Reporting on Re-TRAC Connect
Registration & Data Entry Guide

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Montgomery, AL 36110
Tel: (334) 271-7988
recycling@adem.alabama.gov
Registering for Re-TRAC Connect

- To get started, if you do not have a Re-TRAC Connect account: Go to https://connect.re-trac.com/registration/adem-alabama-reporting to create your account.

- Once you click the GET STARTED button you will be redirected to the following screen and an email will be sent to you to verify your account.
- Check your email (you may need to check your junk or spam folder for this email) and click the VERIFY button.

- When you click the VERIFY button, you will be taken back to Re-TRAC and asked to log in with the email and password you used to create the account. It will then have you fill in the information about your facility. When completed, press the JOIN button.
• When choosing Member Type, make sure you choose an appropriate type for your facility. If you are registering to report for a school system, please choose K-12 School System.

• Enter your address in the “Search Google Maps” bar, click somewhere else on the screen and then back into the bar, and a drop down menu will pop up. If you see your address on this list, choose it and it will prepopulate the address fields for you.
- After you select JOIN, you will be given a brief tutorial about the new membership. Just click NEXT until the tutorial is over.

- After the tutorial, you will see this screen. Your account is awaiting approval from ADEM Recycling Program Managers. They will receive your join request and approve your request.
When the ADEM program managers approve your request, you will receive an email alerting you that you are ready to report.

Once your account has been created and you have been approved by an ADEM program manager, you can use this link to log in to your account [https://connect.re-trac.com/login](https://connect.re-trac.com/login)
• If you do have a Re-TRAC Connect Account and are ready to report: Go to [https://connect.re-trac.com/login](https://connect.re-trac.com/login) to login.

Once you log in to your account, you will need to search for the ADEM Reporting Program by clicking the FIND PROGRAMS button on the left side of the black bar at the top of the screen. You will see the ADEM program under the All Programs tab. Click on ADEM.
• Click the JOIN button to join the ADEM reporting.

• Click the CREATE NEW button and follow the instructions in the section for new members, starting at the point where you choose your Member Type.
Completing Semi-Annual Reports

- Go to https://connect.re-trac.com/login to log into your Re-TRAC Connect account.

- After logging in, you will be taken to your Home screen. You will see the ADEM reporting program under “Programs I’ve Joined”. Click this to see your Members page and reports.
This is your Members page. You will find your reporting forms here. Click on your name to see your Workspace and reports. If you manage and report for multiple facilities, you will see them all listed here. If you would like to add a facility, you can do it here by clicking the +ADD MEMBER button. When you come to the Members page for the first time, you will see a short tutorial about the Workspace and what all of the buttons do. Keep clicking Next and the then Try It to exit the tutorial and move on to your quarterly reports.

Your Workspace is where you will find your quarterly reports. From the previous tutorial, you will remember that the yellow NEW buttons mean that you have not done that report, the red DRAFT button means you have saved a partial report to return to and finish at a later date, the green COMPLETED button means the report has been marked as completed by you and is awaiting review and final verification from your ADEM scrap tire program manager, and the blue VERIFIED button means that the report has been verified as correct and complete by ADEM. Click on these buttons to open each quarterly report.
• **Complete the START HERE – REGISTRATION INFORMATION report, by clicking the yellow NEW button, before you do anything else. This will open more reports to you if they apply to your facility type. You will be asked to enter your registration number from your green registration certificate. (ex: RF12345) Notice how the picture below has two additional reports visible that are not present on the previous picture.**

![Image of ADEM Solid Waste & Recycling Reporting](image)

- **Complete both the SEMI-ANNUAL RECYCLABLE MATERIALS RECEIVED OR GENERATED and the SEMI-ANNUAL RECYCLABLE MATERIALS TRANSPORTED & DISPOSED reports for each six month reporting period.**
- **The RECEIVED OR GENERATED report is where you enter the amount and type of materials you received/purchased during that time and the TRANSPORTED & DISPOSED report is where you enter the amount and type of material you sold/disposed of/transported out of the facility during that same period.**
- **If you are a local governmental agency, you will see the ANNUAL PROGRAM INFORMATION REPORT. This is asking general information about your program, employees, and funding to report municipal recycling program information to the EPA. Please submit this report when you complete your February 15\textsuperscript{th} semi-annual reports.**
- **SEMI-ANNUAL RECYCLABLE MATERIALS RECEIVED OR GENERATED**
  - Enter materials received from the public, businesses, or anyone who is not a registered recycling facility in the first column, Amount from Non-registered Facilities.
  - Enter materials received from other registered recycling facilities in the column Amount from Registered Facilities.
  - These two distinctions are for us to keep from double counting tonnages. You are not going to be in trouble for putting numbers in the non-registered column, those people do not need to be registered.
  - If you collect your materials single stream, enter that total in the Commingled row.
  - Please do not list materials in the Other categories if they are included in the list above.
- **SEMI-ANNUAL RECYCLABLE MATERIALS TRANSPORTED & DISPOSED**
  - Enter materials transported out of your facility during the previous reporting period. Those materials could have been sold, transferred, or disposed of in a landfill. You can enter materials disposed towards the bottom of the report.
  - Please enter materials sent to Further Processors in the first column and materials sent to end markets in the fourth column. There is a description of each type at the top of the page.
  - Enter the average price received for a material over that reporting period. It does not have to be exact.
  - If the disposed materials are contamination and not clean recyclables, list them as waste.
  - Please do not list materials in the Other categories if they are included in the list above.
### Semi-Annual Recyclable Materials Received or Generated

**January - June 2017**

**Materials Received or Generated**

Please enter the quantity of each material received or generated. All amounts received from other facilities or amounts received from other registered facilities should be reported separately from material received from non-registered facilities.

<table>
<thead>
<tr>
<th>Material</th>
<th>Amount From Other Facilities</th>
<th>Units</th>
<th>Amount From Non-Registered Facilities</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrugated Cardboard</td>
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</tr>
<tr>
<td>Off-White Paper</td>
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<tr>
<td>Mixed Paper</td>
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<tr>
<td>Reprinted</td>
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<tr>
<td>Newspapers</td>
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<tr>
<td>Newsprint</td>
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<tr>
<td>Newspapers, Glossy</td>
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<tr>
<td>Books</td>
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<tr>
<td>Automotive, Lease Act</td>
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<tr>
<td>Catalogue</td>
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<tr>
<td>Other St.</td>
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<tr>
<td>Toys</td>
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<td>Plastics</td>
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<tr>
<td>Engineered Wood</td>
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<tr>
<td>Plastics, Polyethylene</td>
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<td>Plastics, Polypropylene</td>
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<td>Plastics, Polyvinyl</td>
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<td>Plastics, Polyurethane</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

**Total**

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**Please describe the other (1) commodity:**

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**Please describe the other (2) commodity:**

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**Please describe the other (3) commodity:**

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**Facilities maintaining this information in easily read format shall submit reports and indicate the source of methodology used to convert to tonnage:**

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**If selecting construction or please indicate materials included and their approximate percentages:**

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[I certify under penalty of law that this document is complete and accurate. I have submitted the form to the department of environmental management for verification and approval. I understand that this information is confidential and shall be used only for the purposes stated above.]

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[Submit] [Submit Complete]

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*Re-Trace* — Traceable process and results. All "best complete" below if you have completed this form and would like to submit it to the department of environmental management administration.
### SEMI-ANNUAL RECYCLABLE MATERIALS TRANSPORTED & DISPOSED

**TO BE COMPLETED BY REGISTERED ORGANIZATIONS ONLY**

**MATERIALS TRANSPORTED** (List by caption and quantity):

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>ACTUAL TONS</th>
<th>TOTAL TONS</th>
<th>TOTAL TONS DISPOSED</th>
<th>TOTAL TONS IMPORTED</th>
<th>TOTAL TONS DISPOSED</th>
<th>TOTAL TONS IMPORTED</th>
<th>TOTAL TONS DISPOSED</th>
<th>TOTAL TONS IMPORTED</th>
<th>TOTAL TONS DISPOSED</th>
<th>TOTAL TONS IMPORTED</th>
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</thead>
<tbody>
<tr>
<td>Metal</td>
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<td>Non-Metal</td>
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<td>Office waste</td>
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<td>Yard waste</td>
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<td>Construction waste</td>
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<td>Household waste</td>
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<td>MISC</td>
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</tbody>
</table>

**MATERIALS DISPOSED**

Please enter the amount of materials disposed in the following categories:

- **Office waste**
- **Yard waste**
- **Construction waste**
- **Household waste**
- **MISC**

Please enter the total tons disposed and the tons imported for each category.
- Once your report has been completed and certified. Select SAVE DRAFT if you are not finished with your report, and select MARK COMPLETE if you have completed the report and are ready to send it to ADEM for verification.
Other Features and Tools

- Once your report has been verified by ADEM it will be available to be saved or printed. Click the VERIFIED button to open any of your reports. There is an EXPORT button on the right side of the top of the report. If you click this button it will give you a drop down menu allowing you to generate a PDF of your report or open it in print view.
From your Member Page, you can edit your information by clicking the green page and pen icon to the right of your name. This can allow you to change your contact info, member type, and even your address.

If you click on your name in the right side of the black bar at the top of the screen, you can edit your user login credentials, check your messages, contact technical support, and log out. Next to your name is a tour button that will give you a short overview of the main Re-TRAC functions.
The SEARCH SURVEYS button in the top right green bar allows you to search through all of your surveys that have been verified in the past. Simply select your parameters in the fields on the left side of the screen and click FILTER.