



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DIVISION OF SUSTAINABLE WASTE MANAGEMENT

OFFICE OF THE DIRECTOR

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Instructions for Completing the Interim Scrap Tire Manifest Form

(updated 7.16.26)

Temporary Registration Compliance

Scrap tire haulers are required to complete and submit a temporary registration form. If you have not yet submitted a temporary registration form, the form can be found here <https://dep.nj.gov/dshw/scrap-tire-management/>. Completed forms should be submitted to scraptire@dep.nj.gov.

Purpose of the Interim Manifest Form

The New Jersey Department of Environmental Protection (DEP) is developing a new statewide scrap tire management program as required by [P.L. 2025, c.389](#). Among other requirements, the law establishes a scrap tire hauler licensing program and a manifest system to track the collection, transportation, recycling, and disposal of scrap tires. Scrap tire means:

1. A tire that is no longer prudent or practical for vehicular use, or
2. A tire that has not been used on a vehicle for more than six months after the last date it was used on a vehicle.

As DEP builds the permanent program, this interim manifest form is required for all entities that collect/pick up and transport scrap tires from any source to any destination, including scrap tire facilities, disposal facilities, recycling facilities, storage sites, reuse locations, or resale sites.

Accurate tracking means that details for each and every load of scrap tires collected and transported, regardless of quantity, must be included in this interim manifest form.

Information collected through these manifests will help DEP:

1. Track the movement of scrap tires from point of generation to final destination.
2. Identify haulers and facilities participating in scrap tire management.
3. Better understand current practices and logistical pathways.
4. Support development of the permanent licensing program, statewide tracking system, and electronic manifesting required by law.

Instructions for Completing the Interim Manifest Form

Contact Info Tab

Please provide the following required information:

1. First and Last Name
2. Official Business Name
3. Reporting Period
4. Street Address
5. Mailing Address if different than Street Address
6. Phone Number
7. Email Address, if available
8. Web Page, if available
9. Submitted Interim Registration (Yes/No)

Manifest Info Tab

For every load transported, haulers must enter the following required information:

1. Origin of Load: The location where the scrap tires were collected. Include contact person's name, business name, street address, and phone number.
2. Quantity of Tires Hauled: Number of scrap tires in the load.
3. Date of Transport: The date the load was moved.
4. Receiving Facility Identifying Information: Facility name, address, and contact information (contact name, email address and phone number).

Manifest Submission Requirements and Recordkeeping Requirements

Submission Requirements

Scrap tire haulers must submit their manifest form via email to scraptire@dep.nj.gov. Manifest forms must be submitted no later than the **20th** of each month. The submitted information will ensure timely tracking and help DEP assess current operations.

Recordkeeping Requirements

Haulers must retain all completed manifests on file.

Future Requirements

Additional elements including permanent and formal licensing procedures, electronic manifesting, and other tracking requirements will be developed as DEP continues its phased implementation of the new scrap tire program established under P.L. 2025, c.389.

Questions about this form or the scrap tire program can be sent via email to scraptire@dep.nj.gov.

Registered haulers will be notified as new requirements become available. DEP will post program requirements and updates, guidance documents, forms, FAQs and other information on the Scrap Tire Management Program website <https://dep.nj.gov/dshw/scrap-tire-management/>

Thank you for your cooperation as DEP works to establish this new statewide scrap tire management program.

