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 to submitting the Nevada Recycling Rate Survey electronically through Re-TRAC. Please contact Kayla Alm (kalm@ndep.nv.gov) if you cannot find a solution to your question below.

**Step 1:**

Log into your Re-TRAC account, then click on your member account to access the Nevada Recycling Rate Survey.

If you do not have a Re-TRAC account, please refer to the *Re-TRAC Connect Registration Guide* for step-by-step instructions.
**Step 2:**

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

**Step 3:**

The facility name and phone number will be auto populated with the information that was provided when the account was created. State agencies should list themselves as a material generator. If you have recycling tonnages to report, click yes and a drop-down list of materials will appear.
**Step 4:**
Click on the materials that your agency has recycled. If you need help calculating the tonnage, please visit https://ndep.nv.gov/nevada-recycles/resources/reports/state-agency-and-business-reporting for a calculator under the FAQ section. Please list where the material is sent to under the destination for material box.

**Step 5:**
There will be boxes that calculate the total tonnages of materials reported. If you have additional diversion, such as repurposing a material, click yes.

**REMINDER**
Remember to only include totals for those materials which have been generated and collected within the county. Materials generated outside the county, even if they are recycled, do not count toward the county’s recycling rate.
Also, in some cases, materials collected for recycling are contaminated. Often, these materials end up in the landfill but are counted as being recycled. Please be sure the numbers collected only represent the tons of materials sent to markets.
Step 6:

Once all data has been entered, click the certification box, type your name and date, then click the SAVE button to submit your data. If you submitted incorrect data and need assistance, please contact Kayla Alm, contact information below.

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