TyreStewardship
AUSTRALIA

Tyre Product Stewardship Scheme Participant Reporting

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

JUNE 2023

Australian
Government
Accredited
Product
Stewardship
Scheme

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 accurately reporting the quantity of end-of-life tyres (EOLT) you process on a monthly basis, you are demonstrating your commitment to the Scheme and helping TSA to build our knowledge about the tyre recycling industry. This knowledge is used to drive our research and campaigns to further support finding sustainable outcomes for all end-of-life tyres.

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

CONTENTS

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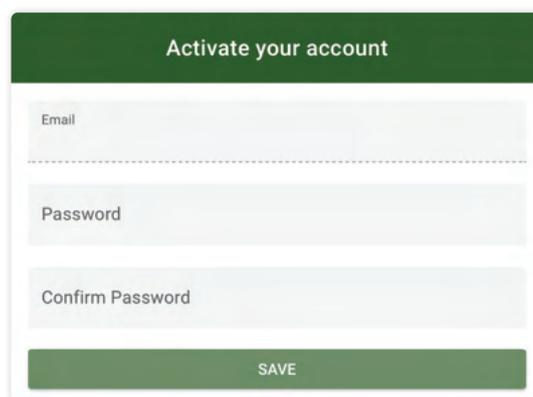
2. Access and log in to TSA's data reporting platform.

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 15** 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.

TyreStewardship AUSTRALIA

Australian Government Accredited Product Stewardship Scheme

Reset Password

You, or someone pretending to you has requested to reset your password for 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

Introduction

TSA gathers data to build our understanding of the flows of tyres and tyre-derived material through the tyre industry. This data helps us to design campaigns, understand how tyres move through the value chain, and quantify the size of the activity in different locations.

We are using the following terminology when we talk about your data:
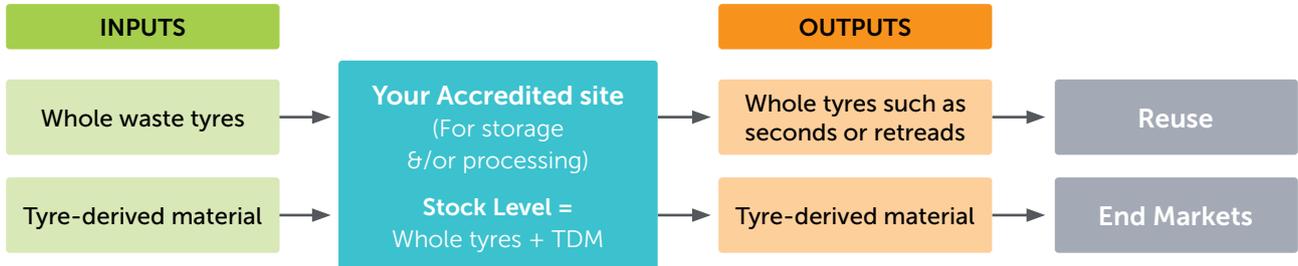
TSA would also like to understand used tyres or tyre-derived materials being sent to an off-site (temporary) storage location during the month. If material goes from Off-site Storage to a recycler or other destination, it should be reported as an Output as normal.

We are using the following process flow and terminology when we consider storage off site (transferred to a site that is not accredited):
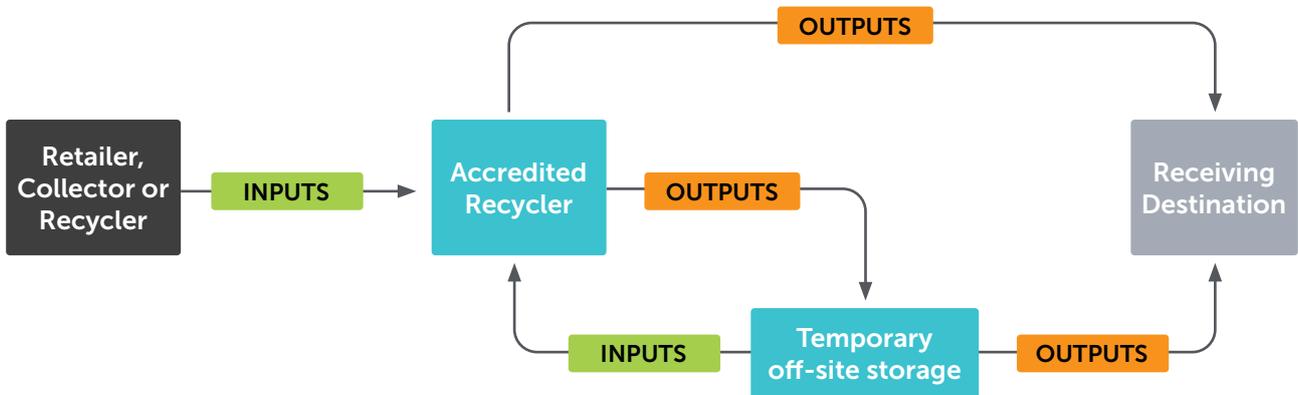
3. Report used tyres & materials collected (Inputs)

In this section you will learn:

- How to set up your Inputs category filters for used tyres & materials collected.
- Understanding 'Unit of Measure' for recyclers (Tonnes).
- How to select the locations/customers that used tyres or materials are collected from.
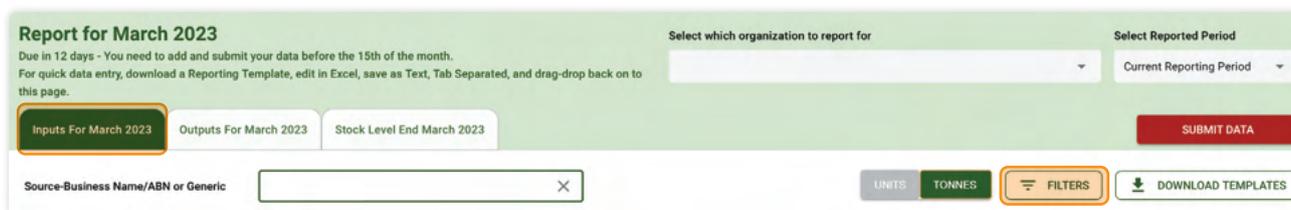- Entering your data.

3.1 Set up your Inputs filter categories

Filters can be set up according to their direction – **Inputs** or **Outputs**. Use the tables provided in this guide to see tyre categories and processed material types available for selection and their codes displayed within the filter window (**Appendix A:** Whole Tyre and Modified/Processed Material categories, codes, and using default categories).
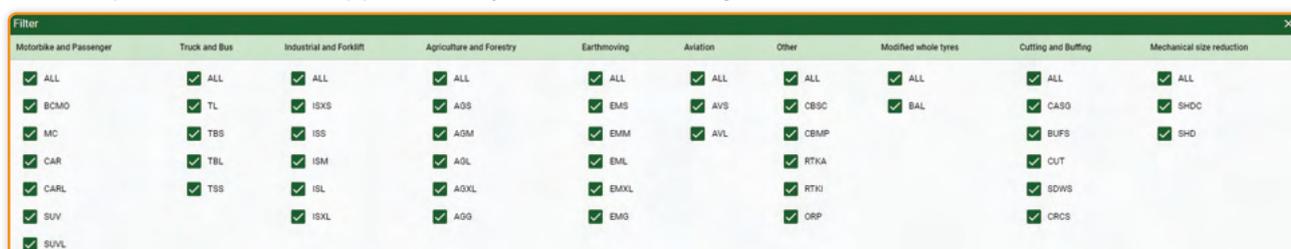
IMPORTANT NOTE: The selections made at this time will be saved for the next time you login. They can be changed and re-saved at any time.

Select your tyre categories and types:

- Click on the **FILTERS** button to select the tyre **categories** &/or material **types** that your business receives.


- A dropdown menu will appear with tyre & material categories and their codes:

Some categories have expanded to accommodate the variety of material types and tyre sizes with 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 or material types are relevant to your business, then leave ALL selected)

- To individually select the tyre or material types applicable to your business, click on the tick button ✅ next to the code. **Note:** You can hover your cursor over the code to reveal its full description.

- Use **DEFAULT** tyre types where available if you are uncertain.
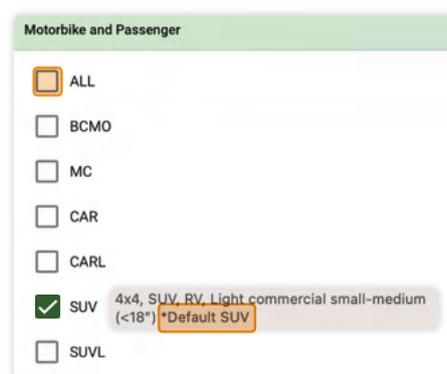
Example of using a *Default code (Tyre types only):

– If you are unable to split SUV, 4x4 and RV tyres by less than (<) 18inch (code SUV) and greater than or equal to (>) 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 tyre types or tyre-derived material handled by your business 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.

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 Material category (Appendix A) filters. Either way, please report in tonnes. See 'Unit of Measure' below.

3.2 Unit of Measure (Inputs)

Unit of Measure (UOM) is preset to TONNES for recyclers, a dark green button indicates this selection. If you prefer to report whole tyres in units, then toggle by clicking on UNITS.

- Note that you will need to select UNITS each time you login.

- Processed materials should always be reported in tonnes.

3.3 Select your Inputs customer/location and enter data

IMPORTANT NOTE: TSA requires the reporting of all locations that used tyres or tyre derived materials 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:

I. Add customer/location using the **Source Business Name or Suburb/ABN or Generic** search field for each retailer, collector, recycler, or other source (i.e. council depot etc.) and enter data directly to their business account.

II. If you *can't find your collection* point in our search, then use generic "**Non-listed tyre retailer(s)**" or "**Non-listed tyre collector(s)**" source code. When using these codes combine tyre totals by type and by state (generic codes can only be used once per reporting period).

III. If you are entering detailed data, using the bulk upload template will make this easier. (See **Appendix C** for guidance). If you need help, reach out to TSA.

IV. If you are *not able to split your data by individual sources*, enter combined 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)*. Use the entity that is specific to the state where tyres were collected.

I. Add each customer/location individually

Adding collections from retailers

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 the business name.

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 tonnes collected. **Note:** Accredited retailers will appear in **green** font, non-accredited will appear in **dark grey** font.

- If you are not able to find them in the list, you can use generic category non-listed tyre retailers(s)

- Use the Tab key (or your mouse) to move between data fields.

- If you prefer to report in **Units**, remember to change the Unit of Measure prior to entering data.

Motorbike and Passenger 6/6		Truck and Bus 4/4		Industrial and Forklift 5/5		Agriculture and Forestry 5/5		Earthmoving 5/5		>
New Tyres Inc 4 (32145698714 - 3004)										
BCMO		TL	100.25	ISXS	10.15	AGS	3.725	EMS	2.25	
MC		TBS		ISS		AGM		EMM		
CAR	105	TBL	50.1	ISM		AGL		EML		

⚠️ **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   [×]

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

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

If you are receiving tyres from other accredited (non-retail) 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 generic categories such as **non-listed tyre collector(s)** or **non-listed tyre recycler(s)** specific to their state of operation.

If you are receiving processed tyre materials, make sure you have selected filters from one of the following categories to accurately enter your data. Refer to **Appendix A** for a full list.

Modified whole tyres	Cutting and Buffing	Mechanical size reduction	Thermal Decomposition	Devulcanization

Adding collections from other sources

TSA has developed generic categories (entities) to record collections from other sources.
The term 'Generic' is used to group Input 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.**
- **Non-listed auto wreckers**
- **Non-listed manufacturer**

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 or collectors that are not listed in the platform, use **non-listed tyre retailer(s)** or **non-listed tyre collector(s)**. You will find versions of these Generic entities specific to your state of operation or state(s) you are collecting from. These codes 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 or collector.

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.

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

In this case, enter all of your customers' Inputs totaled 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)*.
This Generic entity has different versions specific to your state of operation or state(s) you are collecting from, collections from multiple states should be split by state.

Once you have entered your Inputs data, move to the Outputs tab.

4. Report modified/processed materials distributed to end 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 in the "Stock Level" reporting tab. If you are transferring stock between accredited sites, report this as an output according to the material type when it is transferred. Refer to **Appendix A** – Whole Tyre and Modified/Processed material categories for a complete list of material types. If you pass on whole tyres as seconds, remember to include them in your output.

4.1 Select your material 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.

When you are outputting tyres that have been modified, such as casings or sidewalls, or processed, such as shred or crumb, use the appropriate filter type under the **"Modified/Processed tyre categories material types"**.

The most common processed types are:

- **Shred (SHD)**
- **Steel (STL)**
- **Crumb (CRB)**
- **Granules (GRS)**

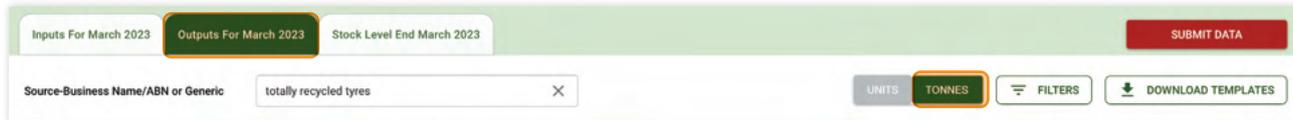The most common modified types are:

- **Casings (CASG)**
- **Carcass (CRCS)**
- **Sidewalls (SDWS)**

More information about modified and processed categories can be found in **Appendix A.**

4.2 Unit of Measure

Data for modified or processed material should always be reported in **TONNES**.

4.3 Select your end-market destination or TSA accredited recycler

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**'. The generic categories for end destination reflects the vendor applications or other end points for your product, either domestic or export. There is a mixture of direct applications, as well as manufacturers listed. For available options, refer to the miscellaneous list in **Appendix B**.

Some common examples include:

- **Agriculture Application** – e.g., sidewalls for silage
- **Landfill (monofil) or Landfill (disposal to cell)** – e.g. for fibre
- **Seconds dealer (Australia)**
- **Export – for reuse/seconds**
- **Non-listed retreader (Australia)**
- **Export – for retreading**
- **Roadworks Application** – e.g. for crumb rubber modified bitumen
- **Adhesive or sealant product manufacturer**
- **Moulded and extruded product manufacturer** (e.g. for rubber mats)
- **Export - substitute fuel** (for TDF or other energy uses)
- **Steel recycler / scrap dealer** (for recovered steel)

- Where available, choose the version of the entity relevant to the state or territory where the activity occurs.

- Output data reported as going to these destinations should be entered in the text box next to the whole and modified/processed material type that best describes the Output material. Hover your mouse over the code to reveal its description.

- To enter output data relating to tyre recyclers not accredited in the Scheme, use generic category **Non-listed tyre recycler(s)** specific to the state you are delivering to.
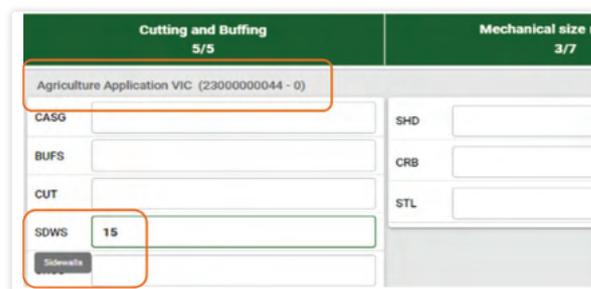
The example following demonstrates one recycler's outputs:

1 Shred (SHD) being exported offshore to be used as a substitute fuel.

2 Crumb (CRB) being sent for use in Roadworks Applications in NSW

3 Shred (SHD) being transferred to another accredited recycler (Totally Recycled Tyres) for further processing

If you are unable to find a generic category that matches the end destination or are unsure about the end-use, you can use **"Domestic unknown use (state specific)"** or **"Export unknown use"**. Contact TSA if you need 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. shredded, crumbed or cut) 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 whole tyre type, modified tyres and/or processed tyres.

- Unit of measure is pre-set to tonnes for all stock level categories.

- Click on the 'tyre type' field and enter the tonnages as shown below.
  Use **scroll arrows** to move the screen from right/left as needed.

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

Used whole tyres or modified/processed materials that are sent to an off-site (temporary) storage location during the month must be reported as an output. If any stock returns to the accredited site, it should be reported as an input. This process is 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.
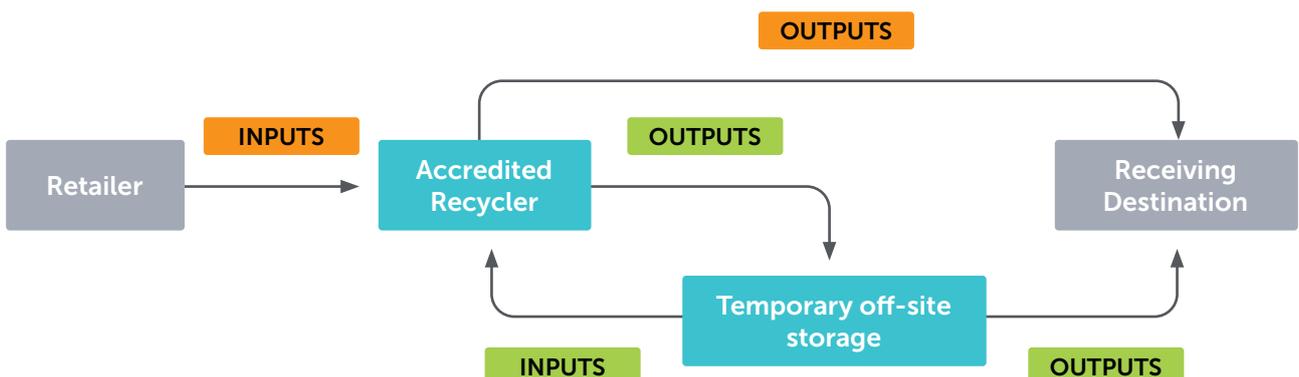
6. Updating and editing data

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.

- 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 tutorial is preferred..
> **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.
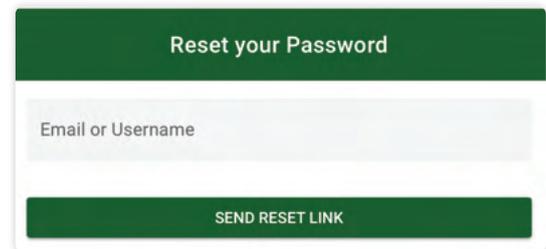
Option 2:

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 Tyre and Modified/Processed Material 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.

Whole tyre categories and types

Use these codes as Default tyre types

Type Code	Brief description	Detailed description

Motorbike and passenger tyre categories

Type Code	Brief description	Detailed description
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

Type Code	Brief description	Detailed description
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

Type Code	Brief description	Detailed description
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

Type Code	Brief description	Detailed description
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

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

Type Code	Brief description	Detailed description
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"

Whole tyre categories and types (continued)

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	

Modified/Processed material types

Type Code	Brief description	Detailed description

Baled tyre Outputs

Type Code	Brief description	Detailed description
BAL	Baled tyres	Baled or doubling/tripling of tyres for the purpose of transport.

Cutting and buffering Outputs

Type Code	Brief description	Detailed description
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

Type Code	Brief description	Detailed description
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 ($\geq$ 30 mesh)	Tyres processed into size range 30 – 60+ mesh
CRBF	Fine Crumb/Powder (>60 mesh)	Tyres processed into size range greater than 60 mesh
STL	Steel	Steel removed from tyres through the processing of tyres
FBR	Fibre	Fibre removed from tyres through the processing of tyres

Thermal Decomposition (e.g. Pyrolysis) outputs

Type Code	Brief description	Detailed description
CHAR	Carbon char (tonnes)	Solid product (powder) from thermal decomposition process e.g. pyrolysis.
GAS	Non-condensable gases (t/Equiv.)	Gaseous product that can't be condensed into liquid fuel. Product of thermal decomposition process e.g. pyrolysis
OIL	Unrefined oil (t/Equiv.)	Condensed liquid fuel (total) produced from thermal decomposition process e.g. pyrolysis

Devulcanization

Type Code	Brief description	Detailed description
DVZR	Devulcanized rubber	Devulcanization (reclamation) of used tyre crumb and powders.

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, the state your outputs were delivered to or the state where the end market activity occurs.

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

Generators of used tyres (state specific)

Generic entity name	Description
Non-listed tyre retailer(s)	Tyre retailer(s) not listed in the reporting platform
Non-listed tyre collector(s)	Used tyre collector not listed in the reporting platform
Non -listed council depots or waste disposal facilities	Tyres or tyre pieces collected from a council consolidation point that may include sites that operate landfill
Non-listed mining or agriculture enterprise	Tyres or tyre pieces collected from a mine, farm, or similar facility
Non-Listed Transport, Logistics or Fleet Company	Tyres or tyre pieces collected from Transport, Logistics or Fleet operators
Non-listed auto wreckers	Tyres or tyre pieces collected from auto wreckers
Non-listed manufacturer	Any business producing any rubber products or waste that is accepted (as input) for re-processing by tyre recyclers
Stockpile clean-up	Stockpiles of tyres, legal or illegal that require clean-up
Dumped tyres	Illegally dumped tyres found on roadsides, vacant land, or farmland
Non-listed manufacturer	Any business producing any rubber products or waste that is accepted (as input) for re-processing by tyre recyclers

Intermediate Storage (state specific)

Generic entity name	Description
Materials going to Off-site storage	Whole tyres or processed material being sent Off-site to another location for temporary storage. Reported as Outputs.
Materials coming from Off-site storage	Stock returning from an Off-site storage facility back to your site. Reported as Inputs and separate from any retailer collections.

Participant Categories (state specific)

Generic entity name	Description
Non-listed tyre retailer(s)	Tyre retailer not listed in the reporting platform - See definitions of retailer for further information.
Non-listed tyre collector(s)	Used tyre collector not listed in the reporting platform
Non-listed tyre recycler(s)	Used tyre recycler not listed in the reporting platform

Reuse categories (state specific)

Generic entity name	Description
Seconds dealer (Australia)	Second-hand tyre dealer in Australia (note, may be exporting tyres overseas for reuse)
Non-listed retreater (Australia)	Domestic used tyre retreading (or remoulding) facility in Australia

Generic input and output categories (entities) (continued)

Export categories

Generic entity name	Description
Export – for recycling - crumbing	Export of used tyres or modified tyres for recycling into granules or crumb
Export – for recyclers - 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) .
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.

Tyre derived material and by-product destination – market consumption product categories

Generic entity name	Description
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.

Generic input and output categories (entities) (continued)

Tyre derived material and by-product destinations – further material refinement, modification, processing business categories

Generic entity name	Description
Steel recycler / scrap dealer	Businesses using recovered steel
Civil engineering product manufacturer	Business making concrete barriers, Blast-proof walls, other civil infrastructure (NOT road surfacing)
Asphalt and spray seal manufacturer	Business doing road surfacing, spray seal
Adhesive or sealant product manufacturer	Business making adhesives or sealants
Moulded and extruded product manufacturer	Business making Sports mats & tracks, Brake pads, containers, acoustic mats
Steel manufacturer (Use Of Rubber Coke Replacement)	Business using rubber in steel manufacturing as coke replacement (not steel!)
Recovered Carbon Black (rCB) manufacturer	Business using char from thermal decomposition process to produce recovered Carbon Black (rCB)
Tyre Pyrolysis Oil refiner/processor	Business refining/ processing Tyre Pyrolysis Oil into more marketable products (petrochemical feedstock, fuels, solvents)
Other manufacturer	Business using tyre-derived material for something else

Disposal categories (state specific)

Generic entity name	Description
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.
Gas flaring	Flaring of gas from thermal processing such as pyrolysis where the gas is not captured for onsite use.

Onsite energy recovery (state specific)

Generic entity name	Description
On-site energy use (gas)	Gas (produced through pyrolysis) used onsite to power equipment or onsite utilities

Non-participating supplier of TDM categories
(to be used by downstream manufacturers using tyre derived products)

| Generic entity name	Description
On-site energy use (gas)	Gas (produced through pyrolysis) used onsite to power equipment or onsite utilities
Non-listed crumb supplier(s) (Domestic)	Australian crumb supplier not listed in reporting platform.
Non-listed crumb supplier(s) (Imported)	Crumb imported from supplier not listed in reporting platform.
Non-listed granules supplier(s) (Domestic)	Australian granule supplier not listed in reporting platform.
Non-listed granules supplier(s) (Imported)	Granules imported from supplier not listed in reporting platform.
Non-listed buffings supplier(s) (Domestic)	Australia derived buffings supplier not listed in reporting platform.
Non-listed buffings supplier(s) (Imported)	Buffings imported from supplier not listed in reporting platform.

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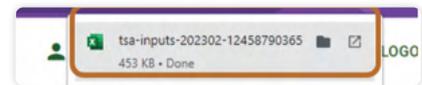
Sharing at this level of detail through data provides TSA with access to non-accredited retailers who are already compliant through use of your services, thereby extending our reach to onboard more retailers.

Click on Inputs tab and **DOWNLOAD TEMPLATES**
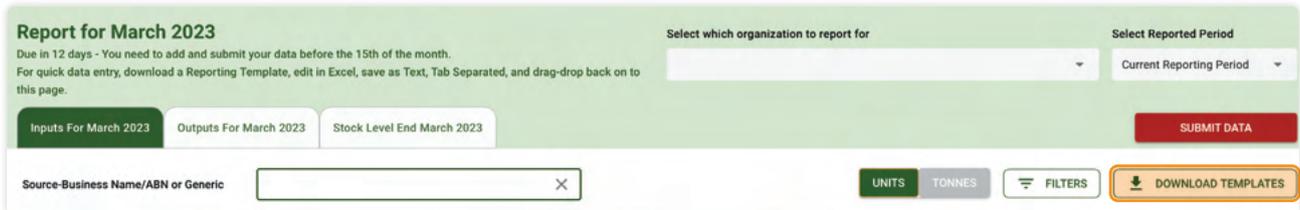
The template will download in Excel CSV format.

Click to open the file to comence the set up.

Set up your template and enter data.

Open CSV file.

⚠️ *This template will download with over 3000 entities (both accredited & non-accredited 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 collection or receival point (**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 company's 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, formerly known as AdminRetailer in the previous platform version. For 'collectors' not in the list use 'Non-listed tyre collectors(s)' Refer to **Appendix B** for other generic options..

- Use the Filter tool in Excel to sort the **Company** column – '**Sort by Cell Colour**'.
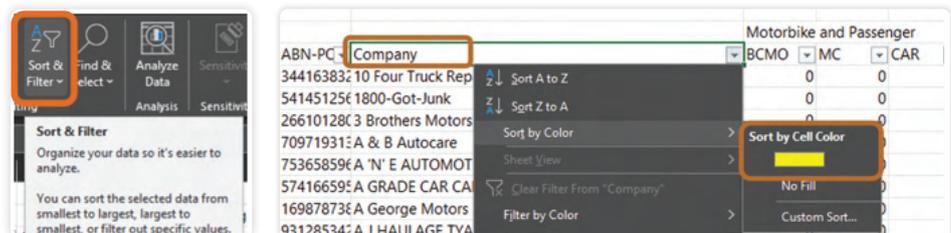
This will bring your highlighted cells to the top of list.


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 X- 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.
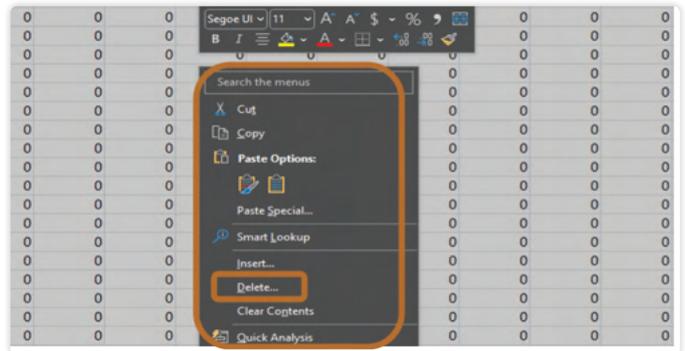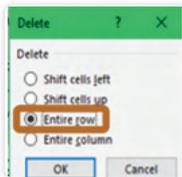
Transfer data to the template

Enter data as higlighted in the following example.

You can remove any 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 **TONNES for Recyclers**.

2 The reporting period is 202306 (Jun 2023).

Save your template.

Save this template as a text file to your computer.

The file name is automated, by direction (Inputs) Year (2023) and and Month 06 (June).
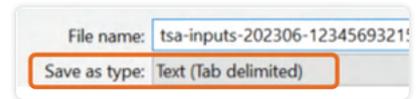
You can keep files for your records and create a copy as a template for future use.

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.
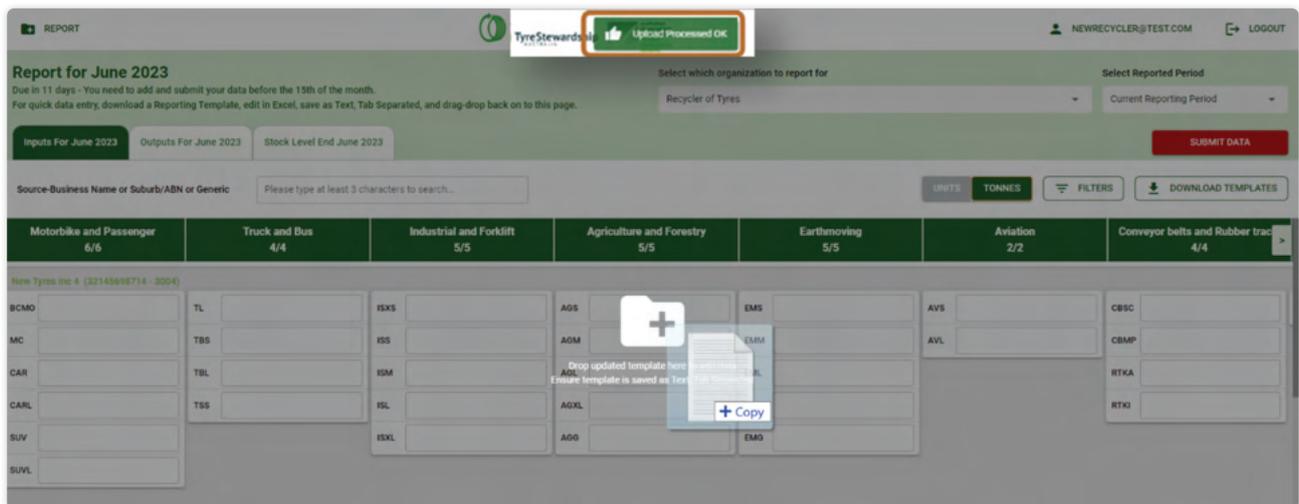
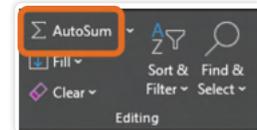Your data is now loaded and visible in the system
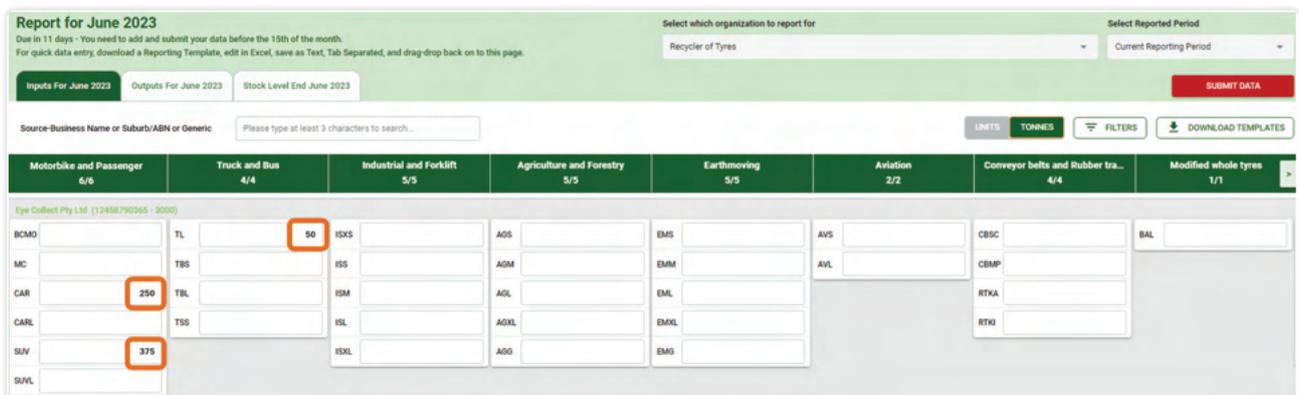
Validate your bulk data upload

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.

- Use the **AutoSum** function to the calculate data columns and balance this report back to your source document.

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**.