

**Instructions for Business Plan
(Form TAP-12)**

All Used Tire Programs (UTPs) that receive funding shall complete Form TAP-12 for Business Plans and submit to the Arkansas Division of Environmental Quality (DEQ).

1. Used Tire Program (UTP) Name: Enter the full legal name of the Regional Solid Waste Management Board or the Inter-District making up the UTP.
2. UTP Identification Number: Enter the specific identification number assigned to your UTP by DEQ [note: the UTP ID number is acquired by completing Form TAP-1].
3. List of Permits issued to UTP: Enter the Permit type, Permit number, expiration date, and the issuing party for each permit currently held by the UTP.

Section I. Used Tire Program Overview

- A. Square mileage served by the UTP: Enter the area for the UTP inside a square for each side equal to a statute mile (5,280 feet or 1,760 yards). This section reflects how much land is covered by the UTP.
- B. Population based on most recent federal census: Enter the population statistics from the last decennial censuses conducted for the area the UTP square mileage area served by the UTP submitting this Business Plan.
- C. Board membership, organizational structure, etc.: Enter the official Regional Solid Waste Management Board name of the district created under Arkansas Code Title 8, Chapter 6, Subchapter 7, or its successor; or the official program name of the Inter-District formed by the written agreement of two or more Regional Solid Waste Management Boards. Describe in this section the organization structure of the Board or Inter-District and which person is the lead for reporting, collecting, and distributing funds received.
- D. Inter-District Agreements: If the UTP submitting this Business Plan has been formed by a written agreement establishing an Inter-District, a description of the Inter-District agreement should be entered in this section, including the date the agreement was signed and the term for which the agreement is effective.
- E. Solid Waste Management Plan (SWMP): If the UTP has submitted a SWMP and received approval from DEQ, please check the “yes” box. If the UTP has not submitted a SWMP and received approval from DEQ at the date of submitting this Business Plan, please check the “no” box and provide a brief summary of the SWMP functions and a schedule for submitting a SWMP to DEQ for review and approval.

Section II. Current Operations (Current Fiscal Year July 1 through June 30)

Choose the current year this business plan is being submitted from the drop down menu.

- A. Description of equipment used, including, type year manufactured, debt obligations related to the equipment, and whether leased or owned: Provide a detailed listing of all equipment currently used by the UTP. Beside each piece of equipment listed, include the date the piece of equipment was manufactured, the date purchased by the UTP, the amount paid for each piece of equipment, the amount currently owed by the UTP for each piece of equipment, and whether the piece of equipment is leased or owned by the UTP. If the piece of equipment is leased, include the name and address of the company the piece of equipment is leased from. If the piece of equipment is owned, include the name and address of the company where the piece of equipment was purchased.
- B. Contracts of obligations: List all duties that the UTP is legally responsible for as a result of a signed contractual agreement. Include the dollar amounts, the scope of the legal obligation, as well as the length of the contractual agreement.
- C. Description of tire management: Provide a detailed description of how the UTP will manage tire collection, transportation of tires, disposal of tires, and recycling of tires.
 - C.1.: The UTP should insert a description of how tires will be managed by the UTP.
 - C.2.: The UTP should check the appropriate box on who provides the transportation of tires for the UTP. A written description of the transportation process (whether by the UTP employees, contract personnel, or other) used by the UTP should be inserted. Include license criteria, employment status, and training achieved.
 - C.3.: The UTP should insert a written description of the disposal methods, including location and types that will be used.
 - C.4.: The UTP should check the appropriate box on how recycling of tires will be managed. A written description of the recycling process used by the UTP, contract, or other should be inserted. This section should be used to list the contract or other party performing the recycling, the location and type of recycling should be included.
- D. Explanation of costs: Provide the current year costs associated with each of these areas.
 - D.1.: Check whether the UTP is an access-controlled or open-controlled Tire Collection Center and enter the current year costs associated with managing the Tire Collection Center.
 - D.2.: Insert the current year costs associated with managing tires in trailers.
 - D.3.: Insert the current year costs associated with managing tires at a transfer station.
 - D.4.: Insert the current year costs associated with tire processing.
 - D.5.: Insert the actual operating expense for mileage and the actual fuel costs.
 - D.6.: Insert the actual labor costs of personnel, personnel services matches, and Illegal Dump Control Officer positions for the UTP.
- E. The quantity of tires currently on any property owned, leased, or otherwise controlled by a Regional Solid Waste Management Board included in the UTP: Insert the tire type (small, large, or extra-large) managed by the UTP and the actual costs specific for each tire type.

- F. Debt and debt repayment obligations, including repayment schedules: Insert any debt the UTP currently has and any payment schedules including those items listed in Section II. A., as well as any land, buildings, and vehicles.

Section III. Proposed Next Fiscal Year Operations (July 1 through June 30)

Choose the current year this business plan is being submitted from the drop down menu.

- A. Proposed operation costs for the next fiscal operating year of the UTP: Insert estimated costs for each area to reflect proposed UTP operating expenses for the next calendar year.
- A.1.: Insert a description of how the UTP will manage tires from cradle to grave using the DEQ e-manifest system. Include the UTP specific email address used for accessing the e-manifest system and the name and contact phone number for this individual.
- A.2.: Insert the operating expenses for the UTP including utilities, personnel (wages and personal services matches), equipment, fees, leases, vehicles, insurance, communications, advertising, office expenses, contractual services, and any other costs related to the primary operations of the UTP.
- A.3.: Insert any capital improvement and maintenance plans, with estimated expenditures and costs. This includes, but is not limited to, planned equipment purchases, vehicle purchases, maintenance, and repairs for the UTP.
- A.4.: Insert estimated transportation and fuel costs for the next fiscal year of the UTP.
- A.5.: Insert the cost of operation and the name and physical location of all tire collection centers that will be operated by the UTP in the next fiscal year.
- A.6.: Insert the cost associated with each type of tires (small, large, or extra-large) that will be managed, recycled, or culled for resale. Include an estimate of the number of waste tires that will be managed and ultimately disposed.
- B. Strategic Initiatives: This section of the Business Plan is where the UTP describes their performance indicators to promote efficiency and effectiveness of the UTP.
- B.1.: Insert a description of goals that will be used by the UTP pertaining to tire management and processing in the next fiscal year.
- B.2.: Insert a description of operation improvements that will increase the efficiency of the UTP.
- B.3.: Insert a description of operation improvements that will increase the productivity of the UTP.
- B.4.: Insert a description of planned educational outreach efforts that will promote recycling and sustainability within the area served by the UTP.

Section IV. Supplemental Information (if applicable)

The UTP should use this section to include any additional information related to their current or future operating plans.