

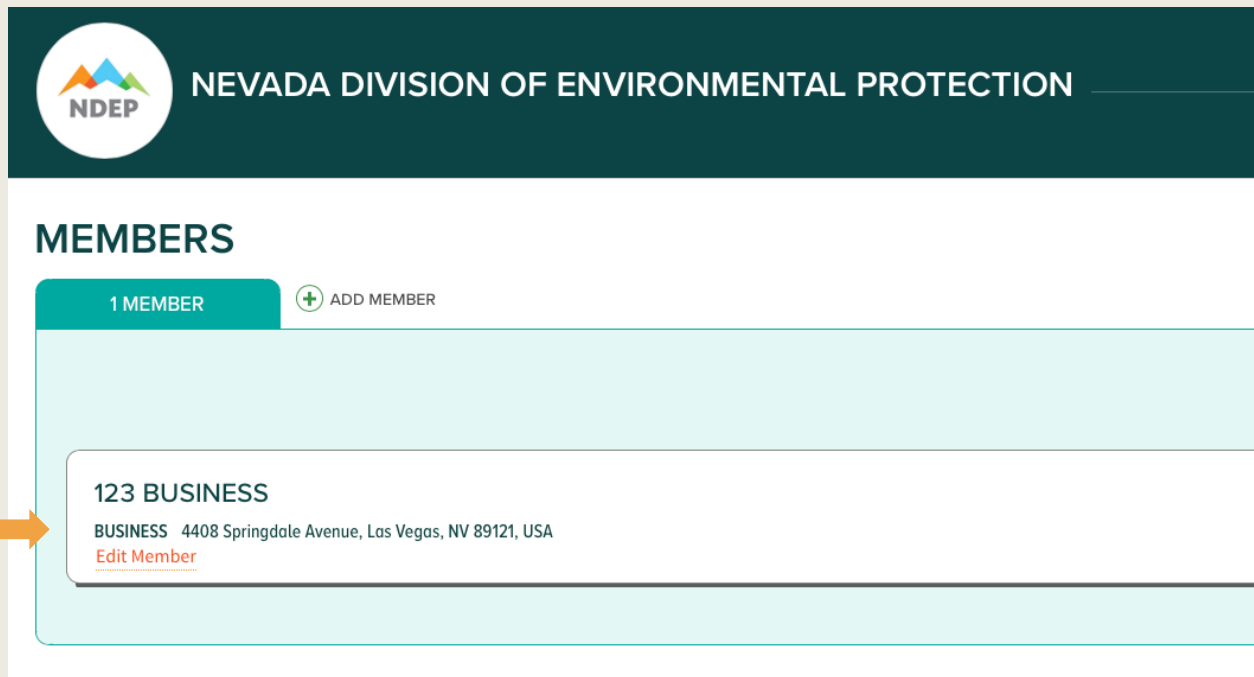
Re-TRAC Connect™ Reporting Guide

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 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.

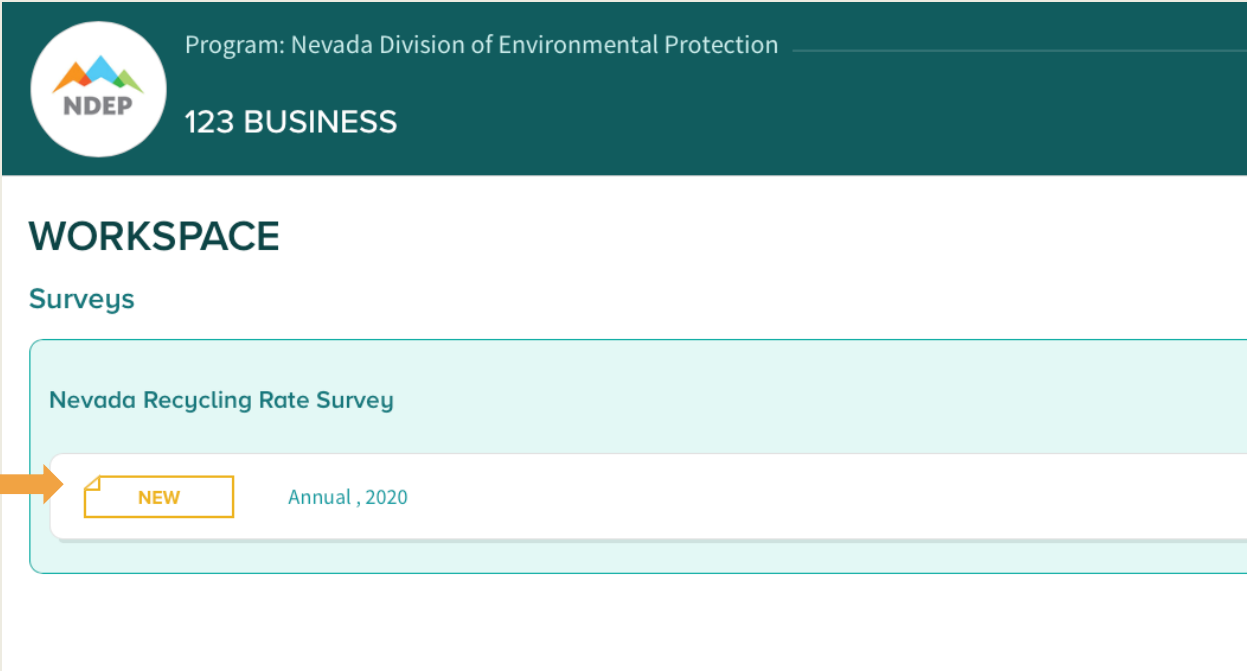
Step 1:

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:

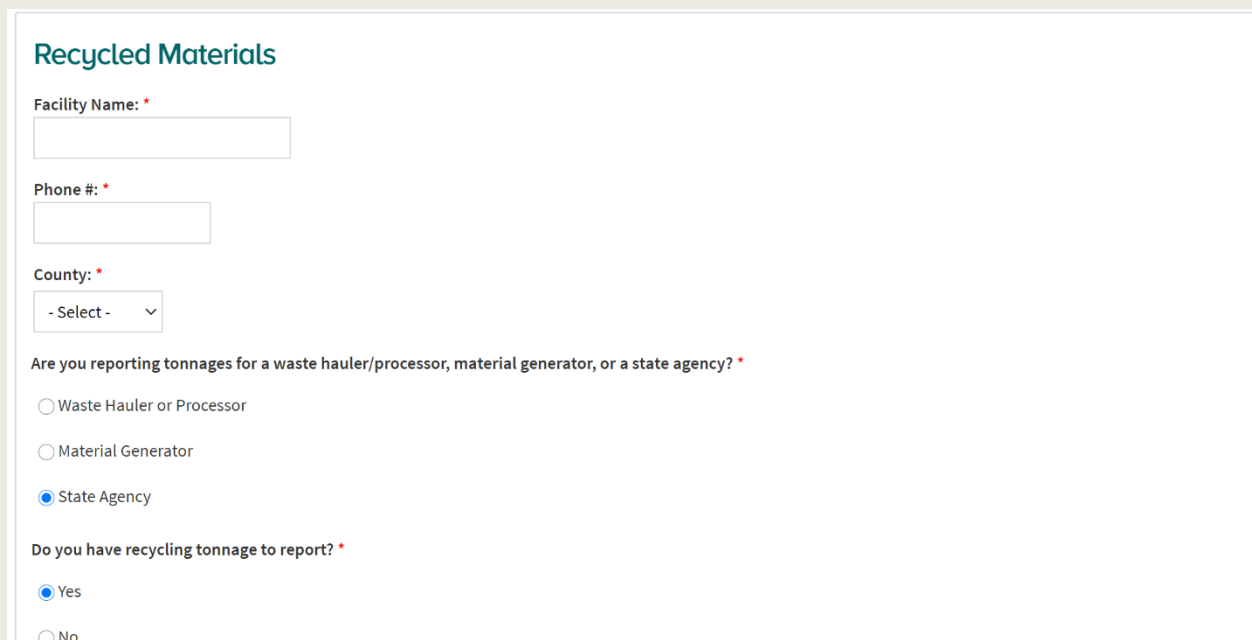
Click on the *NEW* button to access the Nevada Recycling Rate Survey.



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

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.



The screenshot shows a form titled "Recycled Materials". It contains the following fields and options:

- Facility Name:** * (text input field)
- Phone #:** * (text input field)
- County:** * (dropdown menu with "- Select -" selected)
- Are you reporting tonnages for a waste hauler/processor, material generator, or a state agency? ***
 - Waste Hauler or Processor
 - Material Generator
 - State Agency
- Do you have recycling tonnage to report? ***
 - Yes
 - No



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.

Recycled MSW

[Click here for Material Definitions.](#)

Please check all Recycled MSW materials that you have tonnage data for: *

- Paper
- Metals
- Plastic
- Glass
- Organics
- Special Waste
- Textiles
- Other Recycled MSW
- Construction & Demolition Debris

Paper

Destination for Material: Please include information about where the material is sent to. This may include, but is not limited to, material processors or collectors of recyclables. If possible, include the county and/or state the material is sent to.

PAPER TYPES	# OF TONS	DESTINATION FOR MATERIAL	
- Select -			REMOVE

+ ADD

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.

Paper Total Tons:

Recycled MSW Total Tons:

Recycled MSW and C&D Total Tons:

Do you have Additional Diversion tonnage to report? *

Yes

No

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.

CERTIFICATION

I hereby certify that the amounts claimed on this form represent post-consumer materials collected during the reporting period covered by this survey. *

Facility Owner or Operator *

Date *

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

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