

This document provides compliance guidance on annual reporting requirements for:

- Producers
- Producer responsibility organizations (PROs)
- Processors
- Retreaders
- Haulers
- Collectors

## Introduction

The [Tires Regulation O. Reg. 225/18](#) requires tire producers, PROs, processors, retreaders, haulers and collectors to register with the Authority and to report specified information to the Authority annually.

There are two categories of annual reporting requirements:

- producer tire supply reporting
- producer resource recovery performance reporting

## Producer tire supply reporting

All registered producers must report tire supply data on an annual basis. As part of registration in 2018, producers were required to provide tire supply data for the years 2014, 2015 and 2016, which was used to set their individual tire collection targets for 2019.

By May 31, 2019, all registered producers must provide tire supply data for the year 2017. This data, along with the previously reported tire supply data for the years 2015 and 2016, will be used to set individual producer collection targets for 2020. This process will be repeated each year, as set out in the table below:

By May 31 of:	2019	2020	2021	2022	...
Report supply data for:	2017	2018	2019	2020	...
Individual tire collection target:	2020 target calculated using supply data from 2015, 2016, and 2017*	2021 target calculated using supply data from 2016, 2017, and 2018*	2022 target calculated using supply data from 2017, 2018, and 2019*	2023 target Calculated using supply data from 2018, 2019, and 2020*	...

\* The collection target is calculated as 85% of the three-year average of the supply data

**Tire supply data can only be reported by producers.** It cannot be reported by a PRO on behalf of a producer. This data is not available to PROs from the Authority. It is up to a producer to provide its PRO with its collection target.

Producers will be required to pay their annual Registry fees as part of the reporting process. The Registry will open for annual reporting on April 1 of each year and the deadline for reporting will be May 31 of each year.

## Resource recovery performance reporting

In addition to the requirement to meet a collection target, under the [Tires Regulation](#), each producer is required to meet a used tire resource recovery target of 85% of what a producer **actually collects**, or what a PRO collects on behalf of the producer. Recognizing that most producers will be contracting with PROs to meet their resource recovery targets, performance reporting can be done by producers or by their PROs.

Resource recovery can be met in three ways: processing, retreading and reuse.

In designing the performance reporting functionality for the Registry, two key questions were addressed:

- What data is essential for meeting the regulatory objectives of the Tires Regulation?
- Where the same information is required from different registrant categories, do both categories have to report it?

In answering those questions, Authority staff met with representatives of various registrant categories and visited processor and retreader sites to enhance their understanding of used tire logistics and develop an understanding of how used tires were tracked through the Ontario Tire Stewardship Treadmarks system. The Authority wanted to ensure that the reporting requirements to be developed in the Registry were efficient and minimized the impact on business while ensuring that compliance objectives would be met. To the extent possible, the Authority seeks to avoid reporting requirements that would require used tire market participants to change the way they currently handle used tires.

The Tires Regulation establishes four tire types:

- large tires – greater than 700 kg, per the [Registry Procedure – Weight Conversion Factors \(Tires\)](#)
- medium truck tires
- off the road tires, other than large tires
- passenger and light truck tires

Recognizing that:

- (a) the used tire industry does not generally segregate used tires into these four categories when handling used tires, and
- (b) the only category that has specific collection requirements is the large tire category (greater than 700 kg),

for the purposes of annual reporting, only two categories will be required for reporting in the Registry:

- tires greater than 700 kg (the large tire category)
- tires less than or equal to 700 kg (everything other than large tires)

## **Role-specific reporting requirements**

Under the Tires Regulation, producers (or PROs on behalf of producers), processors, retreaders, haulers and collectors are required to report annually on their used tire performance.

The deadline for the first annual performance reporting is May 31, 2020.

The tables on the following pages provide a description of the key performance information that is required for each role.

**A. Producers (and PROs reporting on behalf of producers)**

	<b>Category</b>	<b>Reporting requirement</b>
<b>Tires used and collected in Ontario</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires sent for reuse on a vehicle, without modification</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires sent for reuse for a new purpose, without modification</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires retreaded</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Processed tire materials*</b>	n/a	Actual weight, by material type
<b>Collection events</b>	n/a	Date and location
<b>Tire collection system</b>	n/a	Update as required
<b>Tire management system</b>	n/a	Update as required

\* Processed tire materials include crumb rubber, tire-derived mulch, tire-derived aggregate, tire-derived rubber strips and chunks, tire-derived metals (excluding rims), fluff and fiber, and other.

Calculated weight is determined in accordance with [Registry Procedure - Weight Conversion Factors \(Tires\)](#)

**Producers reporting directly, or through their PROs reporting on their behalf, that comply with the reporting requirements as established in the Registry will not be considered out of compliance. Until further notice, any of the reporting requirements in the Tires Regulation that are in addition to the requirements established in the Registry will not be enforced. This does not change any obligation to maintain records, which must be available for inspection as required.**

## B. PROs reporting on their own activities

	Category	Reporting requirement
<b>Processed materials</b>		Total actual weight
<b>Total tires used and collected in Ontario</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Total tires sent for reuse on a vehicle, without modification</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Total tires sent for reuse for a new purpose, without modification</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Total tires retreaded</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Total processed tire materials*</b>	n/a	Actual weight, by material
<b>Collection events</b>	n/a	Date and location

\* Processed tire materials include crumb rubber, tire-derived mulch, tire-derived aggregate, tire-derived rubber strips and chunks, tire-derived metals (no rims), fluff and fiber, and other.

Calculated weight is determined in accordance with [Registry Procedure - Weight Conversion Factors \(Tires\)](#)

**PROs reporting on their own activities that comply with the reporting requirements as established in the Registry will not be considered out of compliance. Until further notice, any of the reporting requirements in the Tires Regulation that are in addition to the requirements established in the Registry will not be enforced. This does not change any obligation to maintain records, which must be available for inspection as required.**

### C. Processors

	Category	Reporting requirement
<b>Tires received from hauler</b>	Tires greater than 700 kg	Actual weight, by hauler
	Tires less than or equal to 700 kg	Actual weight, by hauler
<b>Tires sent for reuse on a vehicle, without modification</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires sent for reuse for a new purpose, without modification</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires disposed**</b>	Tires greater than 700 kg	Number and actual weight, by disposal type
	Tires less than or equal to 700 kg	Number and actual weight, by disposal type
<b>Processed tire materials</b>	n/a	Actual weight, by material type
<b>Processed tire materials disposed**</b>	n/a	Actual weight, by material type
<b>Products made from processed materials</b>	Products made by the processor	List of products and weight of processed materials used, by material
	Products made by another person	List of products and weight of processed materials sent to that person, by material

\* Processed materials include crumb rubber, tire-derived mulch, tire-derived aggregate, tire-derived rubber strips and chunks, tire-derived metals (no rims), fluff and fiber, and other.

\*\* "Disposed" includes land disposal, incineration, used as fuel or fuel supplement, and stockpiled, separately reported

Calculated weight is determined in accordance with [Registry Procedure - Weight Conversion Factors \(Tires\)](#)

**Processors that comply with the reporting requirements as established in the Registry will not be considered out of compliance. Until further notice, any of the reporting requirements in the Tires Regulation that are in addition to the requirements established in the Registry will not be enforced. This does not change any obligation to maintain records, which must be available for inspection as required.**

#### D. Retreaders

	Category	Reporting requirement
<b>Tires retreaded</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires sent to a processor</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Shavings, strips, buffings and trimmings</b>	Sent to a processor	Actual weight
	Sent for disposal	Actual weight
<b>Tires sent for reuse on a vehicle, without modification</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires sent for reuse for a new purpose, without modification</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires disposed*</b>	Tires greater than 700 kg	Number and actual weight, by disposal type
	Tires less than or equal to 700 kg	Number and actual weight, by disposal type
<b>Tires received from haulers</b>	Tires greater than 700 kg	Actual weight, by hauler
	Tires less than or equal to 700 kg	Actual weight, by hauler

\* “Disposed” includes land disposal, incineration, used as fuel or fuel supplement, and stockpiled, reported separately.

Calculated weight is determined in accordance with [Registry Procedure - Weight Conversion Factors \(Tires\)](#)

**Retreaders that comply with the reporting requirements as established in the Registry will not be considered out of compliance. Until further notice, any of the reporting requirements in the Tires Regulation that are in addition to the requirements established in the Registry will not be enforced. This does not change any obligation to maintain records, which must be available for inspection as required.**

## E. Haulers

	Category	Reporting requirement
<b>Tires delivered to a retreader</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires delivered to a processor</b>	Tires greater than 700 kg	Calculated weight
	Tires less than or equal to 700 kg	Calculated weight
<b>Total tires picked up</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires picked up from outside Ontario</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires sent for reuse on a vehicle, without modification</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires sent for reuse for a new purpose, without modification</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight

Calculated weight is determined in accordance with [Registry Procedure - Weight Conversion Factors \(Tires\)](#)

**Haulers that comply with the reporting requirements as established in the Registry will not be considered out of compliance. Until further notice, any of the reporting requirements in the Tires Regulation that are in addition to the requirements established in the Registry will not be enforced. This does not change any obligation to maintain records, which must be available for inspection as required.**



## F. Collectors

	Category	Reporting requirement
<b>Tires collected from outside Ontario</b>	Tires greater than 700 kg	Number of units
	Tires less than or equal to 700 kg	Number of units
<b>Tires sent for reuse on a vehicle, without modification</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Tires sent for reuse for a new purpose, without modification</b>	Tires greater than 700 kg	Number and calculated weight
	Tires less than or equal to 700 kg	Number and calculated weight
<b>Number of times collector received more than 10 tires from same person in a day</b>	n/a	Number of instances this occurred

Calculated weight is determined in accordance with [Registry Procedure - Weight Conversion Factors \(Tires\)](#)

**Collectors that comply with the reporting requirements as established in the Registry will not be considered out of compliance. Until further notice, any of the reporting requirements in the Tires Regulation that are in addition to the requirements established in the Registry will not be enforced. This does not change any obligation to maintain records, which must be available for inspection as required.**