

# TSA Data Reporting

## Collectors & Recyclers Quick Reference Guide to reporting data online

### THANK YOU FOR BEING ONBOARD!

As a valued Tyre Stewardship Scheme Accredited participant, your operation collectively forms part of a growing number of retailers, collectors and recyclers that are demonstrating an allegiance to support sustainable outcomes for end-of-life tyres.

In agreeing to supply data (quantity of waste tyre disposals & end destination) on a monthly basis, you are supporting the tracking of waste tyres to ensure your waste is providing a sustainable outcome for EOLT.

If you have any issues with the data reporting process, please reach out by phone on **(03) 9977 7820** or email [GetOnBoard@tyrestewardship.org.au](mailto:GetOnBoard@tyrestewardship.org.au)

# TSA Data Reporting - Quick Reference Guide

## Step 1

### Access TSA Data Reporting

- Click on the following Link to for access: <https://report.tyrestewardship.org.au/login>
- Recommended browsers:



## Step 2

### Logging in

Enter your username and password


– If you have forgotten your password, click on **‘I’ve Lost My Password’** to reset (refer to page 6 for more information) or contact [GetOnBoard@tyrestewardship.org.au](mailto:GetOnBoard@tyrestewardship.org.au) for support.



## Step 3

### Select unit of measure

Once you are logged in, check that the **Unit of Measure** is preset to your preferred method of reporting (Units or Tonnes).

- For Collectors, you will need to toggle between Units or Tonnes. Light green indicates your selection 
- For Recyclers, preset is Tonnes

I.e.: You are not able to report units for CAR tyres and tonnes for SOLID in the same transaction.





# TSA Data Reporting - Quick Reference Guide

## Step 5

### Data Entry

Enter the number of tyres you have collected or received against the appropriate tyre category.

If you are reporting in tonnes, please use decimal places to indicate tonnes (e.g. 1 tonne = 1.000) (vs. units reported as integers)

**INPUTS** – Place your cursor in the ‘Name or ABN’ search field (*as shown*) and start typing the name of your partner to select from TSA database. If found, enter the total weight of tyres collected against the entity under the appropriate tyre category.

Alternatively, you may consolidate your collections by tyre type and report the total for each tyre type. This is done using a generic input code called ‘AdminRetailer’.



Name or ABN	CAR	LTRV	TBS	TBL	BAL	SHD	MC	SOL
Supplier Name								
ABN								
Supplier Name								
ABN								

### Tyre category acronyms

- CAR** – Standard passenger car / van tyre
- LTRV** – Light Truck RV (Includes 4WD)
- TBS** – Truck & Bus Small (17.5" & 19.5")
- TBL** – Truck & Bus Large (20" & 22.5")
- BAL** – Baled (generally not applicable to retailers)
- SHD** – Shred (generally not applicable to retailers)
- MC** – Motorcycle
- SOL** – Solid (miscellaneous tyre types such as bobcat, mower etc).

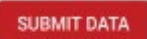
# TSA Data Reporting - Quick Reference Guide

## Step 5 *continued*

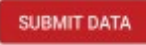
## Data Entry

### OUTPUTS

#### For Collectors -

- Search and find your TSA accredited recycler. This may include multiple company's which you can enter as separate line items.
- Enter quantity of Units or Tonnes against the appropriate tyre type.
- Click on SUBMIT DATA to update the record (located top right). 

#### For Recyclers -

- find your 'end material' using the 'Name or ABN' Search
- Enter the total tonnes against appropriate category  
*(further guidance will be provided during your onboarding and training).*
- Click on SUBMIT DATA button located at top of page 

Outputs for February 2021 REPORTING TEMPLATE

UNITS **TONNES**

Name or ABN	CAR	LTRV	TBS	TBL	BAL	SHD	MC	SOL
Supplier Name ABN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supplier Name ABN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supplier Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Material Codes	Channel
Landfill	domestic
Returned To Consumer	domestic
Agriculture	domestic
Re-use/Seconds/Casings (Domestic)	domestic
Civil Engineering	domestic
Materials Recovery	domestic
Stockpile	domestic
Stock Adjustment	domestic
Steel Recycling	domestic
Unrefined Oil	export
Export Shred (Tyre-derived fuel (TDF))	export
Carbon char (tonnes)	export
Non-Condensable Gases	export
Re-use/Seconds/Casings (Export)	export
Export Baled	export

# TSA Data Reporting - Quick Reference Guide

## Forgotten your username or password?

We are here to support you!

Here are a few of ways 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.



The image shows two side-by-side screenshots of the TSA Reporting interface. The left screenshot is titled "Login to TSA Reporting" and features two input fields: "username" and "Password". Below these fields is a green "LOG IN" button. At the bottom of the form, a red circle highlights a link that says "I've Lost My Password". A green arrow points from this link to the right screenshot. The right screenshot is titled "Reset your Password" and features a single input field labeled "Email or Username". Below this field is a green button labeled "SEND RESET LINK".

### Option 2

Email us at [GetOnBoard@tyrestewardship.org.au](mailto:GetOnBoard@tyrestewardship.org.au) providing your Business Name and ABN to confirm.

### Option 3

Call us on (03) 9977 7827 with your ABN number on hand to confirm.