

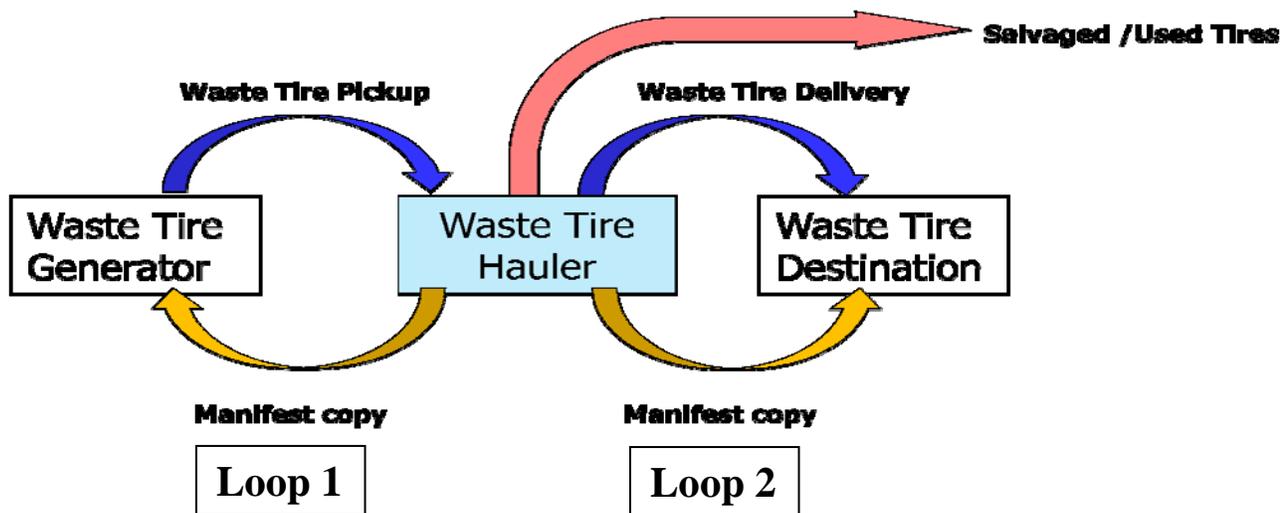


All waste tire haulers (Haulers) are required to use the Uniform Waste Tire Manifest (manifest) for pickup and/or delivery of waste tires in Colorado, including Haulers that bring waste tires into the state or ship waste tires out of state. Haulers that only travel through the state as part of interstate commerce, but do not pickup, transfer, store, deliver or dispose of waste tires in Colorado, are not required to use the Colorado waste tire manifest system.

Haulers are responsible for: ensuring that the information on the waste tire manifest is correct; obtaining signatures from authorized representatives of the Generator and Destination facilities; providing copies of the completed manifests to the Generator and Destination facilities; and keeping manifest copies for three years. Waste tire generators (Generators) and waste tire destination facilities (Destination facilities) are responsible for reviewing the manifest for accuracy, signing the manifest, and also keeping manifest copies for three years. Please review our guidance at www.colorado.gov/cdphe/hm for more information on the requirements for waste tire Haulers, Generators and Destination facilities and for a copy of the waste tire manifest.

This manifest system is different from the more traditional single “closed-loop” manifest system that is used in hazardous waste manifesting. Instead, this manifest system is a “double-loop” manifest system that is centered around the Hauler, which allows the Hauler to remove salvaged or useable tires from the load. The “Double-Loop” system is illustrated below.

Waste Tire “Double-Loop” Manifest System



Loop 1 – Manifesting Between the Waste Tire Hauler and the Waste Tire Generator – Pickup of Waste Tires

The manifest is filled out by the Hauler when the Hauler picks up waste tires from a Generator of waste tires (e.g., tire retailers, wholesalers, fleet service facilities, illegal tire pile/dump, or private party). If waste tires are picked up at more than one Generator on a single trip, the Hauler must generate a new and separate manifest for each separate Generator. The following outlines the manifesting steps for Loop 1:

- The Hauler initiates a new manifest form by filling out the “Waste Tire Hauler” section of the manifest. The Hauler records their Hauler Registration Number as noted on the Hauler’s

Certificate of Registration and Vehicle and Facility Decals and Vehicle Decal Number as noted on the decal in the lower left corner of the windshield of the Hauler's transport vehicle.

- The Hauler assigns their own number, such as a company assigned invoice number or a sequential number, in the "Manifest Number" box. This number must be unique to each and every waste tire pick-up or drop-off transaction.
 - If the Hauler contracts with a common carrier to haul waste tires, the "Contract/Common Carrier Name & US DOT #" box must be completed.
- The Hauler then fills in the "Waste Tire Generator Information" section of the manifest recording both the "Generator's Registration Number" from the Generator's Certificate of Registration or Facility Decal and the amount of waste tires picked up at the facility in the "Amount of Waste Tires Picked Up" box. Though not required, the Hauler may elect to complete the "Tire Diameters - # of tires OR weight of tires in tons" box.
 - The Hauler checks the illegal tire pile/dump or private party box if waste tires are picked up from an illegal tire pile/dump or private party site. If there is an on-site representative, that person should sign the manifest as the Generator.
- The Hauler fills in the "Waste Tire Destination Facility" section with their own information, recording their Hauler Registration Number in the "Facility Registration Number" box as well as their Facility Decal Number (NOT "Vehicle Decal Number") in the "Facility Decal Number" box if the waste tires are taken back to the Hauler's facility prior to being delivered to a waste tire destination facility.
 - The "Waste Tire Destination Facility" section is not filled in with the Hauler's information if the waste tires go directly to a waste tire Destination facility without stopping at the Hauler's facility. In this case, the Hauler fills in the "Waste Tire Destination Facility" section with the Destination facility's information.
- The Hauler obtains a signature from the Generator after the Generator reviews the information provided by the Hauler to determine completeness and accuracy of the form. The Hauler also signs the manifest.
- The Hauler provides the Generator with a copy of the manifest. Copies of the manifest must be retained by the Hauler and Generator for three years.
- The Hauler fills out the "Adjustment Table" only if the Hauler removes waste tires from the Generator's waste tire pickup for re-use or salvage.
 - The Adjustment Table does not need to be completed before obtaining the Generators signature. This table can be completed at the Hauler's facility once tire sorting for resale and salvage has been completed.

Loop 2 – Manifesting Between the Waste Tire Hauler and the Waste Tire Destination Facility – Delivery of Waste Tires

If the Hauler takes waste tires from a Generator back to the Hauler's facility before transporting the waste tires to a Destination facility, then a new manifest must be filled out by the Hauler when the Hauler transports the waste tires to a Destination facility (e.g., waste tire processor, end-user, monofill, collection facility, or approved beneficial user). However, if the Hauler picks up waste tires from a Generator and delivers them on the same trip to a Destination facility, then a second manifest would not be necessary and the entire transaction can be recorded on one manifest.

- The Hauler must fill out the Waste Tire Hauler and Waste Tire Generator sections as described in Loop 1, with the Hauler's information listed in both sections.
- The Hauler fills out the "Waste Tire Destination Facility" section with the Destination facility's information, including the Destination Facility Registration Number from the Destination facility's Certificate of Registration or Facility Decal, the Destination Facility Decal Number, and by checking the appropriate box(es) for the type of Destination facility.

- The waste tire hauler obtains a signature from an authorized representative of the Destination facility after they review the information provided by the Hauler to determine completeness and accuracy of the form. The Hauler also signs the manifest.
- The Hauler provides the Destination facility with a copy of the manifest. Copies of the manifest must be retained by both the Hauler and Destination facilities for three years.
- If waste tires are dropped off at more than one Destination facility on a single trip, then the Hauler must generate a new and separate manifest for each separate Destination facility.

Manifesting Example

The illustration provided below illustrates when a manifest would need to be generated. The numbers in the illustration indicate that a manifest is needed.

In this example, Hauler X picks up waste tires from Retailer A, B, C and D on the same trip. He fills out separate manifests for each pick-up (manifests 1 – 4) with his facility listed as the destination facility on each manifest. In total, he picks up 500 waste tires from these four generator facilities of which he thinks 100 of the tires might have salvage/re-use value. He delivers all 500 waste tires to his facility. At some later time, he delivers the 400 waste tires that he believes have no re-use value to a Processor or End-user on a new manifest (manifest 5) with his facility listed as the generator and the Processor or End-user listed as the Destination facility. After he has had a chance to look at the 100 waste tires he set aside for potential salvage value, he realizes that only 80 actually have salvage value and 20 are really waste tires. When he ships these 20 tires off to a Processor or End-user, they will go on another manifest (manifest 6). When these 20 tires are shipped to a Processor or End-user, it is fine to consolidate them into another larger manifested load.

For more information please contact:

Colorado Department of Public Health and Environment
 Hazardous Materials and Waste Management Division
 4300 Cherry Creek Drive South
 Denver, Colorado 80246-1530

Customer Technical Assistance Line:
 (303) 692-3320
 (888) 569-1831 ext. 3320 toll-free
 E-mail: comments.hmwmd@state.co.us
 Website: www.colorado.gov/cdphe/hm

This guidance is intended to serve only as guidance for use of the waste tire manifest in Colorado. This guidance should be used in conjunction with the Solid Waste Regulations Pertaining to Solid Waste Sites and Facilities, 6 CCR 1007-2.

Uniform Waste Tire Manifest (Form WT-2)



Colorado Department
of Public Health
and Environment

NOTE: Pursuant to §25-17-201, et seq, of the Colorado Revised Statutes (C.R.S.), and Section 10 of the Colorado Solid Waste regulations (6 CCR 1007-2, Part 1), all waste tire haulers and waste tire facilities are required to use copies of this manifest when transporting waste tires within Colorado. Copies of all manifests must be kept by Waste Tire Haulers and Waste Tire Facilities for 3 years.

WASTE TIRE HAULER				
Date: Mo	Day	Yr	Hauler Registration Number:	Manifest Number:
Business Name:			Vehicle Decal Number:	
Street Address:		City:	State:	Zip Code:
Business Phone Number:		E-mail Address:	Driver:	
(If applicable) Contract/Common Carrier Name & US DOT #:				

WASTE TIRE GENERATOR INFORMATION	
Pickup Business or Generator Name:	
Street Address/City/State/Zip Code:	Generator Registration Number:
	Business Phone Number:
Check box if this is an illegal tire pile/dump or private party (use fields above to enter landowner information and property location/description): <input type="checkbox"/>	
Amount of Waste Tires Picked Up (REQUIRED):	Tire Diameters - # of tires OR weight of tires in tons (OPTIONAL):
# of tires: _____	Passenger/
OR	Light Truck: _____ Medium Duty: _____
Tons of tires: _____	Heavy Duty: _____ Other: _____
NOTE: The amount accounted for in Tire Diameters should equal the amount in Amount of Waste Tires Picked Up	
Hauler Signature:	Generator Signature:

NOTE: A separate manifest must be completed for each pick-up of waste tires at each Waste Tire Generator.

ADJUSTMENT TABLE (IF APPLICABLE)
of Tires OR Tons of Tires Removed from This Load for Re-use or Salvage: _____
TOTAL AMOUNT OF WASTE TIRES REMAINING: # of tires: _____ OR Tons of tires: _____

TOTAL AMOUNT OF TIRES IMPORTED FROM OUT OF STATE (IF APPLICABLE)
of Tires OR Tons of Tires in This Load from Out of State: # of tires: _____ OR Tons of tires: _____

WASTE TIRE DESTINATION FACILITY		
Destination Business Name:	Amount of Waste Tires Delivered	
Street Address/City/State/Zip Code:	Facility Registration Number:	# of tires: _____
	Facility Decal Number:	OR
Check type(s) of facility: Hauler <input type="checkbox"/> Processor/End-User <input type="checkbox"/> Disposal <input type="checkbox"/> Collection <input type="checkbox"/> Retailer/Wholesaler <input type="checkbox"/>	Business Phone Number:	Tons of tires _____
	Hauler Signature:	Destination Facility Signature:

NOTE: A separate manifest must be completed for each drop-off of wastes tires at each Waste Tire Destination Facility.