

# Submitting a STAR Report

This guide will walk you through submitting your STAR report and supporting documents.

STAR report forms are available at: <https://epd.georgia.gov/star-program>

You will also need copies of all invoices, transportation manifests, proof of payment, and at least three photos taken during your event.

If you have any questions about the reporting requirements, email: [epd.star@dnr.ga.gov](mailto:epd.star@dnr.ga.gov)

## Section I: Contact Information

Completely fill out the requested information.

I. CONTACT INFORMATION		
Government/Authority _____	Project Manager _____	Secondary Contact _____
Federal Tax ID _____	Title _____	Title _____
Mailing Address _____	Email _____	Email _____
City/State/ZIP _____	Phone _____	Phone _____
EPD Agreement # _____		

## Section II: Event Information

Fill out the event name, event dates, and number of volunteers.

You do not need to enter the reimbursement requested in cell G10, it will be calculated in the next step.

Cell G10 will calculate in the next step.



II. AMNESTY EVENT INFORMATION		
Event Name _____	Number of Volunteers _____	Reimbursement Requested <input type="text" value="\$0.00"/>
Event Date(s) _____		

**Note:** Click on the "Invoices" tab below to calculate your direct costs for the event.

## Entering Invoice Information

Click on the yellow 'Invoices' tab near the bottom left corner of the window.

For each invoice, enter the date, invoice number, and amount.

The total cost for the invoices will calculate automatically.

Once you have entered the information from all invoices for your event, click on the blue 'Amnesty Event' tab to go back to the main reporting form.

Check to make sure the amount carried over to the Reimbursement Requested line (cell G10) is displayed in Section II.

	Invoices		
	Date	Invoice #	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16	Total		\$0.00

Amnesty Event **Invoices** +

## Section A: Tons of Scrap Tires Collected

If you know the tons of scrap tires removed, enter the exact number into cell C14.

Tire tonnage is usually included on the invoices and manifests from your tire carrier or processor.

PTE and Cost per PTE will calculate automatically.

If you enter the tons of tires collected, you do not need to fill out Section B, and can move on to Section III.

A. If you know the tons of scrap tires removed, enter the amount below.

Tons of Scrap Tires \_\_\_\_\_

PTE \_\_\_\_\_ -

Cost per PTE \_\_\_\_\_ \$0.00

Cell C14



**Note:** Projects will only be reimbursed up to \$4/PTE.

## Section B: Number of Scrap Tires Collected

Only fill out this section if **you do not know** the weight of tires collected.

Enter the number of passenger, truck, and large off-the-road tires collected.

The total number of tires, PTE, and cost per PTE will calculate automatically.

B. If you DO NOT know tons, enter the number of tires by type in the table below.

Type of Tire	Number of Tires	Passenger Tire Equivalent (PTE)
Passenger		-
Truck		-
Large Off-the-Road (OTR)		-
<i>Total</i>	-	-

Cost per PTE                          \$0.00

**Note:** Projects will only be reimbursed up to \$4/PTE.

## Section III: Reimbursement Information

Enter the payee and mailing address. Mailing address cannot be a PO box.

Make sure this information is correct, otherwise there will be a delay processing your reimbursement.

### III. REIMBURSEMENT INFORMATION

Payee \_\_\_\_\_

Enter the name of the person or department to whom the reimbursement check should be made payable.

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

## Sections IV and V: Attachments and Certification Statement

**Section IV** lists the other documents that need to be submitted along with the report form.

1. Signed copies of all transport manifests and weight tickets from your tire carrier/processor with the tons or number of tires listed. These must show that the tires went to a beneficial reuse tire processor.
2. Copies of all itemized invoices from your tire carrier/processor with the tons or number of tires listed.
3. Copies of all checks or other proof of payment to your tire carrier/processor.
4. At least three photos taken during the event. The photos should be at least 300 DPI, no larger than 5 MB each, and saved in JPG, PNG, or TIF format.

Sign **Section V** of the report form electronically or you may print it out, sign, and submit the scanned reporting form.

### IV. ATTACHMENTS

Along with this form, the following attachments must also be submitted to EPD in order to receive reimbursement.

- Copies of all signed transportation manifests and weight tickets.
- Copies of all itemized contractor invoices with number/tons of tires removed by type (e.g., passenger, truck, OTR).
- Copies of all checks showing amount paid to each contractor.
- Digital images at least 300 dpi, no larger than 5 MB, saved as JPG, PNG, or TIF. Three or more photos taken during the event. Email photos to [epd.star@dnr.ga.gov](mailto:epd.star@dnr.ga.gov).

### V. CERTIFICATION STATEMENT

*I certify that all abatement activities required in the agreed upon contractual agreement and any amendments thereto contracts for this project have been carried out in accordance with the documented application, as well as all applicable federal, state and local laws, rules and regulations. I am aware that there are significant penalties for knowingly violating these and/or submitting false information, including fines, loss of certification or licensure, and imprisonment.*

Name \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Signature  \_\_\_\_\_



To use the e-sign feature:

1. Save this document to your computer;
2. Click on 'View Signatures' at the top;
3. Click the down-arrow next to 'Signer 1' in the pop-up window at the right;
4. Click 'Sign' and type your signature in the box

## Submitting Your Report

Once your reporting form has been completely filled out, submit it along with all required attachments to: [epd.star@dnr.ga.gov](mailto:epd.star@dnr.ga.gov)

Please include the local government name in the subject line.

## STAR Reporting Requirements: Proof of Payment

You must submit **proof of payment** for all invoices along with your report form.

The amount paid should match your invoices and show that the payment went to your tire carrier or processor.

Proof of payment can include copies of cancelled checks, purchase orders, receipts from your vendor, credit card statements, or other documentation that shows payment was made by the local government to the vendor.

## STAR Reporting Requirements: Photos

You must include **at least three photographs** taken during your event. These can be pictures of the tires collected, people dropping off or loading tires, or anything else that you would like to show at your event.

The photos should be:

- At least **300 DPI**
- No larger than **5 MB** each
- Saved in **JPG, PNG, or TIF** format




# STAR Reporting Requirements: Invoices

When submitting your STAR report, you must include copies of all invoices from your tire carrier/processor. This is a sample invoice with important features to look for, including dates, invoice number, tire quantity, and total payment due. Your invoices may look different depending on the vendor, but should still have all this information listed.

1. Bill needs to be to local government.
2. Invoice number and invoice date need to be consistent with proof of payment and event date.
3. Service date needs to match manifest.
4. Quantity of tires needs to match manifest.
5. Invoice total needs to match proof of payment.

**Permitted Tire Company**  
1234 First Street  
Somewhere, GA 30001  
Phone: 555-555-5555



Invoice #: 123456  
Invoice Date: 1/1/2022  
Due Date: 2/1/2022  
Account #: 123456

1 **Bill to: Local Government**  
5678 First Street  
Somewhere, GA 30001  
Phone: 555-555-0000

## INVOICE

3 Service Date	Description	4 Quantity	Rate	Total
1/1/2022	Environmental Fee	1.00	5.00	\$5.00
1/1/2022	Mixed Load Tires (Tons)	12.34	250.00	\$3,085.00
5 Invoice Total:				\$3,090.00

# STAR Reporting Requirements: Scrap Tire Transportation Manifests

A **Tire Manifest** is a form or document used to identify the quantity, composition, origin, routing, and destination of scrap tires during transportation from the point of generation to a point of final disposition. You are required to submit signed copies of all tire manifests with your report.

You are responsible for completing **Part I**, though the carrier may fill it out on your behalf. Your signature is required as the scrap tire generator. Your responsibility is to make sure you receive the manifest and it is signed, matches the vendor on your application, and the quantity of tires matches the information on the invoice.

**Part II** is signed by the tire carrier. You are responsible for ensuring this section is signed and correctly filled out. The carrier must be the one listed on your application.

**Part III** documents that the tires were transported to an approved, permitted beneficial reuse processor. The tire processor signs this section. You are responsible for ensuring this section is signed and correctly filled out. The processor must be the one listed on your application. The tire quantity should match the corresponding invoice.

Sign **Part IV** once you receive the completed manifest back from the vendor.

Part I: Certification by Scrap Tire Generator	
Scrap Tire Generator: _____	ID#: _____
Business Address: _____	City: _____
State: _____ Zip: _____ County: _____	Phone: _____
Enter amount of scrap tires to be transported in the applicable box: <input type="checkbox"/> Number of tires or <input type="checkbox"/> Tons of tires (The estimated amount of tires must be within 10% of amount in Part III)	
Tons of processed tires (cut, shredded, etc.) to be transported: _____ (if applicable)	
Destination of Tires: _____	
Location Address: _____	Phone: _____
I hereby certify that the above indicated scrap tires were collected in the normal course of business in _____ County, State of Georgia and are destined to be transported to the facility indicated above.	
Signed: _____	Date: _____
Scrap Tire Generator Authorized Representative	

Part II: Certification by Permitted Tire Carrier	
Tire Carrier: _____	GA Permit #: _____
Business Address: _____	City: _____
State: _____ Zip: _____	Phone: _____
I hereby certify that the scrap tires received from the scrap tire generator (see Part I of this form) will be delivered to the destination designated by said generator and that the completed and signed manifest will be returned to the generator within 30 days from this date.	
Signed: _____	Date: _____
Tire Carrier Authorized Representative	

Part III: Certification by End User/Processor/Sorter/Disposal Facility	
End User/Processor/Sorter/Disposal Facility: _____	GA Permit # (if applicable): _____
Address: _____	City: _____ State: _____
Zip: _____	Phone: _____
I hereby certify that this facility is permitted or approved by the Georgia Environmental Protection Division to receive scrap tires and that I have received: <input type="checkbox"/> number of tires or <input type="checkbox"/> tons of tires, on the date below.	
Signed: _____	Date: _____
End User, Processor, Sorter, or Disposal Facility Authorized Representative	

Part IV: Certification by Scrap Tire Generator	
I hereby certify that I received a completed and signed manifest from the tire carrier listed in Part II of this form on the date below.	
Signed: _____	Date: _____
Scrap Tire Generator Authorized Representative	