

TSA Driving sustainable outcomes for end-of-life tyres



Tyre Product Stewardship Scheme Participant Reporting

A guide for Tyre Collectors using TSA's online Data Reporting Platform

JUNE 2023





Tyre Stewardship Australia **Accredited**

As a valued, accredited participant of the Tyre Product Stewardship Scheme (the Scheme), your business is demonstrating a commitment to finding sustainable outcomes for end-of-life tyres (EOLT).

If you have any questions about the data reporting process, please reach out by phone on (03) 9977 7820 or email GetOnBoard@tyrestewardship.org.au

THANK YOU FOR BEING ONBOARD!

By reporting the quantity of used tyres managed monthly, you are supporting the tracking of used tyres to ensure they are responsibly processed by TSA-accredited recyclers.

Once you have activated your TSA Data Reporting account, use this guide to support you with our online reporting process.

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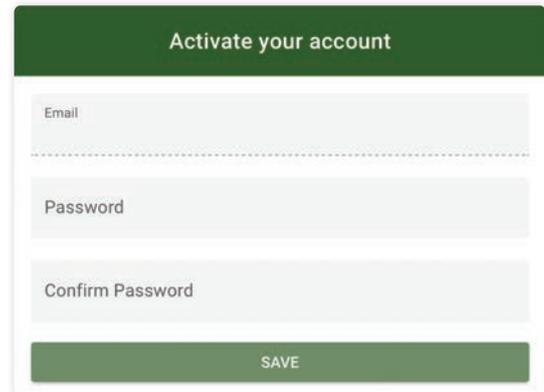
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1. Activate your account.

TSA will send an activation email to the business email provided in your application.

Click on the link in the email and follow the prompts to set up your username and password.

- If you have not received an activation email or the link you received has expired contact us at GetOnBoard@tyrestewardship.org.au.



Activate your account

Email

Password

Confirm Password

SAVE

2. Access and log in to TSA's data reporting platform.

To access TSA's online reporting platform, click on the following link:

<https://report.tyrestewardship.org.au/>

- Alternatively, copy and paste the above link into your internet browser and enter.
- Recommended browsers:
Safari , Chrome  or Firefox 
- Enter your username and password
- If you have forgotten your password, click on **'I've Lost My Password'** to reset your password (refer to page 8 for more information) or contact GetOnBoard@tyrestewardship.org.au for support.



Login to TSA Reporting

username

Password

LOG IN

[I've Lost My Password](#)

System generated emails

Reminders to report are automatically generated throughout the month. Emails are generated with a [link to access the reporting platform](#).

Reminder emails will cease once data has been submitted into the platform. If you have no data to report, login and simply click on the red **'Submit'** button. This action will also stop email reminders.



Reset Password

You, or someone pretending to you has requested to reset your password for [tyrestewardship.org.au](https://report.tyrestewardship.org.au/)

If you did not request a password reset, please disregard this email.

[CLICK HERE TO RESET YOUR PASSWORD](#)

This link will expire one hour after it is issued.

Thanks
Team TSA

3. Report used tyres collected (Inputs)

In this section you will learn:

- How to set up your Inputs categories (used tyres collected) using the filters provided.
- How to select the unit of measure for reporting used tyres collected (units or tonnes).
- How to select the locations/customers that the used tyres were collected from.
- Entering the data once categories, units of measure and locations have been selected.

3.1 Set up your Inputs categories using the filters button.

Filters can be set up according to their direction – **Inputs** or **Outputs**. Use the tables provided in this guide to see tyre categories available for selection and the accompanying codes displayed in the filter ([Appendix A](#): -Tyre categories, codes, and defaults).

IMPORTANT NOTE: The selections made at this time will be saved the next time you login but can be changed and re-saved at any time.

Select your tyre categories and types:

- Click on the **FILTERS** button to select the tyre **categories** and **types** that your business handles.

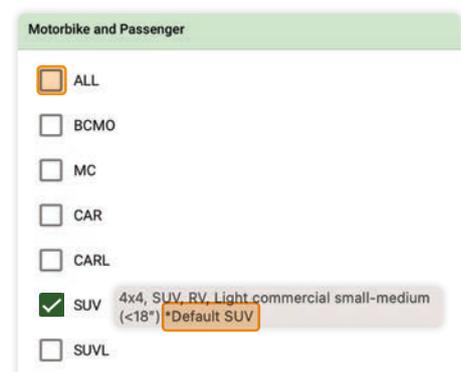


- A dropdown menu will appear with the tyre categories and codes available:



Some categories have expanded tyre types to accommodate the variety of tyre sizes that are currently available on the market and varying weights at end-of-life. Default types such as CAR and SUV can be used if you are unable to split tyre sizes. Refer to bullet instructions for guidance when using default codes..

- Click on the **ALL** tick button at the top of each category to deselect all tyre types (If all tyre types are relevant to your business then leave ALL selected)
- To individually select the tyre types applicable to your business, click on the tick button next to the tyre code.
Note: You can hover your cursor over code to reveal its full description.
- Use **DEFAULT** types where available if you are uncertain.



Example of using a *Default code:

- If you are unable to split SUV, 4x4 and RV tyres by less than (<) 18inch (code SUV) and greater than or equal to (\geq) 18 inches (code SUVL) place all SUV, 4x4 and RV tyres into the SUV default category code.
- Do not use "SUV *Default" to capture other types of tyres (such as Car or Motorbike) in the Motorbike and Passenger Car tyre category.
- This logic will apply to all tyre types that contain a default under specific categories.

- Continue to select the tyres your store handles under each category.
 - You can remove a category if it is not relevant to your store by deselecting **ALL**.

To save your selections, click on the **CLOSE** button or use the X in the top right-hand corner of the filter window if available.



Filter settings can be individualised for each data tab. The filter set up for Outputs and Stock Level is covered later in this guide. Once you have finished making your selections, we suggest taking a screenshot of your selections so that you can easily replicate these in the other tabs.

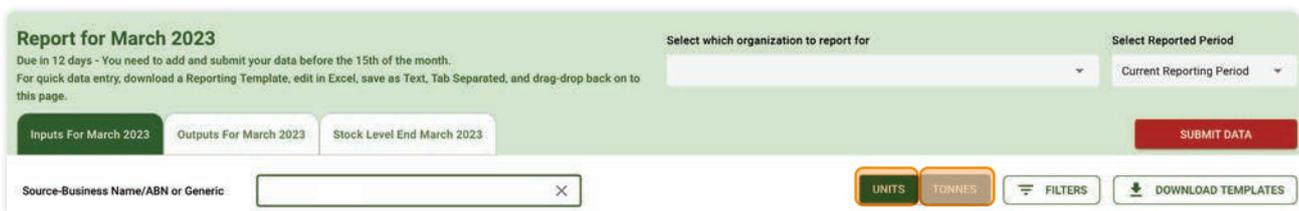
IMPORTANT NOTE: Applying filters for collecting tyres in pieces or shred.

If you are collecting tyres modified from their original form, such as sectioned agriculture or mining tyres, you can report either in the appropriate default category of whole tyre e.g., agriculture or mining, or by selecting the appropriate type under the Modified/Processed Tyre Types category ([Appendix A](#)) filters. Either way, please report in tonnes. See "Confirm your Inputs Unit of Measure" below.

3.2 Confirm your Inputs Unit of Measure

Clicking on the **UNITS** or **TONNES** buttons will enable you to select the preferred Unit of Measure (UOM) with which to report your data. A dark green button indicates your selection.

- The default pre-set is units for accredited collectors.
 - If you are collecting tyres modified from the original form, you can toggle between units and tonnes while entering data. Modified tyres should be reported in tonnes.
- If your preference is to report in **tonnes**, you will need to select **TONNES** each time you login.



3.3 Select your collection customers/locations and enter data

IMPORTANT NOTE: TSA requires the reporting of all locations that used tyres are collected from (where practical). TSA has made provisions for reporting against locations that are not traditional tyre retailers. If you are unable to provide a detailed report of each location collected from, please contact TSA and we will discuss with you a solution that best fits your business reporting capability.

There are several ways you can enter Inputs (see underneath for more detail):

- I. Add each customer/location using the **Source Business Name or Suburb/ABN or Generic** search field per retailer or other source and enter data directly to their business account.
- II. If you can't find 1 or more retailers then use the "Non-listed tyre retailer(s)" source code, aggregated by state (you can only use each code once per reporting period).
- III. If you are entering a lot of data, using the bulk upload template will make this easier. (See [Appendix C](#) for guidance on using the bulk upload template). If you need help, reach out to TSA.
- IV. You may be unable to split your data by individual sources. In this case, enter aggregated customer Inputs by tyre type as one line of data, using the generic entity "Non-listed tyre retailer(s)" (*formerly known as AdminRetailer in the old platform*).

I. Add each customer/location individually

To find and select your tyre retailer, start typing their business name in the **Source Business Name or Suburb/ABN or Generic** search field. Names of tyre retailers will appear as you type. Scroll down the list to find or type the business name in full.

Helpful Hint: Too many results? You can minimise the search results by entering the retailer's Suburb instead of their business name.

- When you have found your retailer, click in the tyre type field, and enter the number of tyres collected. **Note:** Accredited retailers will appear in **green** font, non-accredited will appear in **dark grey** font.
- Use the Tab key to move between data fields.
- If you prefer to report in **TONNES**, remember to change the Unit of Measure prior to entering data.




Make sure you report in tonnes and not kilograms (e.g., 1020 kgs = 1.020 tonne).

You can enter up to three decimal places.

- If you are using a small screen or laptop and cannot clearly see all the categories selected, click on the **scroll icon** (located at the top right of the category menu) to move across the page.



- If you collect tyres from multiple retailers, finalise data in the first row before proceeding.
- To enter a new row of data, go back to the customer search and click on the **X** to start a new search.

Source-Business Name/ABN or Generic X

- Repeat this process until all customer collections have been entered.

Adding collections from other accredited participants in the Scheme (e.g., collectors/recyclers).

If you are collecting tyres from other accredited (non-retailer) participants, search for their business name and enter data as a separate line item. Non-accredited collectors or recyclers in the list will appear in **dark grey** font.

If you are not able to find them in the list, you can use general categories **non-listed tyre collector(s)** or **non-listed tyre recycler(s)** specific to your state.

Adding collections from other sources

TSA has developed generic categories (entities) to record collections from other sources. The term 'Generic' is used to group Output destinations that represent industry, activities, or participant types where business names are not available in the platform. These are:

- **Non-listed mining or agriculture enterprise.**
- **Non-listed council depots or waste disposal facilities.**
- **Non-Listed Transport, Logistics or Fleet Company.**
- **Dumped tyres.**
- **Stockpile clean-up.**

Refer to [Appendix B](#) for list of generic options including descriptions.

II. If you have retailers or collection sites that aren't listed

To enter data relating to tyre retailers that are not listed in the platform, use **non-listed tyre retailer(s)** specific to your state. This code can only be listed once, so you will need to consolidate the total tyre volumes into one line of data if you have more than one non-listed retailer.

Note: Ensure that any consolidated non-listed retailer data entered against **non-listed tyre retailer(s)** are broken down by state.

If you are unsure how to report accredited and non-accredited retailers, please contact TSA and we will discuss with you a solution that best fits your business reporting capability.

III. Report using a Bulk Upload Template

Alternatively, you can use an Excel Bulk Upload Template to load your Inputs; refer to [Appendix C](#) in this guide to find out how to do this.

The screenshot shows the 'Report for March 2023' interface. At the top left, it says 'Due in 12 days - You need to add and submit your data before the 15th of the month.' Below this, it instructs users to download a Reporting Template, edit it in Excel, save as Text, Tab Separated, and drag-drop back on to this page. The interface includes a header with 'Report for March 2023', a dropdown for 'Select which organization to report for', and another dropdown for 'Select Reported Period' set to 'Current Reporting Period'. There are three tabs: 'Inputs For March 2023' (active), 'Outputs For March 2023', and 'Stock Level End March 2023'. A red 'SUBMIT DATA' button is on the right. Below the tabs is a search bar for 'Source-Business Name/ABN or Generic'. At the bottom, there are buttons for 'UNITS', 'TONNES', 'FILTERS', and 'DOWNLOAD TEMPLATES'.

IV. If you are unable to split your data by individual sources

In this case, enter aggregated customer Inputs by tyre type as one line of data, using the generic entity "Non-listed tyre retailer(s)" (*formerly known as AdminRetailer in the old platform*). You will find one of these Generic entities specific to your state of operation or state(s) you are collecting from. As noted above, collections from multiple states should be split by state.

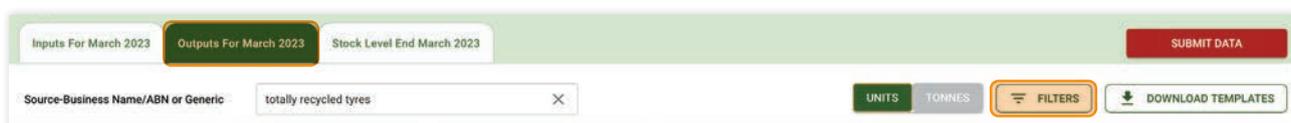
Once you have entered your Inputs data, move to the Outputs tab. This will follow a very similar process.

4. Report used tyres distributed to accredited recyclers or other destinations (Outputs).

NOTE: TSA regards "Outputs" as anything that leaves your site. If you modify tyres on-site but they do not leave the site, this change can be recorded as a change in tyre type in the "Stock Level" reporting tab.

4.1 Select your tyre category types and/or other types:

- Click on the **Outputs** tab.
- Click on the **FILTERS** button.
- Commence setting up filters following the same process as for Inputs, then click on the **CLOSE** button to save your Outputs filters.



Your Outputs filter set up will normally reflect your Inputs data. However, if you are outputting tyres that have been modified such as cut or baled for the purpose of transport, you can find additional filter types under the '**Modified and Processed tyre categories**'. The most common modified and processed types are:

- **Baled** (for purposes of transport only)
- **Cut**
- **Sidewalls**
- **Casings** or **carcass**

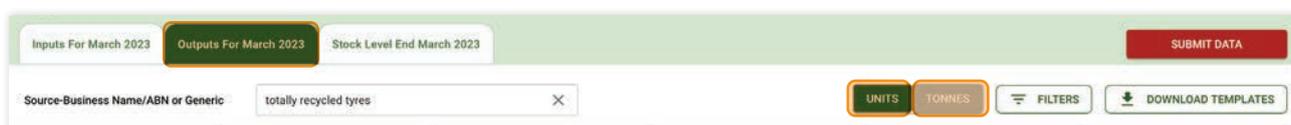
More information about modified and processed categories can be found in [Appendix B](#).

If you are unsure, contact TSA.



4.2 Confirm your tyre Unit of Measure

As with Inputs you may toggle between **UNITS** or **TONNES**. If you output tyres that are modified from the original form, data is to be entered using tonnes. Toggle between units and tonnes while entering Outputs data.



4.3 Select your TSA accredited recycler or other destination

Using the same process as for Inputs, find your **Outputs** destination by typing the business name (recycler) or generic category for end destination in 'Source Business Name/Suburb or ABN or Generic'. Refer to the miscellaneous list in [Appendix B](#).

- Enter your Output data in the text box next to the appropriate code.

Continue to search and enter data by recycler &/or destination until complete.

To enter data relating to tyre recyclers not accredited in the Scheme, use generic category **Non-listed tyre recycler(s)** specific to your state.

- Other destinations may include some generic entities. When using these entities always choose the relevant state or territory where the activity occurs. Refer to [Appendix B](#) for a full list. Some examples of this following:
 - **Agriculture Application** – e.g., side walls for silage
 - **Landfill (monofil) / (disposal to cell)**
 - **Seconds dealer (Australia)** – for seconds
 - **Non-listed retreader (Australia)**
 - **Export** – for reuse/seconds
 - **Export** – for retreading
 - **Material going to Off-site Storage**

If you are unable to find a generic category for all your used tyres transported, contact TSA for assistance.

Continue to process your Outputs data until completed, then proceed to the **Stock Level** tab.

5. Report On-site or Off-site Stock Level data

Reporting stock levels of material stored both on-site and off-site is an important aspect of being transparent as an accredited Scheme participant. This may include any tyres that are modified (e.g. cut or sheared) that do not leave the site.

5.1 Reporting on-site stock levels (on-site storage)

Surplus stock that remains stored on your site at the end of the month is to be reported in the **Stock Level** tab by tyre type &/or modified tyres.

- Unit of measure is pre-set to units for whole tyres; processed or modified materials are pre-set to tonnes. The UOM is specific to the code it represents under each type.
- Click on the 'tyre type' field and enter the number as shown below.
Use **scroll arrows** to move the screen from right/left as needed.

Report for March 2023
Due in 12 days - You need to add and submit your data before the 15th of the month.
For quick data entry, download a Reporting Template, edit in Excel, save as Text, Tab Separated, and drag-drop back on to this page.

Select which organization to report for
Select Reported Period
Current Reporting Period

Inputs For March 2023 | Outputs For March 2023 | **Stock Level End March 2023** | SUBMIT DATA

FILTERS

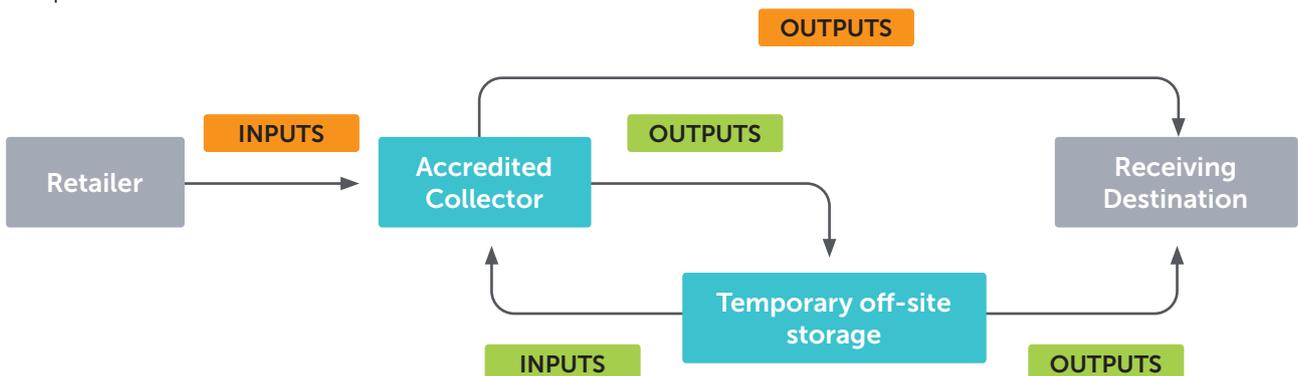
Motorbike and Passenger 6/6	Truck and Bus 4/4	Industrial and Forklift 5/5	Agriculture and Forestry 5/5	Earthmoving 5/5	Aviation 2/2
BCMO Units / Tonnes	TL Units / Tonnes	ISXS Units / Tonnes 2	AGS Units / Tonnes	EMS Units / Tonnes	AVS Units / Tonnes
MC Units / Tonnes	TBS Units / Tonnes	ISS Units / Tonnes	AGM Units / Tonnes	EMM Units / Tonnes	AVL Units / Tonnes
CAR Units / Tonnes 25	TBL Units / Tonnes 50	ISM Units / Tonnes	AGL Units / Tonnes	EML Units / Tonnes	

5.2 Reporting off-site stock levels (off-site storage)

Used tyres sent to an off-site (temporary) storage location during the month is to be reported as an output and on return to the accredited site as an input as shown in the diagram below (green) using the following generic categories:

- **Material going to Off-site Storage**
- **Material returning from Off-site Storage**

If material goes from Off-site Storage to a recycler or other destination, it should be reported as an Output as normal.



6. Updating and editing data

You can update your current period data at any time between the 1st and 28th of the reporting month by clicking on the **EDIT DATA** button.

The screenshot shows the 'Report for March 2023' interface. At the top left, it says 'Report for March 2023' and 'Your data has been submitted and will be processed at the end of the month.' To the right, there are two dropdown menus: 'Select which organization to report for' and 'Select Reported Period' (set to 'Current Reporting Period'). Below these are three tabs: 'Inputs For March 2023' (active), 'Outputs For March 2023', and 'Stock Level End March 2023'. An orange 'EDIT DATA' button is located on the right side. At the bottom, there is a text input field for 'Source-Business Name/ABN or Generic', and a row of buttons: 'UNITS', 'TONNES', 'FILTERS', and 'DOWNLOAD TEMPLATES'.

- Access to the period will cease from the 29th to the 1st day of the following month.
- Contact GetOnBoard@tyrestewardship.org.au to report data for missed periods, we are happy to process this on your behalf.

Please contact TSA if you are having difficulty with this process, you can also check out the explainer video on our website if visual learning is more effective for you.

We are happy to provide all the support you need.

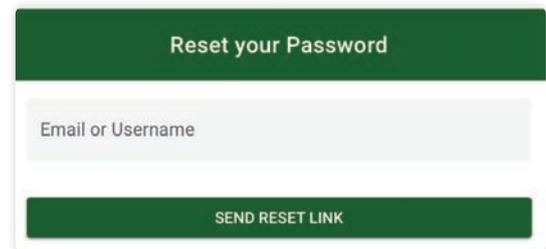
7. Forgotten your username or password?

Here are three options to get you back on board again:

Option 1:

Click on **I've Lost My Password** to reset your password online.

- Enter your **Email** or **Username** to receive a reset link via email.
- If you entered a valid email or username, you will receive a **Reset Link** in your email inbox.
- Follow the prompts to reset your password.



Option 2:

Email us at GetOnBoard@tyrestewardship.org.au providing your Business Name and ABN and we will send a reply email with confirmation of your username.

Option 3:

Call us on (03) 03 9977 7820 with your ABN number on hand to confirm.

Appendix A:

Whole and Modified/Processed Tyre categories, codes, and using default categories

When is it okay to use a *Default code?

If you are unable to split CAR tyres less than 18inch (code CAR) and greater than or equal to 18 inch (code CARL) place all passenger car tyres into the CAR *Default type code.

Do not use "CAR *Default" to capture other types of tyres (such as SUV, 4X4, RV or Motorbike) within the Motorbike and Passenger Car tyre category. Apply this logic to any tyre type that contains a default under specific categories.

Modified/Processed tyre types

Use these codes as Default tyre types

Type Code	Brief description	Detailed description
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Motorbike and passenger tyre categories

BCMO	Bicycle / mower	Bicycle and mower tyres
MC	Motorcycle	All motorcycle tyres
CAR	Passenger small to medium (default)	Passenger car tyres excluding 4x4 and RV tyres <18"
CARL	Passenger large	Passenger car tyres excluding 4x4 and RV tyres ≥18 "
SUV	SUV / Light commercial small-medium (default)	4x4 / SUV / Light commercial <18"
SUVL	SUV / Light commercial large	4x4 / SUV / Light commercial ≥18"

Truck and bus tyre categories

TL	Light truck	Light truck
TBS	Truck and Bus Small	Rim size 17.5" to 19.5"
TBL	Truck and Bus Large	Rim size 20" to 22.5"
TSS	Truck Super Single	Super singles

Off-the-road tyre categories

Industrial and forklift – forklifts, port equipment, platform lifts, ground support equipment

ISXS	Industrial and solid extra small (default)	Rim size less than 20"
ISS	Industrial and solid small	Rim size 20" to less than 24"
ISM	Industrial and solid medium	Rim size 24" and less than 32"
ISL	Industrial and solid large	Rim size 32" and less than 38"
ISXL	Industrial and solid extra large	Rim size 38" and greater

Agriculture and forestry

AGS	Tractor small	Rim size less than 20"
AGM	Tractor medium (default)	Rim size 20" to less than 32"
AGL	Tractor large	Rim size 32" to less than 38"
AGXL	Tractor extra large	Rim size 38" and greater
ISXL	Industrial and solid extra large	Rim size 38" and greater

Earthmoving – Graders, dump trucks, above underground haulers and loaders, skid steers

EMS	Earthmover small	Rim size less than 20"
EMM	Earthmover medium	Rim size 20" to less than 24"
EML	Earthmover large (default)	Rim size 24" to less than 29"
EMXL	Earthmover extra large	Rim size 29" to 35"
EMG	Earthmover giant	Rim size greater than 35"

Modified/Processed tyre types (continued)

Type Code	Brief description	Detailed description
Aviation		
AVS	Aircraft small	Rim size 8" or less
AVL	Aircraft large	Rim size greater than 8"

Other

Conveyor belts and Rubber Tracks, other rubber products

CBSC	Conveyor belts steel cord	Conveyor belts with steel cords
CBMP	Conveyor belts multi-ply	Conveyor belts with multi-ply
ORP	Other rubber products	Any other rubber product (whole/pieces, excluding tyres, CB & RT) accepted by recyclers and processed with tyres (e.g. ends up in final product)
RTKA	Agricultural rubber tracks	Agricultural rubber tracks
RTKI	Industrial rubber tracks	

Baled tyre Outputs

BAL	Baled tyres	Baled or doubling/tripling of tyres for the purpose of transport.
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Cutting and buffering Outputs

CASG	Casing	Casings are the rigid inner portion of a tyre upon which a tread is placed ready for retread. This is opposed to used tyres reused as second-hand tyres without retreading. Second-hand tyres are to be reported in the corresponding whole tyre category.
BUFS	Buffings	Buffings are pure tyre rubber that is effectively shaved off the remaining tread on a tyre casing during the retreading process.
CUT	Cut / Sheared	Tyres cut or sheared into pieces (excluding shredding) to create transport and processing efficiencies.
SDWS	Sidewalls	Side part of tyre that protects the carcass of the tyre from damage.
CRCS	Carcass	The carcass is the framework of the tyre. It refers to all layers made up of tyre cord, including the bead and inner liner. This is what remains of a tyre that cannot be further processed after tread and sidewalls have been removed.

Mechanical size reduction Outputs

SHDC	Coarse Shred (> 150 mm)	Tyres processed to size range > 150 mm (coarse shred, typically to transport for further processing)
SHD	Shred (> 15 - 150 mm)	Tyres processed to size range 15 – 150 mm (Tyre derived fuel, Tyre derived aggregate, Mulch)
GRS	Granules (1-15mm)	Tyres processed into size range 1 – 15 mm
CRB	Crumb (≥ 30 mesh)	Tyres processed into size range 30 – 60+ mesh
STL	Steel	Steel removed from tyres through the processing of tyres
FBR	Fibre	Fibre removed from tyres through the processing of tyres

Appendix B:

Generic input and output categories (entities)

The term 'Generic' entity is used to group Input and Output destinations that represent industry, activities, or participant types where business names are not available in the platform.

IMPORTANT NOTE: When using a generic entity code (as listed below), always use the one that is specific to the state used tyres are collected from, or the state your outputs were delivered to.

For example, if you have collected from non-listed tyre retailer(s) in NSW and QLD, report tyres collected against:

- **Non-listed** tyre retailer(s) NSW
- **Non-listed** tyre retailer(s) QLD

Generic input and output categories (entities)

Generic entity name	Description
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Generators of used tyres To be used by Collectors/Recyclers as source of tyres

Non-listed tyre retailer(s)	Tyre retailer not listed in the reporting platform - See definitions of retailer for further information.
Non-listed mining or agriculture enterprise	Tyres or tyre pieces collected from a mine or a farm or similar
Non-listed council depots or waste disposal facilities	Tyres or tyre pieces collected from a council consolidation point, which may include sites that operate landfill
Non-Listed Transport, Logistics Or Fleet Company	Tyres or tyre pieces collected from Transport, Logistics or Fleet operators
Non-listed auto wrecker(s) VIC	Tyres or tyre pieces collected from auto wreckers - State Specific
Dumped tyres	Illegally dumped tyres found on roadside, vacant land, or farmland
Stockpile clean-up	Stockpiles of tyres legal or illegal which require clean-up
Non-listed manufacturer	Any business producing any rubber products or waste that is accepted (as input) for re-processing by tyre recyclers
Materials going to Off-site storage	Whole tyres or processed material being sent Off-site to another location for temporary storage. (to be reported as Outputs)
Materials coming from Off-site storage	Stock returning from an Off-site storage facility back to your site. (to be reported as Inputs and separate from any retailer collections)

Collectors of used tyres

Non-listed tyre collector(s)	Used tyre collector not listed in the reporting platform
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Recyclers of used tyres

Non-listed tyre recycler(s)	Used tyre recycler not listed in the reporting platform
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Reuse categories (excluding export, see new export categories)

On-Site Tyre Fitment (returned to customer)	Used tyre removed from vehicle at retailer's site which is returned to the customer
Off Site Tyre Fitment (left with customer)	Used tyre removed from vehicle on customer's site and left with the customer (e.g. farmer, industrial etc.)
Non-listed retreader (Australia)	Used tyre retreading (or remoulding) facility in Australia
Seconds dealer (Australia)	Second hand tyre dealer in Australia (note, may be exporting tyres overseas for reuse)

Generic input and output categories (entities) continued

Generic entity name	Description
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Export of used tyres and tyre derived product categories

Export – unknown use	Export of used tyres or tyre derived products for unknown use.
Export – substitute fuel	Export of used tyres or tyre derived products for the use as a substitute fuel (e.g. TDF) in a kiln/boiler/furnace.
Export – for recycling - crumbing	Export of used tyres or modified tyres for recycling into granules or crumb
Export – for recycling - pyrolysis	Export of used tyres or modified tyres for recycling in a pyrolysis plant
Export – for recycling - other	Export of used tyres or modified tyres for recycling in a facility excluding a crumbing and pyrolysis plant.
Export – tyre derived material sales	Export of tyre derived material for use in applications e.g. crumb or granules (excluding for use as a substitute fuel).
Export – for reuse / seconds	Export of whole tyres for reuse as a tyre.
Export – for retreading	Export of tyre casings for retreading (or remoulding)

Tyre and Tyre-Derived Material destinations (state specific)

Domestic – unknown use	Use in unknown domestic application
Agriculture Application	Use in agriculture application (e.g. use as silage weights) complying with applicable state regulations and standards.
Aquaculture Application	Use in aquaculture applications complying with applicable regulations and standards.
Civil engineering application (excluding roadworks)	Use in civil engineering applications complying with applicable state regulations and standards (excluding the use in roadworks).
Motor sport racing application	Use in motor sport racing applications e.g. (use as crash barriers) complying with applicable regulations and standards.
Rail infrastructure application	Use in rail infrastructure applications complying with applicable regulations and standards.
Mining application	Use in mining applications complying with applicable regulations and standards.
Roadworks application	Use in roadwork applications complying with applicable regulations and standards.
Equestrian application	Use in Equestrian applications complying with applicable regulations and standards.
Sport and recreational application	Use in sport and recreation applications (e.g., Playgrounds, sports fields, athletic tracks, golf courses) complying with applicable regulations and standards.
Kiln/boiler/furnace application (Australia) - fuel replacement	Use as a fuel replacement in Kilns, boilers, or furnaces in a manner complying with applicable regulations and standards.
Other market / finished product	Use in domestic application other than those outlined above complying with applicable regulations and standards.

Disposal categories (State Specific)

Landfill (monofil)	Disposal site used for authorised deposit of waste onto or into land where whole tyres are buried for future recovery
Landfill (disposal to cell)	Disposal site used for authorised deposit of waste including whole or shredded tyres onto or into land
On-site disposal (EPA approved)	Disposal where EPA permission provided for on-site burial such as on mine sites.

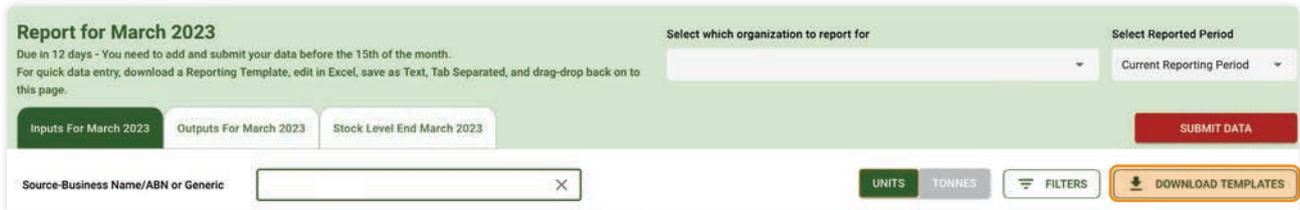
Appendix C:

How to use the Bulk Upload Template

Using a template to load your data helps TSA verify that accredited retailers are using your services. It also provides visibility for TSA to onboard retailers who are not accredited in the Scheme.

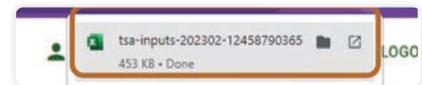
Sharing at this level of detail through data provides TSA with access to non-accredited retailers who are already compliant through use of your services, thereby extending our reach to onboard more retailers.

Click on Inputs tab and **DOWNLOAD TEMPLATES**



The template will download in Excel CSV format.

Click to open the file to commence the set up.

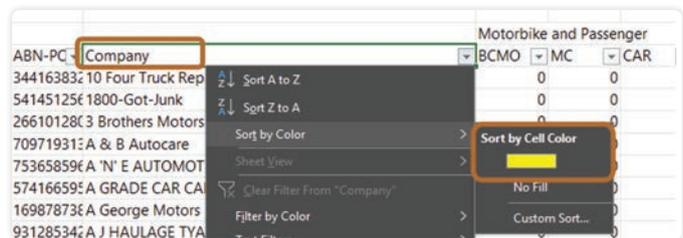
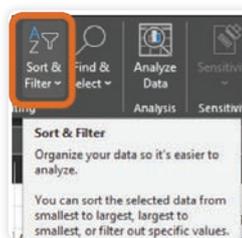


Set up your template and enter data.

Open CSV file.

⚠ This template will download with over 3000 entities so there is a little work in the initial set up. Once this is done you can use the same template for future reporting periods, noting the period in the template will need to be changed to the new month each time it is used.

- Click on **CTRL F** simultaneously to search and find your retailer (**Company** column).
- Highlight cells with business name using same colour (yellow in example).
- Continue this process until you have captured all of your customers.
- If there are retailers you cannot find in this list, you can consolidate missing retailer totals (by type) and enter the data against the generic '**Non-listed tyre retailer(s)**' specific to your state as a single line of data.
- Use the Filter tool in Excel to sort the **Company** column - '**Sort by Cell Colour**'.



This will bring your highlighted cells to the top of list.

ABN-POSTCODE	Company	BCMO	MC	CAR	CARL	SUV	SUVL	TL	TBS	TBL	TSS	ISXS	ISS	ISM	ISL	ISXL	AGS	AG
32145698714 - 3001	New Tyres Inc 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32145698714 - 3002	New Tyres Inc 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32145698714 - 3003	New Tyres Inc 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32145698714 - 3004	New Tyres Inc 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32145698714 - 3005	New Tyres Inc 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32145698714 - 3006	New Tyres Inc 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32145698714 - 3007	New Tyres Inc 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
34416383200 - 2148	10 Four Truck Repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
54145125640 - 5094	1800-Got-Junk	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Remove any rows you do not need from this template.

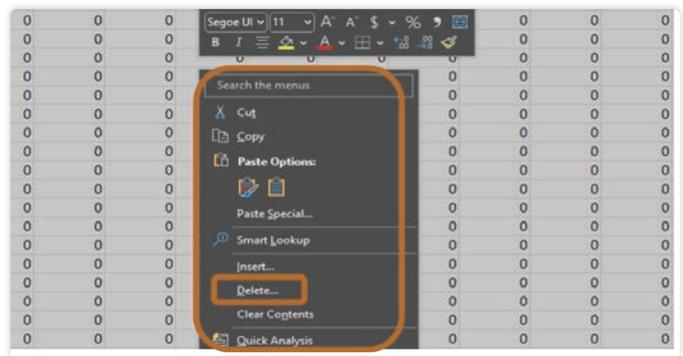
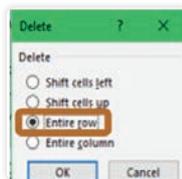
Using this example, the easiest method of removal is to click on the entire row (see image at the bottom of page 18 - starting at row 13) then hold down the **CTRL**, **Shift** and **End** keys simultaneously. This action will Highlight all cells from row 13 onwards.



Next, remove your fingers from the keys and place your cursor anywhere in the highlighted area.

Use the **RIGHT** click button on your mouse to access the delete popup tool.

Select '**Entire Row**' then click on OK to delete.



Transfer data to the template

Enter data by tyre type as highlighted in the following example.

You can remove any **Tyre Type** columns that are not relevant to your business without disturbing cells 1A, 1B and 1C, and 2A, 2B and 2C. The information in these cells validates the template upload.

- 1 In this example the template is in **UNITS for Collectors**.
- 2 The reporting period is 202302 (Feb 2023).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	TSA	inputs	Eye Collect Pty Ltd																								
2	units		202302																								
3																											
4																											
5	ABN-POSTCODE	Company																									
6	32145698714 - 3001	New Tyres Inc 1																									
7	32145698714 - 3002	New Tyres Inc 2																									
8	32145698714 - 3003	New Tyres Inc 3																									
9	32145698714 - 3004	New Tyres Inc 4																									
10	32145698714 - 3005	New Tyres Inc 5																									
11	32145698714 - 3006	New Tyres Inc 6																									
12	32145698714 - 3007	New Tyres Inc 7																									

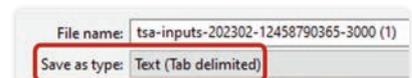
Save your template.

Save this template as a text file to your computer.

The file name is automated, by direction (Inputs) Year (2023) and Month 02 (Feb).

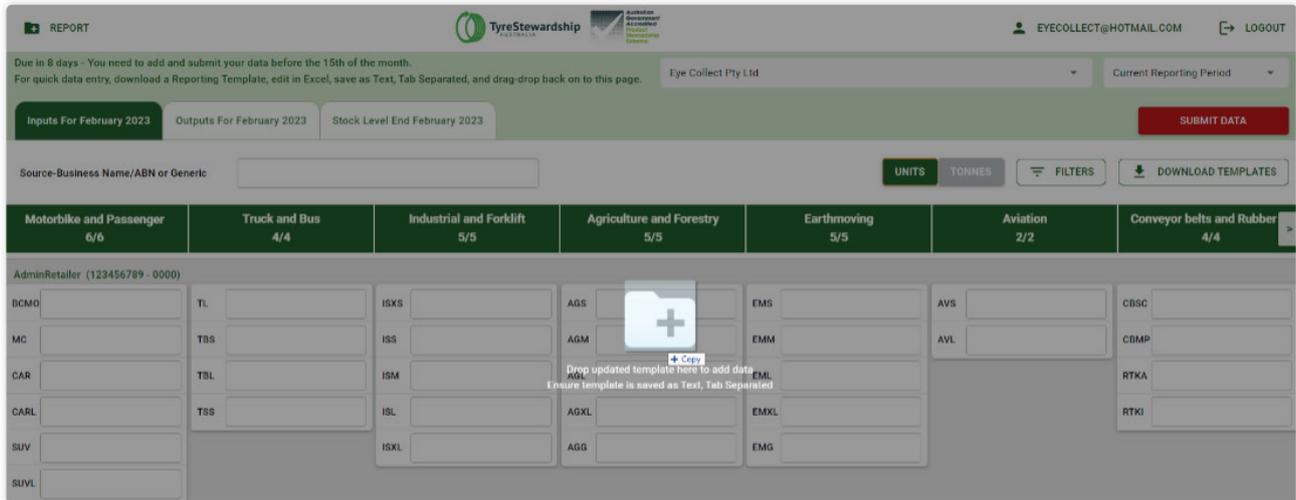
You can keep files for your records and create a copy as a template for future use.

To save a templated version, change the 'Save as type:' to Excel.

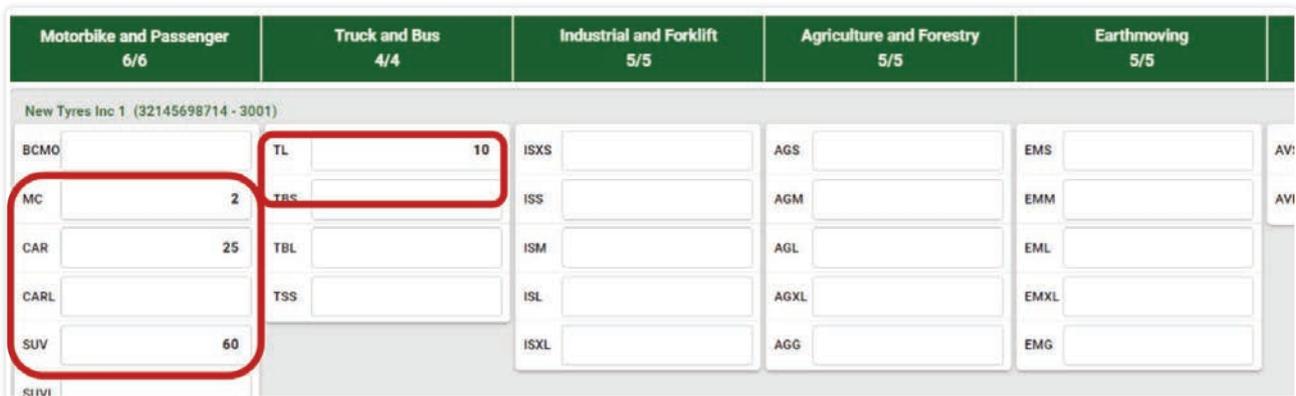


Drag and drop to load.

- Open file explorer and go to the location where the .txt file is saved.
- Next, using your mouse, left click and hold the file in explorer dragging it across to the Inputs area (see below).
- Then drop the file onto the Inputs page by removing your finger from the mouse and wait while your data loads.



The system will confirm **Upload Processed OK** and your data will be visible in the system.



Validate your bulk data upload

Validate your bulk upload by balancing back to the source document.

To do this, 'download template' once more, the data you have just loaded is sitting in the template and you can open this as a .CSV file.

- Press CTRL / end to take you to the bottom of the sheet.
- Auto sum the data columns to balance this report back to your source document.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	TSA	inputs	Eye Collect Pty Ltd																		
2	units	202302	12458790365-3000																		
3			Motorbike and Passenger						Truck and Bus				Industrial and Forklift				Agriculture and Forestry				
5	ABN-POSTCODE	Company	BCN	MC	CAF	CAF	SUV	SUV	TL	TBS	TBL	TSS	ISX	ISS	ISM	ISL	ISX	AG	AG	AGL	AGL
2241	32145698714 - 3001	New Tyres Inc 1	0	2	25	0	60	0	10	0	0	0	0	0	0	0	0	0	0	0	0
2242	32145698714 - 3002	New Tyres Inc 2	0	1	50	1	25	0	0	50	250	0	0	0	0	0	0	0	0	0	0
2243	32145698714 - 3003	New Tyres Inc 3	1	14	200	2	150	2	25	0	0	0	20	0	0	0	0	0	2	0	0
2244	32145698714 - 3004	New Tyres Inc 4	0	0	120	0	0	60	50	0	560	0	0	20	0	0	0	0	1	0	0
2245	32145698714 - 3005	New Tyres Inc 5	0	0	1600	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2246	32145698714 - 3006	New Tyres Inc 6	0	20	160	50	23	0	60	2	53	0	0	0	0	10	0	0	0	0	0
2247	32145698714 - 3007	New Tyres Inc 7	0	10	175	0	160	0	20	0	160	0	0	0	0	0	0	0	0	0	5

Save this template for future use.

- Open the file using Excel to edit.
- 'Save as' format is text (tab delimited), the system will only accept files in this format.
- Update the reporting period each time you create a new template.
- Always use date format – YYYYMM.