

LOCAL CONSERVATION
CORPS TIRE COLLECTION
PROGRAM RESOURCE

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Disclaimer:

This resource document and related video material (where applicable) is for the exclusive use of participants in the California Local Conservation Corps Grant Program (LCCs). The purpose of this resource is to provide information and reference links to assist LCCs in management of the material collection programs funded by the CalRecycle Local Conservation Corps Grant Program. Use of this material by persons or organizations other than LCC's may result in compliance violations.

This resource document does not supplant grantee responsibility to read and comply with all relevant statutes and regulations whether included or omitted from this document.

Grantees are further responsible to monitor and comply with relevant changes related to regulatory and statutory requirements.

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PART I

Overview

Illegally dumped tires are found almost anywhere; along roads, Interstate freeways, alleyways, waterways and lakes, forests and open public lands, private properties both developed and undeveloped.

Local Conservation Corps (LCC) may freely collect tires from nearly all the above- mentioned areas with some exceptions which may require prior permission or formal approval. Two areas that require CalRecycle permission prior to collection are tire piles located on private lands and along Interstate freeways.

LCCs may also work in partnership to collect tires at sponsored tire amnesty (collection) events with:

- Local Government Agencies (LGA) including cities, counties, cities, and counties as defined in Public Resource Code (PRC) Section 48617
- Special districts
- Federally recognized Tribes
- Joint Powers Authorities (JPA)

All tires collected and transported will be manifested and reported to CalRecycle's Waste Tire Management System (WTMS) in accordance with California waste tire law using CalRecycle's preferred electronic manifesting method, currently Diversys.

More information on those systems is provided below.

California Waste Tire Laws

Creates a regulatory program designed to protect public health and safety and the environment by preventing the improper storage of waste tires

[Chapter 16 of Part 3 of Division 30 of the California Public Resources Code \(PRC\)](#)

https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=PRC&division=30.&title=&part=3.&chapter=16.&article=

[Chapter 17 Part 3 of Division 30 of the California Public Resource Code](#)

https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=PRC&division=30.&title=&part=3.&chapter=17.&article=

Clean up of Illegally Dumped Tires

Depending on the quantity of the waste tires, or the location of illegally dumped tires, approval must be obtained using the Tire Project Form (See Appendix A).

On such clean-ups there may be multiple agencies like the local Tire Enforcement Agency (TEA), and/or non-profit environmental organizations involved with the coordination of a clean-up. On approved private property clean-ups, an affidavit (Appendix B) form must also be signed by the property owner before a LCC can remove tires.

Sources of Disallowed Tire Hauling

Tires may not be collected from a business such as a tire shop, farm, scrap yard, or a fleet manager like a school district bus yard, or a local government fleet yard. Under no circumstances may an LCC supplant the responsibility of a waste tire generator to legally dispose of the tires they generate. This rule includes accepting waste tires from a commercial business during a waste tire amnesty event. (See Amnesty Event section below)

Contacts and Help

[Contacts: Waste Tire Recycling Management Program](https://www.calrecycle.ca.gov/Tires/Contacts/)
(<https://www.calrecycle.ca.gov/Tires/Contacts/>)

Tire Management Program Hotline: (866) 896-0600, toll-free or email:
wastetires@calrecycle.ca.gov

Electronic Manifesting for Waste and Used Tires

[Waste/Used Tire Manifest Program](https://calrecycle.ca.gov/Tires/Manifest/)
(<https://calrecycle.ca.gov/Tires/Manifest/>)

Waste Tire Management System (WTMS)

[WTMS Portal](https://secure.calrecycle.ca.gov/WTMSHaulers/Account/SignIn?ReturnUrl=%2fWTMSHaulers%2f)
(<https://secure.calrecycle.ca.gov/WTMSHaulers/Account/SignIn?ReturnUrl=%2fWTMSHaulers%2f>)

CalRecycle's Waste Tire Program recently announced new options for Electronic Manifesting for Waste and Used Tires. With the implementation of Senate Bill (SB) 1181, CalRecycle is transitioning towards approved electronic manifests and moving away from traditional paper Comprehensive Trip Log (CTL) manifest forms. This shift brings several benefits, including:

- Less wasted paper
- Improved accuracy
- Real-time data access
- No more storage of paper CTLs (but E-file records must be kept for 3 years)
- Automatic data uploading to WTMS

Diversys Mobile App for Registered Tire Haulers

The Diversys mobile manifesting app electronic manifesting option is made available to LCCs by CalRecycle to help haulers go digital with waste tire manifesting. Participation in the electronic manifesting program may soon be mandatory. Please contact the Waste Tire Management Program Hotline: (866) 896-0600 to ensure your compliance.

Support and Contacts for Diversys Mobile App

First contact the Waste Tire Hotline for any questions or issues with electronic manifesting or to sign up to use the Diversys App. The hotline will escalate any questions if needed regarding manifesting issues.

Online Diversys Manifest Entry with E-mailed manifest

[Manage Your Tire Program With Diversys](#)

(<https://www.diversys.com/tires>)

Scroll to bottom left for Mobile App Demo or Administrative Operation Management Web Demo. For questions on the use of the Diversys app (not manifesting issues) please contact Diversys directly.

Email: support@diversys.com Phone: 1-888-874-4079

Training and Assistance Waste Tire Program

The web link below provides a tutorials on the Waste Tire Program and includes additional resources for managing the tire collection program.

[Training and Assistance](#)

(<https://calrecycle.ca.gov/Tires/Manifest/Help/>)

Used and Waste Tire Haulers Tire Management

[Tire Management](#)

(<https://calrecycle.ca.gov/Tires/>)

[Used and Waste Tire Haulers](#)

[Used and Waste Tire Haulers: Tire Management](#)

State law requires every person who transports a load of 10 or more used/waste tires to hold a valid waste tire hauler registration, or registration exemption if operating under a government exemption. The law also requires compliance with the provisions of the used and waste tire manifest program. Effective January 1, 2006, all registered waste tire haulers must possess copies of the Comprehensive Trip Log manifest (CTL) or Diversys App record (see below) during the transportation of used/waste tires, and waste/used tires may only be transported to authorized facilities.

[Hauling and Manifest Violations](#)

<https://calrecycle.ca.gov/tires/enforcement/#Hauling>)

State law requires persons receiving 10 or more used/waste tires from unregistered haulers to report the hauler to CalRecycle using the [CalRecycle 204 Form](#).

<https://calrecycle.ca.gov/tires/forms/manifest/#:~:text=The%20Unregistered%20Hauler%20%26%20Comprehensive%20Trip%20Log%20Substitution%20Form%2C>)

LCCs are restricted from charging disposal fees to collect waste tires. These fees are how commercial haulers are paid to collect tires from a waste tire generator. LCCs are not to become involved in commercial waste tire hauling operations using any grant- funded resources or equipment.

Facility and Vehicle Registration and Required Permits

LCCs are required to have a facility TPID for all sites where tires are stored, and Waste Tire Hauler Registrations for all vehicles used for the collection of 10 or more waste/used tires. The Waste Tire Hauler Registration includes a Surety Bond requirement. See the Registration section at the

[Used and Waste Tire Haulers Tire Management](#)
(<https://calrecycle.ca.gov/Tires/Haulers/#Registration>)

Tire Program Identification Number (TPID)

The [Tire Program Identification \(TPID\) number](#) (<https://calrecycle.ca.gov/Tires/TPID/>) is a unique identification number assigned by CalRecycle to each participant (<https://calrecycle.ca.gov/Tires/manifest/Participants/>) in the waste tire manifest program and identifies generators, haulers, and end-use facilities.

LCCs will only have 3 TPIDs. One for the main 'corporate' facility and if there is a remote (second) facility one for that location too. Then the roadside TPID for collections in public rights of way or public lands. Any large quantities of 500 or more tires on public land, or private property (any quantity) will have a site specific TPID that will be created for that site. LCCs will manifest using the site specific TPID and their facility TPID as the hauler.

Waste Tire Enforcement

[Waste Tire Enforcement - CalRecycle Home Page](#)
(<https://calrecycle.ca.gov/Tires/Enforcement/>)

Local Conservation Corps are authorized by CalRecycle to collect waste tires and are registered as permitted waste tire haulers. As a registered hauler you are subject to inspections by either CalRecycle Waste Tire Enforcement, or by the Local Tire Enforcement Agency to assure that your facility is not in violation of waste tire hauling or storage laws. Access the web page above for information to Storage Violations and other related information.

Persons who store or stockpile 500 or more waste tires at a specific location are required to first acquire a major or minor waste tire facility permit and comply with technical standards for the safe storage of waste tires unless they qualify for exclusion or an exemption from the permitting requirements.

LCCs are encouraged never to store more than 499 waste tires on site. Waste tire permitting is an administrative and insurance burden that LCCs are wise to avoid.

LCCs that find themselves needing to store more than 499 waste tires can contact CalRecycle enforcement to inquire about the requirements to be a 'Collection Location'

[Facility Permitting](#)

(<https://calrecycle.ca.gov/Tires/Facilities/Permit/>).

Tire Hauler & Processing Facilities

This link will provide a searchable list of area

[Tire Haulers and Processors](#)

(<https://www2.calrecycle.ca.gov/Tires/Facilities/Search/>)

PART II

Local Conservation Corps Tire Collections Program

Public Land and Urban Areas

Prior to starting any waste tire collections, LCC should coordinate with the Local Government Agency (LGA) such as Code Enforcement and/or the Local Enforcement Agency (LEA). The LGA/LEA has jurisdiction of all waste in their boundaries and may have a pre-existing clean-up program. At the very least, the agency responsible for enforcement will want to know about illegal dumping to conduct surveillance and enforcement activities.

LCCs may be asked to regularly check 'hot spots' where tires have been known to be dumped which is an acceptable activity for grant reimbursement. A key point to keep in mind is that when a hot spot stops being dumped on, it is time to stop visiting that site and move on to productive activities.

Tire Project Form for Public Land Clean up

Waste tire collection projects that involve 500 or more tires from public land requires pre-approval from CalRecycle. The Tire Project Form (Appendix A) is to be completed and submitted to the Grant Manger. Review and approval of the Tire Project Form may take several weeks to complete. Obtaining approval will take less time if the form includes complete site details, pictures of the site, and evidence the LGA/LEA has visited the site and approves of the project.

For projects involving 500 or more tires, the LCC should request from CalRecycle that a new TPID be created for the site call the Tire Management Program Hotline: (866) 896-0600. Once the cleanup is complete the project must be closed out by submitting an email to the grant manager that contains all pages of the Tire Project Form with the questions at the bottom of page one completed, including a photo(s) of the cleaned-up site.

Tire piles of 499 or less on Public Land are under the authority of the cognizant Local Government Agency (LGA/LEA) or whoever oversees that public land. Clean-ups with fewer than 500 tires do not require the Tire Project Form and preapproval. In cases when there are 50 or more tires on public land, the LCC should take photos and write a brief location description and provide the information to the LEA (where one exists). That way the site can be monitored for future illegal dumping.

Private Land Clean up Procedure

In almost all situations, a private landowner is responsible for the removal of tires from their own property, but there can be exceptions. An LCC may receive requests from a Local Enforcement Agency [Local Enforcement Agency/Code Enforcement](#)

(<https://www2.calrecycle.ca.gov/SolidWaste/LEA/CalRecycleContacts/>)

for removal of waste tires from private property. No matter the source that requested the LCC to remove the tires a Tire Project Form is required for approval to do the cleanup.

Important note: The Local Enforcement Agency (LEA) has jurisdiction over illegally disposed tire piles of 499 and less. Clean-up of quantities of 500 or greater are reviewed and considered for approval by CalRecycle's Waste Tire Enforcement Section. This applies to both Public and Private lands.

Tire Project Form for Private Land Clean up

Waste tire collection that involves any quantity of tires on private land requires pre-approval from CalRecycle. The Tire Project Form (Appendix A) is to be completed and submitted to the Grant Manager. Review and approval of the Tire Project Form may take several weeks to complete. Obtaining approval will take less time if the form includes complete site details, pictures of the site, and evidence the LGA/LEA has visited the site and approves of the project.

Unless the LEA has not done so the LCC should request a site-specific TPID after approval is given by CalRecycle but before the clean-up begins no matter the quantity of tires. Once the clean-up is completed the questions at the bottom of page one on the Tire Project Form and a photo of the cleaned site are to be emailed to the Grant Manager to close out the project.

The LCC must complete the Tire Project Form for all waste tire collections on private land, no matter the quantity, because the landowners are responsible for clean-up under the law. Sometimes, a private landowner is the victim of illegal dumping, but other times the landowner stores waste tires on their own land. LEAs and CalRecycle's Waste Tire Enforcement Program must determine the origin of the tires and who is responsible. This determination must be made before CalRecycle can give approval for the LCC to remove the tires.

Since waste tires on private land may involve an enforcement action by CalRecycle, and/or the LEA, CalRecycle will follow through with the legal process before an LCC may be approved (if at all) to collect the tires in question. If the property owner ignores the LEA's notice to remove the tires, then

CalRecycle will issue a *Notice of Violation* (NOV) and take them to court to enforce the law.

When an NOV is issued, LCCs are not allowed to do the clean-up unless the owner comes forward and pleads innocence and enforcement accepts their explanation.

If approval is given, the LCC will then be contacted by the LEA. The LEA will coordinate with the landowner when the LCC the dates for the clean-up. (see next section on Private Land Access Affidavit Form)

Private Land Access Affidavit Form

The LEA must complete the ***Property Access Authorization and Non-Responsibility Affidavit for Private Property*** Form 741 (Affidavit) and obtain the landowner's signature (See Appendix B).

The LCC must be in possession of a signed copy of the Affidavit from the LEA prior to commencing any clean-up and keep it on file for 3 years along with a copy of the approved Tire Project Form. The Affidavit provides the LCC with the owner's written permission to enter the land for the purpose of removing the waste tires, and it is a statement from the landowner that they are not responsible for the waste tire pile.

IMPORTANT: All coordination for tire removal from Private Land is between the LEA and the landowner. At no time should the LCC enter any discussions with the landowners including setting up the day and time that the LCC will be on property. Landowners that contact the LCC directly to request a clean-up, or at any point in the process, should be referred to the LEA contact.

Land classified as agricultural may qualify for a grant from CalRecycle to do the clean-up under the Farm and Ranch Grant Program.

There may be other private land clean up situations that could be eligible under other CalRecycle Grants. (See the Appendix - FAQ section below, Q 9).

Freeways / Interstates

LCC should not proceed with cleanup along freeways unless given prior authorization from Caltrans. Caltrans should pay for the cost of disposal.

Waste Tire Amnesty Events

CalRecycle provides grants to Local Government Agencies (LGA) for Waste Tire Amnesty events.

An LCC can partner with an LGA to leverage the grant funds where the LCC

provides the labor for events to collect and/or haul the tires. The cost of the marketing / announcements and the disposal costs should be paid for by the LGA. Cost sharing is encouraged in all collaborative operations with LGAs to increase the amount of activities supported with grant funds.

If the LCC is responsible for hauling tires from an amnesty event, then the LCC must make sure all proper manifesting procedures are followed. The LCC should submit any disposal cost receipt to the LGA for reimbursement. If the LCC is not responsible for hauling tires from an amnesty event, then the LGA is responsible for making sure proper manifesting procedures are followed. In either situation LCC should obtain records on the number of disposed tires for the Quarterly Progress Reporting.

Reference the Training and Assistance web page for information on manifesting procedures [Training and Assistance](https://calrecycle.ca.gov/Tires/Manifest/Help/) (<https://calrecycle.ca.gov/Tires/Manifest/Help/>)

Keep in mind that the cost of disposal is to be paid by the LGA regardless of whether the LCC is hauling or the LGA is using their own hauler. If using the LGA's manifest be sure to get a photocopy of the document as back-up proof for the labor charged to the grant as well as filling in the data table in the Quarterly Progress Reports.

Eligible persons (residents) are limited to transporting no more than 9-tires to an Amnesty event. When someone shows up with more than 9 tires, rather than turn them away, the *Unregistered Hauler and Comprehensive Trip Log Substitution Form 204* should be filled out (See Appendix C).

LCCs should confirm with the hosting LGA if this form is to be used. The completed form goes to the LGA who then sends it to the CalRecycle address on the form. This process discourages commercial tire generators that are disallowed to drop off tires and abuse the Tire Amnesty system. It also allows those that would have been turned away to still participate, which may prevent them from dumping the tires illegally.

Pursuant to the Public Resources Code (PRC), Section 42954 (a)(7) Local Enforcement Agencies (LEA) are authorized to issue an exemption for waste tire hauling to individuals that will be hauling waste tires on a one-time use basis to a local disposal site or amnesty day event in their jurisdiction. (See Appendix C for the LEA issued form letter *Exemption From Waste Tire Hauling Requirements*) [Used and Waste Tire Haulers: Tire Management - CalRecycle Home Page](https://calrecycle.ca.gov/tires/haulers/#Amnesty:~:text=longer%20be%20used.-,Amnesty%20Program,For%20more%20information%20on%20this%20program%20see%20letter%20to%20LEAs,-Enforcement) (<https://calrecycle.ca.gov/tires/haulers/#Amnesty:~:text=longer%20be%20used.-,Amnesty%20Program,For%20more%20information%20on%20this%20program%20see%20letter%20to%20LEAs,-Enforcement>)

Tips for Amnesty Events

- The hosting LGA should use their TPID # for the Amnesty Event
- The hosting LGA is responsible for announcing the Tires and E-waste event at least 30 days prior to the date of the event. (Reference the E-Waste Program Guide for details on Dropoff Events)
- If a LCC will be hauling the tires the Corps should follow standard waste tire manifesting guidelines.
- If the LGA is hauling or using their contracted hauler then the LGA's manifest will be used. Be sure to ask for a copy so you can report the collection data in the Quarterly Progress report
- The LGA pays for disposal in all cases even when the Corps is using their own hauler or processor
- There is no need to list or track each resident that brings in tires. Tracking is done in aggregate on the manifest or in Diversys app.

An LCC may also consider - if the LGA is open to it – expanding the materials collected at an Amnesty event by conducting an E-waste Drop-off event at the same location and time.

Unregistered Hauler and Comprehensive Trip Log Substitution Form

[Waste Tire Tracking Form: Comprehensive Trip Log \(ca.gov \)](#)

[\(https://www.calrecycle.ca.gov/Tires/Forms/Manifest/\)](https://www.calrecycle.ca.gov/Tires/Forms/Manifest/)

The *Unregistered Hauler & Comprehensive Trip Log Substitution Form, CalRecycle 204 (Updated 4/22/10)* is required if the following occurs:

- If a registered waste tire hauler fails to provide a completed manifest receipt when waste or used tires are removed from the generator's location, the generator must complete CalRecycle 204 within 48 hours of the tire removal and submit the form by fax, e-mail, or U.S. mail to CalRecycle within 30 days.
- If waste or used tires are received by an end-use facility from a registered waste tire hauler that does not have a manifest receipt, the end use facility operator must complete a CalRecycle 204 within 48 hours of the tire delivery and submit the form by fax, e-mail, or U.S. mail to CalRecycle within 30 days.
- If the end-use facility accepts 10 or more waste or used tires from a person who is not registered as a waste tire hauler (unless that person has written authorization by the Local Enforcement Agency for purposes of an amnesty day event or a one-time exemption and is transporting no more than 20 waste or used tires to the end-use facility), the operator must complete a CalRecycle 204 and submit the form by fax, e-mail, or

U.S. mail to CalRecycle within 30 days.

- If the person is hauling 20 or more waste or used tires under the written authorization of a LEA for purposes of an amnesty day event or a one-time exemption, the end-use facility operator must report this information on a CalRecycle 204

Quick 'How To' Info

When to Fill Out the Tire Project Form

- Before collecting any number of waste tires on privately owned property and reviewed by the LEA.
- Before cleaning up a waste tire pile of 500 tires or more on public lands. Inform the LEA if you encounter such a tire pile

When to Request a TPID for Waste Tire Clean-ups

- For clean-up on private land no matter the quantity.
- For any clean-up of 500 or more tires on public lands.

What TPIDs should a LCC Have?

- A TPID for the LCC's main 'corporate' site which is the TPID used to identify the hauler on the waste tire manifests (This may be the same TPID as the next bullet point).
- A TPID for any secondary LCC facility where waste tires will be collected and/or stored.
- A TPID for "roadside collection".

Refer to Part 1 – Tire Program Identification Number (TPID) page 8.

Waste Tire Clean up Grants

CalRecycle also provides grants to LGAs for the collection, removal, transportation, recycling, and disposal of illegally disposed tires from areas where illegal dumping has occurred along public rights-of-way and land areas. LCCs may also partner with LGA Waste Tire Clean-up grantees to leverage funding for waste tire clean-up work. If and LCC has received a request to clean-up projects with partners, check with the Tire Hot Line how best to coordinate which TPID should be used on the waste tire manifests.

Subscribe to the Listserv

Stay up to date with announcement of rule changes, conferences, training and more

[List Subscribe](#)

(<https://calrecycle.ca.gov/emailupdates/>)

APPENDIX

- A. Tire Project Form
- B. Property Access Authorization and Non-Responsibility Affidavit for Private Property (Form 741)
- C. Exemption Form Waste Tire Hauling Requirements
- D. How to Calculate the Number of Tires in a Pile
- E. Tire Program Questions (FAQs)

Appendix A – Tire Project Form

Local Conservation Corps Tire Project Review Form

Corps must receive prior approval from CalRecycle to collect tires from private lands, and tire piles of 500 or greater no matter the location. Send all three pages of the completed form to your CalRecycle Grant Manager for review. Review normally takes 2-3 weeks. The form is returned to the Corps with Approval status designated on page three.

Local Conservation Corps (LCC) Information

Corps name: Click or tap here to enter text.	Corps Contact name: Click or tap here to enter text.
Corps contact phone #: Click or tap here to enter text.	Contact email address: Click or tap here to enter text.
Date of request: Click or tap here to enter text.	Corps Tire Program ID (TPID#): Click or tap here to enter text.

Project Site Information

Click or tap here to enter text.

Return form to grant manager when the clean-up is completed, include photos of the cleaned site.

Date clean-up completed: Click or tap here to enter text.	Date form returned: Click or tap here to enter text.
--	---

<p>1. Illegal dump site address, county, TPID: a. Address:Click or tap here to enter text. b. County:Click or tap here to enter text. c. Illegal Dump Site TPID# (assigned to this illegal tire dumpsite. Call the Waste Tire Hotline to create one if one is not already created.):Click or tap here to enter text.</p>	<p>2. Is this project on public or private land? <input type="checkbox"/> Public <input type="checkbox"/> Private</p>
<p>3. Site owner or property responsible agency name and title.</p> <p><input type="checkbox"/> Agency representative <input type="checkbox"/> Landowner</p>	<p>4. Name and TPID of registered hauler that will transport tires. <input type="checkbox"/> LCC will haul. TPID#:Click or tap here to enter text. <input type="checkbox"/> Other registered hauler will haul. Other hauler name: Click or tap here to enter text. Other hauler TPID#:Click or tap here to enter text.</p>
<p>5. Name of person/agency making request: a. Name:Click or tap here to enter text. b. Agency:Click or tap here to enter text.</p>	<p>6. What is the name and TPID or permit# of the disposal site where tires will be delivered? a. Facility name:Click or tap here to enter text. b. Facility TPID/permit#:Click or tap here to enter text.</p>
<p>7. Estimate the number of waste tires on the site.</p> <p>Click or tap here to enter text.</p>	<p>8. Have you contacted your local Tire Enforcement Agency (TEA) about these tires? Choose an item: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, to whom did you speak? Click or tap here to enter text.</p>

Tire Project Review Form

Has a police report been filed by property owner(s)? Yes No

Have you picked up at this site before? Yes No If so, when?

Please write a brief summary of the project (Site conditions, planned activities, estimated timeframe, staff time, etc. If available, please insert a photo of the site into this document. Add any other information that is important for CalRecycle to know).

Click or tap here to enter text.

**Tire Project Review Form
CalRecycle Use Only**

Project Proposed by: <input type="checkbox"/> LCC <input type="checkbox"/> WEEB <input type="checkbox"/> ESB	
CalRecycle Waste Tire Enforcement Section (WTES) Inspector Contact: Click or tap here to enter text.	
<u>WTES Inspector Findings:</u> Click or tap here to enter text.	
<u>Proposed Recommendations and Conditions (if any):</u> Click or tap here to enter text.	
Waste Evaluation and Enforcement Branch (WEEB) Approval: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Disapproved	
WEEB Chief Signature:	Date:
If “Approved with Conditions” or “Disapproved” explain any conditions or reason for disapproval here: Click or tap here to enter text.	
Engineering Services Branch (ESB) Approval (if needed) <input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Disapproved	
ESB Chief Signature:	Date:
If “Approved with Conditions” or “Disapproved” explain any conditions or reason for disapproval here: Click or tap here to enter text.	
FIRM Approval <input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Disapproved	
Grant Manager Signature:	Date:
Explain Conditions or Reason for disapproval (if needed) Click or tap here to enter text..	

Signed copies will remain in the grants file and will be submitted (via email) to the Tire Enforcement Section for their records.

Appendix B - Property Access Authorization / Non-Responsibility Affidavit (Form 741)

**Property Access Authorization and Non-Responsibility Affidavit
for Private Property**

I, _____ certify that I am the legal owner, or authorized agent of the legal owner, of the property located at the following address:

and have the authority to grant access to the property. Neither I, nor any resident, invitee, licensee, lessee, or person I inherited from, personally brought any of the subject waste tires onto my property. Nor did I, or any of the above, direct, authorize, permit, or otherwise provide consent to another to bring the tires on my property. Specifically, to the best of my knowledge the circumstances of how the tires were brought onto my property, and the way I became aware that the tires were on my property, are as follows:

I hereby authorize the City or County representatives applying named

their designated contractors and representatives and other state and local agencies authorized to access the property described below for the purpose of removing tires. This cleanup is being performed under the Local Government Waste Tire Cleanup Grant Program.

I understand that by signing authorization to access the property, I am not admitting liability or responsibility for the cleanup of the property.

I declare, under penalty of perjury, under the laws of the State of California, that all the above information is true and accurate to the best of my knowledge and belief.

Name of Property Owner

Signature of Property Owner

Address

Parcel Number

Telephone Number

Date

Parcel Zoning

Appendix C - Exemption Form Waste Tire Hauling Requirements



Tire Amnesty Program

Date: June 15, 2006

To: All Local Enforcement Agencies

This information is provided to LEAs on behalf of the Tire Hauler Compliance Unit of the Waste Permitting, Compliance and Mitigation Division and the LEA Support Services Unit of the Department of Resources Recycling and Recovery (CalRecycle).

To assist LEAs in issuing exemptions for waste and used tire hauling CalRecycle is providing the following information:

Pursuant to the Public Resources Code (PRC), Section 42954 (a)(7) as described below, the Local Enforcement Agency is authorized to issue exemptions for waste and used tire hauling to individuals that will be hauling waste or used tires to a local disposal site or amnesty day event in their jurisdiction. Although this request may be seldom, CalRecycle has attached a [sample letter](#) which you may find helpful in issuing this letter.

Listed below is the applicable section of the PRC:

42954. (a) A person who hauls waste or used tires is exempt from registration under this chapter if at least one of the following conditions is met:
7) The person, who is not a waste tire generating business, is transporting waste or used tires to an amnesty day event or to a location as defined in subdivision (b) of Section 42951, and has received written authorization, which includes specific conditions and dates, from the local enforcement agency. The local enforcement agency shall provide copies of any written authorizations to the board within 30 days of their issuance.

Please provide a copy of all exemption letters issued by your agency to:

CalRecycle
Tire Hauler Compliance Unit
P.O. Box 4025
Sacramento, CA 95812

Thank you,
Melissa Hoover-Hartwick
LEA Support Services

Please note: Past emails and other correspondence are retained for historical purposes. Over time, some information and links on these pages may become dated and/or inaccurate.

Date:

Name and Address of Company/Individual

RE: EXEMPTION FROM WASTE TIRE HAULING REQUIREMENTS

Dear *(Name Of Company/Individual)*:

This letter, issued by the *(Name of Local Enforcement Agency)* pursuant to the Public Resources Code, section 42954 (a)(7) hereby grants *(Name Of Company/Individual)* permission to haul 10 or more waste or used tires to *(Name Of Landfill Or Amnesty Day Event)* on *(Date Specified)*. These waste or used tires shall be hauled in the vehicle as described below: *(Make/Model, License Plate)*. _____

Listed below is the applicable section of the PRC.

42954. (a) A person who hauls waste or used tires is exempt from registration under this chapter if the following condition is met:

(7) The person, who is not a waste tire generating business, is transporting waste or used tires to an amnesty day event or to a location as defined in subdivision (b) of Section 42951, and has received written authorization, which includes specific conditions and dates, from the local enforcement agency. The local enforcement agency shall provide copies of any written authorizations to the board (CalRecycle) within 30 days of their issuance.

This letter must accompany the load of waste or used tires and be presented to any uniform peace officer or authorized agent of the *(Name of Local Enforcement Agency)* or CalRecycle. Further, this letter only grants the transportation of waste or used tires to the aforementioned location and does not allow for the transportation of waste or used tires for hire.

Should you have any questions concerning this letter, please do not hesitate to contact *(Name Of LEA Representative)* at *(Phone Number)*.

Sincerely,

LEA Endorsement

cc: CalRecycle
Tire Hauler Compliance Unit
P.O. Box 4025
Sacramento, CA 95812

Appendix D - How to Calculate the Number of Tires in a Pile

[Determining the Number of Tires](https://www.calrecycle.ca.gov/Tires/Enforcement/Inspections/NumberTires/)

[\(https://www.calrecycle.ca.gov/Tires/Enforcement/Inspections/NumberTires/\)](https://www.calrecycle.ca.gov/Tires/Enforcement/Inspections/NumberTires/)

Appendix E -Tire Program Questions (FAQs)

Tire Program Questions (FAQs)

Q1 How do tire haulers make money?

A - Currently California has a Tire Fee of \$1.75 per new tire sold in California. Of that fee, 75¢ is allocated to the State Air Resources Board, and \$1 is allocated to CalRecycle. This fee funds CalRecycle's waste tire program, including cleanup and LCC grants.

The fee does not pay for collection or disposal of waste tires outside of the existing grant programs. Waste tire haulers charge waste tire generators a disposal fee to accept waste tires. Corps may not charge a disposal fee, nor are Corps permitted to accept waste tires from a waste tire generator.

Q2 If a Corps works with a local agency and has a contract to do clean-up, who is required to do reporting?

A - The waste tire hauler is required to file manifests; however, the Corps also reports tire waste collection counts and activities in each Quarterly Progress Report and in the End of Cycle Report.

Q3 Does CalRecycle maintain information on waste tire hot spots?

A - CalRecycle does not maintain this information. Local jurisdictions that have Local Tire Enforcement Agency Tire Enforcement Agency code enforcement officers are often the best sources for identification of illegal dump sites.

Q4 What agencies can a Corps partner with which may be holding amnesty events or clean-up projects?

A - Local government agencies are often the lead agencies for waste tire amnesty grants. Please refer to the Tire Management web site for more detailed information.

Please Note: Amnesty Grant Program grantees are good partners for a Corps; however, be sure to document what costs related to an amnesty event are paid for by the Corps, and what costs are to be paid for by the Amnesty Grant recipient to avoid duplicated expenses when invoicing CalRecycle.

Example: At an amnesty event, two bins are used to collect tires. If one bin is paid from the Amnesty grant and one is paid by the Corps, these are distinct charges. Other examples of expenses for such an event are labor and hauling. Separation of expenses is necessary to avoid duplicated billing to CalRecycle.

Q5 Can a Corps pick up a tire while on a route for bottles and cans?

A - Yes, any fleet vehicle can be used if the quantity is 9 tires or less. If 10 or more tires are hauled, only vehicles with a valid waste tire hauler registration can be used (See Q28 below for use of the Diversys app in these situations) .

Q6 Where may we access information about safety for Corpsmembers who will be handling tires?

A - Generally, the personal protective equipment needed includes gloves, eye protection, hard hat, high visibility vest, and safety boots. If in doubt, please contact the CalRecycle Grant Manager for approval on specific safety gear.

Other safety info such as safe lifting techniques can be obtained through Cal OSHA.

Awareness of the potential for biohazards such as snakes, rodents and mosquitoes may be obtained from your county vector control department.

It is also critical for LCCs to be aware that illegal dumping often involves multiple forms of waste, sometimes including hazardous materials. Crews that specialize in the safe removal and proper disposal of hazardous materials must undertake clean-up of waste piles that include hazardous waste.

LCCs generally are not qualified for hazardous materials clean-up and should immediately tape off any abandon waste tire pile project and notify Local Enforcement Agency (LEA) or Environmental Services, or Vector Control when hazards are encountered that are beyond the scope of work for an LCC waste tire removal crew.

Q7 Are hauling and/or disposal costs (sometimes mistakenly referred to as tipping fees) for tires an allowable reimbursement under the grant?

A - Yes (see notes below)

Please Note:

The cost of transporting waste tires by a permitted waste tire hauler that is registered, or exempted by CalRecycle to a permitted, excluded, or exempted waste tire storage facility, or other authorized solid waste facility is an allowable expense.

The cost incurred by an LCC for directly disposing waste tires at a permitted, excluded, or exempted waste tire facility is allowable.

These general statements align with the following sections:

[Waste & Used Tire Hauler](#)

(<https://calrecycle.ca.gov/tires/haulers/>)

[End Use and Disposal Facilities](#).

(<https://calrecycle.ca.gov/tires/manifest/participants/enduse/>)

CalRecycle has specific requirements for tracking used and waste tires remediated with grant funds. For the costs of tire remediation to be reimbursed, Grantees and their contractors must use a waste/used tire hauler that is registered with CalRecycle, unless it is exempt pursuant to

Public Resources Code (PRC) section 42954. Furthermore, the tires must be transported to a facility that is permitted, excluded, exempted, or otherwise authorized by CalRecycle, by statute, or by regulation, to accept waste and used tires, or to a facility that lawfully accepts waste and used tires for reuse or disposal.

Q8 How does a Corps find a registered tire hauler to work with?

A - Haulers are listed on CalRecycle's website at [Facilities Search \(ca.gov\)](https://www2.calrecycle.ca.gov/Tires/Facilities/Search/); (<https://www2.calrecycle.ca.gov/Tires/Facilities/Search/>) you may also call the phone number shown below. CalRecycle maintains a listing of all CalRecycle-registered waste tire haulers by county. See page 5 above or contact the CalRecycle waste tire hotline at 1-866-896-0600 (toll-free)

Q9 A county has a waste tire clean-up site containing many tires on a ranch property. The new landowners were unaware of the tires at the time of purchase. Can an LCC partner with the county to do clean-up as an eligible cost?

A - Sites located on a ranch property must first be reviewed by the Grant Manager of the Farm and Ranch Solid Waste Clean-up and Abatement Grant Program and considered as ineligible under that grant program to be considered for clean-up under the LCC grant program. It is vital that before making any commitments to a project that the Corps engage with their LEA and with CalRecycle Grant Manger to assess project feasibility.

Q10 We are using a new truck to pick up tires that has no license plate. How do we fill out the manifest form?

A - Insert the DMV temporary license plate number. Keep the temporary plate on file for 3 years in the event you need to prove the vehicle was used to haul tires. If using the Diversys App to manifest be sure to update the app after you received the DMV permanent license plate.

Q11 When driving around we notice tires on the side of roads, to my knowledge we can pick these items up. My question is, how do we identify where we picked up the material?

A - Picking up random tires along the road will be manifested using the already assigned Roadside TPID # in the Diversys App or the QR code issued by Diversys The Diversys App will geolocate where you are collecting the tires. All LCCs should have a TPID they use just for manifesting roadside pickups, and you will use that one for all such work.

Q12 When should we use the Tire Project Form?

A - Send in the Tire Project Form to your Grant Manager when:

1. Any amount of waste tires are on private property.
2. The tire quantity totals 500 or more and is on public land.

Q13 May we collect waste tires if some are left at a business where we also collect beverage containers?

A – No. Collecting from a commercial business relieves them of their responsibility for the

removal. This is true for all types of commercial businesses unless it was an illegal dumping. Then the LEA should be involved in advising the business owner.

Q14 May we pay for disposal of waste tires from CalRecycle grant funds?

A - Yes, you will be reimbursed for these fees.

Q15 How do we track tires collected?

A - 1) If you are working with a permitted hauler, ask them for a copy of their manifest (CTL) which shows the number of tires.

2) If you are permitted to haul, use the Diversys app to manifest.

3) If you need to estimate due to the large number. For a formula and instructions on estimating waste tire pile counts go to Appendix D.

Q17 A storage business contacted us that a tenant dumped about 200 tires in a unit and then abandoned the unit. May we use tire funds to help the business by hauling away the tires?

A – No. This would not be an appropriate use of State funds to subsidize this private business as it deals with its ordinary business challenges. A storage business periodically is stuck with the appropriate disposition of property from vacating tenants. It is a part of their cost of doing business.

Q18 There is a motocross event coming up and we feel like it is a great opportunity to reach out and collect tires from the motorcycle community.

A - Motorcycle tires ARE eligible. When working a motorcycle event with Tire funds, do not forget about Used Oil too. You may also want to buy some DIY oil change kits for waste oil to give away at the event. We know that motorcycle enthusiasts often change their own oil.

Q19 We have been asked by a local school district to help with removal of tire derived pour-in-place products from playgrounds. Is this an allowable expense from the tire fund?

A – Yes, this project was reviewed through our Executive management and was approved as a reimbursable expense. LCCs cannot purchase the tire derived pour-in-place material for replacement.

Q20 We want to establish a neighborhood tire pickup program focused primarily on senior citizens and other people who may have trouble properly disposing of tires. Is this an allowed tire fund expense?

A -Yes this is an allowable expense. Here are a few restrictions.

- Residential pick-ups are OK.
- Use the Diversys app and the QR code with your Roadside TPID # to log the number of tires picked up. Diversys will Geo-locate address.
- All tires on one route can be manifested together (rolled up) on one manifest using the

Corps' Roadside collection TPID number.

- Maintain records of disposal in Diversys.
- If one address repeatedly has tires, CalRecycle Tire Management Program Hotline: (866) 896-0600 must be notified of the address since it may indicate a site that should have a tire generator TPID.
- Pick-up from Commercial tire generators is not allowed.

Q21 Are Corps allowed to collect tires from commercial waste tire generators?

A - No.

Q22 If a commercial business or Non-Profit Organization calls a Corps to assist with the pick-up of illegally dumped tires, may we collect the tires?

A – Maybe, but probably not. Please complete the tire project form and send it to your LEA if there is one in that jurisdiction, or to the grant manager so the project can be reviewed for approval. Tires that a business generates for disposal are not eligible for removal by the Corps

Q23 If we pick up several small tire piles around our city, do we need to request a unique TPID for each tire pile?

A - No. You use the "Roadside Clean-ups" TPID from already issued by CalRecycle for manifesting the pickup of all small tire piles on public spaces.

Q24 May we use tire funds to assist a county that has a grant to install tire mulch but has no funds for the labor?

A - Yes. Installation of tire-derived products is an allowable expense.

Please also note - The purchase of the tire-derived products for schools, local governments, etc. is not an allowable expense with waste tire funds. A Corps may purchase tire-derived products for use at a Corps facility.

Q25 We received our tire bond from our insurance company, which means we are ready to send in our Waste Tire Hauler Registration Application.

- If we have two locations, do we need to submit a separate permit for each location?
- If yes, do we need a separate bond for each application?
- If no, should I just put both locations on the application?

A - A Corps should only use one location for the hauler registration but can register vehicles from both locations under the one hauler registration. The main location or 'corporate' location should be used, and the bond should reflect that address. If the Corps is going to store, pick-up or deliver tires at another location then they would need a separate facility TPID at the second location, but just as a generator/end use facility, not as a hauler.

This is highly situational, but from an enforcement perspective, if there is a "corporate location" that is otherwise not involved in any of the tire activity it would be best to have the location with the tire activity, and not the corporate location, be the registered hauler for two reasons. One,

the corporate location would otherwise not need a TPID unless it becomes the registered hauler, and two the hauler manifests are required to be stored at the registered hauler location, so even if the corporate location was not involved in tire activity it would still get inspected because that is where they would have to keep the manifests.

Q26 Are Corps expected to take over all Amnesty events for cities and counties in the future?

A - No. CalRecycle's Five Year Tire Plan encourages partnerships with the Corps on Amnesty grants. Jurisdictions should not pass off the entire responsibility of tire disposal to Corps. Collaboration with jurisdictions to assist with Amnesty events is an excellent way to utilize the waste tire funding.

Q27 We were asked to haul waste tires from one of our jurisdiction's fleets. Is that an allowable activity?

A - No. The jurisdiction is a waste tire generator and responsible for the disposal. This would be considered a "pass-through" payment to the jurisdictions. The Corps cannot supplant the jurisdiction's responsibility for properly disposing of fleet tires at their own expense.

Q28 If we are a registered hauler, do we create a Diversys traction for loads of waste tires with counts of nine or fewer?

A - It depends on if the vehicle is registered under your CalRecycle waste tire hauler registration.

- If the vehicle IS registered (has a "TIRE" sticker in the window) then you may haul any number of tires, and ALL tires must be manifested.
- If the vehicle is NOT registered then you may only haul up to 9 tires per load and you should NOT manifest, however other recordkeeping may be required if delivering back your site. Such as manifesting form your TPID facility to the disposal location and reporting in the Quarterly Progress Reports.

Q29 If we are a registered hauler, will we be inspected by the local Tire Enforcement Agency (TEA)?

A - Yes, you will be inspected at some point (at least once every two years) so make certain you are maintaining records of all manifests, including Diversys transactions, to verify your permit stickers are on your trucks, and that all other requirements are followed. You could be checked at your facility or on the road. In cases where there is no local TEA, you will be inspected by a CalRecycle inspector.

Q30 May we offer an ongoing Amnesty Program for residents to drop off waste tires?

A - Yes. The following stipulations apply:

- LCCs may only receive up to 20 waste tires per resident per year. *Residents can bring only 9 tires per load (two loads of 9 and one load of 2 or any combination not totaling more than 20 tires in a year)*. A larger total amount would need approval as a separate project. Annual counts

exceeding 20 per resident may be investigated by CalRecycle as illegal dumping cases.

- The LCC must have a TPID # for the event location if not held at your facility.
- LCCs must comply with record-keeping requirements per 14 CCR 17357.
- LCCs must also notify the Tire Enforcement Agency (TEA) of the service they are providing, the location, the number of tires, etc. Contract Tire Management Program Hotline: (866) 896-0600. No waste tires can be accepted from commercial businesses at amnesty events.

Q31 Our County offered us the opportunity to place illegally dumped waste tires within their jurisdiction in a bin, which is serviced by their designated waste tire hauler periodically. They will cover the disposal costs. How do we get credit for the number of tires we may collect or haul in this circumstance?

A - If you're using a permitted vehicle, use the Diversys app to manifest the tires which will be your record. Unregistered vehicles cannot produce manifests (unless an exempt hauler). All tires hauled to the jurisdiction collection bin should be reported in the Quarterly Progress Report