

ADEM Re-TRAC Connect Registration & Data Entry Guide

Registration if you **don't** have a Re-TRAC Connect Account

Go to <https://connect.re-trac.com/register/ADEM>

Re-TRAC Connect Re-TRAC Connect Login

ADEM Solid Waste & Recycling Reporting

Welcome to Re-TRAC Connect! Use this online reporting system to report to the State of Alabama Department of Environmental Management (ADEM) if your organization is:

A State Agency, School System, Local Solid Waste Management Authority or other organization: that was previously required to submit annual reports as mandated by Solid Waste Management Plans using the former paper form entitled [Appendix C: Annual Solid Generation and Recycling Reporting](#).

A Registered Materials Recovery Facility or A Recovered Materials Processing Facility
These organizations are registered with ADEM and are required to report semi-annually on or before February 15 and August 15 of each year. This reporting is required under [Chapter 335-13-3](#) of Alabama Solid Waste Regulations.

A Facility Exempt from Registration, but who also must report semi-annually
These facilities must report on or before February 15 and August 15 of each year. This reporting is required under [Chapter 335-13-3](#) of Alabama Solid Waste Regulations.

Registration

New Re-TRAC Connect Users
Follow the instructions below to create your Re-TRAC Connect Account.

Please select your organization type from one of the options below.

- City
- Municipality
- County
- College or University
- K-12 School System
- Business
- Non Profit
- Landfill
- Incinerator
- State Agency

Existing Re-TRAC Connect Users
Click on the "Re-TRAC Connect Login" button above. Once logged in, click on the "Join Programs" button on your Re-TRAC Connect dashboard to join the ADEM Solid Waste & Recycling Reporting Program and begin reporting. If this program isn't available to you, add one of the following organizations to your account:

- City
- Municipality
- County
- Business
- College or University
- K-12 School System
- Non-Profit
- Landfill
- Incinerator
- State Agency

Questions/Comments
For questions or assistance, please contact the ADEM Materials Management Section at 334-271-7988 or via e-mail at recycling@adem.state.al.us.

Click on the most appropriate organization type and fill out registration details on the page that you are taken to:

Re-TRAC Connect Re-TRAC Connect Login

Registration

Please fill out the following registration information for ADEM Solid Waste & Recycling Reporting:

Account Information

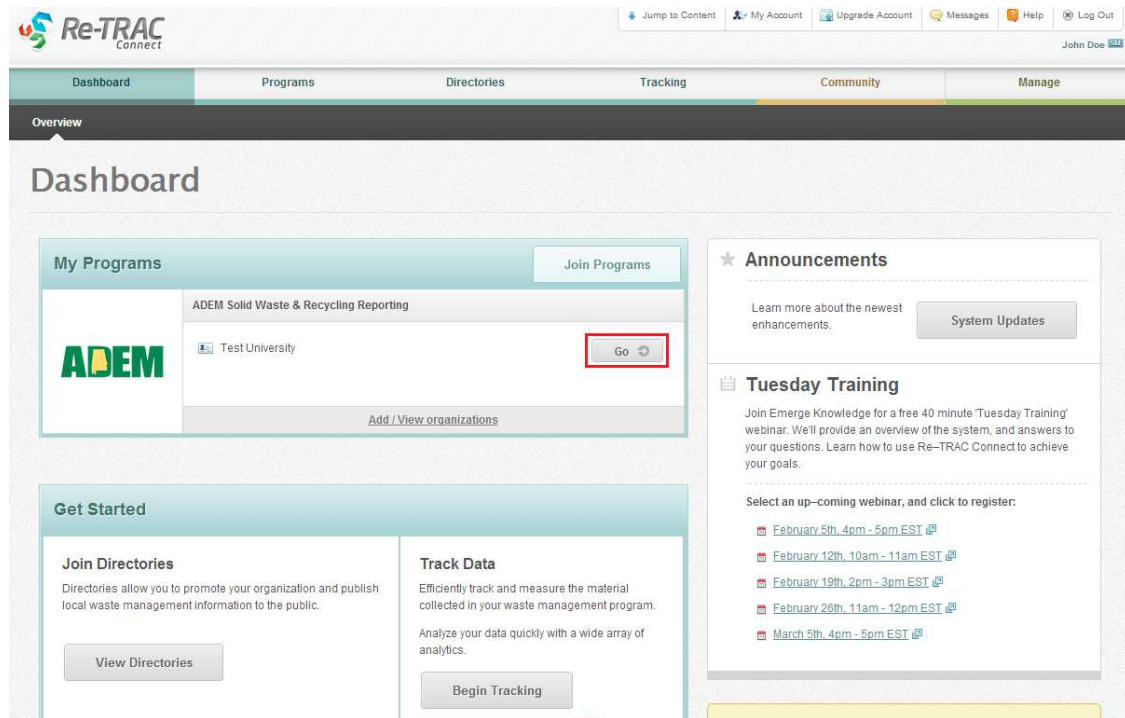
First name *

Last name *

Email (this will be your username) *

Confirm Email *

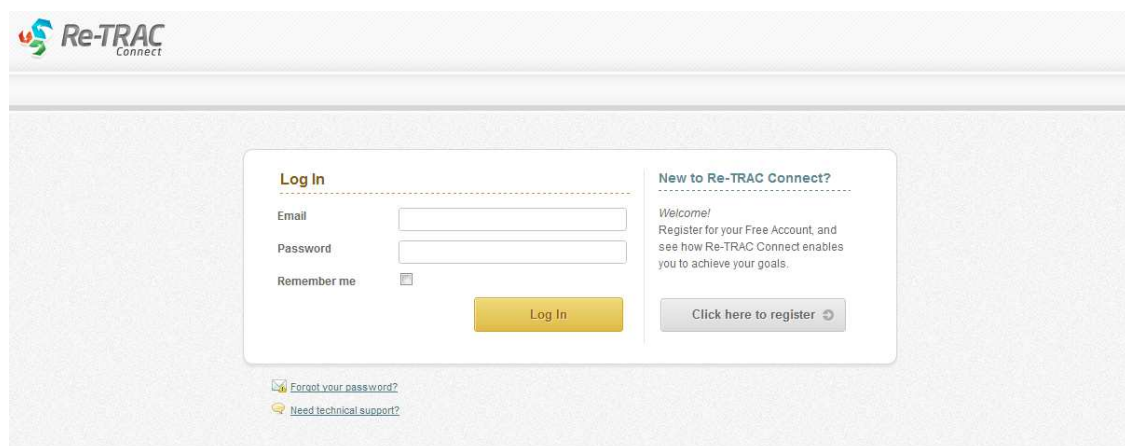
You'll be sent an automated email. Click on the link in that email and you'll be taken to:



Hit "Go" and you'll be taken to your "Status" page where you can fill out surveys for ADEM

Registration if you **do** have a Re-TRAC Connect Account

Go to <https://connect.re-trac.com>



Log in to your Re-TRAC Connect account:

The screenshot shows the Re-TRAC Connect dashboard. At the top, there is a navigation bar with links for 'Jump to Content', 'My Account', 'Upgrade Account', 'Messages', 'Help', and 'Log Out'. Below this is a secondary navigation bar with tabs for 'Dashboard', 'Programs', 'Directories', 'Tracking', 'Community', and 'Manage'. The main content area is titled 'Dashboard' and contains several sections:

- My Programs:** A section with a 'Join Programs' button highlighted in red. Below it, there is a card for 'RecycleMania' with a logo and a 'Go' button.
- Announcements:** A section with a 'System Updates' button.
- Tuesday Training:** A section with a list of upcoming webinars, including dates and times.
- Get Started:** A section with two sub-sections: 'Join Directories' and 'Track Data'.

Click on the "Join Programs" button

The screenshot shows the 'Join Programs' page. At the top, there is a navigation bar with tabs for 'Dashboard', 'Programs', 'Directories', 'Tracking', 'Community', and 'Manage'. Below this is a secondary navigation bar with tabs for 'My Programs' and 'Join Programs'. The main content area is titled 'Join Programs' and contains several sections:

- Alabama Specific Programs:** A section with a 'Select Category' dropdown and a search box. Below it, there are two cards:
 - Regional:** A card for 'State Data Collaboration Initiative' with a map of Alabama and a 'Details' button.
 - State/Provincial:** A card for 'ADEM Solid Waste & Recycling Reporting' with the ADEM logo and a 'Details' button highlighted in red.
- What can I do here?:** A section with a list of benefits and an overview of the program.
- Also Available:** A section at the bottom left.

Find the "ADEM Solid Waste & Recycling Reporting" program, click on the "Details" button and follow the instructions to add this program to your dashboard:

The screenshot shows the Re-TRAC Connect dashboard. The 'My Programs' section is active, displaying two programs: 'RecycleMania' and 'ADEM Solid Waste & Recycling Reporting'. In the ADEM section, the organization 'The University of Alabama' is listed with a 'Go' button highlighted by a red box. To the right, there are sections for 'Announcements' (System Updates) and 'Tuesday Training' (webinars).

Hit "Go" beside your organization name in the ADEM section of your "My Programs" panel and you'll be taken to your "Status" page where you can fill out surveys for ADEM.

The screenshot shows the 'ADEM Solid Waste & Recycling Reporting Status' page for 'TEST UNIVERSITY'. The page includes a sidebar with 'Program Information' (Details, Status, Forms), 'Host' (Alabama Department of Environmental Management), 'Website' (http://www.adem.state.al.us/), and 'Program Manager' (Gavin Adams). The main content area features a 'START HERE - Registration Information' survey highlighted with a red box, and a table for '2012' reporting periods with blue '+' icons highlighted by red boxes.

2012	
- Semi-Annual Recyclable Materials Received or Generated	
January - June	+
July - December	+

Hit one of the blue '+' icons to fill out a survey
(Note, depending on your organization type, you may see additional surveys)

You must fill out the "START HERE – Registration Information" survey to identify whether or not your organization is registered:

Dashboard Programs Directories Tracking Community Manage

My Programs Join Programs

Your data may not be considered complete by the Program Manager(s) of ADEM Solid Waste & Recycling Reporting until you click on the 'Submit to Program' button. In addition, the status of this form and the associated data may be edited at any time by the Program Manager(s) of ADEM Solid Waste & Recycling Reporting.

START HERE – Registration Information

TEST UNIVERSITY

Is your organization registered?

Yes
 No

Registered facilities are those that receive, store, process and sell recyclable materials and for whom registration is required by Alabama Solid Waste Regulations: 335-13-3 Processing and Recycling. These facilities have previously applied and been issued a registration number by ADEM. For questions on registration, call 334-271-7988 or email recycling@adem.state.al.us.

Please provide registration number

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Hit "Save" below to save your progress and return later. Hit "Submit" below if you have completed this form and would like to submit it to Department of Environmental Management administrators.

Save Submit to Program

Program Information
[Program Details](#)
[Program Status](#)
 START HERE - Registration Information
[Program Forms](#)

Host:
Alabama Department of Environmental Management

Website:
<http://www.adem.state.al.us/>

Program Manager
Gavin Adams
recycling@adem.state.al.us
334.271.7988

If you are a registered organization, provide your registration number and hit the "Submit to Program" button.

ADEM administrators will confirm that your organization is registered and will enable the "Materials Transported & Disposed Survey" once confirmed:

Re-TRAC Connect

Jump to Content My Account Upgrade Account Messages Help Log Out John Doe

Dashboard Programs Directories Tracking Community Manage

My Programs Join Programs

ADEM Solid Waste & Recycling Reporting Status

TEST UNIVERSITY

Click on the plus icon to report or view information Legend

START HERE - Registration Information

	2012
- Semi-Annual Recyclable Materials Received or Generated	
January - June	+
July - December	+
- Semi-Annual Recyclable Materials Transported & Disposed	
January - June	+
July - December	+

Program Information
[Program Details](#)
[Program Status](#)
[Program Forms](#)

Host:
Alabama Department of Environmental Management

Website:
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Program Manager
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