TyreStewardship
AUSTRALIA

Tyre Product Stewardship Scheme Participant Reporting

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

APRIL 2023

Australian
Government
Accredited
Product
Stewardship
Scheme

Tyre Stewardship Australia
Accredited

As a valued and accredited participant of the Tyre Product Stewardship Scheme (the Scheme), your store is part of a growing number of retailers demonstrating their commitment to 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 tyre disposals you manage on a monthly basis, you are supporting the tracking of used tyres to ensure they are responsibly managed by TSA accredited collectors and recyclers.

Once you have activated your TSA Data Reporting account, data reporting is a simple process as outlined below.

CONTENTS

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
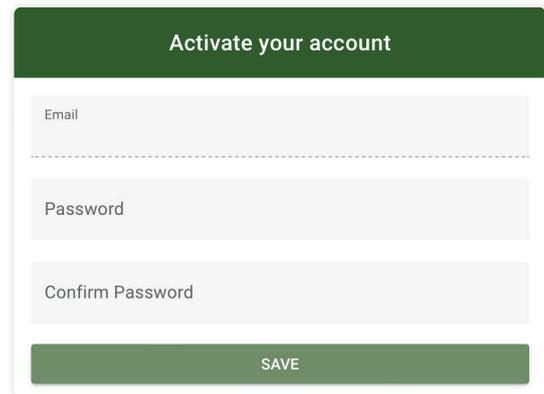
Access and log into TSA's data reporting platform

To access TSA's online reporting platform, click on the following link:
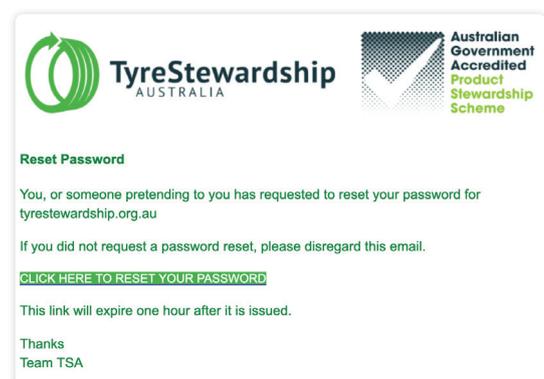**https://report.tyrestewardship.org.au/**

- 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**.

This email will cease once data has been received in the platform.

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

Set up your account settings

By clicking on the **FILTERS** button you will be able to select and save the tyre categories and types that your store handles. Your selections will be saved for the next time you login.

Five tyre categories with all tyre types preselected will appear as a pop-up window:

Some categories have expanded tyre types to accommodate the variety of tyre sizes available on the market today 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 instruction for guidance when using default codes.

Select your tyre categories, codes and defaults

- 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're not sure.

> **Example of using a *Default code:**
> - If you are unable to split SUV tyres by below 18inch (SUV code) and greater than or equal to 18 inch (SUVL code) 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:

* Refer to page 9 for List of Tyre categories, codes and defaults.

Select your tyre Unit of Measure

By clicking on the **UNITS** or **TONNES** buttons you will be able to select how you report your data.

- For accredited retailers the default preset is **units**.

- If your preference is to report in **tonnes**, you will need to select **TONNES** <u>each time</u> you login.

Select your waste tyre collector or recycler

To find and select your TSA accredited collector or reycler, start typing the name of your output service provider in the **Source Business Name or Suburb/ABN or Generic** text field.

- Names of accredited collectors and recyclers will appear as you type.
  Scroll to select or type name in full. Refer to this link for a current list of accredited collectors and recyclers: **https://www.tyrestewardship.org.au/accreditation/find-accredited-recyclers-collectors**

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

- If you have more than one tyre output (e.g. you leave some tyres with customers or some customers take their used tyres away with them), you will need to add data for the first row before you can add another output. Refer to next step for data entry. The process described above can be used to find the output name (e.g. "**Off-Site Tyre Fitment (Left with Customer)**" or "**On-Site Tyre Fitment (Returned to Customer)**").

> **IMPORTANT:**
> **TSA needs to know if your collection arrangements change. Make sure you reflect this change in your reporting.**

Report and submit your tyre data

Enter the quantity of tyres disposed under the appropriate category and tyre type:

Motorbike and Passenger 6/6		Truck and Bus 4/4		Industrial and Forklift 5/5		Agriculture and Forestry 5/5		Earthmoving 5/5	
Collector not accredited (11546987143 - 3053)									
BCMO		TL	54	ISXS	10	AGS	1	EMS	1
MC		TBS	50	ISS		AGM		EMM	
CAR	300	TBL		ISM		AGL		EML	
CARL		TSS		ISL		AGXL		EMXL	
SUV				ISXL		AGG		EMG	

- If you report in tonnes use decimal to indicate tonnes (eg 1 tonne = 1.0)

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

Once data is entered click on SUBMIT DATA button located top right of the screen:

Report for February 2023
Due 14 hours ago - 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.

Outputs For February 2023

Select which organization to report for
Your Account Name ▼

Select Reported Period
Current Reporting Period ▼

SUBMIT DATA

Edit feature and reporting period

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

Report for February 2023
Your data has been submitted and will be processed at the end of the month.

Outputs For February 2023

Select which organization to report for
▼

Select Reported Period
Current Reporting Period ▼

EDIT DATA

Source-Business Name/ABN or Generic

UNITS TONNES ≡ FILTERS ⬇ DOWNLOAD TEMPLATES

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

Reporting Off-Site Tyre Fitment (tyres replaced by retailer and left at customer's site)

Data relating to tyre fitment done in a location that is different to your place of business is important data for TSA. Simply consolidate the monthly quantity of tyres (by tyre type) that are left with customers and report this data using the Generic - **"Off-Site Tyre Fitment (Left with Customer)"** specific to your state or the state your customer is located in, if different.

Reporting On-Site Tyre Fitment (Returned to Customer)

You can also report data when tyres are replaced at your business and the used tyres are given back to the customer. Use generic: **"On-Site Tyre Fitment (Returned to Customer)"** applicable to your state of operation.

Other possibilities for output could be silage on farms, council landfill or transfer station.

Reporting Zero Data

If you have no data to report, leave all data fields empty and click on SUBMIT DATA.

This important step confirms you have no data for this reporting period.
This will prevent further reminder emails being sent to your account for this period.

Forgotten your username or password? We're here to support you!

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.

Login to TSA Reporting

username

Password

LOG IN

I've Lost My Password

Reset your Password

Email or Username

SEND RESET LINK
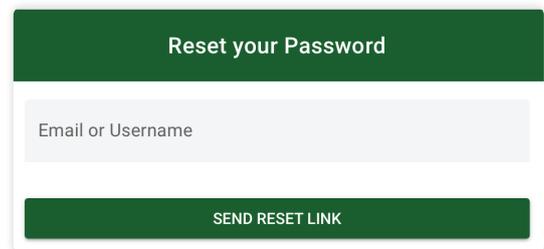
Option 2:

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.

Tyre categories, codes and defaults

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.

Motorbike and Passenger Car tyres

CAR	Passenger Car small to medium (<18") excluding 4x4 and RV tyres *Default
CARL	Passenger Car large (>18") excluding 4x4 and RV tyres
MC	Motorcycle
BCMO	Bicycle and mower tyres
SUV	4x4, SUV, RV, Light commercial small-medium (<18") *Default
SUVL	4x4, SUV, RV, Light commercial large (>18")

Truck and Bus tyres   Light truck, small, large, and super single

TL	Light truck
TBS	Truck and Bus Small (17.5" to 19.5")
TBL	Truck and Bus Large (20" to 22.5")
TSS	Truck Super Single

Industrial and Forklift tyres   Forklifts, port equipment, platform lifts, ground support equipment

ISXS	Industrial and solid extra small (<20") *Default
ISS	Industrial and solid small (20" to <24")
ISM	Industrial and solid medium (24" to <32")
ISL	Industrial and solid large (32" to <38")
ISXL	Industrial and solid extra-large (>38")

Agriculture and Forestry Tractor tyres

AGS	Tractor small (<20")
AGM	Tractor medium (20" to <32") *Default
AGL	Tractor large (32" to <38")
AGXL	Tractor extra-large (38" to <48")
AGG	Tractor Giant (>48")

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

EMS	Earthmover small (<20")
EMM	Earthmover medium (20" to <24")
EML	Earthmover large (24" to <36") *Default
EMXL	Earthmover extra-large (36" to <56")
EMG	Earthmover giant (>56")

Aviation   Aircraft tyres

AVS	Aircraft small (<8")
AVL	Aircraft large (>8")

Conveyor belts and rubber tracks

CBSC	Conveyor belts with steel cords
CBMP	Conveyor belts with multi-ply
RTKA	Agricultural rubber tracks
RTKI	Industrial rubber tracks