

# Waste Tire Manifest System—Field Reference Guide

## Comprehensive Trip Log

(Completed by the HAULER)

## Instructions

1. Enter hauler's **decals number**, vehicle **license plate number**, and **state of issuance**.
2. Print hauler's **business name**, **address**, and **phone number** (including area code). If a business stamp or label is used, it **must** be applied on all copies of the CTL form.
3. The hauler/driver **prints name**, **signs**, and **dates** top portion of the CTL form when completing the first receipt on the form.
4. Enter Hauler's TPID number (including site suffix) on CTL receipt and hauler's phone number (including area code).
5. Check the appropriate box to indicate if this transaction is a waste tire **pickup** or **delivery**, enter the **load date** (use the mm/dd/yy format), check the box for the appropriate **load type**, and enter the **load amount**.
6. Enter the **TPID number** for the generator or end use facility location. Print generator or end use facility **business name**, **address**, and **phone number**. If a business stamp or label is used, it **must** be applied on all copies of the CTL form.
7. After the hauler completes the CTL receipt, the generator or end use facility representative will place their initials in the box provided indicating that they have reviewed the information provided by the hauler and that such information is true and correct.

### Know Your Responsibility!

**GENERATORS**—If generators dispose of 10 or more waste tires outside of the business location, they are required to use a registered waste tire hauler and obtain a Tire Program Identification (TPID) number. A copy of the Comprehensive Trip Log (CTL) receipt will be retained at the place of business for three years.

**HAULERS**—You are required to complete the entire Comprehensive Trip Log, obtain the initials of the operator, and submit a copy of the CTL form to the CIWMB within 14 days. A copy of the CTL form will be retained at the place of business for three years.

**END USE FACILITY**—Is required to obtain a TPID number and retain a copy of the CTL receipt at their place of business for three years. They may accept tires from an unregistered hauler transporting 10 or more tires or may accept tires from a registered hauler with no CTL receipt, but in both cases, the end use facility operator will complete an Unregistered Hauler & Comprehensive Trip Log Substitution form. Unregistered haulers transporting fewer than 10 waste tires are not required to comply with the waste tire hauler registration or CTL requirements.

### For More Information

**Hotline (toll-free):** 1-866-896-0600

**Website:** [www.ciwmb.ca.gov/Tires/](http://www.ciwmb.ca.gov/Tires/)

**E-mail:** [WasteTires@ciwmb.ca.gov](mailto:WasteTires@ciwmb.ca.gov)

### Mailing address

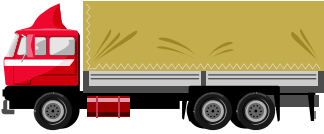
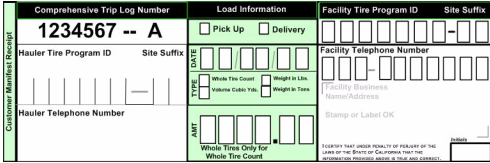
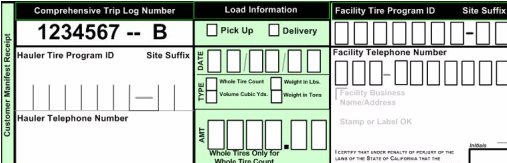
California Integrated Waste Management Board  
Waste Tire Hauler Program (MS-22)  
P.O. Box 4025  
Sacramento, CA 95812-4025



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Zero Waste California

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	 <p style="text-align: center;"><b>Pickup</b></p>	 <p style="text-align: center;"><b>Delivery</b></p>
<p><b>Standard Trip</b></p> <p>Trips <b>WITHIN</b> California</p>	<ul style="list-style-type: none"> <li>• Hauler completes CTL receipt.</li> <li>• Generator initials receipt.</li> <li>• Hauler leaves receipt with the generator who retains it for three years at their place of business.</li> <li>• Hauler submits CTL form to CIWMB within 14 days of the first receipt on CTL form being completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Hauler completes CTL receipt.</li> <li>• End use facility initials receipt.</li> <li>• End use facility retains receipt for three years at their place of business.</li> <li>• Hauler submits CTL form to CIWMB within 14 days of the first receipt on CTL form being completed.</li> </ul>
<p><b>Import Trip</b></p> <p>Trips <b>INTO</b> California</p>	<ul style="list-style-type: none"> <li>• Hauler completes CTL receipt.</li> <li>• Out-of-state generator initials receipt.</li> <li>• Out-of-State generator retains receipt.</li> <li>• Hauler submits CTL form to CIWMB within 14 days of the first receipt on CTL form being completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Hauler completes CTL receipt.</li> <li>• End use facility initials receipt.</li> <li>• Receipt is left with the end use facility to retain for three years at their place of business.</li> <li>• Hauler submits CTL form to CIWMB within 14 days of the first receipt on CTL form being completed.</li> </ul>
<p><b>Export Trip</b></p> <p>Trips <b>OUT</b> of California</p>	<ul style="list-style-type: none"> <li>• Hauler completes CTL receipt.</li> <li>• Generator initials receipt.</li> <li>• Generator retains receipt for three years at their place of business.</li> <li>• Hauler submits entire form to CIWMB within 14 days of the first receipt on CTL form being completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Hauler completes CTL receipt.</li> <li>• Out-of-state end use facility initials receipt.</li> <li>• Out-of-state end use facility retains receipt.</li> <li>• Hauler submits entire form to CIWMB within 14 days of the first receipt on CTL form being completed.</li> </ul>
<p><b>Transit Trip</b></p> <p>Trips <b>PASSING THROUGH</b> California</p>	<ul style="list-style-type: none"> <li>• No CTL form is required as long as the hauler does not deliver or pick up tires within California.</li> </ul>	<ul style="list-style-type: none"> <li>• No CTL form is required as long as the hauler does not deliver or pick up tires within California.</li> </ul>