

Waste Tire Manifest System

Status Update

CIWMB

Board Meeting

August 20, 2002

Central Valley Hearing
Room

Cal/EPA Building

Sacramento, CA

Draft Form 06/20/02 Used/Waste Tire

SB 600 California CIWMB-647 (06/02)
INSTRUCTIONS ON BACK

PART 1. TO BE COMPLETED BY THE TIRE HAULER (please print)

☐ Pick Up ☐ Imported from (If outside California State/Country)
☐ Delivery ☐ Exported to (If outside California State/Country)

Hauler Business Address
City, State, ZIP

Hauler's Busi (include area code)

Load Date (MM/DD/YY) L - Log Number
License Plate Number State Decal Number

Hauler Registration Exemptions
☐ Government ☐ Amnesty Day
☐ Agriculture ☐ Common Carrier/Back Haul

Indicate (if applicable) ☐ In Transit

Driver's Name (print) Driver's Signature Date
I certify under penalty of perjury under the laws of the State of California that the information provided above is true and correct. In addition, I am aware that falsification of this information may result in civil or administrative penalties as provided in the California Vehicle Code, Section 17004.1 et seq.

COMPLETED BY REPRESENTATIVE OF TIRE DEALER OR WASTE TIRE GENERATOR OR END-USER

Business Name
Address
City, State, ZIP

Change of Address ☐ Address Same as Hauler ☐
Business Phone (include area code)




Comment Area:

Intended Use (optional)
☐ Passenger ☐ Truck ☐ Oversize ☐ Other
☐ Retread / Reuse ☐ Recycle ☐ Fuel ☐ Disposal / Landfill

Representative Name (print) Representative
I certify under penalty of perjury under the laws of the State of California that the information provided above is true and correct. In addition, I am aware that falsification of this information may result in civil or administrative penalties as provided in the California Vehicle Code, Section 17004.1 et seq.

☐ Confidentiality Claim: The information provided in Part I and Part II of this form should be confidential, proprietary and/or a trade secret. In accordance with Title 14, CCR, Section 17041 et seq., should any member of the public request disclosure of this information, please contact me at the address and telephone number listed above.

Toll Free 1-866-896-0600 / www.ciwm
Title: CIWMB Copy Fax: The Dealer/Generator/End-User Family Copy



Presentation Topics

- I. Program Background & Overview of SB 876**
- II. In-depth review of the Technical Implementation of the Waste Tire Manifest System (WTMS)**
 - a. System Requirements and Basic Analysis*
 - b. General System Design and Flow*
 - c. Detailed Forms Development*
 - d. Scanning: Design and Testing*
 - e. Data Design (ERD), Business Processes & Workflow*
 - f. Print Alternatives and Electronic Data Transfer*
 - g. Communications Plan & Website*
- III. Timeline and Next Steps**

I. Overview of SB 876

- ✦ **Increase of Tire Fee** to \$1.00
- ✦ Extending Fee to **New Cars**
- ✦ **Redefinition** of “Waste Tire”
- ✦ Increased **funds for waste tire** recycling & recovery
- ✦ **Strengthened enforcement** through changes to Waste Tire Hauler and Waste Tire Facility Permits.
- ✦ **Development of 5 Year Plan** to implement SB876
- ✦ Required the development of an **automated Waste Tire Manifest System**

II.a WTMS : System Requirements

... Based on Statutes, Regs, and Business Process

- ✧ Manifest and Trip Log forms completed for each load of tires.
- ✧ Manifest must include —
 - ◆ Hauler information
 - ◆ Generator / End Use Facility information
 - ◆ Tire load measurement
 - ◆ Type of tires
 - ◆ Tire load date
 - ◆ Load origin
 - ◆ Possible Intended Use
- ✧ Every generator, hauler and waste tire facility operator is required to submit a legible copy of the manifest or trip log.
- ✧ Paper and electronic form submittal options
- ✧ Ability to match, reconcile and audit manifest information

II.a System Requirements

Objectives ...

- ✧ Ability to identify, for audit purposes, those entities that fail to meet timely submission of accurate manifest information
- ✧ Capability to generate random samples of submitted forms for audit reviews.
- ✧ Enforcement of PRC Section 42961.5 concerning Waste and Used Tires.
- ✧ Incorporate existing Waste Tire Hauler Registration System into this automated system development.

II.a Analysis – Focus Meetings

✦ Focused Meetings w/ Regulated Community

- ✦ October 11 and 16, 2001
 - Northern California, Sacramento
 - Southern California, Diamond Bar
- ✦ Attendees included Tire industry representatives, Haulers, Generators, End Use facility operators, and Local government.
- ✦ Summary of Meeting and follow up issues provided to participants and on Website

II.a Analysis – Public Meetings

✦ Open Public Meetings

- ✦ November 6 and 8, 2001
 - Northern California, Sacramento
 - Southern California, Diamond Bar
- ✦ Invited haulers, end-use facility operators, Tire generators (Firestone, Goodyear, etc.), Tire industry representatives.
- ✦ Summary of Meeting and follow up issues provided to participants and on Website.

II.a Analysis – Onsite Visits & Pilot Test

- ✦ Onsite Visits to Several Waste Tire Haulers and Review of Business Processes
- ✦ Ride-alongs to document Hauler / Driver – Generator transactions
- ✦ Pilot Testing of forms and processes
 - ✦ Northern California (March 2002)
 - ✦ Southern California (March 2002)
 - ✦ Debriefing meeting and Conference Calls

II.a Basic Analysis – Summary

-
- ✦ Meet stated Legislative and Programmatic requirements for “closing the loop”; all parties must submit forms.
 - ✦ Ensure the ability to accommodate all 4 waste tire hauler scenarios / alternative scenarios.
 - ✦ Make the process and procedure for form completion by generator, hauler and end use facility the same regardless of trip type.
 - ✦ Develop forms that are standard, easy to use and lend themselves to high volume processing.

II.b General System Design

Important Result from Analysis ...

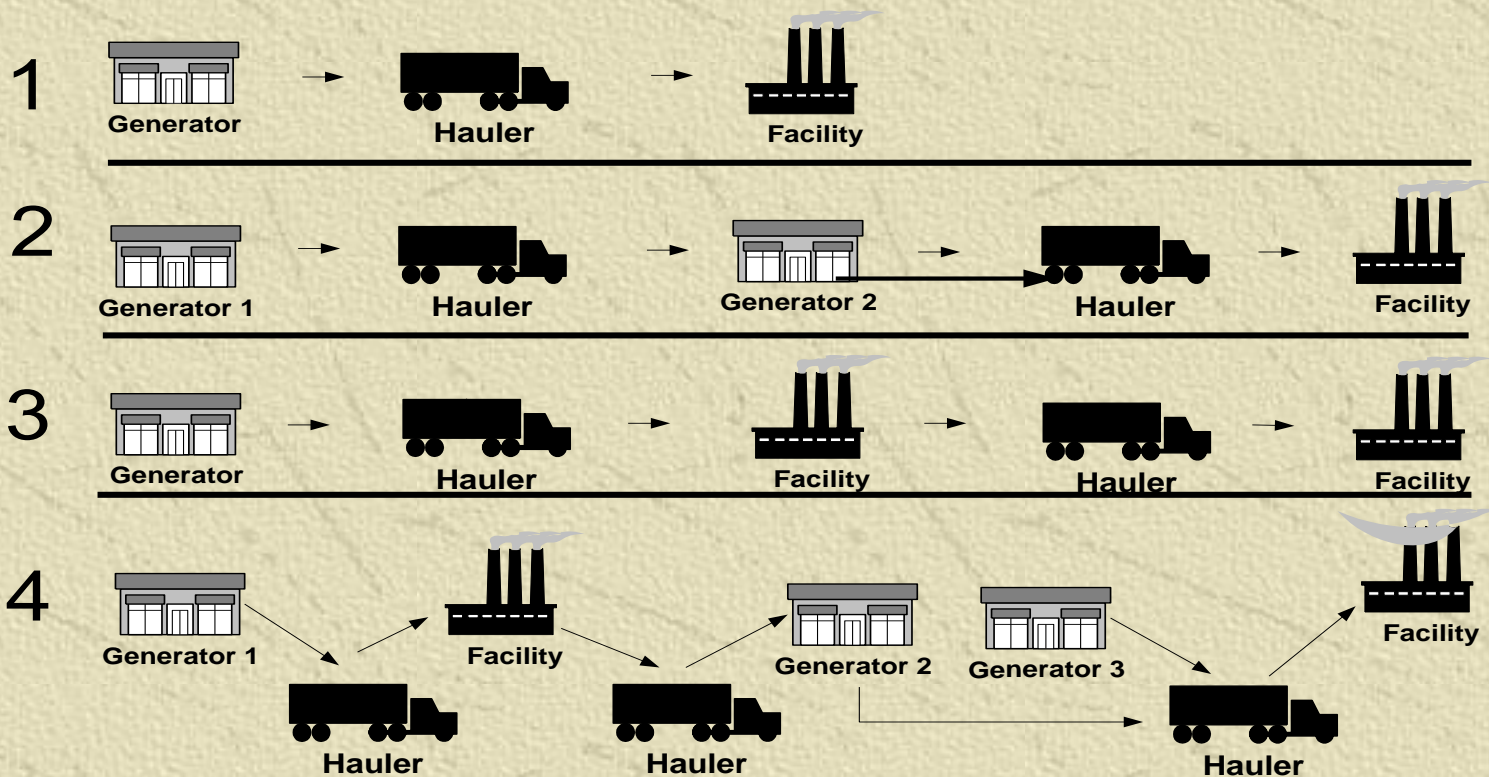
- ✦ **One form cannot** meet statutory requirements in supporting four basic Hauler Trip Types
- ✦ **One form cannot** meet statutory requirements and complexities of the various hauler scenarios
- ✦ **Two Forms are needed** to support the basic Hauler Trip Types and various other ‘scenarios’
 - ◆ **Manifest Form for Pickup and Deliveries**
 - ◆ **Trip Log Form (per Hauler Load)**

Four Basic Tire Load Trip Types

Feasibility Study Report

Waste Tire Manifest System

Waste Tire Scenarios for Pickups and Deliveries



Alternative Haul Scenarios

Scenario	Origination	Hauler	End Use / Facility
1	CA Generator →	Registered Hauler** →	Out of CA/Country End Use
Reporting Requirement:	Manifest Part 2	Complete Manifest Part 1 and Log. On Manifest & Log indicate export and destination state/country.	Sign Trip Log
2	a) Out of State → b) Out of State (sealed container)	Common Carrier* →	CA End Use
Reporting Requirement:	None	None	Manifest Part 1, 2 Indicate Common Carrier and if registered hauler, note CIWMB ID #.
3	a) CA Generator → b) CA Generator (sealed container)	Common Carrier →	Out of CA/Country End Use
Reporting Requirement:	Manifest Part 1, 2. Indicate Export, the destination state/country and Common carrier. If registered hauler, note CIWMB ID #.	None	None

Alternative Haul Scenarios

4	CA Generator	→	Registered Hauler (truck/trailer drop)	→	Transit	→	CA End Use
Reporting Requirement:	Manifest Part 2		(Haulers 1 and 2) Manifest Part 1 and Log. Indicate "In Transit" on log and manifest. (Hauler 1) Initiate a new Trip Log for next hauler by transferring the existing load number onto a new log form.				Manifest Part 2
5	CA Generator (sealed container)	→	Common Carrier	→			CA End Use
Reporting Requirement:	Manifest Part 1, 2. Indicate Common Carrier and if registered hauler, note CIWMB ID #.		None				Manifest Part 1, 2. Indicate Common Carrier and if registered hauler, note CIWMB ID #.
6	Out of State (sealed container)	→	Common Carrier	→			Out of CA/Country End Use
Reporting Requirement:	None		None				None
7	Out of State	→	Registered Hauler	→			Out of CA/Country End Use
Reporting Requirement:	None		Trip Log and indicate Import/Export Destination state/country				Sign Trip Log

*Common Carrier is referred to as a certified exempt carrier of used/waste tires

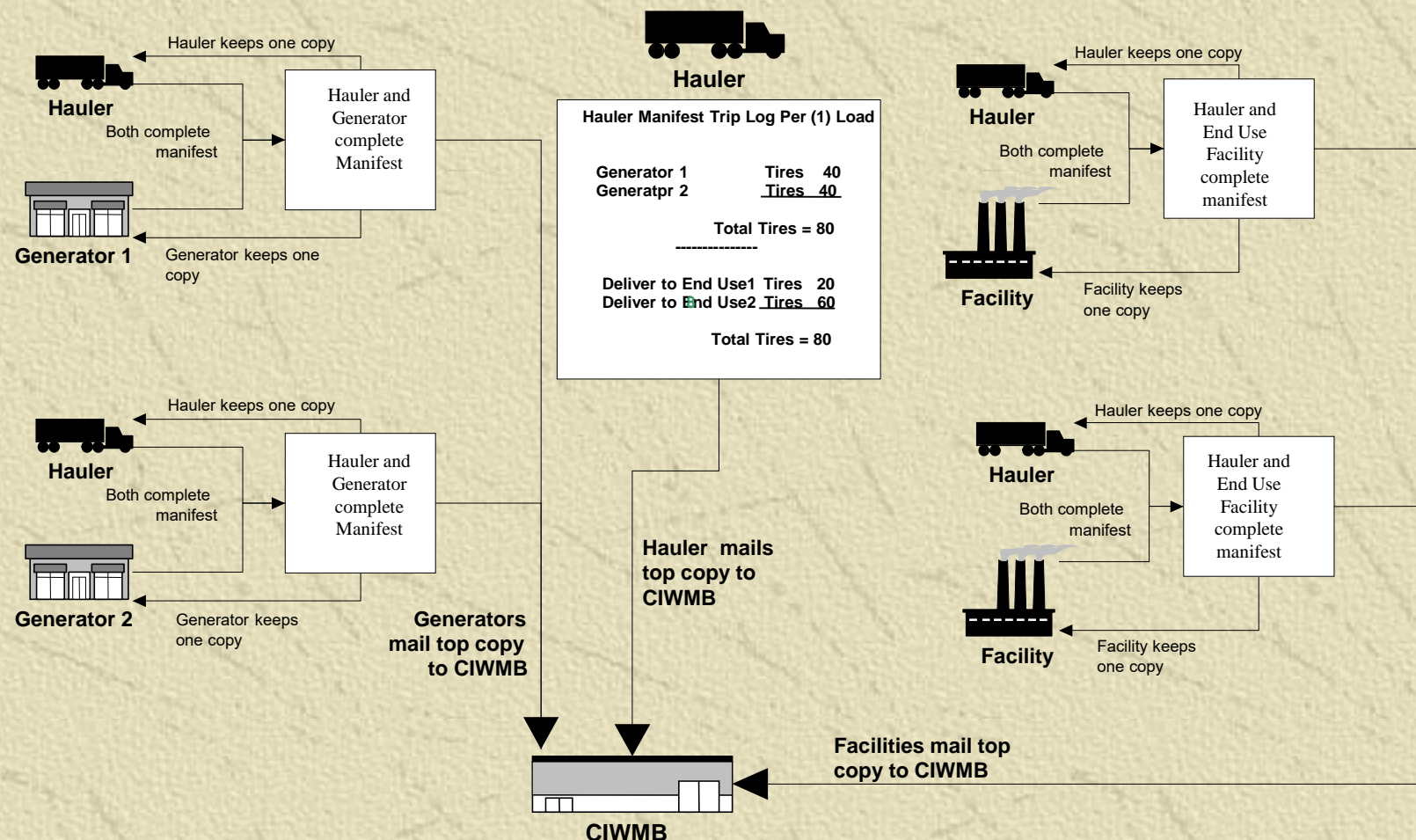
**Registered Hauler is a certified, decaled, hauler of used/waste tires and is issued a CIWMB ID number

II.b System Design -- *Big Picture View*

Feasibility Study Report

Waste Tire Manifest System

Waste Tire Scenario for Multiple Pickups and Multiple Deliveries



II.c Detailed Forms Development

- ✦ All Forms must be submitted at least **quarterly**
- ✦ **Volume Est.:** 150,000 Loads/Year;
450,000 Forms/Year.
- ✦ All Forms submitted (Generator, Hauler and End Use Facility) ... Will be **scanned and imaged.**
- ✦ Images of forms will be available via **automated retrieval,** primarily for use by Waste Tire program staff reviewing manifests

II.c Detailed Forms Development

- ✦ **OCR** scan of Manifest # and Trip Log # and related Manifest Form and Trip Log Form data. Most information to be scanned will be numeric (higher accuracy)
- ✦ All CIWMB ‘identifiers’ will use a “checksum” digit to quickly identify transposition of numbers, read errors, etc.
- ✦ All fields will have validation rules to the extent possible to ensure high data integrity and accuracy.
- ✦ Web-based **On-Line “forms” submission** to be developed as part of this system.

II.c Detailed Forms Development

Two Forms to be developed

Waste Tire Manifest Form:

*To be completed by the ...
Generator or End Use Facility Operator.*

Used/Waste Tire Trip Log Form:

*To be completed by the ...
Registered Waste Tire Hauler.*

Waste Tire Manifest Form:

- *Completed by Generator or End Use Facility (1 copy)*
- *Another copy provided to Hauler*
- *Original to CIWMB*

California Integrated Waste Management Board
PO Box 1259, Sacramento, CA 95812-1259

Draft Form
06/20/02

Used/Waste Tire Manifest

Manifest Number **M9-1258744**

State of California
CIWMB-607 (06/02)
INSTRUCTIONS ON BACK

PART 1. TO BE COMPLETED BY THE TIRE HAULER (please print)

<input type="checkbox"/> Pick Up <input type="checkbox"/> Imported from <small>(If outside California State/Country)</small> <input type="checkbox"/> Delivery <input type="checkbox"/> Exported to <small>(If outside California State/Country)</small>	Hauler Business Name Address City, State, Zip Hauler's Business Phone <small>(include area code)</small>
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Load Date (MM / DD / YY)	Log Number	Hauler Registration Exemptions <input type="checkbox"/> Government <input type="checkbox"/> Amnesty Day <input type="checkbox"/> Agriculture <input type="checkbox"/> Common Carrier/Back Haul
License Plate Number	State	Decal Number

Indicate (if applicable) ☐ **In Transit**

Driver's Name (print) _____ **Driver's Signature** _____ **Date** _____

I certify under penalty of perjury under the laws of the State of California that the information provided above is true and correct. In addition, I am aware that falsification of this information may result in suspension, revocation, or denial of renewal of my State Tire Hauler Registration pursuant to Public Resource Code section 42866 and may result in civil or administrative penalties as described in Public Resource Code section 42862.

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PART 2. TO BE COMPLETED BY REPRESENTATIVE OF TIRE DEALER OR WASTE TIRE GENERATOR OR END-USE FACILITY (please print)

Tire Program ID _____ Load Amount _____ Load Type <input type="checkbox"/> Whole Tire Count <input type="checkbox"/> Weight in Pounds <input type="checkbox"/> Volume Cubic Yards <input type="checkbox"/> Weight in Tons	Business Name Address City, State, Zip <input type="checkbox"/> Change of Address <input type="checkbox"/> Address Same as Hauler Business Phone <small>(include area code)</small>
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Tire Types and Amounts (optional)

<input type="checkbox"/> Passenger <input type="checkbox"/> Truck <input type="checkbox"/> Oversize <input type="checkbox"/> Other	<table border="1" style="width: 100%;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																								

Intended Use (optional)
☐ **Retread / Reuse** ☐ **Recycle** ☐ **Fuel** ☐ **Disposal / Landfill**

Comment Area:

Representative Name (print) _____ **Representative Signature** _____ **Date** _____

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Toll Free 1-866-896-0600 / www.ciwmb.ca.gov/Tires/
WHITE: CIWMB Copy PINK: Tire Dealer/Generator/End-Use Facility Copy YELLOW: Hauler Copy

Waste Tire Manifest System

Waste Tire Manifest System

Used/Waste Tire Trip Log

Draft Form
06/24/02

California Integrated Waste Management Board
PO Box 1259, Sacramento, CA 95812-1259

State of California
CIWMB-648 (06/02)

Used/Waste Tire Trip Log

Log Number: **L7-2587565**

INSTRUCTIONS ON BACK

For logs that continue onto more than one page

L		-							
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Master Log Number

		-							
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Decal Number

		/			/				
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Load Date (MM / DD / YY)

Hauler Business Name
Address
City, State, Zip

Hauler's Business Phone
(include area code)

)				-			
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☐ Change of Address

Manifest Number

M		-							
---	--	---	--	--	--	--	--	--	--

☐ Pickup
☐ Delivery

M		-							
---	--	---	--	--	--	--	--	--	--

☐ Pickup
☐ Delivery

M		-							
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☐ Pickup
☐ Delivery

Load Type

☐ Whole Tire (Count) ☐ Weight (Lbs.)
☐ Volume (Cu. Yds.) ☐ Weight (Tons)

☐ Whole Tire (Count) ☐ Weight (Lbs.)
☐ Volume (Cu. Yds.) ☐ Weight (Tons)

☐ Whole Tire (Count) ☐ Weight (Lbs.)
☐ Volume (Cu. Yds.) ☐ Weight (Tons)

Load Amount

								.		
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								.		
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Representative Name (print)

Representative Signature

Date

I certify under penalty of perjury under the laws of the State of California that the information provided above is true and correct. In addition, I am aware that falsification of this information may result in civil or administrative penalties as described in Public Resources Code section 42862.

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Toll Free 1-866-896-0600 / www.ciwmb.ca.gov/Tires/

White: CIWMB Copy

Pink: Tire Dealer/Generator/End-Use Facility Copy

Yellow: Hauler Copy

II.c Forms: Pilot Field Testing

- ✧ Field Test Period ran March 6 -- 22, 2002
- ✧ CIWMB Training of Participants March 5/ 6
- ✧ CIWMB Logistical Support during testing period
- ✧ Pilot Test Participants Northern California
 - Les Schwab- Folsom, Golden By Products - Merced,
 - Fresno County Landfill, Tri C – West Sacramento
- ✧ Pilot Test Participants Southern California
 - ✧ Lakin Tire Company- Santa Fe Springs, Riverside County Landfill, Azuza Landfill

II.c Forms: Field Test Results

- ✦ WTMS Business Processes / Relationships were validated for Generator, Hauler and End Use Facility in load tracking
- ✦ Forms must be easy to understand, use
- ✦ Haulers are the key entity in the process
- ✦ Need for clear, unambiguous instructions
- ✦ Haulers perform administrative services for Generators
- ✦ Confidentiality is very important

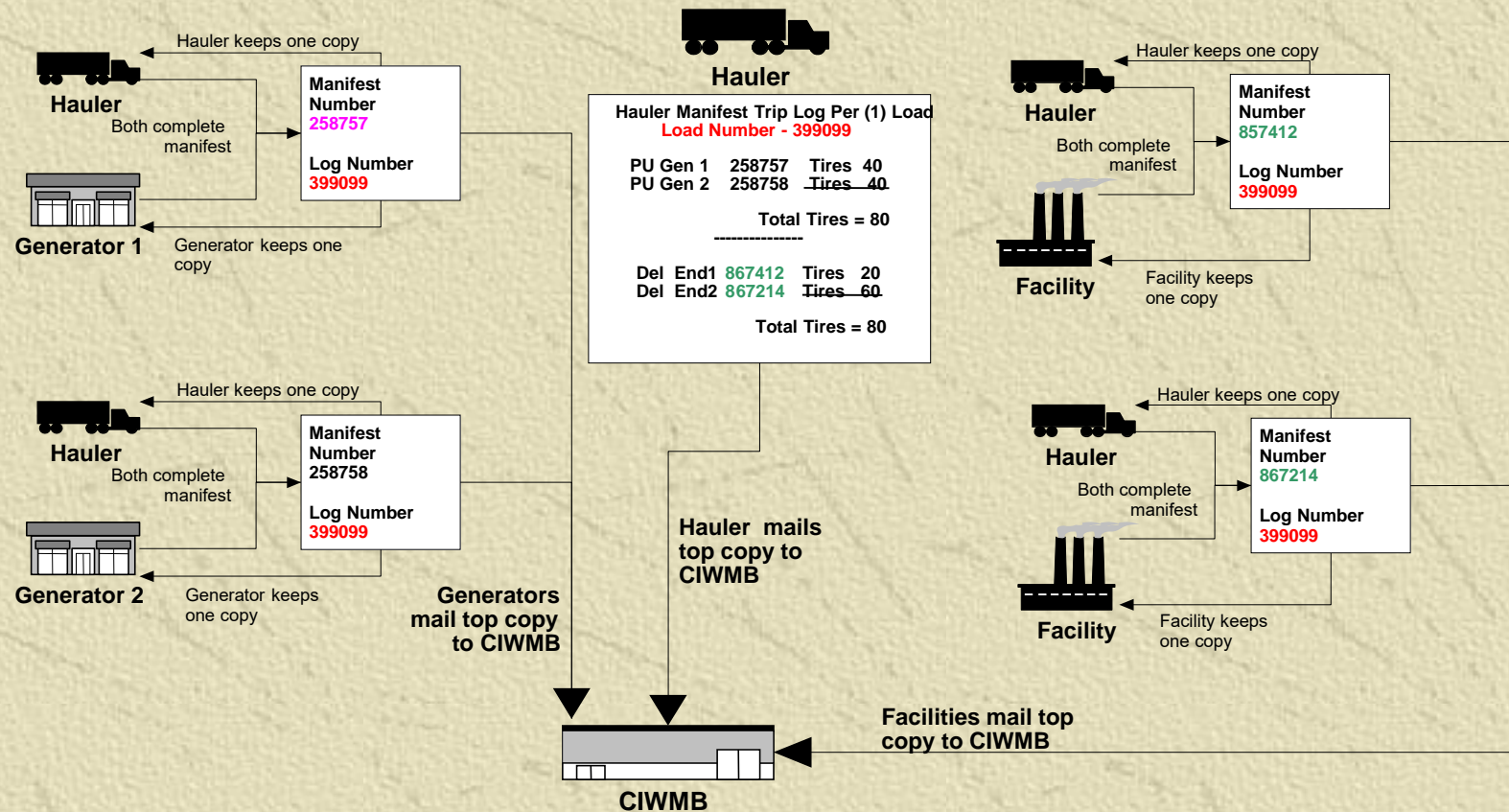
II.c Forms: Field Test Results (cont'd)

- ✧ High volume Haulers (GBP, Lakin, etc.) have some automation practices in place for routing, for invoicing and tracking of tires loads.
- ✧ Routing is key to large business operation and is tied to a variety of business processes.
- ✧ Large operations perform much administrative paperwork for generators in advance Need to allow for hauler pre printing of manifest and trip logs. This speeds up the manifest form and trip log form pre printing / routing process.
- ✧ Proposed WTMS business processes/forms will work within a large hauler operation.

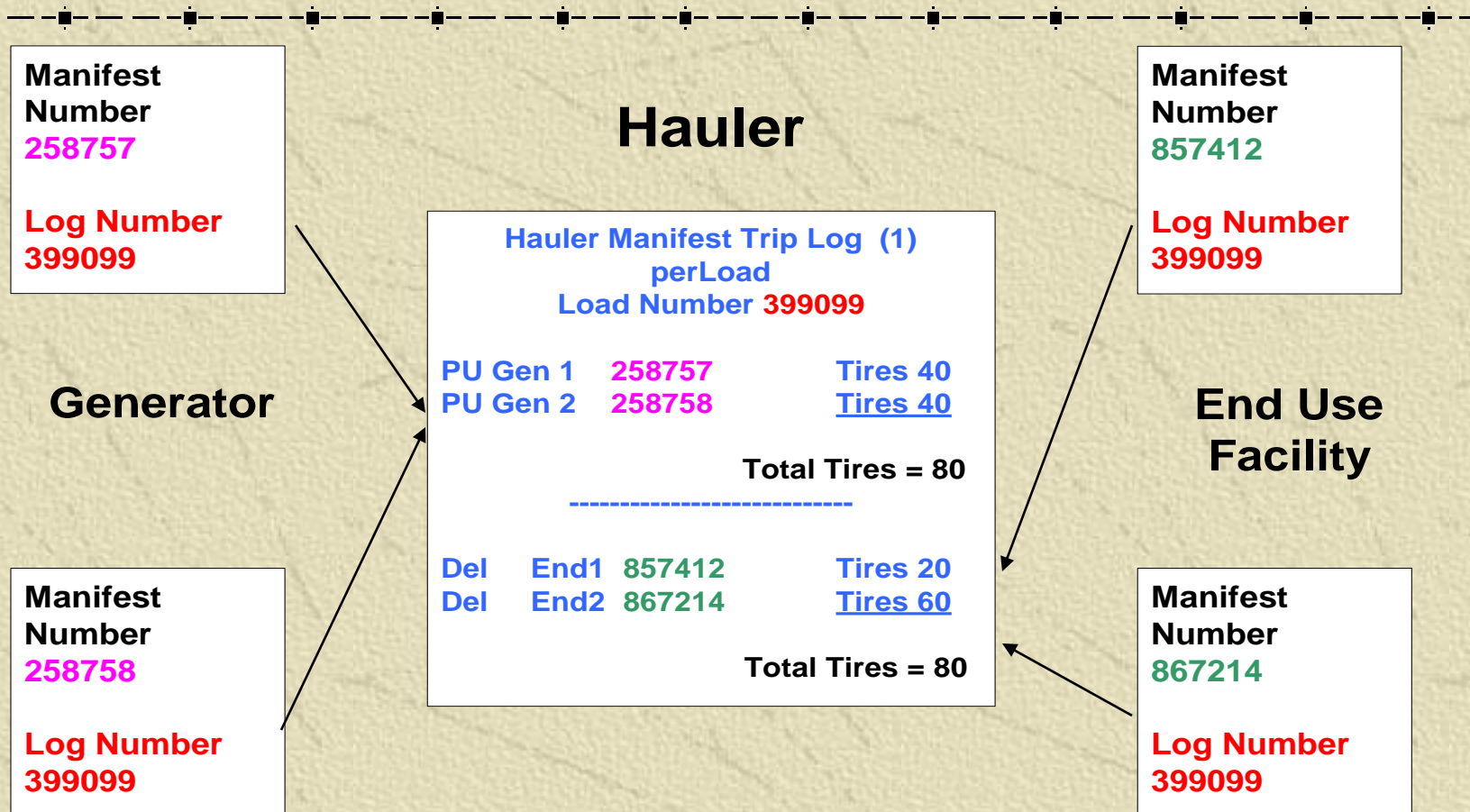
IIc. WTMS Big Picture

Feasibility Study Report

Waste Tire Scenario for Multiple Pickups and Multiple Deliveries



Data Reconciliation Example



Partial Submission Scenarios

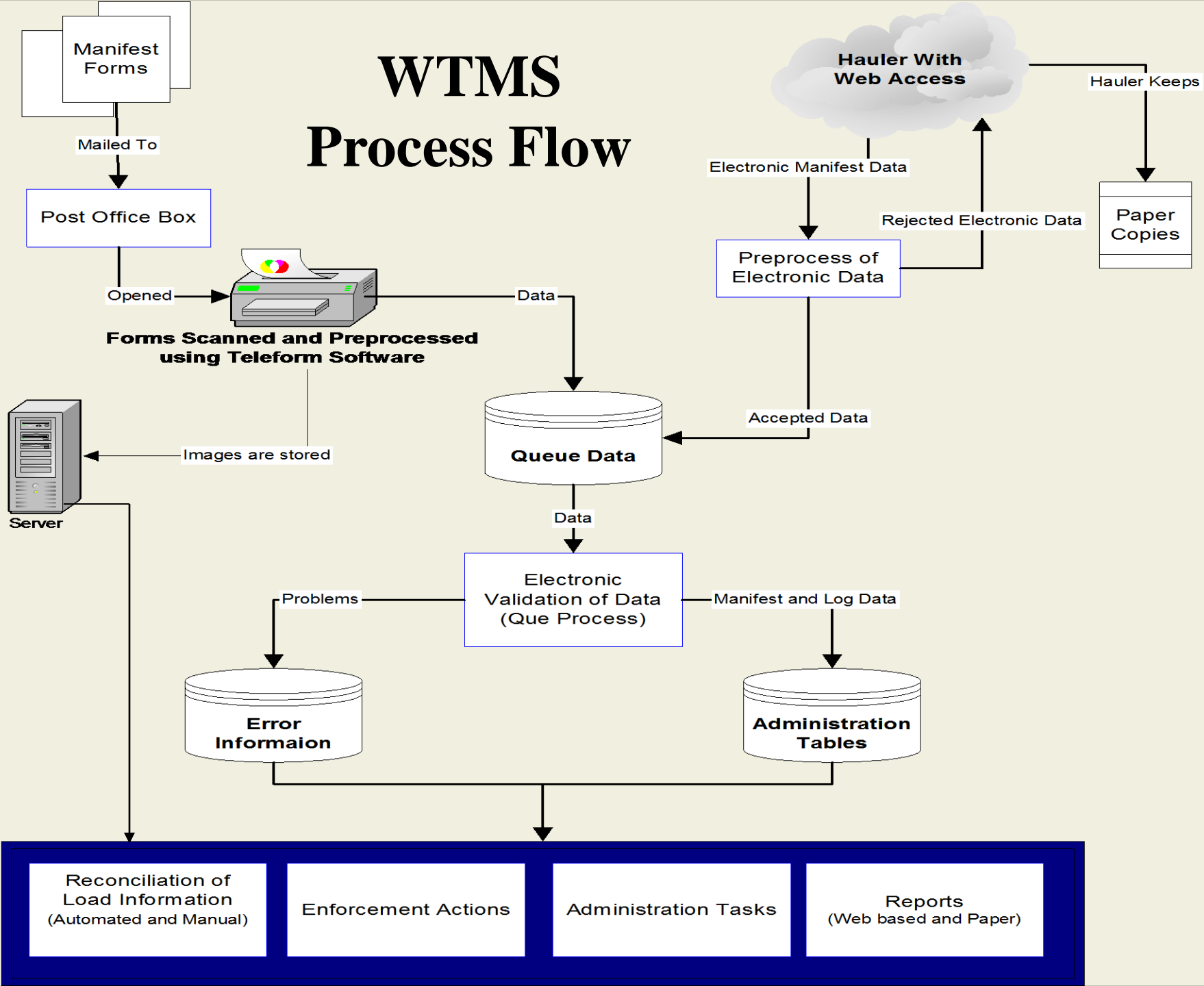
Below is a chart of when audits or enforcement actions may be triggered. It is clear that if one or more of the pieces is missing, the system will be able to detect it.

Generator: Receipt Form req'd	Hauler: Manifest Log req'd	End-Use: Receipt Form req'd	Action to be Taken	Info Loss?
Sent	Sent	Sent	OK – no action	None
Missing	Sent	Sent	Contact	Recoverable
Sent	Missing	Sent	Contact	Recoverable
Sent	Sent	Missing	Contact	Recoverable
Sent	Missing	Missing	Audit	Yes
Missing	Sent	Missing	Audit	Recoverable
Missing	Missing	Sent	Audit	Yes

II.d Scanning: System Design

- ✧ Allows for forms to be submitted **out of order**
- ✧ Allows for **partial submissions** (not all rec'd)
- ✧ **“Closes the loop” of accountability** for all parties by providing automated “audits”(examples):
 - ◆ If Trip Log indicates N pickups and deliveries, then we should receive N Manifest Forms for this ‘load’
 - ◆ Combined amount of tires picked up on a specific load should equal the amount of all tires delivered
- ✧ **Incomplete or unreadable** forms (e.g., missing or incorrect program ID) - **flagged for audit** by staff

WTMS Process Flow



II.d Scanning: Prototype and Testing

✦ Successful Software and Equipment Evaluation

- Form Design – Scantron Forms/OCR
- Data Capture – 99% + accuracy
- Imaging – .tif file format; transferred Data / Image to WTMS Database for later retrieval
- Scanning Hardware Operation – rated speed is >50 pages-per-minute (ppm)

II.e Data and System Design – Summary of Technical Approach

- ✦ **Form Design** – Simplify, increase accuracy, use ‘checksums’, continue design enhancements
- ✦ **High Speed Scanning** technology to handle high form submittal volumes.
- ✦ **Proof of Concept** for High Speed Scanning and Data Capture completed and documented.
- ✦ **Business Processes documented and refined.**
High level and detail level ERD’s and System Flows documented.

II.e Data Design, and Business Processes & Workflow

Quick Walkthrough of ...

- ✦ WTMS Entity Relationship Diagram's (ERD's)
- ✦ Manifest Processing Modules Flowcharts and Electronic Submittal Option

II.f Print Alternative and Electronic Data Transfer

✦ Some organizations want to be able to **pre-print Manifest Form** info ... Solution?

- ✦ Simple “Access” Database Program
- ✦ Okidata impact printer testing

✦ Some organizations eager for **Electronic Data Transfer** ... Solution?

- ✦ Plan to evaluate Proof-of-Concept
- ✦ Move up on the project schedule (earlier)

II.f Print Alternative and Electronic Data Transfer

✧ Program Elements

- ◆ Pilot Project
- ◆ Establish criteria for Hauler participants
- ◆ Electronic information submitted in a format prescribed by CIWMB
- ◆ Ensure auditability requirements

✧ Benefits

- ◆ Potential for improved data integrity and timeliness
- ◆ Reduced paper processing and mailing for Haulers
- ◆ Reduced administrative overhead for CIWMB
- ◆ Work within existing business processes where possible

II.g Communication Plan

✦ Notification of regulated client community

- ◆ Haulers, Generators, End Use facility operators
- ◆ Local Government, School Districts
- ◆ Industry Associations

✦ Regional Training Workshops

- ◆ Northern and Southern California venues
- ◆ Training on WTMS process, training materials in English and Spanish.
- ◆ Focused training as appropriate with special client community members (Tire Associations, New Car Dealers, Spanish speaking only.)

II.g Communication Plan

✦ Training Materials and Information Resources

- ✦ Plasticized, graphical tri-fold instruction sheets (multilingual)
- ✦ Ringed pocket sized instructions (multilingual)
- ✦ Training Videos (requested by industry) in English and Spanish
- ✦ CHP Law Enforcement Video

II.g Communication Plan

✦ CIWMB Internet Website

(<http://www.ciwmb.ca.gov/Tires/Manifest/default.htm>)

- ✦ Includes Project Status, Current Manifest Requirements, Proposed Manifest System

✦ CIWMB BoardNet Site

- ✦ Internal Project Reporting
- ✦ Project Planning Details – Diagrams, Structure
- ✦ Various System Graphics and Presentations

III. WTMS Timeline

ID	Task	Start	End	2002								2003															
				Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
1	Regulations Development	6/1/2002	12/31/2002																								
2	Application Analysis and Design	11/1/2001	10/30/2002																								
3	Form Printing (pending State budget)	9/15/2002	10/26/2002																								
4	Develop Training Materials	9/15/2002	11/15/2002																								
5	Application Development	11/1/2002	4/1/2003																								
6	Industry Training	12/1/2002	2/1/2003																								
7	Forms Implementation (ramp up)	1/1/2003	1/1/2003																								
8	Internal Testing (business and technical)	4/1/2003	5/2/2003																								
9	Electronic Data Transfer Implementation	5/1/2003	5/1/2003																								
10	External Testing	5/1/2003	5/31/2003																								
11	WTMS Transition to Tire Program	6/1/2003	8/1/2003																								

Waste Tire Manifest System

End of
Presentation

Comments ?

Questions ?

Draft Form 06/20/02

Used/Waste Tire Manifest

State of California
CIWMB-640 (06/02)

INSTRUCTIONS ON BACK

PART 1. TO BE COMPLETED BY THE TIRE HAULER (please print)

☐ Pick Up ☐ Imported from _____
(If outside California State/Country)

☐ Delivery ☐ Exported to _____
(If outside California State/Country)

Hauler Business Name
Address
City, State, Zip

Hauler's Business Phone
(include area code) () - -

Load Date (MM / DD / YY) L - Log Number

License Plate Number State Decal Number

Hauler Registration Exemptions
☐ Government ☐ Amnesty Day
☐ Agriculture ☐ Common Carrier/Back Haul

Indicate (if applicable) ☐ In Transit

Driver's Signature _____ Date _____

I, _____, of the State of California, certify that the information provided above is true and correct. In addition, I am aware that falsification of this information may result in civil or administrative penalties as described in Public Resources Code section 42860 and may result in civil or administrative penalties as described in section 17041 et seq. should any member of the public request disclosure of this information, please contact me at the address and telephone number listed above.

SIGNED BY REPRESENTATIVE OF TIRE DEALER OR WASTE TIRE GENERATOR OR END-USE

Business Name
Address
City, State, Zip

Business Phone
(include area code) () - -

Comment Area:

Load Type
☐ Whole Tire Count ☐ Weight in Pounds
☐ Volume Cubic Yards ☐ Weight in Tons

Tire Types and Amounts (optional)

Tire Type	Amount
Passenger	
Truck	
Oversize	
Other	

Intended Use (optional)
☐ Retread / Reuse ☐ Recycle ☐ Fuel ☐ Disposal / Landfill

Representative Name (print) _____ Representative Signature _____

I hereby certify, under penalty of perjury, under the laws of the State of California, that the information provided above is true and correct. In addition, I am aware that falsification of this information may result in civil or administrative penalties as described in Public Resources Code section 42860 and may result in civil or administrative penalties as described in section 17041 et seq. should any member of the public request disclosure of this information, please contact me at the address and telephone number listed above.

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Toll Free 1-866-896-0600 / www.ciwmb.ca.gov
Web: CIWMB Copy Pk: Tire Dealer/Generator/End-Use Facility Copy Yellow Header Co

