

Instructions for Completing the Used Tire Manifest  
(Form TAP-11)

The used tire generator, transporter, and processing facility must complete and sign the appropriate sections. It is the responsibility of the used tire program (UTP) to upload the completed manifest into DEQ's e-portal system and submit the electronic manifest. DEQ's e-portal system can be accessed at: <https://eportal.adeg.state.ar.us/>

The generator and final-destination facility (tire-collection facility or tire-processing facility) shall maintain copies of all manifest and associated records on-site for a minimum of three (3) years from the date of initiation by the generator or receipt by the tire collection or processing facility, as applicable.

*Item 1. Tire Generator Identification Number*

Enter the generator's Department of Finance and Administration (DFA) issued number.

*Item 2. Page 1 of \_\_\_\_\_*

Enter the total number of pages used to complete the manifest (the first page, plus the number of continuation sheets, if any).

*Item 3. Emergency Response Phone Number*

Enter a phone number for which emergency response information can be obtained in the event of an incident during transportation. The emergency response phone number must:

1. Be the number of the generator or the number of an agency or organization that is capable of and accepts responsibility for providing detailed information about the shipment;
2. Reach a phone that is monitored twenty-four hours a day at all times the tires are in transit; and
3. Reach someone who is either knowledgeable of the tires being shipped or has immediate access to a person who has that knowledge and information about the shipment.

*Item 4. Generator's Mailing Address, Phone Number, and Site Address*

Enter the name of the generator, the mailing address to which the completed manifest signed by the designated UTP facility should be mailed, and the generator's telephone number. Note, the telephone number (including area code) should be the normal business number for the generator, or the number where the generator or his authorized agent may be reached. Also, enter the physical site address from which the shipment originates only if this address is different than the mailing address.

*Item 5. Transporter Company Name and Transporter License Number*

Enter the company and the DEQ tire transporter license number of the transporter who will transport the tires. Vehicle or driver information may not be entered here.

*Item 6. Used Tire Program Name and Site Address*

Enter the Used Tire Program name and site address of the facility designated to receive the tires listed on the manifest. Enter the facility's phone number and choose from the drop-down box the DEQ used tire program identifier number. The following are the options

- 01 Benton
- 02 Boston Mountain
- 03 Craighead
- 04 East Inter-District
- 05 Pulaski Inter-District
- 06 Ozark Mountain
- 07 Southeast
- 08 Southwest
- 09 Upper Southwest
- 10 West River Valley Inter-District
- 11 White River

*Item 7, 8, and 9. Tires, Quantity, and Total Quantity*

*If none, please enter 0*

- a. Item 8 the generator enters in the designated boxes the number of small tires, large tires, and extra-large tires that are being transported from the Generator. Then, in item 9 enter in the designated box the total quantity of all tires being transported.
- b. Item 8 the transporter enters in the designated boxes the number of small tires, large tires, and extra-large tires that are being culled (taken out) from the Transporter. Then, in item 9 enter in the designated box the total quantity of all tires being culled.
- c. Item 8 the UTP enters in the designated boxes the number of small tires, large tires, and extra-large tires that are being received by the Used Tire Program. Then, in item 9 enter in the designated box the total quantity of all tires being received.

*Item 10. Comments:*

If any tires were taken out by the transporter, enter the quantity here.

*Item 11. Generator Acknowledgement of Tire Amount Shipped*

*May be pre-printed except handwritten signature*

The generator must read, sign, and date the used-tire manifest certification statement. By signing this form you are certifying that all the information provided is true and correct. Failure to maintain a complete and accurate record or falsification or alteration of any information on this manifest may result in an enforcement action to include without limitation suspension, revocation or denial of renewal of any license, registration, or permit or denial of payment for claimed reimbursements.

*Item 12. Transporter Acknowledgement of Receipt of Tires*

*May be pre-printed except handwritten signature*

The transporter must read, sign, and date the used-tire manifest certification statement. By signing this form you are certifying that all the information provided is true and correct. Failure to maintain a complete and accurate record or falsification or alteration of any information on this manifest may result in an enforcement action to include without limitation suspension, revocation, or denial of renewal of any license, registration, or permit or denial of payment for claimed reimbursements.

*Item 13. Used Tire Program Acknowledgement of Receipt of Tires*

*May be pre-printed except handwritten signature*

If the tires were fee based, check the fee box and enter the count of all small, large, and extra-large tires in the appropriate box, if none, please enter 0. If the tires were fee-waived, check the box and enter the count of all small, large, and extra-large tires in the appropriate box, if none, please enter 0. If both fee and fee-waived check both boxes and enter the count of all small, large, and extra-large tires, if none, enter 0. The used tire program must read, sign, and date the used tire manifest certification statement. By signing this form you are certifying that all the information provided is true and correct. Failure to maintain a complete and accurate record or falsification or alteration of any information on this manifest may result in an enforcement action to include without limitation suspension, revocation or denial of renewal of any license, registration, or permit or denial of payment for claimed reimbursements.

For questions or concerns, please contact DEQ at (501) 682-0744.