Search/Search>
 - If you are operating as a sole proprietor, please enter N/A.
- *Enter the Site-Specific Name.
- Enter the website for the company.
- *Enter the Facility Phone number. (Note: If you check the commercial hauler for hire box on the Scrap Tire Hauler Facility Form survey this is the phone number that will be placed on our list of [registered haulers](#) on the EGLE webpage.)
- Enter the extension for the phone number if you want to direct calls to specific staff at your facility.

ADDRESS INFORMATION SECTION

ADDRESS INFORMATION

Mailing Address Information

Street Address *
REQUIRED

City *
REQUIRED

State/Province *
-Select-
REQUIRED

Zip *
REQUIRED

County *
-Select-
REQUIRED

If Mailing Address is out-of-state or out-of-country, please select N/A at the bottom of this picklist

- *Enter Street Mailing Address
- *Enter City
- *Select State from the pick list
- *Enter Zip Code
- *Select County from the pick list

PHYSICAL ADDRESS INFORMATION SECTION

Physical Address Information

Does the facility have a physical address in Michigan ? *

Yes

Yes, same as mailing address

No physical address

Physical address is Out-Of-State

- *Select whether your company has a physical address in Michigan. This is the location that your hauling vehicles are housed if different from the mailing address. Select one of the following:
 - Yes, will cause a Physical Address information section to appear for you to complete.

- Yes, same as mailing address
 - Choosing this option will move you to the Latitude/Longitude section.

- *Enter Latitude for your location
- *Enter Longitude for your location
- Please see the assistance note at the top of this section. There are instructions on how to find your latitude and longitude using a Google satellite map.

- No physical address
 - Choosing this option will require you to describe the location.

- o Physical address is out-of-state
 - Selecting this option will populate a section for you to enter your out-of-state mailing address.

LATITUDE/LONGITUDE SECTION

If the Latitude and Longitude for your location is UNKNOWN, click [here](#) to view a satellite Google Map - type in your facility address. Right click on the red pin and select "what's here?". Below the address are the coordinates (in gray). If these are difficult to see - click on the coordinates and google will display them large. For the purpose of this survey, coordinates should be reported in decimal degree system (ex. 42.732410, -84.560014) and NOT decimal degrees (ex. 42°43'56.7"N 84°33'36.1"W)

Latitude *

REQUIRED

Longitude *

REQUIRED Longitude values in Michigan ALWAYS have a negative value, make sure to put a '-' in front of your value.

- *Enter Latitude for your location
- *Enter Longitude for your location
- Please see the assistance note at the top of this section. There are instructions on how to find your latitude and longitude using a Google satellite map.

OWNER INFORMATION

- *Enter Owner Name
 - This is the name of the legal entity that owns the facility. This can be an individual, partnership, association, governmental entity, or other legal entity.
- *Enter Owner Contact Name
 - This is the name of the individual representing the owner and serving as the contact for the business.
- *Enter Owner Contact E-mail
- *Enter Owner Contact Phone Number
- Enter Owner Contact Phone Extension

OWNER INFORMATION

Owner Name *

REQUIRED Record the name of the legal entity that owns the facility. This could be an individual, partnership, corporation, association, governmental entity, or other legal entity.

Owner Contact Name: *

REQUIRED This is the name of the individual who represents the owner and may serve as a contact person.

Owner Contact E-mail *

REQUIRED

Owner Contact Phone *

REQUIRED FORMAT: (###) ### - ####

Owner Contact EXT.

- Select whether the Facility Contact is the same as the Owner Contact
 - If yes, you will move to the Ownership section.
 - Selecting no will populate a section for you to enter Facility Contact information.

Is the Facility Contact the same as the Owner contact?

Yes

No

FACILITY CONTACT NAME

A Facility contact is a member of the facility staff that is responsible for day-to-day activities

Facility Contact Name *

Facility Contact E-mail *

Facility Contact Phone *

FORMAT: (###) ### - ####

Facility Contact EXT.

- *Select whether the business is Publicly or Privately Owned:
 - Public: the facility is owned and operated by a public entity (city, municipality, etc.)
 - Private: the facility is owned and operated by a private entity (business)

Public/Private Entity *

Public - the facility is owned or operated by a public entity

Private - the facility is owned and operated by a private entity

REQUIRED

COMPLETING THE SURVEY

STATUS: Draft

SAVE DELETE

Creator: [Name] PM EDT michigan.gov

- By clicking the save button, if everything is correct you will see the screen below and can save as a draft or mark as complete.
 - Saving as a draft will allow the user to come back to this survey and make changes.
 - If the Mark Complete is checked and the confirm button is selected, the user is locking this form. If the user needs to update information after finalizing, they will have to request permission from EGLE staff to do so.

Confirmation

SITE ID

EGLE TEST - Annual | 2022

Nice Work!

This response is ready to submit. You can save a draft if you need to return to edit later, or mark complete to lock the response and submit it to the program.

Save as Draft

Mark Complete

CONFIRM CANCEL

- Click the save button and if the survey is incomplete or has errors, you will have two options:
 - **Find and Fix errors;** or
 - **Save as Draft** - will allow you to work on other surveys. You can come back and complete the unfinished sections of the current survey later.



- Click Confirm
 - You cannot save the survey as complete until all errors have been fixed. You can Save as Draft and go back and fix the errors later.

HAULER FACILITY FORM SURVEY

FACILITY INFORMATION SECTION

FACILITY INFORMATION
Commercial Hauler *If you remove tires for other entities and want to be on the Scrap Tire Program website as a commercial hauler for hire, select yes. If you do not remove tires for other entities or do not wish to be on the scrap tire website, select no.*

Commercial Hauler for Hire? *

Yes
 No

REQUIRED

Is the applicant a Scrap Tire Processor in Michigan? (Check One) *

Yes
 No or Not Applicable

REQUIRED

What counties are tires collected from? *

ALL Michigan Counties ALL Lower Peninsula ALL Upper Peninsula Some Counties

REQUIRED

- *Answer whether you are operating as a commercial hauler for hire.
 - Answering yes to this question will include your information, once the registration is approved, on the [Registered Commercial Scrap Tire Hauler](#) list on the EGLE website. Complete the additional information shown below.

FACILITY INFORMATION
Commercial Hauler *If you remove tires for other entities and want to be on the Scrap Tire Program website as a commercial hauler for hire, select yes. If you do not remove tires for other entities or do not wish to be on the scrap tire website, select no.*

Commercial Hauler for Hire? *

Yes
 No

Please enter contact information that is to be shared on the EGLE Scrap Tire Commercial Hauler List.

Contact Name: *

Contact Phone: *

Phone Number Format: ### - ### - ####

Contact Email: *

- Answering no to this question means you will not be listed on the EGLE website as a commercial hauler for hire and will move you to the next section.

FACILITY INFORMATION
Commercial Hauler *If you remove tires for other entities and want to be on the Scrap Tire Program website as a commercial hauler for hire, select yes. If you do not remove tires for other entities or do not wish to be on the scrap tire website, select no.*

Commercial Hauler for Hire? *

Yes
 No


- *Answer whether you process tires in Michigan. Some Processors may qualify for a bond exemption.
 - [Part 169](#), 324.16901(1)(y) defines Scrap Tire Processor as meaning either of the following:
 - A person who is authorized by this part 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.
 - A portable shredding operation.
- *Select what counties you collect tires from.
 - Selecting **Some Counties** will allow you to pick from an alphabetical list of Michigan Counties.

What counties are tires collected from? *

ALL Michigan Counties
 ALL Lower Peninsula
 ALL Upper Peninsula
 Some Counties

County [Select all that apply] *

<input type="checkbox"/> Alcona	<input type="checkbox"/> Alger	<input type="checkbox"/> Allegan	<input type="checkbox"/> Alpena
<input type="checkbox"/> Antrim	<input type="checkbox"/> Arenac	<input type="checkbox"/> Baraga	<input type="checkbox"/> Barry
<input type="checkbox"/> Bay	<input type="checkbox"/> Benzie	<input type="checkbox"/> Berrien	<input type="checkbox"/> Branch
<input type="checkbox"/> Calhoun	<input type="checkbox"/> Cass	<input type="checkbox"/> Charlevoix	<input type="checkbox"/> Cheboygan
<input type="checkbox"/> Chippewa	<input type="checkbox"/> Clare	<input type="checkbox"/> Clinton	<input type="checkbox"/> Crawford



SECONDARY ADDRESS INFORMATION SECTION

SECONDARY ADDRESS INFORMATION

Does the hauler own or use any secondary locations for their hauling business? *

Yes
 No

NOTE: This is NOT the locations where you are hauling tires to but the locations where you are conducting business.

NOTE: This is NOT the locations where you are hauling tires to but the locations where you are conducting business.

LOCATION NAME *	STREET ADDRESS *	CITY *	ZIP *	STATE *	PHONE NUMBER *	WDS NUMBER *
1				-Select-		

- *Select Yes or No
 - Answering Yes will show a table for you to enter the information about additional locations for your hauling business.

COLLECTION EQUIPMENT SECTION

COLLECTION EQUIPMENT

Please note that your response to this question will 'unlock' a new survey(s). To access these surveys, the user must submit this facility form as complete. These surveys MUST be completed for your Hauler Registration to be complete.

Are the vehicles used: *

Rented
 Owned
 Both

- *Choose **Rented**, **Owned**, or **Both** from the list.
 - If you choose **Rented**, an additional survey for rented equipment will appear in your workspace.
 - If you choose **Owned**, an additional survey for owned equipment will appear in your workspace.
 - If you choose **Both**, additional surveys for rented and owned equipment will appear in your workspace.

COLLECTION SITES TO BE USED FOR THE UPCOMING PERIOD SECTION

COLLECTION SITES EXPECTED TO BE USED FOR THE UPCOMING REPORTING PERIOD

A person shall deliver a scrap tire ONLY TO, and only WITH, the consent of the owner or operator of one of the following locations that are IN compliance with Part 169: a collection site registered under part 169, a location that has legally accumulated scrap tires below the regulatory threshold as qualifying as a collection site, a disposal area licensed under part 115, an end user, a scrap tire processor, OR a tire retailer.

What is the legal destination to which the hauler will, or plans to, transport tires to in the current year? *

In-state

Out-of-State

- *Answer whether you will be hauling to in-state, out-of-state, or both, during the registration year.
 - If you choose In-State, the following will appear. Based on your choices, additional drop downs

COLLECTION SITES EXPECTED TO BE USED FOR THE UPCOMING REPORTING PERIOD

A person shall deliver a scrap tire ONLY TO, and only WITH, the consent of the owner or operator of one of the following locations that processor, OR a tire retailer.

What is the legal destination to which the hauler will, or plans to, transport tires to in the current year? *

In-state

Out-of-State

In State Collection Site(s) to be Used (Select all that apply) *

Registered Michigan Collection Site

Michigan Landfills

End Users

Other

REQUIRED

If a facility is not within the picklist option, please select other and enter in the facility information

- Based on your choices, additional drop downs will appear for you to complete. (There are dropdowns for Registered Michigan Collection Sites, Michigan Landfills, End Users and Other.

COLLECTION SITES EXPECTED TO BE USED FOR THE UPCOMING REPORTING PERIOD

A person shall deliver a scrap tire ONLY TO, and only WITH, the consent of the owner or operator of one of the following locations that : processor, OR a tire retailer.

What is the legal destination to which the hauler will, or plans to, transport tires to in the current year? *

In-state
 Out-of-State

In State Collection Site(s) to be Used (Select all that apply) *

Registered Michigan Collection Site
 Michigan Landfills
 End Users
 Other

If a facility is not within the picklist option, please select other and enter in the facility information

Which Michigan Collection Sites is the facility planning on using? (select all that apply) *

ADVANCED TIRE, INC.
 258 TIRE
 ARANDAS TIRE REPAIR, INC., DBA ARANDAS TIRE V
 ARANDAS TIRE SALES & REPAIR IV

- *Answer whether you will be hauling to in-state, out-of-state, or both, during the registration year.
 - If you choose Out-of-State, the following will appear. Based on your choices, additional drop downs

COLLECTION SITES EXPECTED TO BE USED FOR THE UPCOMING REPORTING PERIOD

A person shall deliver a scrap tire ONLY TO, and only WITH, the consent of the owner or operator of one of the following locations that : processor, OR a tire retailer.

What is the legal destination to which the hauler will, or plans to, transport tires to in the current year? *

In-state
 Out-of-State

Out-Of-State Collection Site(s) Used

	NAME *	ADDRESS: STREET *
1		

[+ ADD](#)

CERTIFICATION SECTION

Certification

I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I am fully authorized by the owner and/or operator of the Scrap Tire Hauler to submit this report. Should the signatory find at any time after submittal of the requested information that any portion of the submittal certified as true is false or misleading, the signatory shall immediately notify EGLE providing any corrections, explanations, or additional information necessary.

Who has entered this information? *

Business Owner
 Agent of Business owner

- *Certification is required. Select:
 - **Business Owner**
 - **Agent of Business Owner** – An agent of the Business Owner must be identified by some type of documentation that is submitted with the application as an attachment.

NOTE: If this information is uploaded here, you may disregard it in the Hauler Annual Report Survey, Hauler Collection Equipment Owned and/or Rented Surveys.

FILE UPLOAD SECTION

File uploads are limited to 10 MB.

File Upload

Click the 'Upload File' button to attach supporting documents as required.
*Maximum file size is 10 MB.

COPY of Non-Cash Bond

Upload File

Other

Upload File

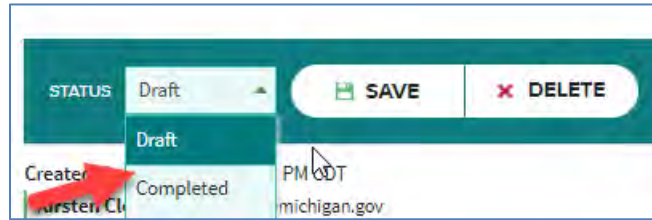
Owner authorization for Agent certification

Upload File

- Upload a copy of your Surety Bond, Irrevocable Letter of Credit, and/or Certificate of Deposit.
 - Original documents with original signatures are required to be on file with EGLE prior to issuance of any Registration. Bond forms are on the Scrap Tire Hauler Registration website: [Hauler Information \(michigan.gov\)](http://Hauler Information (michigan.gov)). This includes:
 - Hauler Surety Bond Form
 - Hauler Letter of Credit Form
 - Hauler Certificate of Deposit Form
 - Instructions on submitting a cash bond
 - NOTE: For haulers registered the previous year with **NO** changes to their financial assurance, you do not need to upload another copy. If you have made changes to the amount, bond company, etc., you will need to upload a copy and send the original bond documents (with wet signatures) to our Lansing office.
- Other: If applicable, upload other supporting documents.
 - Owner Authorization for Agent Certification: Agent of owner means any person showing written verification that they are acting for and with the knowledge and consent of a property owner. You will need to upload a document in the File Upload Section showing the property owner and agent relationship.

COMPLETING THE SURVEY

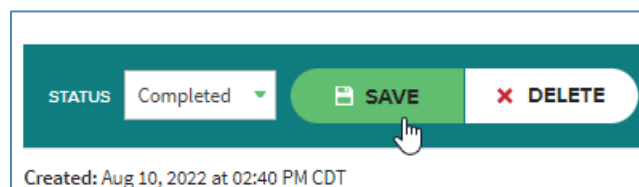
- Select **Draft** or **Completed** from the drop down (Verified is only an option for EGLE)
 - By hitting the save button, you have the option to save as draft or save and finalize. Saving as a draft will allow the user to come back to this survey and make changes. By clicking Save and finalize (**COMPLETED**), the user is LOCKING this form. If the user needs to update information after finalizing, they will have to request permission to do so.



- Click Save



- Select **Find and Fix Errors** or **Save as Draft**
 - Save as Draft will allow you to work on other surveys. You can come back and complete the unfinished sections of the current survey later.
- Click Confirm
- **NOTE:** Equipment Owned and/or Rented surveys will not display until this survey is saved as **COMPLETED**. If the survey is incomplete, it will allow you to correct prior to submittal. Once submitted, the survey will be locked for users. If you need to have a survey unlocked, please contact [EGLE Staff](#) for your area.



HAULER ANNUAL REPORT SURVEY

CURRENT EGLE SCRAP TIRE CONVERSION FACTORS

NOTE: Throughout this survey PTE is defined as 1 Passenger Tire Equivalent.

SCRAP TIRE CONVERSION FACTORS	
1 Passenger Tire = 1 PTE	
1 Semi Truck Tire = 5 PTE	
1 Oversized/Off-the-Road (OTR) Tire = 15 PTE	
4 Passenger Tire Sidewalls = 1 PTE	
4 Semi Sidewalls = 1 Semi Truck Tire = 5 PTE	
1 Ton	= 89 PTE (in ANY form) = 18 Semi Truck Tires = 9 Cubic Yards PTE (in ANY form) = 7 Cubic Yards Semi Truck Tires
1 Cubic Yard	= 10 PTE (in ANY form) = 2.5 Semi-Truck Tires = 40 Shredded PTE (shreds ~ 2" X 2") = 63 Crumbled PTE (20 - 30 mesh) = 0.1 Ton PTE (in ANY form) = 0.14 Ton Semi Truck Tires

COLLECTION SITES/LANDFILLS USED BY HAULERS THE PREVIOUS (CALENDAR) YEAR

COLLECTION SITES/LANDFILLS USED BY HAULERS THE PREVIOUS YEAR

In the previous year, has the hauler transported tires to IN-STATE legal destinations? *

Yes

No

In the previous year, has the hauler transported tires to OUT-OF-STATE legal destinations? *

Yes

No

In State Collection Site(s) Used (Select all that apply) *

Registered Michigan Collection Site

Michigan Landfills

Michigan End Users

Other Michigan Collection Sites or Retailers Used

**Note that each option listed below, if selected, creates new questions for the user. These will be on pages 1-4 of this survey. Please complete all required questions before submitting this annual report.*

***Other Collection Site/Retailer* should ONLY be selected if the facility you are using is not in one of the above lists.*

- *Select whether or not you hauled tires to IN-STATE legal destinations previous calendar year.
- *Select whether or not you hauled tires to OUT-OF-STATE legal destinations previous calendar year.
 - Based on your response, additional survey questions/tables will appear. Many of these will be prepopulated for you to choose your options.
- *In-State, choose which options that you hauled to during the previous calendar year:
 - Registered Michigan Collection Site
 - Michigan Landfills
 - Michigan End Users
 - Other Michigan Collection Sites or Retailers Used

- If you select Registered Michigan Collection Site, you will see the table below. If applicable, select from the pick list for **Registered In-State Collection Site(s) Used**. (If this table shows and is not applicable, please go back to page 1 and unselect the corresponding box.)
 - Or select **Other** and enter the information in the table.
- Enter the number of scrap tires (in PTE or tons) that your business delivered, to each location you have selected, in the amount field and select the corresponding units. Totals will display after data entry is complete.

Please note that you can choose PTE (Passenger Tire Equivalent) or Tons. The software will convert to the other unit and the total will be displayed at the bottom of the page.

- Save this page of the survey which will advance you to the next page you need to complete. If errors are detected, you can “Find and Fix Errors” or save as a draft and continue to the next page.

MICHIGAN LANDFILLS AND END USERS USED THE PREVIOUS (CALENDAR) YEAR

- If you selected Michigan Landfills on the first page, you will see the table below. Select the Michigan Landfill(s) used by your business from the pick list
 - Or select **Other** and enter the information in the table.
- Enter the number of scrap tires (in PTE or tons) that your business delivered, to each location you have selected, in the amount field and select the corresponding units. Totals will display after data entry is complete.

MICHIGAN LANDFILLS*	AMOUNT*	UNITS*	TOTAL TONS	TOTAL PTE
-Select-	REQUIRED	REQUIRED		
ORCHARD HILL SANITARY LANDFILL				
OTTAWA COUNTY FARMS LANDFILL				
PEOPLES LANDFILL INC				
PINE TREE ACRES INC				
PITSCH SANITARY LANDFILL				
REPUBLIC SERVICES OF PINCKNING				
RIVERVIEW LAND PRESERVE				
SAUK TRAIL HILLS LANDFILL				
SC HOLDINGS, INC.				
SMITHS CREEK LANDFILL				
SOUTH KENT LANDFILL				
SOUTHEAST BERRIEN COUNTY LANDFILL				
TRI-CITY RECYCLING AND DISPOSAL FACILITY				
VENICE PARK RECYCLING & DISPOSAL FACIL				
VIENNA JUNCTION INDUSTRIAL PARK SANITARY LANDFILL				
WESTSIDE RECYCLING & DISPOSAL FACILITY				
WEXFORD COUNTY LANDFILL, LLC				
WOOD ISLAND SANITARY LANDFILL				
WOODLAND MEADOWS RDF-VAN BUREN				
Other		Select		

Please note that you can choose PTE (Passenger Tire Equivalent) or Tons. The software will convert to the other unit and the total will be displayed at the bottom of the page.

MICHIGAN LANDFILLS*	AMOUNT*	UNITS*	TOTAL TONS	TOTAL PTE
Other	1,000.00	PTE	11.24	1,000

In-State Landfill Total Tons: 11.24
 In-State Landfill Total PTE: 1,000

- If you selected Michigan End Users on the first page, you will see the table below. Select Michigan End Users from the pick list or Other
 - The pick list contains Scrap Tire End Users who have certified with EGLE.
 - Or select **Other** and enter the information in the table.
- Enter the number of scrap tires (in PTE or tons) that your business delivered, to each location you have selected, in the amount field and select the corresponding units. Totals will display after data entry is complete.

END USER*	AMOUNT*	UNITS*	TOTAL TONS	TOTAL PTE
-Select-	REQUIRED	REQUIRED		
-Select-				
CONLAN TIRE CO LLC				
463635 GENESEE POWER STATION				
ITC/METC HILLMAN POWER CO				
LANSE WARDEN ELECTRIC COMPANY LLC				
MENSCH MANUFACTURING				
PACKAGING CORPORATION OF AMERICA - FILER MILL				
SHRADER TIRE & OIL				
TES FILER CITY STATION				
TREDROC TIRE SERVICES				
VERSO ESCANABA LLC				
VIRKING ENERGY OF LINCOLN				
VIRKING ENERGY OF MC BAIN				
Other				

Please note that you can choose PTE (Passenger Tire Equivalent) or Tons. The software will convert to the other unit and the total will be displayed at the bottom of the page.

- Save this page of the survey which will advance you to the next page you need to complete.

OTHER MICHIGAN COLLECTION SITES OR RETAILERS USED, PREVIOUS (CALENDAR) YEAR

- If you selected Other Michigan Collection Sites or Retailers Used on the first page, you will see the table below. This section will include any in-state location(s) you delivered scrap tires that were not listed in the previous tables such as new collection sites or retailers purchasing used tires from your business. If this section of the survey applies, you will need to enter information in this table.
 - To add rows, click the **+ ADD** underneath the table.
 - To remove extra rows, click the **- REMOVE** to the right of the row you wish to remove.
- Enter the number of scrap tires (in PTE or tons) that your business delivered, to each location you have added, in the amount field and select the corresponding units. Totals will display after data entry is complete. If you exceed the number of rows provided, please provide the information on a separate document and upload below.

- Save this page of the survey which will advance you to the next page you need to complete.

OUT-OF-STATE COLLECTION SITES USED THE PREVIOUS (CALENDAR) YEAR

- If you answered yes to transporting scrap tires to Out-of-State destinations on the first page, you will see the table below. If this section of the survey applies, you will need to enter information in this table.
 - To add rows, click the **+ ADD** underneath the table.
 - To remove extra rows, click the **- REMOVE** to the right of the row you wish to remove.

- Enter the number of scrap tires (in PTE or tons) that your business delivered, to each location you have added, in the amount field and select the corresponding units. Totals will display after data entry is complete.

Out-Of-State Collection Sites Used

If Out-Of-State Collections Site was not selected as a collection site for your facility, no table will appear on this page. If this is incorrect, go to Page 1 and update the In-State Collection Site answer

NAME *	ADDRESS: STREET *	ADDRESS: CITY *	ADDRESS: STATE *	ADDRESS: ZIP CODE *	PHONE NUMBER *	AMOUNT *	UNITS *	TOTAL TONS	TOTAL PTE
1 ABC OUT OF STATE	981 MAIN ST	OUT OF STATE	-Select-	00000	800-000-0000	10,000.00	PTE	112.38	10,000

Out-Of-State Collection Site Total Tons: 112.38

Out-Of-State Collection Site Total PTE: 10,000

- Totals of In State (in PTEs and Tons) will display at the bottom of this survey as well.

Total In State Tons from Haulers

1,133.60

Total In State PTE from Haulers

100,890

CERTIFICATION SECTION

Certification

I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I am fully authorized by the owner and/or operator of the Scrap Tire Hauler to submit this report. Should the signatory find at any time after submittal of the requested information that any portion of the submittal certified as true is false or misleading, the signatory shall immediately notify EGLE providing any corrections, explanations, or additional information necessary.

Who has entered this information: *

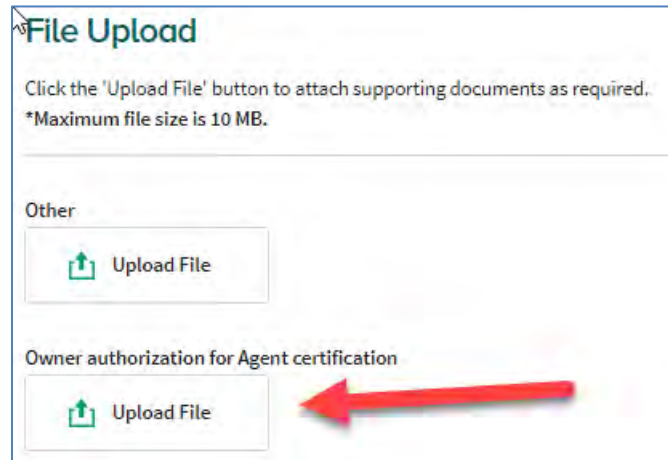
Business Owner

Agent of Business owner

- *Certification is required. Select:
 - **Business Owner**
 - **Agent of Business Owner** – An agent of the Business Owner must be identified by some type of documentation that is submitted with the application as an attachment. NOTE: If this information is uploaded here, you may disregard it in the Hauler Annual Report Survey, Hauler Collection Equipment Owned and/or Rented Surveys.

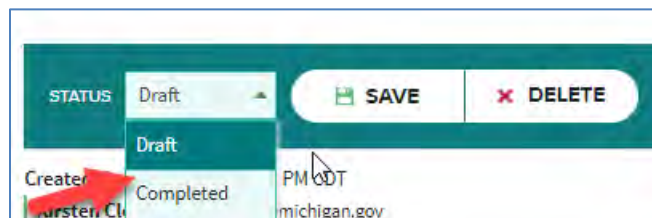
FILE UPLOAD SECTION

File uploads are limited to 10 MB.



COMPLETING THE SURVEY

- Select **Draft** or **Completed** from the drop down (Verified is only an option for EGLE)
 - By hitting the save button, you have the option to save as draft or save and finalize. Saving as a draft will allow the user to come back to this survey and make changes. By clicking Save and finalize (**COMPLETED**), the user is LOCKING this form. If the user needs to update information after finalizing, they will have to request permission to do so.



- Click Save



- Select **Find and Fix Errors** or **Save as Draft**
 - Save as Draft will allow you to work on other surveys. You can come back and complete the unfinished sections of the current survey later.
- Click Confirm

- **NOTE:** If the survey is incomplete, it will allow you to correct prior to submittal. Once submitted, the survey will be locked for users. If you need to have a survey unlocked, please contact [EGLE Staff](#) for your area.

HAULER COLLECTION EQUIPMENT: OWNED SURVEY

OWNED COLLECTION EQUIPMENT

- If the information was entered in previous years, please verify that all of the equipment listed is still in use.
 - To add rows for new equipment, click the **+ ADD** underneath the table.
 - To remove equipment no longer in service, click the **– REMOVE** to the right of the row you wish to remove.
- If you are completing this survey for the first time, please enter the data requested in the table.
 - To add rows, click the **+ ADD** underneath the table.
 - To remove extra rows, click the **– REMOVE** to the right of the row you wish to remove.

Collection Equipment

The information in this survey will be available for next year's survey - by including an individual vehicle name or nickname, users will be able to easily identify individual vehicles.

OWNED collection equipment

INDIVIDUAL VEHICLE 'NICKNAME'	VEHICLE ID NUMBER (VIN)	VEHICLE MAKE	VEHICLE YEAR	LICENSE PLATE NUMBER	LICENSE PLATE LOCATION OF ISSUANCE	
1 Box Truck 1	*****	Freightliner	2020	123456789	Alaska	REMOVE

This page has the ability to have 30 entries. If additional rows are necessary please click 'next' to go to the next page OR select a different page number at the center of this page. Make sure to save before switching pages or leaving this survey.

The user must indicate on ALL 5 pages if they need the ability to enter in additional vehicles in order to submit a COMPLETED survey. If the user does NOT indicate this on EACH page the survey will be incomplete, and the user will receive an error when trying.

Clicking Save on Page 5 will prompt you to save as draft OR save and finalize.

SAVE

- Additional pages are available if you have more equipment. There are four pages available for data entry.
 - Yes: More table rows will appear to be populated
 - No, then save will take you to the next page.
- NOTE: The first page of the survey will allow 30 rows for equipment.
 - If additional rows are necessary, click "Next" to go to the next page and add additional equipment.
 - You must indicate on all five survey pages whether you need to enter additional equipment to be able to save as a Completed survey.
 - Clicking Save on Page 5 will prompt you to save as Draft or Completed.
 - If information is missing or incomplete, you will get a chance to Find and Fix. Otherwise, you can save as Draft and come back later. If you have errors, you will not be able to save as Completed.
- If you have equipment in excess of the rows listed, please upload in the File Upload section of the survey.

CERTIFICATION SECTION

Certification

I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I am fully authorized by the owner and/or operator of the Scrap Tire Hauler to submit this report. Should the signatory find at any time after submittal of the requested information that any portion of the submittal certified as true is false or misleading, the signatory shall immediately notify EGLE providing any corrections, explanations, or additional information necessary.

Who has entered this information: *

Business Owner

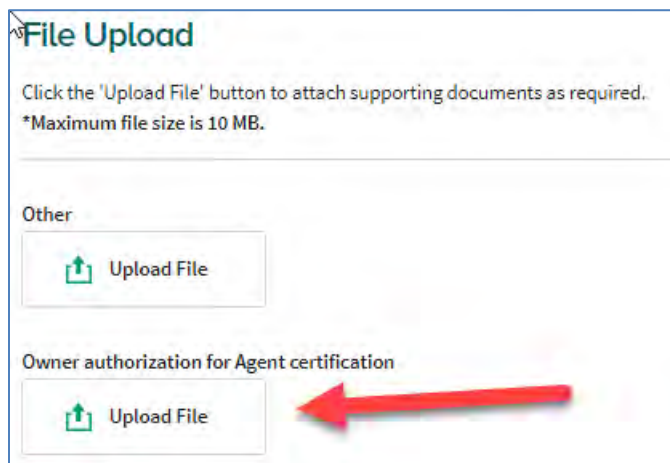
Agent of Business owner

- *Certification is required. Select:

- **Business Owner**
- **Agent of Business Owner** – An agent of the Business Owner must be identified by some type of documentation that is submitted with the application as an attachment. NOTE: If this information was uploaded on the Hauler Facility Form Survey, you may disregard it in the Hauler Annual Report Survey, Hauler Collection Equipment Owned and/or Rented Surveys.

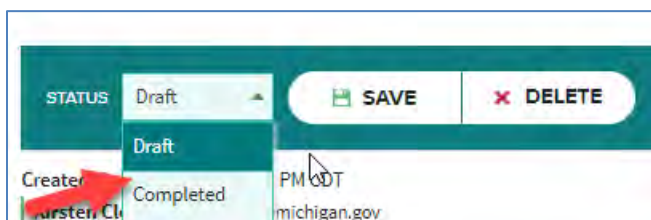
FILE UPLOAD SECTION

File uploads are limited to 10 MB.



COMPLETING THE SURVEY

- Select **Draft** or **Completed** from the drop down (Verified is only an option for EGLE)
 - By hitting the save button, you have the option to save as draft or save and finalize. Saving as a draft will allow the user to come back to this survey and make changes. By clicking Save and finalize (**COMPLETED**), the user is LOCKING this form. If the user needs to update information after finalizing, they will have to request permission to do so.



- Click Save



- Select **Find and Fix Errors** or **Save as Draft**
 - Save as Draft will allow you to work on other surveys. You can come back and complete the unfinished sections of the current survey later.
- Click Confirm
- **NOTE:** If the survey is incomplete, it will allow you to correct prior to submittal. Once submitted, the survey will be locked for users. If you need to have a survey unlocked, please contact [EGLE Staff](#) for your area.

HAULER COLLECTION EQUIPMENT: RENTED SURVEY

RENTED COLLECTION EQUIPMENT

- If the information was entered in previous years, please verify that the equipment listed is still in use.
 - To add rows for new equipment, click the **+ ADD** underneath the table.
 - To remove equipment no longer in service, click the **– REMOVE** to the right of the row you wish to remove.
- If you are completing this survey for the first time, please enter the data requested in the table.
 - To add rows, click the **+ ADD** underneath the table.
 - To remove extra rows, click the **– REMOVE** to the right of the row you wish to remove.

Collection Equipment

If the vehicle identification information is subject to change because of rental companies, the user can enter in the Rental Company information and leave the vehicle identification blank. If more than one Rental Company is used, make sure to add ALL companies as entries.

RENTED collection equipment

NAME OF RENTAL COMPANY *	RENTAL ADDRESS STREET *	RENTAL ADDRESS CITY *	RENTAL ADDRESS STATE *	RENTAL ADDRESS ZIP CODE *	RENTAL PHONE *	VEHICLE ID NUMBER (VIN)	VEHICLE MAKE	VEHICLE YEAR	LICENSE PLATE NUMBER	LICENSE PLATE LOCATION OF ISSUANCE	
1 XYZ RENTAL	987 RENTAL ST	RENTAL	Michigan	99999	800-999-9999	*****	DODGE	2021	ABC123	Michigan	
2			-Select-							-Select-	

Each page has the ability to have 30 entries. If additional rows are necessary please click 'next' to go to the next page OR select a different page number at the center of this page. Make sure to save before switching pages or leaving this survey.

The user must indicate on ALL 3 pages if they need the ability to enter in additional vehicles in order to submit a COMPLETED survey. If the user does NOT indicate this on EACH page the survey will be incomplete, and the user will receive an error when trying to submit and finalize.

Clicking Save on Page 3 will prompt you to save as draft OR save and finalize.

- Additional pages are available if you have more equipment. There are three pages available for data entry.
 - Yes: More table rows will appear to be populated
 - No, then save will take you to the next page.
- NOTE: The first page of the survey will allow 30 rows for equipment.
 - If additional rows are necessary, click “Next” to go to the next page and add additional equipment.
 - You must indicate on all three survey pages whether you need to enter additional equipment to be able to save as a Completed survey.
 - Clicking Save on Page 3 will prompt you to save as Draft or Completed.
- If you have equipment in excess of the rows listed, please upload in the File Upload section of the survey.

CERTIFICATION SECTION

Certification

I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I am fully authorized by the owner and/or operator of the Scrap Tire Hauler to submit this report. Should the signatory find at any time after submittal of the requested information that any portion of the submittal certified as true is false or misleading, the signatory shall immediately notify EGLE providing any corrections, explanations, or additional information necessary.

Who has entered this information: *

Business Owner

Agent of Business owner

- *Certification is required. Select:
 - **Business Owner**
 - **Agent of Business Owner** – An agent of the Business Owner must be identified by some type of documentation that is submitted with the application as an attachment.

NOTE: If this information was uploaded on the Hauler Facility Form Survey, you may disregard it in the Hauler Annual Report Survey, Hauler Collection Equipment Owned and/or Rented Surveys.

FILE UPLOAD SECTION

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COMPLETING THE SURVEY

- Select **Draft** or **Completed** from the drop down (Verified is only an option for EGLE)
 - By hitting the save button, you have the option to save as draft or save and finalize. Saving as a draft will allow the user to come back to this survey and make changes. By clicking Save and finalize (**COMPLETED**), the user is LOCKING this form. If the user needs to update information after finalizing, they will have to request permission to do so.

- Click Save



- Select **Find and Fix Errors** or **Save as Draft**
 - Save as Draft will allow you to work on other surveys. You can come back and complete the unfinished sections of the current survey later.
- Click Confirm
- **NOTE:** If the survey is incomplete, it will allow you to correct prior to submittal. Once submitted, the survey will be locked for users. If you need to have a survey unlocked, please contact [EGLE Staff](#) for your area.

FINALIZING YOUR SURVEYS AND SUBMITTING TO EGLE FOR REVIEW

- Review your surveys a final time for errors and add any additional information.
- Save each survey as **Completed**.
- For an application to be considered **complete**:
 - **All** required surveys must be saved in Completed status
 - Original financial assurance information is on file
- If you have saved a survey as Completed and need to make changes, please contact the District Staff for your area to return it to Draft status.
- Printing your completed surveys for reference is highly recommended. See instructions at the beginning of this document.

WHAT HAPPENS NEXT?

- Your surveys will be reviewed for administrative completeness.
 - **EGLE suggests that applicants apply as early as possible.** Applications are due annually by January 31. However, applications received early (at least 10 days prior to the deadline) may have an opportunity to resolve any issues that would cause the application to not be administratively complete.
- Your financial assurance (in the form of cash bond, surety bond, irrevocable letter of credit and/or certificate of deposit) will be reviewed.
- If all of your required surveys pass the administrative completeness check, they will be placed into workflow for District Staff review. To be administratively complete:
 - All required surveys must be saved as Completed status.
 - An original bond for the correct amount is on file in our Lansing office.

PREVIOUSLY REGISTERED HAULERS

- [Act 306 \(Administrative Procedures Act of 1969\)](#) APA Rights are granted:
 - Applications that are administratively complete with appropriate financial assurance on file by the January 31st deadline.
 - These applicants may haul under the previous year's registration until the new registration is approved.
- No authority to haul (hauler does not have APA Rights):
 - Those that submit surveys after the January 31st deadline, including surveys that are in draft or new (no information) status
 - Those that do not have appropriate financial assurance on file including:
 - Bonding that does not total \$10,000
 - Original financial assurance documents with wet signatures (original signatures) not on file in the EGLE Lansing Central Office.
 - Haulers with no financial assurance.

NEW HAULERS

- EGLE staff may contact you requesting additional information and/or documentation to assist in getting your application administratively complete for our review.
- EGLE staff may visit your site, contact you for records, and/or call you with questions during their application review.

- Once all of the surveys are reviewed by EGLE staff, they are placed in Verified status.
- When all required surveys are in Verified status, and there is an approved bond on file, a registration is generated and sent to management for approval.
- Approved registrations will be sent to the owner e-mail address as provided on the SITE ID survey.
 - A scrap tire hauler shall possess a **current unexpired** scrap tire hauler registration and **original** scrap tire transportation record (manifest) during transportation.
- No copies will be sent via US Mail, registered haulers should print a copy of the registration that is received via e-mail.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.