

Re-TRAC Connect™ Registration Guide


Using Re-TRAC Connect™ for online reporting to the Nevada Division of Environmental Protection's Recycling Rate Survey

Re-TRAC Connect™ is an online survey system that the Nevada Division of Environmental Protection (NDEP) uses to collect data from public and private businesses, state agencies, and waste haulers on recycling activities throughout Nevada. This document provides a step-by-step guide on registering for a Re-TRAC account. Please contact Kayla Alm (kalm@ndep.nv.gov) if you cannot find a solution to your question below.

Step 1:

If you already have a Re-TRAC account, sign into your account and search for the *Nevada Division of Environmental Protection* in the program search bar. Click on the Nevada Recycling Rate Survey program, then click the *JOIN* button to become a member of the program. Continue to Step 6.

1




Find Programs

Participate in popular waste & recycling programs across North America.

Nevada Division of Environmental Protection (Nevada Division of Environmental Protection)


2



NEVADA DIVISION OF ENVIRONMENTAL PROTECTION

ABOUT

With the passage of AB353 in the 80th Legislative Session, all state agencies must report the amount of materials recycled each year, even if no recycling occurred. Additionally, per NAC 444A.110-140, counties who have an approved recycling plan are required to report the amount of materials diverted from landfills through recycling. The data obtained from this survey is used to calculate the annual recycling rate for the State of Nevada.





JOIN PROGRAM


Click JOIN to become a member of this program.

JOIN


Contact Program Manager

**Host**
Nevada Division of Environmental Protection

**Website**
<https://ndep.nv.gov/>

**Program Manager**
Kayla Alm
kalm@ndep.nv.gov
775-687-9467

Terms of Use | Privacy Policy | Accessibility



© 2010 - 2020 Emerge Knowledge Design Inc. All Rights Reserved.
Trademarks and servicemarks are the property of their respective owners.

NEVADA DIVISION OF
**ENVIRONMENTAL
PROTECTION**

Nevada Recycles
Nevada Division of
Environmental Protection

1

If you do not have a Re-TRAC account, go to <https://connect.re-trac.com/registration/nevada-state-program>. Enter the email address you wish to be associated with your account and click the *NEXT* button at the bottom of the page.



NEVADA DIVISION OF ENVIRONMENTAL PROTECTION

Re-TRAC Connect is the web-based software that transforms the way organizations manage and measure their waste and recycling programs.

Nevada Division of Environmental Protection uses Re-TRAC to collect data for Nevada Division of Environmental Protection.

Enter your email to get started

NEXT

[Terms of Use](#) [Privacy Policy](#) [Support](#)

[© 2010 - 2020 Emerge Knowledge Design Inc. All Rights Reserved.](#)

Trademarks and servicemarks are the property of their respective owners.



NEVADA DIVISION OF
**ENVIRONMENTAL
PROTECTION**



Nevada Recycles
Nevada Division of
Environmental Protection

Step 2:

Complete all required fields and click *Create Account*.

NEVADA DIVISION OF ENVIRONMENTAL PROTECTION

Re-TRAC Connect is the web-based software that transforms the way organizations manage and measure their waste and recycling programs.

Nevada Division of Environmental Protection uses Re-TRAC to collect data for Nevada Division of Environmental Protection.

You are registering a new account with username:
dantest123@emergetest.ca

First Name *


Last Name *

Create Password *

☐ Stay connected! Sign me up to receive Re-TRAC Connect's Monthly Update email.

You can unsubscribe from the monthly update email at any time using the "Unsubscribe from this list" link, found at the bottom of every email.

By clicking "Create Account" and using Re-TRAC Connect™, I agree to the [User Terms of Service](#) and [Privacy Policy](#).



Emerge Knowledge Design, Inc. www.emergeknowledge.com



Step 3:

After you create an account, you will receive an activation email. You must click on the link in your email to activate your account. Remember to check your spam folder.

ACTIVATION EMAIL SENT >>>

We sent an email to dantest123@emergetest.ca to activate your account. Simply click the button in the email to finish creating your account. Remember to check your spam folder - sometimes automated messages get caught up there.

Hello Dan,

Activate your Re-TRAC Connect account by clicking the button below.

Activate

If you are not logged into Re-TRAC Connect after clicking the button above, please copy and paste the following link into the address bar of your internet browser: <https://dan.re-trac.com/activate/6C0FRC4zXM7Z851QC7GU>

Have questions? Reply to this email.

Step 4:

Once your account is activated, you will be directed to the dashboard of your Re-TRAC account. *JOIN PROGRAM* to continue your registration.



Hello, Dan

Welcome to your home page. Here you'll find the programs you've joined as well as the ones you manage.

REGISTRATION



COMPLETE YOUR REGISTRATION

NEVADA DIVISION OF ENVIRONMENTAL PROTECTION

JOIN PROGRAM




NEVADA DIVISION OF
**ENVIRONMENTAL
PROTECTION**



Nevada Recycles
Nevada Division of
Environmental Protection

Step 5:

Complete all required fields.

 NEVADA DIVISION OF ENVIRONMENTAL PROTECTION

JOIN PROGRAM

Member Details

Member Type *

Select Type

Member Name *

Contact Information

Name *

Job Title

Email *

Phone Number

Fax

Website


Location Details

Search Google Maps for your Address ⓘ


Search by organization name or address

Step 6:

The NDEP Program Contact must approve your organization into the system before you can access the Nevada Recycling Rate Survey. Your account will be verified within 24 hours during normal business hours. Once approved, you will receive an email informing you that your account is available to submit reports.


 NEVADA DIVISION OF ENVIRONMENTAL PROTECTION

MEMBERS

 **SUCCESS**

Your request to join Nevada Division of Environmental Protection has been submitted to Nevada Division of Environmental Protection.

1 MEMBER

 ADD MEMBER

123 BUSINESS ⓘ PENDING APPROVAL

BUSINESS 4408 Springdale Avenue, Las Vegas, NV 89121, USA

[Edit Member](#)



Hello Dan,
123 Business has been approved to participate in Nevada Division of Environmental Protection delivered by Nevada Division of Environmental Protection.
Your Re-TRAC Connect log in email address is: dantest123@emergetest.ca
Log in to begin reporting:

Log In


This message was sent through Re-TRAC Connect
<https://dan.re-trac.com>

Step 7:

Click on your member account to access the Nevada Recycling Rate Survey.



NEVADA DIVISION OF ENVIRONMENTAL PROTECTION

MEMBERS

1 MEMBER

 ADD MEMBER

123 BUSINESS

BUSINESS 4408 Springdale Avenue, Las Vegas, NV 89121, USA

[Edit Member](#)



NEVADA DIVISION OF
**ENVIRONMENTAL
PROTECTION**



Nevada Recycles
Nevada Division of
Environmental Protection

Step 8:

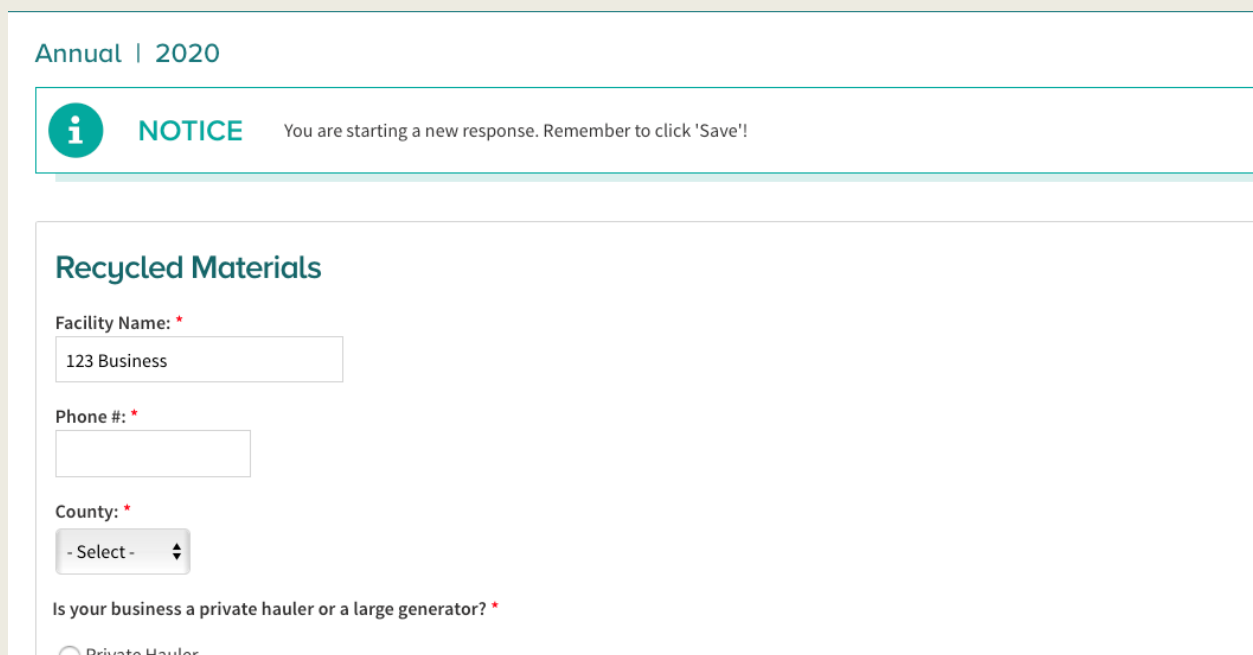
Click on the *NEW* button to access the Nevada Recycling Rate Survey.



The screenshot shows the NDEP workspace interface. At the top, there is a dark teal header with the NDEP logo on the left, the text "Program: Nevada Division of Environmental Protection" in the center, and "123 BUSINESS" on the right. Below the header, the word "WORKSPACE" is displayed in large, bold, dark teal letters. Underneath "WORKSPACE", the word "Surveys" is written in a smaller, dark teal font. A light teal box contains the title "Nevada Recycling Rate Survey". Below this title, there is a white box with a yellow "NEW" button and the text "Annual, 2020". An orange arrow points to the "NEW" button.

Step 9:

Fill out the required fields to enter your recycling data from January 1, 2020 to December 31, 2020. Please remember to only submit data for one county at a time. If you need to submit data for multiple counties, see note below. Click on the submit button to complete your survey.

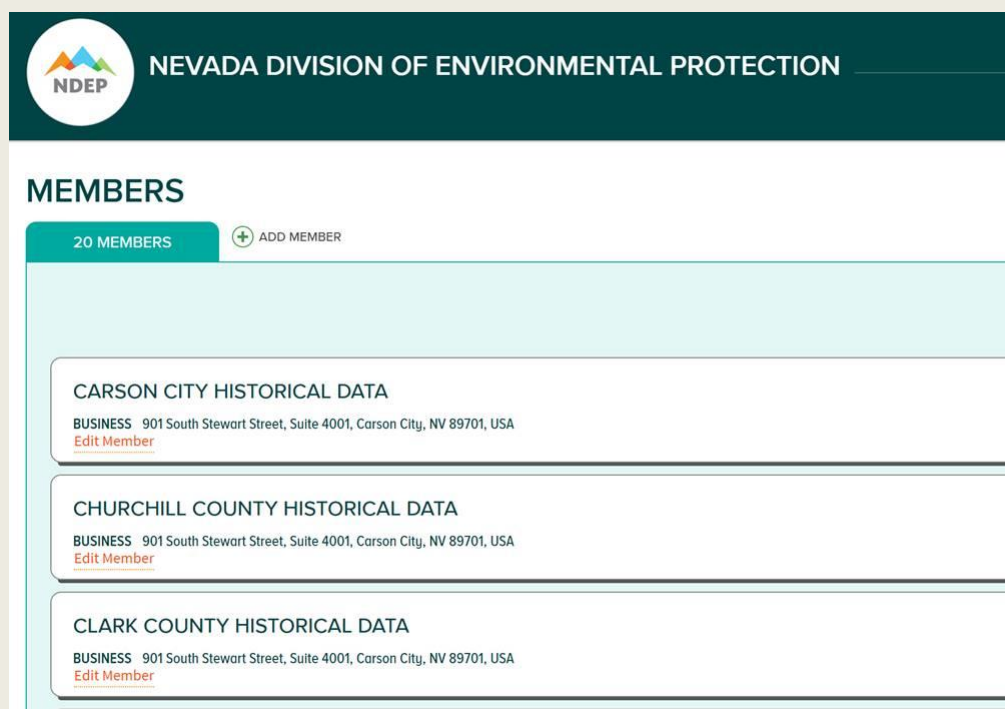
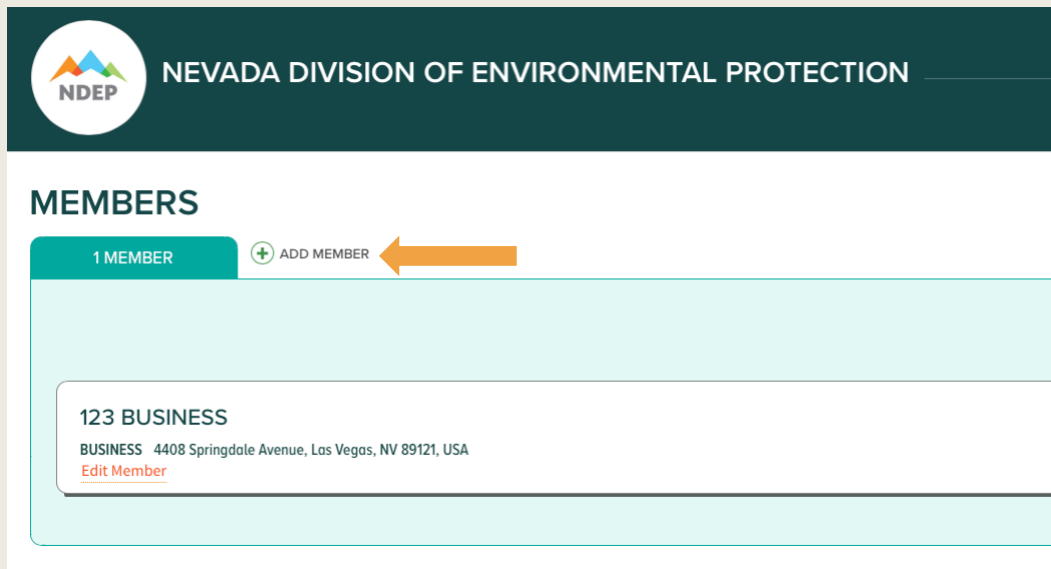


The screenshot shows the survey form for "Annual | 2020". At the top, there is a teal header with the text "Annual | 2020". Below the header, there is a white box with a teal "i" icon and the word "NOTICE" in bold teal letters. To the right of "NOTICE" is the text "You are starting a new response. Remember to click 'Save!'". Below the notice box, the title "Recycled Materials" is displayed in bold teal letters. Underneath the title, there are several form fields: "Facility Name: *" with a text input field containing "123 Business"; "Phone #: *" with a text input field; "County: *" with a dropdown menu showing "- Select -"; and "Is your business a private hauler or a large generator? *" with a radio button and the text "Private Hauler".



Multiple County Reporting

If you have data for multiple counties, click on the “Add Member” button on your homepage to create a new member account for each county. The registration and approval process are the same as when you signed up for your initial Re-TRAC account. It is okay to use the same information for all member accounts but be sure to name each member with an identifying title to help differentiate each member (i.e. XYZ Business Carson City, XYZ Business Clark County, etc.). Submit a survey for each county following these instructions.



If you have any further questions, please contact the NDEP Program Contact:

Kayla Alm
Environmental Scientist
Solid Waste Branch, Bureau of Sustainable Materials Management
Nevada Division of Environmental Protection
Department of Conservation and Natural Resources
901 S. Stewart Street, Suite 4001 Carson City, NV 89701
kalm@ndep.nv.gov
(O) 775-687-9467 | (F) 775-687-5856

