

## Tire Accountability Program (TAP) Electronic Manifest System (e-manifest)

**Who must use tire manifests:** Beginning January 1, 2018, the following entities must use the tire manifest system to report all tires that are destined for a used tire program (APC&EC Reg. 36.601 *et seq.*):

- Used Tire Programs (UTP)
- Tire generators
- Commercial generators
- Tire collection centers
- An entity who removes a tire from the used tire program after it is collected
- An entity who imports a tire from out-of-state

**What is covered by the tire manifest system:** The collection, transportation, distribution, and recycling or disposal of recyclable tires, waste tires, used tires, and tires culled for resale. The e-manifest system only applies to tires destined for a UTP. The e-manifest system does not apply to tires that are not provided to or part of a UTP.

### Where to access tire manifests:

- UTPs must use the e-manifest located on the Arkansas Department of Environmental Quality (ADEQ) e-portal site.
- Any individual or entity listed above except UTPs must use the paper used tire manifest, Form TAP-11, which is available on the ADEQ website. Because information on the paper form will be entered into e-portal by UTPs, it is part of the e-manifest system.

### Requirements:

- UTPs must enter accurate manifest information into e-portal for each individual shipment in a timely manner. The UTP must finalize each used tire manifest and enter the information into the e-manifest system prior to processing or disposing of the tires and in order to be eligible for disbursements.
- Tire generators, commercial generators, and importers must provide the tire transporter with two (2) paper copies of the used tire manifest.
- Transporters must be licensed to transport tires by ADEQ.
- For shipments to out-of-state UTPs, the transporter will provide a copy of the used tire manifest and retain a copy for their records.
- Errors on a used tire manifest (Form TAP-11) or in e-portal must be reported in writing to ADEQ within three calendar days after discovery.

