

Tire and Material Recycling QRG

Purpose and Overview

This guide equips stores with clear, actionable procedures for managing the **dead bin** and handling **wheel weights** as part of our recycling partnership with **Liberty Tire**, which includes the subsidiary **Lakin Tire**. Liberty Tire serves as the primary recycler for our store locations and plays a key role in advancing our environmental sustainability efforts.

Liberty Tire collects the following materials during regular business hours:

- **Scrap tires**
- **Scrap wheels**
- **Wheel weights**

To ensure smooth operations and compliance with vendor expectations:

- Place **scrap wheels** and **scrap tires** in the **dead bin**.
 - **Note:** All tires and weights must be dismounted from wheels to be accepted.
- Unless clearly marked otherwise, **all items in the dead bin are assumed to be designated for Liberty Tire pickup**. Do not use the dead bin for used tires, new inventory, adjustments, etc.
- Wheel weights must be placed in the 8"x8"x8" boxes provided by Liberty Tire. These boxes come in bundles of 15 boxes per order and can be ordered from Liberty Tire at the following link: [Wheel Weight Box Request Form](#).
- Refrain from taking tires from the public. Only take scrap tires in from vehicles that are serviced at Discount Tire. Refer customers that have large quantities of scrap tires to [Libertytire.com](#).
- Do not sell or donate scrap tires, wheels, or weights to parties other than your designated scrap hauler.
 - **Note:** Discount Tire must have records of all waste material that leaves the store.
- Treat the recycling haulers the same as tire deliveries. This includes keeping all signed manifests in the store office in a file labeled *Scrap Tire Manifests*. These manifests must be maintained for a **minimum** of 3 years.

Proper execution of these procedures supports our recycling goals and helps maintain a clean, organized, and compliant work environment across all store locations.

Wheel Weight Handling

Wheel weights are an important part of our recycling stream and must be handled with care to ensure proper processing by Liberty Tire. Stores should follow these guidelines:

- Use the **wheel weight boxes** provided at no cost by Liberty Tire.
- **Seal boxes securely with red tape** before placing them out for pickup.
- Acceptable materials include **lead** and **steel** wheel weights only.
- Liberty Tire is responsible for sorting these materials, so it is critical that the contents of the wheel weight bin remain **free from contamination**.



Important




To maintain recycling integrity, **do not place the following items in the wheel weight bin**:




- Valve stems
- Lug nuts
- Bolts or washers
- Trash or packaging materials
- Any non-metal or mixed materials

Adhering to these standards ensures that materials are processed efficiently and responsibly, reinforcing our commitment to sustainability and operational excellence.

Visual Standard References: Acceptable vs. Not Acceptable Materials

To support consistent execution across all locations, the following section includes visual examples of properly sorted materials and common mistakes to avoid.

Standards	Visual
Acceptable ✓ Properly sealed wheel weight boxes with red tape.	
Acceptable ✓ Correctly sorted lead and steel wheel weights.	
Acceptable ✓ Clear organization of the dead bin area with only items that are designated for Liberty Tire pickup.	

Standards	Visual	
<p>Not Acceptable </p> <p>Common contaminants that should not be placed in the bin (e.g., lug nuts, valve stems, trash, mixed materials, bolts, washers, etc.)</p>	 <p>No paper</p>	 <p>No lug nuts</p>

Contact

If you have any issues related to scrap, please use the tool on the KC labeled “[Scrap Tire Requests Form](#).” This form will alert your scrap tire hauler and the DT Sustainability Team of your request.