



Instructions for Completing the SOUTH CAROLINA WASTE TIRE HAULER ANNUAL REPORT FORM

PURPOSE:

All haulers of waste tires or processed tires are to use this form to report all hauling activities. This form must also accompany all renewal registrations.

EXPLANATION AND DEFINITION:

All registered waste tire haulers must submit an annual report to the Department. This report is a summary report of:

- (1) the number of waste tires or processed tires hauled during each calendar quarter,
- (2) and the names and locations of where the tires were hauled from and deposited.

The hauler must report hauling activities by calendar quarters for each calendar year being reported. In addition, **this report must accompany all renewal registrations and both forms must be received by the Division of Mining & Solid Waste Management, annually, prior to March 1st.**

ITEM BY ITEM INSTRUCTIONS:

1. Number each page then enter the total number of pages being sent. For example, if 3 pages are sent, label the pages: page 1 of 3, page 2 of 3, and page 3 of 3.
2. Print or type the year covered by this report.
3. Print or type the waste tire hauler ID assigned by the Department.
4. Print or type the complete name of the hauling company submitting the annual report.
5. For each quarter listed, provide the following information for each customer. Attach additional sheets if needed:
 - Provide the number of waste tires and/or processed tires hauled from a location.
 - Provide the complete name and location of the facility the tires were hauled from.
 - Provide the complete name and location of the facility where the tires were delivered.

It is the responsibility of the waste tire hauler to maintain, for at least three (3) years, receipts or other written materials documenting where all waste tires or processed tires were stored or disposed.

6. Enter the total number of waste tires or processed tires hauled for the calendar quarter. If additional sheets were necessary for the quarter, the total on page one (1) should include all the tires listed on the additional sheets submitted for this particular quarter.
7. After entering the total number of waste tires or processed tires hauled during a calendar quarter, provide the number of tires hauled that were waste tires and were processed tires.
8. Sign and date annual report form.

OFFICE MECHANICS AND FILING:

Please submit the original form to the South Carolina Department of Health and Environmental Control (SCDHEC), Division of Mining & Solid Waste Management, Solid Waste Compliance, 2600 Bull Street, Columbia, SC 29201. **The applicant should keep one copy.** The Division will maintain the original registration form and annual report form in the applicant's file and forward a list of the registered waste tire haulers to the Environmental Quality Control District Office in which the registered hauling company is located. **It is the waste tire hauler's responsibility to maintain the information summarized in the annual report for a minimum of three (3) years. The information contained in this report may be subject to public review through the Freedom of Information (FOI) Office.**

SOUTH CAROLINA WASTE TIRE ANNUAL REPORT FORM

(2) Year Reporting: _____ (3) Waste Tire Hauler ID Number: WT _____
 (4) Complete Name of Hauling Company Submitting Report: _____

(5)
 First Calendar Quarter: January - March

Total # of tires hauled waste and/or processed	Customer name and address hauled FROM	Facility name and address where tires were DELIVERED
tot w p		
tot w p		
tot w p		
tot w p		

(6) Total Number of Tires Hauled for the Quarter: _____ (include totals for quarter recorded on additional sheets)
 (7) Of the Total Hauled for the Quarter, How Many Were: _____ Waste Tires _____ Processed Tires

Second Calendar Quarter: April - June

Total # of tires hauled waste and/or processed	Customer name and address hauled FROM	Facility name and address where tires were DELIVERED
tot w p		
tot w p		
tot w p		
tot w p		

(6) Total Number of Tires Hauled for the Quarter: _____ (include totals for quarter recorded on additional sheets)
 (7) Of the Total Hauled for the Quarter, How Many Were: _____ Waste Tires _____ Processed Tires

Third Calendar Quarter: July - September

Total # of tires hauled waste and/or processed	Customer name and address hauled FROM	Facility name and address where tires were DELIVERED
tot w p		
tot w p		
tot w p		
tot w p		

(6) Total Number of Tires Hauled for the Quarter: _____ (include totals for quarter recorded on additional sheets)
 (7) Of the Total Hauled for the Quarter, How Many Were: _____ Waste Tires _____ Processed Tires

Fourth Calendar Quarter: October - December

Total # of tires hauled waste and/or processed	Customer name and address hauled FROM	Facility name and address where tires were DELIVERED
tot w p		
tot w p		
tot w p		
tot w p		

(6) Total Number of Tires Hauled for the Quarter: _____ (include totals for quarter recorded on additional sheets)
 (7) Of the Total Hauled for the Quarter, How Many Were: _____ Waste Tires _____ Processed Tires

I hereby certify (or declare) that all information submitted in conjunction with this report is accurate to the best of my knowledge.
 (8) Signature: _____ Date: _____ Title: _____

It is the responsibility of the waste tire hauler to maintain, for at least three (3) years, receipts or other written materials documenting where all waste tires or processed tires were stored or disposed. Submit to: SCDHEC, Division of Mining & SW Management, SW Compliance, 2600 Bull Street, Columbia, SC 29201. Questions? Call 1-803-896-4261.