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## Scrap Tire Shipping Papers

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### PURPOSE

This educational guideline addresses owner and operator responsibilities to use and retain scrap tire shipping papers for all transportation of scrap tires in Ohio and is intended to guide readers through some of the major requirements of the scrap tire rules. However, it is only a guide and the appropriate sections of the Ohio Administrative Code should be read in their entirety.

Ohio's comprehensive scrap tire program includes a system for monitoring the flow of scrap tires within, into and out of the state. In response to that requirement, Ohio EPA has developed scrap tire shipping papers designed to account for scrap tires from their original point of generation to their ultimate destination, such as approved storage, recovery or disposal facilities or approved beneficial use sites. These shipping papers have been crafted to provide transporters and other scrap tire facilities ease and flexibility in completing necessary documentation. The shipping paper rules can be found in rule 3745-27-57 of the Ohio Administrative Code.

### APPLICABLE RULES/STATUTES

Ohio Revised Code 3734  
Ohio Administrative Code 3745-27-57

### WHO MUST USE SCRAP TIRE SHIPPING PAPERS?

Shipping papers are to be used by all of the following:

1. All registered scrap tire transporters;
2. All licensed owners or operators of scrap tire facilities;
3. Transporters who are not required to be registered.

In addition, all individuals or businesses that generate scrap tires but are exempt from registration and licensing will provide the registered transporter or licensed facility owner with the information necessary to complete the shipping papers. All parties to the scrap tire transaction shall retain copies of the shipping papers for a minimum of three years.

### ARE USED TIRES AND RETREADABLE CASINGS ALSO SCRAP TIRES?

Yes. A used tire is a scrap tire because the original owner has discarded it and no longer wants the tire. A used tire is a scrap tire whether it is mounted on a rim or not. A used tire remains a scrap tire until it is installed on a vehicle. Retreadable casings are also scrap tires until a retreading business has accepted and inspected the tire, marked it as suitable for retreading, and stored it on property owned or leased by the retreading business.

### IS THERE A SPECIAL FORM REQUIRED?

No. However, the *Ohio EPA Scrap Tire Shipping/Receiving Form* is available as a two-part or three-part carbonless paper form and can be used as a master for obtaining copies at a print shop. These forms or their equivalent create a record of the scrap tires being transported. Although these forms are standardized by Ohio EPA, other equivalent forms or computerized records may be used as long as they include all of the information specified in Ohio Administrative Code Rule 3745-27-57. Prior approval of these equivalent forms is no longer required.

### WHAT TYPE OF INFORMATION IS REQUIRED?

Before a scrap tire transporter leaves a pick-up or delivery location, the following information must be recorded on the shipping papers:

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1. The amount of tires picked up or delivered;
2. An estimate of the percentage of passenger car tires, truck tires and other tires in the load;
3. Certification that the tires are water free or have received proper mosquito control measures;
4. The name, dated signature, address, telephone number, registration number and vehicle license plate of the transporter;
5. The name, dated signature, address, telephone number and registration and/or permit number of the facility shipping or receiving scrap tires.

## HOW AND WHEN ARE SHIPPING PAPERS USED?

Shipping papers are used each time a transporter picks up scrap tires from any source or delivers scrap tires to authorized facilities, such as approved storage, recovery or disposal facilities or beneficial use sites.

When a transporter picks up scrap tires, a copy of the shipping paper shall be completed. One copy will remain with the transporter and the other will be left with the generator. Likewise, when a licensed scrap tire facility receives scrap tires from a transporter, an exempt business, or an individual, a copy of the form must remain with both parties to the transaction to indicate delivery and receipt of the scrap tires.

The forms must be kept on file for three years by all parties. These forms will not be submitted to Ohio EPA, but must be available if Ohio EPA or local health department inspectors request to review them. A summary of the shipping papers, in the form of an annual report, is required to be submitted to Ohio EPA each year.

The file of shipping papers can be used to show compliance with Ohio law. Section 3734.83(C) of the Ohio Revised Code requires that "... no person who possesses scrap tires shall cause them to be transported by any person who is not registered as a transporter..." The penalties for violating this or any section of the Ohio Revised Code relative to the handling and storage of scrap tires are listed in section 3734.99 of the Ohio Revised Code (a felony with a fine of at least \$10,000 but not more than \$25,000, or imprisonment for at least two years, but not more than four years, or both.)

## POINT OF CONTACT

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## DISCLAIMER

The procedures set out in this document are intended solely for guidance. The procedures are not intended and cannot be relied upon to create rights, substantive or procedural, enforceable by any party against Ohio EPA. While this guidance document is not legally binding, all statutes and rules referenced herein are binding and enforceable. Ohio EPA reserves the right to vary this guidance or to change it at any time without public notice and also reserves the right to deviate from this guidance on a case-by-case basis.