

Manifest Batch Submittal

Waste Tire Management System (WTMS)

The following document summarizes the process for preparing and electronically submitting Manifest records to CalRecycle's WTMS. There is a description of the Excel file format and screen shots depicting the process.

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Fields on a Paper CTL Manifest Relevant to EDT

The Electronic Data Transfer program is very straightforward. An approved registered Waste Tire Hauler submits manifest data to CalRecycle, in electronic form, that is similar in format and content to the information contained on the "paper" Waste Tire Manifest form such as Facility name, address, load date and amount, an indication of pick-up or delivery, and so on.

The numbered CTL Callouts on these diagrams map to the Excel field names on the next page:

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



CA Comprehensive Trip Log and Receipts

10002

Dept. of Resources Recycling and Recovery
P.O. Box 1260, Sacramento, CA 95812 - 1250

Comprehensive Trip Number

6146743

EXAMPLE 123

Blue or Black Ink Pen

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

Vehicle Information

Truck Decal Number

8 | 1 | 7 | - | 0 | 0 | 0 | 0 | 2

License Plate Number

6 | M | Y | X | S | 6 | 4 | CA

State

Hauler Address

Business Name: **Fly by Night**

Address: **1001 I Street**

City, State and Zip: **Sacramento CA 95814**

Common Carrier

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 the Waste Tire Hauler Registration pursuant to Public Resources Code section 42900 and may result in civil penalties up to \$25,000 per day, per violation or administrative penalties up to \$5,000 per violation per day as described in Public Resources Code section 42902.

Driver's Name (print): **Neil Jenkins**

Driver's Signature: *Neil Jenkins*

Date: **1/19/17**

Comprehensive Trip Log Number	Load Information	Facility Tire Program ID	Site Suffix
6146743 -- C	<input checked="" type="checkbox"/> Pick Up <input type="checkbox"/> Deliver	1834977-01	
Hauler Tire Program ID / Site Suffix	DATE: 01 / 19 / 17	Facility Telephone Number	
1274954 - 01	<input checked="" type="checkbox"/> Whole Tire Count <input type="checkbox"/> Weight in Lbs.	Facility Name/Address: Mockingbird Tires 1001 I Street Sacramento CA 95814	
Hauler Name	<input type="checkbox"/> Volume Cubic Yds. <input type="checkbox"/> Weight in Tons		
9 Fly by Night	AMT: 3	Stamp or Label OK	
10 Hauler Telephone Number	(N/A for Whole Tires)	<input type="checkbox"/> Address Same as Hauler	
(916) 341-6628		I CERTIFY THAT UNDER PENALTY OF PERJURY OF THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.	

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Excel file format for Batch Upload

WTMS will accept Excel files with XLS or XLXS extensions. Be careful to clear out any extraneous formatting or stray data after the last row of valid data submitted.

CTL Callout	Exact Column Name	Excel Data Type	Length/Format	Description
1	EDTManifestNO	Text	30	Your 7-digit TPID and a dash followed by a unique receipt or invoice number from your company (up to 22 digits).
2	PUDelCode	Text	1	P=Pickup or D=Delivery
3	LoadDate	Date	mm/dd/yyyy	Valid calendar date, not in the future.
4	LoadType	Text	1	C = Whole Tire Count P = Weight In Pounds T = Weight In Tons Y = Volume Cubic Yards
5	LoadAmount	Number	4.2	Valid decimal value greater than 0.00
6	LicPlateNo	Text	15	7 digit License Plate. NA=Not Available.
7	LicState	Text	2	2 character State abbreviation. NA=Not Available for out of United States plates.
8	DecalNo	Text	10	Valid Vehicle Decal registered to you, 19-00002. Temporary decal, 19-20845. NA=Not Available.
9	HaulerBusName	Text	50	Your official name in WTMS.
10	HaulerBusPhone	Text	20	20 characters long, e.g., 916-555-1212-x4657.
11	FacilityBusName	Text	50	NA=Not Available.
12	FacilityBusPhone	Text	20	20 characters long, e.g., 916-555-1212-x4657.
13	FacilityBusAddr1	Text	40	NA=Not Available.
14	FacilityBusAddr2	Text	40	NA=Not Available.
15	FacilityBusCity	Text	40	NA=Not Available.
16	FacilityBusState	Text	2	2 character abbreviation. NA=Not Available for out of United States.
17	FacilityBusZip	Text	10	Five dash 4 format. 0=Unknown
18	FacilityTPID	Number	7	7 digit number. Valid TPID of an Active Facility. 0 (zero) is acceptable for Pickups of less than 10 tires if there is no TPID. TPIDs from Facilities Closed before the Load Date will not be accepted.
19	FacilitySiteSuffix	Text	2	Deprecated. Default 01.

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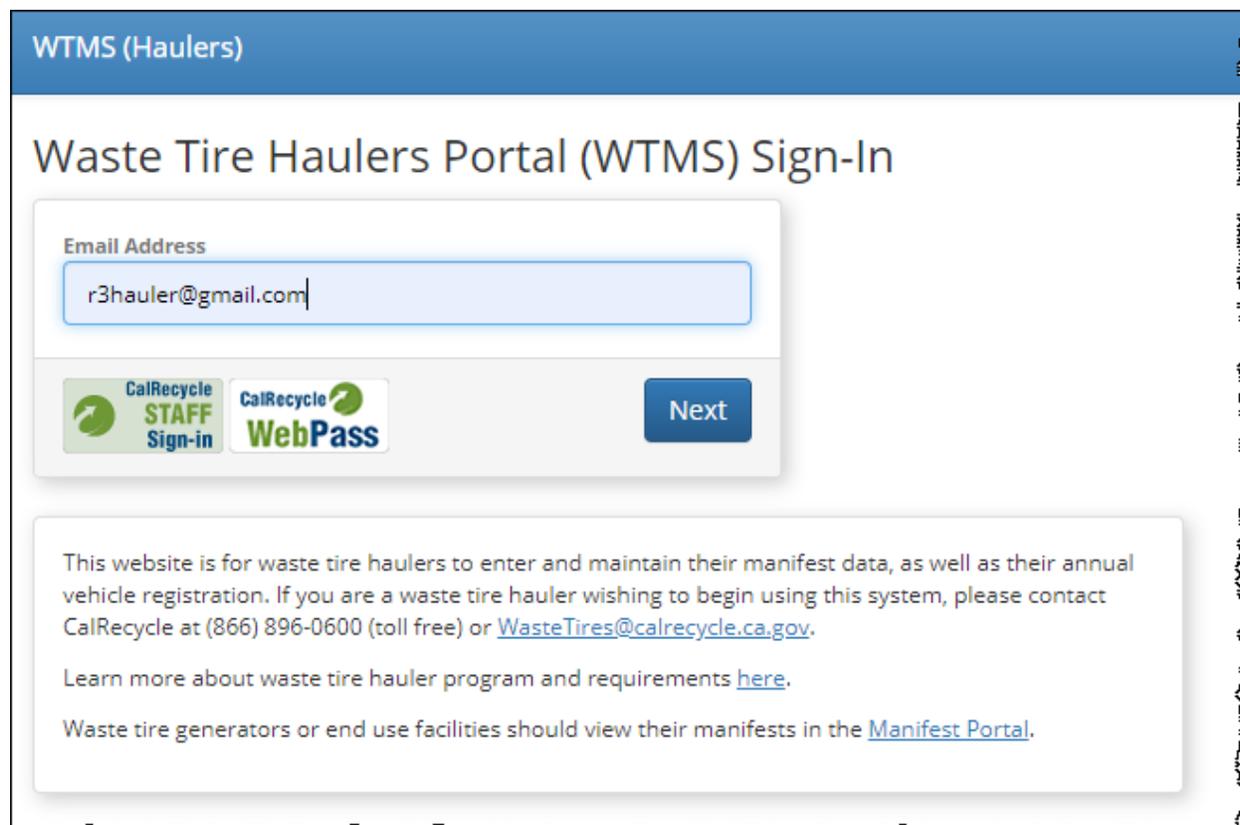
Most of the challenges of submitting accurate electronic data are related to ensuring there is a manifest record for each pick-up and drop-off. Note that after an Excel batch submittal, Load Amount and Load Type are converted to Passenger Tire Equivalents (PTEs) by WTMS. They should roughly balance.

The other challenge is to ensure that current and accurate CalRecycle Facility TPIDs are used. Facility TPIDs are verified on the public Internet Search at <https://www2.calrecycle.ca.gov/Tires/Facilities/Search/>

Excel File Batch Upload Process

WTMS will accept Excel files with XLS or XLXS extensions. Be careful to clear out any data below what you intend to submit and extraneous Excel formatting by selecting all and using the Clear | Formats dropdown.

Log into WTMS at <https://secure.calrecycle.ca.gov/WTMSHaulers>



WTMS (Haulers)

Waste Tire Haulers Portal (WTMS) Sign-In

Email Address

This website is for waste tire haulers to enter and maintain their manifest data, as well as their annual vehicle registration. If you are a waste tire hauler wishing to begin using this system, please contact CalRecycle at (866) 896-0600 (toll free) or WasteTires@calrecycle.ca.gov.

Learn more about waste tire hauler program and requirements [here](#).

Waste tire generators or end use facilities should view their manifests in the [Manifest Portal](#).

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Waste Tire Management System (WTMS)

Select your Hauler Organization (usually just one is listed)

Hauler Organizations				
Export to Excel				
	Organization Name ↑	Organization Status	Primary Contact	Primary Mailing Address
▶ Select	Houdini Hauling (TWIC) (Retreader) TEST TPID	Active Business	Roger Test	551 Arden Way Sacramento
▶ Select	Jeannie's Hauling (CalRecycle Test)	Active Business	Paulino Luna	1001 I Street Sacramento

10 items per page

Select Upload Excel Sheet:

Welcome Jeannie's Hauling (CalRecycle Test)

Actions Needed

- [Incomplete Sites](#) 0
- [View 2019 Hauler Application](#) 1
- [View CTLs/Manifest Orders](#) 0

Submit Manifests

Submit manifests to CalRecycle individually or in bulk.

[Create Manifest](#) [Upload Excel Sheet](#)

Report Organization Changes

Report organization changes such as organization name and website address or combine sites under this organization.

[Report Organization Changes](#)

My Organization Summary

View a summary of your organization sites, contacts, manifests, and registered hauler vehicles.

[Organization Summary](#)

Create Site Number/TPID

Create a Site Number/TPID to pick up tires from a customer who does not have a Tire Program Identification Number (TPID).

[Create Site Number](#)

Update Vehicles

View and update a listing of your vehicles.

[Update Vehicles](#)

View your Hauler Renewal

View your Hauler Renewal for 2019

[View Hauler Application](#)

Order CTL/Manifest Forms

Submit request for Paper CTL/Manifest (CalRecycle 203) Forms.

[Order CTL/Manifest Forms](#)

Electronic Web Manifest Application

Request to submit CTL/Manifest forms electronically.

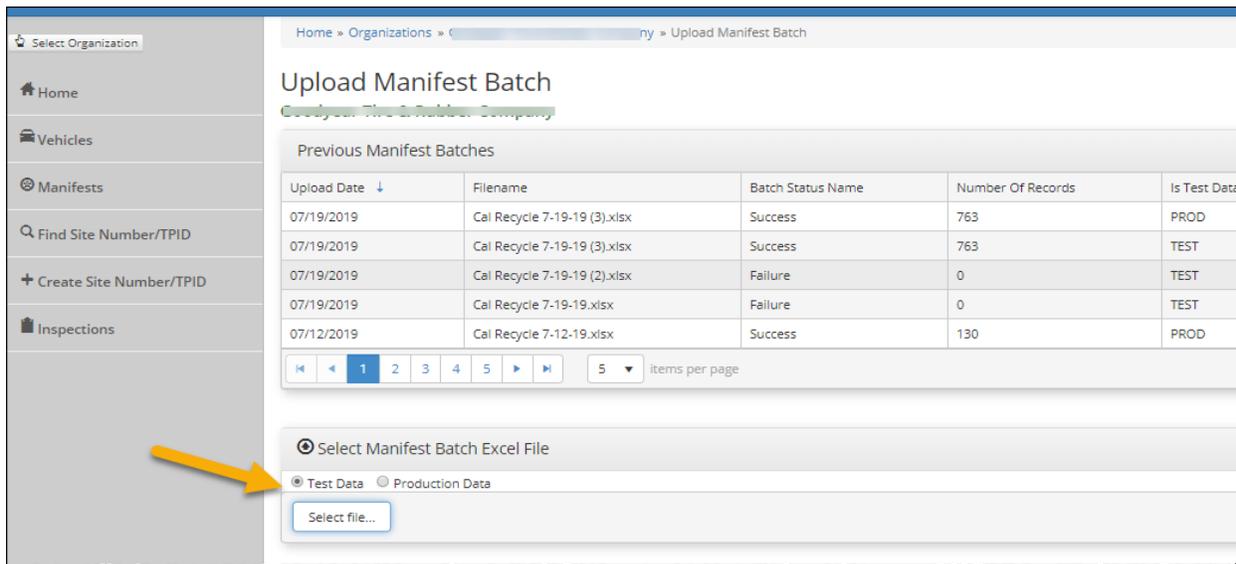
[Electronic Web Manifest Application](#)

Choose your file. It is helpful to devise a file naming convention that includes your Hauler TPID, a short abbreviation of the Business Name, and file date, such as 1274954FLYBYNIGHT20190118.xls

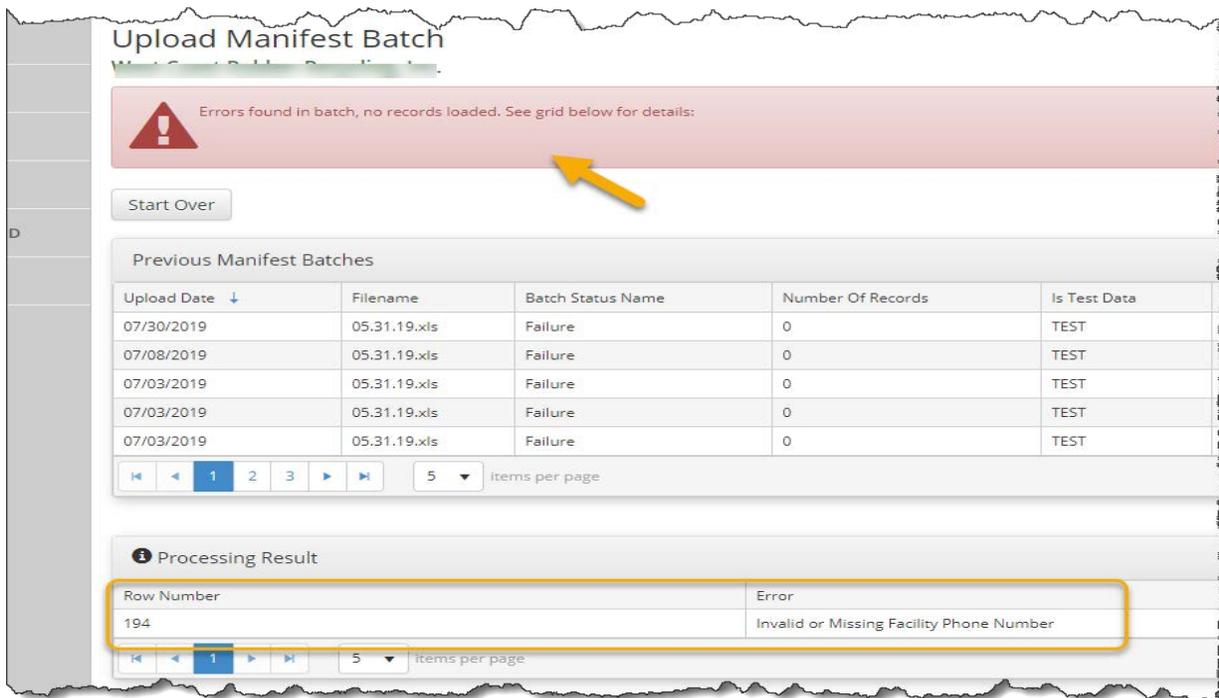
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Select "Test Data" the first time the file is uploaded.



If there are any problems with the file, a detailed description is provided as shown below. WTMS tries to identify the exact row and column name with the problem. In this case there needs to be a 10 digit Facility Phone Number. Since the first row has column headers, the actual error is on line 195.



Correct any errors in the Excel file and submit again as, "Test Data" until it is error free. Select Production Data and your Manifest records should be Accepted into WTMS.

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Waste Tire Management System (WTMS)

Select the Manifests tab to see the data you submitted to WTMS:

Home » This Hauler » Manifests

Hauler: Manifests

Summary Details Applications **23** Bonds **3** Vehicles **11** Addresses **1** Sites **1** Contacts **6** **Manifests 22420** Permits **6**

Manifest Form Number: Facility Name:

Load Date Begin: Load Date End:

License Plate:

CTL Type:

Manifests with serious errors in the last 180 days
 All manifest errors in the last 180 days

Manifest Summary

Pickup PTE: **7,137,681** Delivery PTE: **7,223,842** **Pickups are 98% of Deliveries**

	Form Number	Load Date	Hauler Name	Hauler Phone	License Plate	Decal Number	PickUp PTE	Delivery PTE	Facility Site Number/TPID	Facility Name	Facility Phone	Invt Nur
<input type="button" value="Select"/>	1004937-6964736A	6/25/2019		(831) 634-2800	9F39523	19-01775	0	1140		E	(209) 826-1163	
<input type="button" value="Select"/>	1004937-6964736B	6/25/2019		(831) 634-2800	9F39523	19-01775	1140	0		V	(831) 634-2800	
<input type="button" value="Select"/>	1004937-6964737A	6/25/2019		(831) 634-2800	9F39523	19-01775	0	1140		E	(209) 826-1163	
<input type="button" value="Select"/>	1004937-6964737B	6/25/2019		(831) 634-2800	9F39523	19-01775	1140	0		V	(831) 634-2800	
<input type="button" value="Select"/>	1004937-6969346A	6/25/2019		(831) 634-2800	9F48701	19-01777	168	0		T	(408) 350-1600	