

## COMMUNITY POLICIES, PROCEDURES & INSTRUCTIONS

Tire Stewardship Manitoba (TSM) is a not-for-profit association formed as a stewardship agency to represent the tire retailers of Manitoba. TSM has had its tire product stewardship program (the Plan), approved by Manitoba Sustainable Development in accordance with *The Tire Stewardship Regulation 2006*.

Topics	Procedures
<p><b>Community Registration</b></p>	<ol style="list-style-type: none"> <li>1. The Community/Landfill will complete and send in a Community Registration Application to TSM.</li> <li>2. All registered communities will be issued a Certificate of Registration that will specify a unique registration number to be used on all transactions with TSM.</li> <li>3. Registered communities are bound to all applicable TSM program policies and procedures (Rules) that are in place and to be set out by TSM in the future.</li> <li>4. The community would surrender its TSM Certificate of Registration to TSM if the Applicant's registration is cancelled or suspended.               <ul style="list-style-type: none"> <li>- <b>TSM may cancel or suspend registration.</b> <ul style="list-style-type: none"> <li>o TSM may cancel or suspend the community registration if the community;                   <ol style="list-style-type: none"> <li>a) Does not comply with the Plan or the Rules;</li> <li>b) Fails to keep the required Records</li> </ol> </li> </ul> </li> </ul> </li> </ol>
<p><b>Community Scrap Tire Collection</b></p>	<ol style="list-style-type: none"> <li>5. Accept all Manitoba generated scrap tires at no charge:           <ul style="list-style-type: none"> <li>- For the general public verify that they are a Manitoba resident.</li> <li>- For retailers verify their TSM registration number.</li> <li>- For generators verify TSM registration number.</li> </ul> </li> <li>6. Ensure proper storage of scrap tires (see <i>Guideline for the Storage of Scrap Tires, &amp; Guideline for the Scrap Tire Storage Picture Examples</i>):           <ul style="list-style-type: none"> <li>- Separate piles of small to medium sized tires from the large (OTR) tires.</li> <li>- Have the tires clean.</li> <li>- Stack tires in rows preferably.</li> <li>- Make scrap tires easily and readily accessible defined as the tires being stored in a location that is free and clear of any obstructions and / or debris and allows the tires to be directly loaded onto the hauler's truck.</li> <li>- Arrange the tires in such a way that there is enough room for a pickup truck and trailer to park next to the tire pile.</li> <li>- Have the tires stored on solid foundation in an all weather area, to ensure a truck and trailer can pick up tires even when it rains, and the truck does not sink in the mud.</li> </ul> </li> </ol>

Topics	Procedures
<b>Community Records</b>	<p>7. Keep records of all scrap tire collections:</p> <ul style="list-style-type: none"> <li>- Record all scrap tires accepted, stored and collected.</li> <li>- You will have the right to refuse Non-Manitoba generated scrap tires.</li> <li>- If you choose to collect Non-Manitoba generated scrap tires: <ul style="list-style-type: none"> <li>o Keep records of them: <ul style="list-style-type: none"> <li>▪ These tires will not receive TSM financial support.</li> <li>▪ You will become responsible for these tires and may charge a disposal fee to pay for the responsibilities of handling these tires.</li> </ul> </li> </ul> </li> </ul>
<b>Scrap Tire Removal Service Scheduling</b>	<p>8. Contact Reliable Tire Recycling (204) 774-0725/toll free (877) 900-0724 for scheduling removal service of all small/regular/medium sized scrap tires as well as all OTR (large scrap tires):</p> <ul style="list-style-type: none"> <li>- Provide an <b>accurate</b> count on the number of scrap tires.</li> <li>- Generally you must have a minimum of 1 semi load (1000) of small/regular/medium sized scrap tires or 1 year must have passed since the last collection,</li> </ul> <p style="text-align: center;">and</p> <ul style="list-style-type: none"> <li>- for scrap OTR's a minimum of 1 semi load (250) or 1 year must have passed since the last collection. <ul style="list-style-type: none"> <li>o Note: Some landfills may require more frequent collections due to their size and ability to manage the tires; however, it will be up to the collector's discretion.</li> </ul> </li> </ul> <p style="text-align: center;"><b>Concerns Regarding Collection</b></p> <ul style="list-style-type: none"> <li>o Contact TSM and notify us of the situation. <ul style="list-style-type: none"> <li>▪ Your contact information and concerns will be reported and communicated to the TSM board members.</li> </ul> </li> </ul>
<b>Financial Incentive</b>	<p>9. Receiving financial assistance:</p> <ul style="list-style-type: none"> <li>- Fill out a Community Scrap Tire Collection Claim Form and send it to TSM accompanied by the receipt from the processor that collected the tires.</li> </ul>
<b>Where to get more information</b>	<p>Web site: <a href="http://www.tirestewardshipmb.ca">www.tirestewardshipmb.ca</a>  By Email: <a href="mailto:info@tsmb.ca">info@tsmb.ca</a>  By Phone: (204) 661-3242 Toll Free (866) 724-5002 (MB)  By Mail:  Tire Stewardship Manitoba  1791 Dublin Avenue, Unit B  Winnipeg MB R3H 1A9</p>