



Nevada Recycling Rate Reporting Information

*Sustainability Measurement and Reporting Tool (SMART) Database
Registration and Reporting Instructions*



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PREPARED FOR: **Recycling Reporting Facilities**

Introduction

The Nevada Recycling Rate Report is the annual recycling assessment conducted by the Bureau of Sustainable Materials Management (BSMM) within the Nevada Division of Environmental Protection (NDEP). The purpose of this report is to collect the data necessary to calculate the recycling percentages for each county and the state. This information will aid state and local governments in evaluating solid waste management, waste reduction, and recycling programs in their jurisdictions.

The assessment is completed to satisfy a statutory mandate (NRS 444A.070) that requires the Department of Conservation and Natural Resources to report to the legislature every odd-numbered year on the status of current and proposed programs for recycling and reuse of materials. To satisfy this mandate, regulations were adopted that require a county or health district with an approved recycling program to submit to NDEP an annual report of the amount of tonnage recycled during the previous year. NDEP will no longer be using Re-TRAC Connect. In its place, BSMM has developed a new internal database, the Sustainability Management and Reporting Tool (SMART), to collect recycling and solid waste data. However, the database is still in the process of on-going development. Thank you for your patience while we complete the database.

Per NRS 444A.040, counties or health districts with populations greater than 45,000 must make available certain recycling programs for their residents and those programs must be approved by NDEP. Therefore, the seven Nevada municipalities with populations greater than 45,000 according to the 2020 U.S. Census are expected to participate in this survey: Carson City, Clark, Douglas, Elko, Lyon, Nye, and Washoe Counties. Nye county will be required to report for the 2023 cycle. All other counties are encouraged to participate to support accurate reporting of state recycling activities.

The regulations have established two reporting deadlines. **February 15** is the deadline for recycling centers to submit their annual reports to their municipality through their SMART account and **April 1** is the deadline for the municipality to verify the data submitted.

HOW IS THE DATA SUBMITTED?

NDEP is now able to provide an electronic method for reporting. Recyclers must first create a SMART account and wait for approval from the NDEP Program Contact before their account can report their recycling data. Contact information for the NDEP Program Contact is located on Page 3 of these instructions.

WHAT COUNTS AS RECYCLABLE?

Recyclable materials that should be included are identified in SMART and have not changed from the previous year. **Do not** include hazardous wastes, such as solvents, etc.; non-hazardous industrial wastes, such as fly ash from an electrical generation station; mining wastes; treated contaminants, such as remediated soil; and/or agricultural wastes.

WHERE DOES THE INFORMATION COME FROM?

NDEP will analyze the uploaded data from the handlers of recyclable materials and disposal facility operators who complete the Recycling and Waste Diversion Municipal Report. A list of possible survey respondents includes, but is not limited to: municipal or county department of public works or health department, all contracted and independent recyclers (curbside collectors, buy back centers, drop-off boxes and centers, charity groups, scrap metal

collectors, brokers, haulers and transporters, yard waste composting facilities, processors, and tire re-treaders), large commercial enterprises (grocery stores, department stores, banks, etc.), volunteer and non-profit groups, government offices, schools and hospitals.

AVOIDING DOUBLE COUNTING OF MATERIALS

To avoid double counting, it is important to track the flow of materials from the point of collection to the point of out-of-state shipment or end-use. Normally, small recyclers, businesses, and non-profit groups that have smaller quantities of materials sell them to larger recyclers in their area. To help NDEP determine potential double counting, please identify where you send your recyclable materials. This is especially important if sent to a facility in state. NDEP will review your data and compare with other submitted reports. There is a section in the report that asks for the material destination. If the material is sent to a processor within Nevada, please indicate the company or location. If the material is sent out of Nevada, please type NA.

VERIFICATION

The amount of material collected for recycling must be verified. Verification will be done by county and state officials. This can be completed in a phone interview or electronically. Reported quantities should be accurate and reasonable. **Remember, all recyclable materials counted towards your recycling goal must have been generated within your county and not imported from outside the county.**

CONFIDENTIALITY OF RESPONSES

Some recycling centers may be concerned about providing confidential and proprietary information. Only aggregate information will be released to the public. No individual company data will be released.

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

Kayla Alm

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Registration

How to register for an account in SMART

Account Registration Instructions

1. Open <https://smart.ndep.nv.gov/>
2. Click on “Register” to create a new account. Please keep in mind that buttons may be in different locations depending on how wide your webpage screen is.



Home

Sign In

SMART (Sustainability Management and Reporting Tool)

[Sign In](#) or [Register](#) to get started

SMART is an online system that the Division of Environmental Protection's Bureau of Sustainable Materials Management uses to collect recycling activity data from public and private businesses, state agencies, and waste haulers throughout Nevada.

- Submit annual recycling reports
- View historical recycled and diverted materials
- Secure access to your company or agency data

The deadline to submit annual recycling reports is February 15th.

[Sign In](#)

[Register](#)

2. Enter the email address you want associated with your account.

Nevada Division of Environmental Protection

IDENTITY

Register for an account

Enter your email address. You will be sent a message with account registration instructions.

Email

[SEND EMAIL](#)

Nevada Division of Environmental Protection

IDENTITY

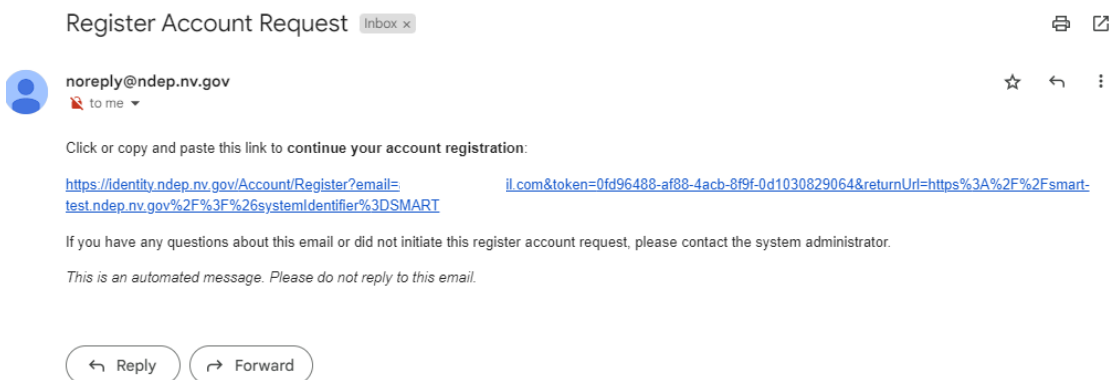
Register account request email sent

A message was just sent to the email you entered that includes a link to continue your account registration.

Didn't receive an email?

[Try again](#)

3. Open your email inbox and locate the “Register Account Request” message from noreply@ndep.nv.gov. Click on the link to continue your account registration.



4. Fill out the required information and press “Register Account.” You may now sign into your SMART account.

Nevada Division of Environmental Protection

IDENTITY

Register for an account

The password length must be at least ten characters, and passwords must include at least one uppercase letter, one lowercase letter, one number and one symbol.

First Name

Last Name

Business Name

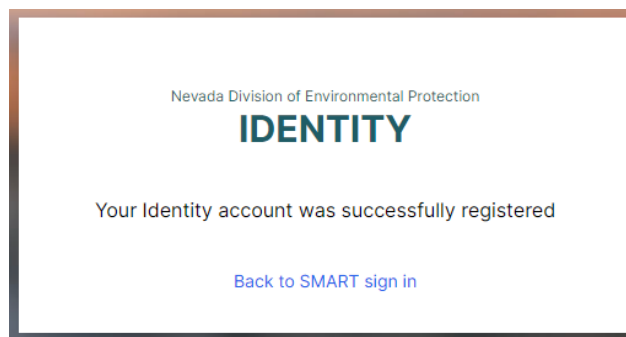
Phone

Email

Password

Confirm Password

REGISTER ACCOUNT



Request Organization Access

1. NDEP has uploaded historical recycling data from Re-TRAC Connect into the SMART database. You must link to an organization in order to submit a recycling report.
2. Upon login, locate the “Request Organization Access” module and type the organization that you wish to report on behalf of in the “Organization Name” box. A green “Request Submitted” button will pop up in the top right corner after several moments.
3. NDEP staff will respond to access requests in the order they are received in and within 24 hours during working business days. You will receive an email if your request was approved, rejected, or if follow up information is required.

The screenshot displays the SMART database user interface. At the top, there is a navigation bar with a logo on the left and three menu items: 'Home', 'Organizations', and 'Recycling Reports'. On the right side of the navigation bar, there is a notification bubble with a green checkmark and the text 'Request Submitted', and a user profile icon labeled 'KA'. Below the navigation bar, the main content area is divided into two sections. The first section, titled 'My Organizations', contains a flag icon and the text 'None Found'. The second section, titled 'Request Organization Access', contains the following text: 'Do you want to submit recycling reports for a company or an agency? Your user account must be linked to the organization. To get started, simply request access to an organization below.' Below this text is a form with a text input field labeled 'Organization Name' and a 'Request Access' button. The input field and button are highlighted with a yellow border. Below the form, there is a note: 'You will be notified after your request is reviewed and access is granted.'

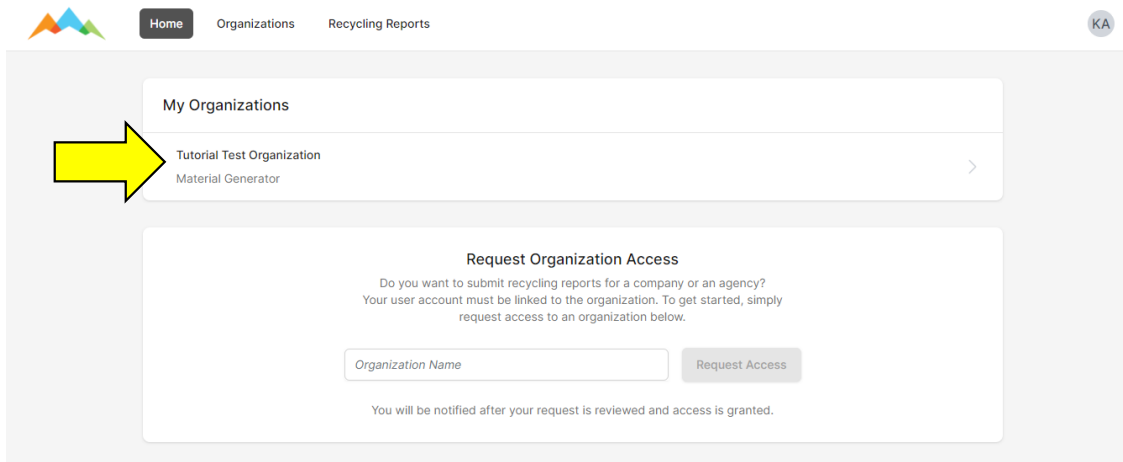


Reporting

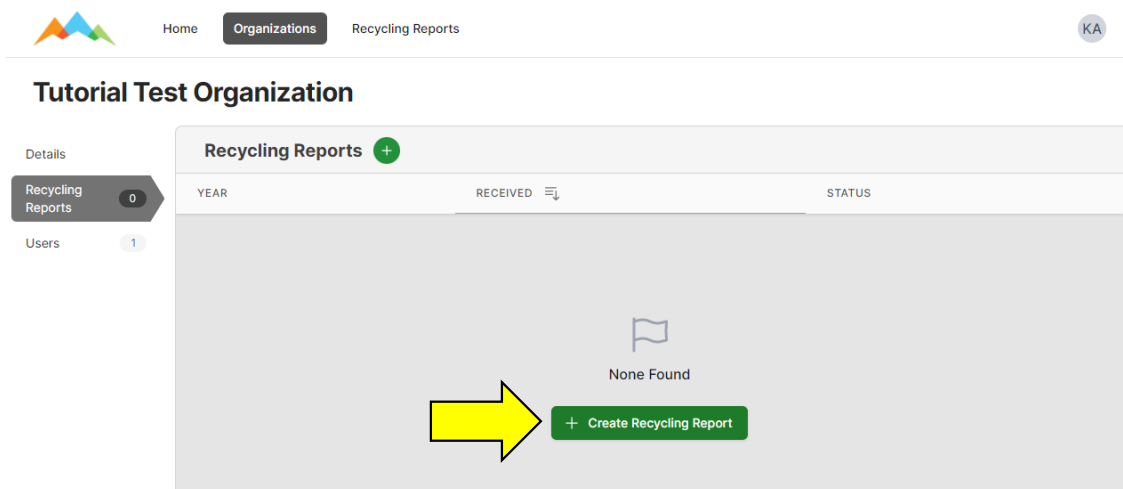
How to submit a recycling rate report in SMART

Open a Report

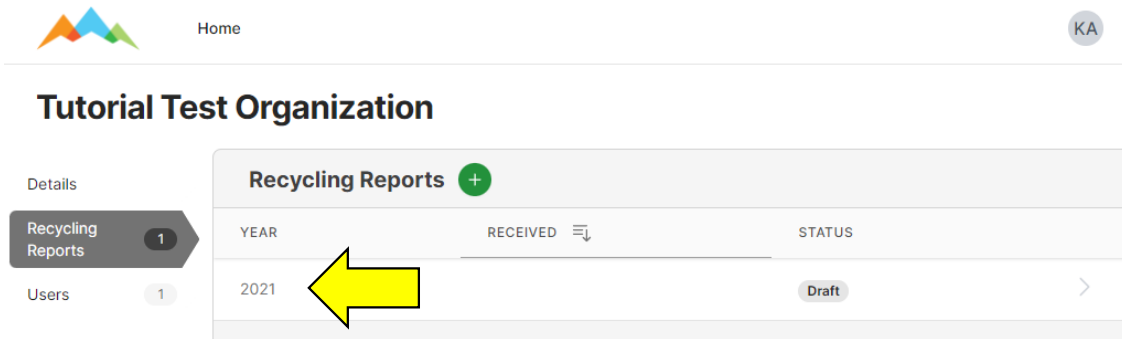
1. Once you are linked to an organization, click on the organization that you wish to report under “My Organizations.”



2. This page offers basic details about the organization, historical recycling reports, and the names of associated users with the organization. Click on the green “Create Recycling Report” button to open a new report.



3. If you are editing a prior draft, click on the year you wish to edit.



Home KA

Tutorial Test Organization

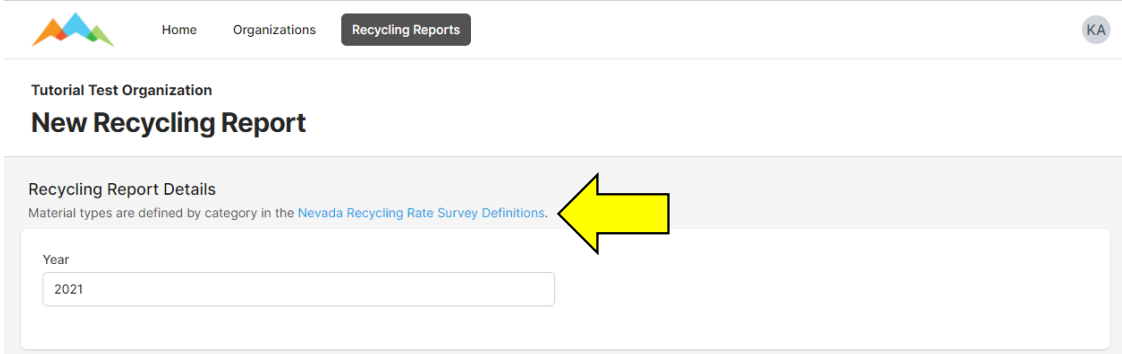
Details

- Recycling Reports 1
- Users 1

YEAR	RECEIVED	STATUS
2021		Draft

Fill Out the Report

1. The year will autopopulate with the prior calendar year. Remember that your organization is reporting for the previous calendar year, not the current year. Additionally, material definitions are provided under the “Nevada Recycling Rate Survey Definitions” link.



Home Organizations Recycling Reports KA

Tutorial Test Organization

New Recycling Report

Recycling Report Details

Material types are defined by category in the [Nevada Recycling Rate Survey Definitions](#).

Year

2. This report is organized by county, then by material. Report materials that are generated in each county, not where it is processed or sold. Select which county and material category you wish to report first. A material category table is provided below.

Home Organizations **Recycling Reports** KA

Tutorial Test Organization

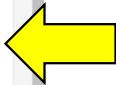
New Recycling Report

Recycling Report Details
Material types are defined by category in the [Nevada Recycling Rate Survey Definitions](#).

Year
2021

Recycled Materials
Report recycled material tonnage generated in, or by, each county. This is not necessarily where material was processed or sold.
Enter **NA** if recycled material was not taken to a Destination in Nevada.

Select a County | Select a Material Category | + Add County and Material Category



C&D	Glass	Metal	Organic Material	Other Recycled MSW	Paper	Plastic	Special Waste	Textiles
Asphalt	Mixed Glass	Aluminium Containers	Biosolids	Electronics	Corrugated Paper	Mixed Plastic	Fluorescent Bulbs	Textiles
Carpet	Other Glass	Appliances (white goods)	Food Waste	Single Stream Recycling	Magazines	Plastic (HDPE)	Hg Devices	Other
Carpet Padding		Ferrous Scrap Metals	Pallets/Wood Packaging	Toner Cartridges	Mixed Paper	Plastic (PETE)	Household Hazardous Waste	
Concrete		Non-ferrous Scrap Metals	Rendered Animal Matter	Other Recycled MSW	Newspaper	Plastic Film	Lamp Ballasts	
Drywall		Tin/Steel Containers	Restaurant Grease		Office Paper	Polystyrene	Lead Acid Batteries	
Plastic Buckets		Other Metals	Yard Debris		Telephone Books	Other (PVC, LDPE,PP)	Other Batteries	
Wood			Other Organics		Other Paper		Paint	
Other C&D							Used Antifreeze	
							Used Oil	
							Used Tires	
							Other Special Waste	

3. Select the overall Material Category, such as paper, glass, or plastic.
4. Then select the Material Type, such as corrugated paper, mixed glass, or HDPE.
5. Add a new county by selecting the “Add County and Material Category” button.

Recycled Materials

Carson City 2,379.00 tons ×

Paper 579.00 tons ×

Material Type	Destination (Enter NA if sent out-of-state)	Weight
<input type="text" value="Mixed Paper"/>	<input type="text" value="NA"/>	<input type="text" value="123 tons"/>
<input type="text" value="Corrugated Paper"/>	<input type="text" value="ABC Recycling"/>	<input type="text" value="456 tons"/>

[+ Add Material Type](#)

Glass 789.00 tons ×

Material Type	Destination (Enter NA if sent out-of-state)	Weight
<input type="text" value="Mixed Glass"/>	<input type="text" value="NA"/>	<input type="text" value="789 tons"/>

[+ Add Material Type](#)

Plastic 1,011.00 tons ×

Material Type	Destination (Enter NA if sent out-of-state)	Weight
<input type="text" value="Plastic (HDPE)"/>	<input type="text" value="ABC Recycling"/>	<input type="text" value="1011 tons"/>

[+ Add Material Type](#)

[+ Add Material Category](#)

[+ Add County and Material Category](#)

← Add Material Type Here

← Add Material Category Here

← Add County Here

6. If your material is not directly called out in the Recycled Materials section above, please include information about in the Diverted Materials area here. The Material Type is a fill in box, please be as descriptive as possible.
7. Please note the following for destination:

Waste to Energy (WTE)

Material Re-use (RU)

Diversion (DV)

Other - describe usage

Diverted Materials

Include information about materials that are diverted from the waste stream that are not accounted for in the Recycled Materials section above. This may include, but is not limited to, food donations, alternative daily cover, solid waste or recyclable materials used for repurpose or manufacturing of a new product, or food waste and spent grains used for animal feed.

Diverted Materials

Churchill County	0.00 tons ×
<input style="width: 90%;" type="text" value="Material Type"/>	
<input style="width: 90%;" type="text" value="Destination"/>	
<input style="width: 90%;" type="text"/>	tons ×
+ Add Material Type	

Select a County ▼

+ Add County

Submit and Complete the Report

1. Once you are done filling out the report, click the green “Save” button at the bottom of your page. You will then be autodirected to this screen where you can review, certify, & submit your report. At this point, you will not be able make any changes and your report is considered finalized.

Home KA

Tutorial Test Organization
2021 Annual Recycling Report Draft

Details

Recycling Report Details Certify & Submit Edit

Due Date: 02/15/2022 Received Date: —

Total Recycled Materials: 7,523.00 tons

Organic Material	7,500.00
Glass	23.00

Carson City 7,523.00 tons

Organic Material	7,500.00
Yard Debris to: NA	5,000.00
Pallets/Wood Packaging to: NA	2,500.00
Glass	23.00
Mixed Glass to: NA	23.00

No Diverted Materials

2. Please do not hesitate to reach out to Kayla Alm if you have any questions or feedback regarding this reporting process at kalm@ndep.nv.gov or 775-687-9467. Thank you for your patience as we further develop this database.



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