ReTRAC Connect – How-To Guide

Using ReTRAC™ Connect for Required Online Reporting to the State's Solid Waste Management Program

State of Vermont

Solid Waste Management Program

ReTRAC Connect ™ is an online survey system that the State of Vermont Solid Waste Management Program (SWMP) uses to collect data from certified solid waste facilities on waste and recycling activities in the state. The ReTRAC Connect surveys are customized by the SWMP and changes are regularly made, so please carefully review the requests of the survey as you enter your information! If you have questions, this guidance document provides a step-by-step guide to many of the basic functions of the system; however, please feel free to contact the SWMP if you can't find a solution to your question here.

To start:
ReTRAC Connect: https://connect.re-trac.com

Now….What do you want to do?

Registration

Single Facility or Activating Your Account

1. Go to https://connect.re-trac.com/registration/vermont-reports

2. Click on the type of facility for which you are registering – Be as accurate as possible with your selection! What is the *facility* you're registering (i.e. even if you are a city/town employee, you may be reporting for a recycling center or transfer station facility, or you may be reporting for a city household hazardous waste event).

3. You will be directed to the Registration page
   a. Select which type of reports you are required to report on for this facility or activity, a good reference for determining the appropriate reports is to check your relevant certifications!
   b. Fill out your account information (i.e. contact information for the person entering your ReTRAC data etc.)
   c. Fill out Contact Information, this should be how to get in contact with the facility directly as it may be provided to the general public
   d. Read and accept the Terms of Use
   e. Click on *Register*

4. An email will be sent to the email provided under account information. You will need to open, read and follow the appropriate link in the email to activate your account

5. Once you activate your account, you will need to wait for the Program Manager (staff from the State's Solid Waste Management Program) to *approve* your account. Once this is completed, you will receive and email stating 'you have been approved for Vermont Reports access'

6. Registration is complete, you can now log-on to the ReTRAC system and begin exploring your data entry options or proceed to adding additional facilities to your account

Adding Additional Facilities, Managing Multiple Facilities

1. An account user can manage and enter data for more than one facility once the initial account has been activated (see instructions above). After your first registration, when you log on to ReTRAC, you should see a screen like below:
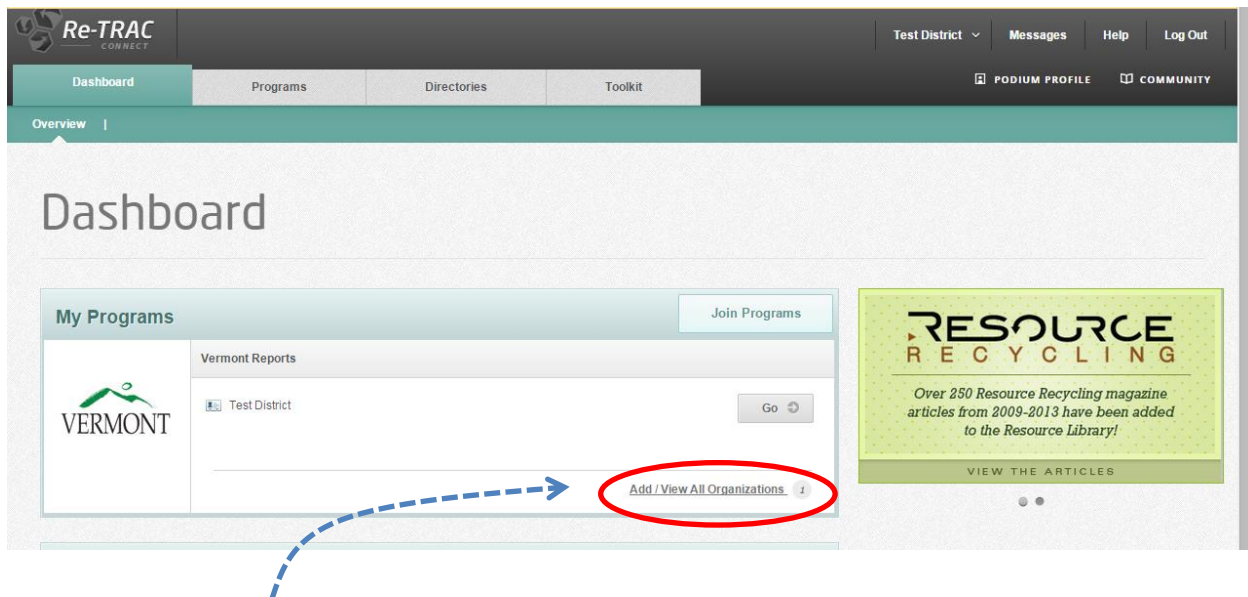
2. Select Add/View All Organizations from the bottom of your 'My Programs' block

3. Complete the facility information in a manner similar to what you completed for your first facility registration
   a. Select the type of facility from the 'Add Organization' list on the right side of your screen
   b. Enter the contact and location information for the facility

4. Once you add the facility, you will be returned to the 'My Organizations' Page, but you're not done yet! Note that the button next to your new facility will say 'Next', click here!
   a. You will be prompted to select which type of reports you are required to report on for this facility. A good reference for determining the appropriate reports is to check your relevant certifications!

5. After choosing 'Join', you will again be returned to the 'My Organizations' page, only now the status will be changed to 'Approval Pending'. Once the State of Vermont Program Manager reviews and approves this facility it be added to your 'Program' facilities and available for data entry

Adding or Creating an Account for 'Review Only' Purposes

Occasionally, it may be necessary to create an account that will not be used for *entering* data into ReTRAC, rather you wish to have access to access, review and/or manipulate the data entered by other facilities. To accomplish this you're going to have to enter a 'dummy facility'. Follow the directions above for Activating Your Account. For the Facility Name, please make it clear that this is for review only (i.e. add 'District Review Only' to the beginning of the name), and select a facility type that most appropriately reflects your role (city, district, alliance etc.). Note that you will be prompted to select which Reports you will be entering. Even though you won't be entering any data, you must choose one of these reports in order to register within the system. Once you have been approved, the State Program Manager will unregister you from this report, this is why your 'facility name' must clearly state that the account is for review purposes only, not data entry.

Adding Multiple Users to the Same Facility

While this is an option, unfortunately it is not something that can be accomplished without the direct support of ReTRAC personnel. If you wish to have multiple people have access to a facility account, please contact the SWMP who will work with you and ReTRAC to accomplish this.

TIP: If your organization has multiple staff that may want to enter, update or review data, you may want to consider creating a user account with log-on information that will be shared by your organization staff. This will reduce the potential for the creation of conflicting accounts and changes when there is staff turn-over within an organization.

Navigating within ReTRAC

Dashboard

When you log-on to ReTRAC, the system will open to your Dashboard. From here you have access to all the relevant State of Vermont ReTRAC components. You can always access your Dashboard by clicking on the tab at the top of the screen.
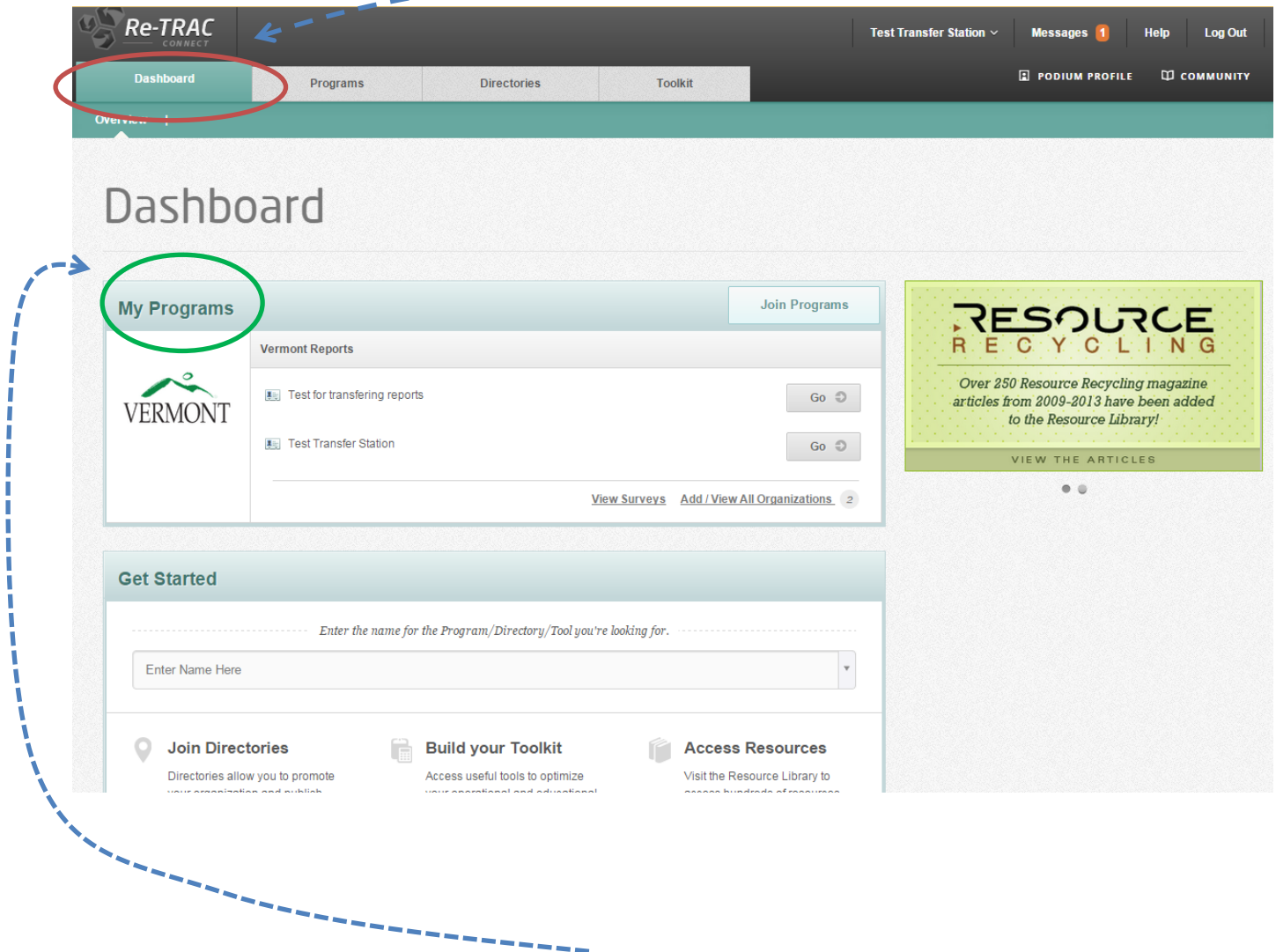
Your facility(ies) should all be listed under 'My Programs', each with a 'Go' button to their right. Clicking on 'Go' will take you to the Reports Status Screen for that individual facility.

Reports Status

The reports status screen provides you with access to all relevant facility information (see next page for layout). From here you can: **A)** Enter data for required reports; **B)** review previously entered data for that facility and **C)** access data submitted by other registered Vermont solid waste facilities.

A note on symbols:
There are several symbols used throughout ReTRAC that inform you as to the status of your reported data within the system. If *any* of these symbols appear greyed-out, similar to this: it means that the report has been locked for *all* users and is currently unavailable.

 - Indicates that data entry within the report has not yet occurred

 - Indicates that the report and entered data has been saved, but not submitted to the Solid Waste Program. This allows you to begin data entry and return at a later point to finish. If you have not selected 'SUBMIT' at the bottom of the report, your data has not officially been sent to the Solid Waste Program.

 - Indicates that your data and report have been submitted to the Solid Waste Program and are awaiting review. You cannot make changes to the report at this time. If changes need to be made, the Program will re-open the report and request that you make appropriate changes.

 -Indicates that the report has been reviewed by Solid Waste Program staff, confirmed and verified within the system. You cannot make changes to this report and will have to request that Program staff unlock the report should you find errors within the report.

A - Enter New Data
Select the symbol under the appropriate year for the report that you wish to enter data for. You will be selecting one of these two symbols: or This will take you to the appropriate report. See the Reporting section of this guide for more information on effectively entering data into each report type.

B – Review Previously Entered Data
Select the symbol under the appropriate year for the report that you wish to review. You will be selecting one of these two symbols: or .

C - Access and Review of Data from Other VT Solid Waste Facilities
On the left side of your report status screen, you will see three options listed under Vermont Analytical Reports. Each of these will allow you to review data from all registered Vermont solid waste facilities registered within the ReTRAC system. See the section below on Reporting for a full description on the use for each one of these reports, but in brief:

> **Read-Only Response View** – Allows you to search and open single reports for an individual facility, in PDF format
> **Vermont Material Destination Report** – Allows you to format a customized search of all facilities by material type(s) by how they are managed at the facility (transferred off-site, sold to market, disposed on-site etc.)
> **Vermont Material Generation Report** – Allows you to format a customized search of all facilities by material type(s) by the source of those material(s)

Account Information and Changes

The ability to review change the account information and facility information that you entered upon registration can be found by selecting your member name in the upper right corner of your ReTRAC screen.

The drop-down here will offer you two options:

1) Edit Account – This allows you to edit the information needed for you to log-on to the ReTRAC system, primarily *your* username and password. This does not change any information associated with the *facilities* that you enter data for
2) My Organizations – This will take you to a list of all your facilities. To the right of the table you will see an option to edit these accounts. Selecting this option will allow you to change the basic information associated with that facility: primarily the name, location, contact information and hours

Reporting

Below, you will find directions on completing the three primary forms available for data entry within ReTRAC. You can open any of the reports that you are required to submit data for and work on them at any point. At the bottom of each report you will find a 'SAVE' button and a 'Submit to Vermont Reports' button. The 'Save' button will allow you to stop, save your entered data and return at a later point to complete your report. The 'Submit to Vermont Reports' will send your report to the Solid Waste Management Program for verification. After you have selected to do this, the report will be locked and you cannot change you entries. If you wish to change data after this point you must contact the Solid Waste Management Program directly.

Annual and Quarterly Disposal, Recycling and Composting Facility Reports

These reports are split into two sections: (1) describing where materials came from – Source Tonnages – and (2) where materials went – Destination Tonnages. By using these two sections, we are attempting to track the flow of material around Vermont. It is important to be as accurate and descriptive as possible.

Source Tonnages

In this section you will describe where the materials came from that you managed at your facility over the reporting period. Specifically, the SWMP is interested in knowing the type of material, the Vermont solid waste management entity region or state that the material came from and the amount of said material.

Under the 'Material' column you will find a drop-down selection of all materials organized under bolded management headings. Materials typically managed for recycling (plastics, glass, paper etc.) can be found under that category, while disposal materials (municipal solid waste, contaminated soils etc.) will be grouped separately. This is to assist you in more quickly finding the material that you are interested in reporting on. Note that for each management category there is also an 'Other' option. If the material you wish to report on cannot be found in the list, please utilize this 'Other' listing and thoroughly describe the material you are describing in the 'Notes' Column at the right of the table.

Once you have entered the type, source and tonnage for your first material, select the green 'ADD' button at the bottom of the table to insert a new reporting row. Repeat this until you have reported on all of your materials. If you're not sure what you should be reporting on, check your facility certification. Make sure that you are reporting on all materials that are managed by your facility and are described in your certification.

Source Tonnages

Identify all sources of waste collected at the facility during the reporting period. The facility may have accepted waste from both in-state and out-of-state sources:

☑ In-State

☑ Out-of-State

For in-state (and out-of-state, if applicable), select a material type accepted by the facility; specify the municipality (state) from which it came, and the amount by weight (in tons). A material type should be entered more than once if the facility accepted it from multiple municipalities (states).
Repeat for all material types that were accepted at the facility during the reporting period (add lines by clicking the Add button).

In State (Tons)

	SELECT MATERIAL *	SELECT MUNICIPALITIES SERVED: *	TONS:	NOTES:	
1	- Select - ▼	- Select - ▼	- - - - - - - - - - - - - -	- - - - - - - - - - - - - -	❌ Remove

➕ Add

Out of State (Tons)

	SELECT MATERIAL:	SELECT STATE:	TONS:	NOTES:	
1	- Select - ▼	- Select - ▼	- - - - - - - - - - - - - -	- - - - - - - - - - - - - -	❌ Remove

➕ Add

<u>Destination Tonnages</u>

When you have completed the source tonnages, you can move to reporting how your facility managed these materials. Specifically, we are interested in knowing the next direct step that occurred in material management. For example, if your facility collects municipal solid waste (MSW) that gets hauled from your facility, to a larger transfer station and then ultimately a landfill, we want you to report the transfer station that you sent the material to, not the ultimate landfill destination. When you first open the destination reporting you will be asked to select the type of management activities that occurred at your facility:

Destination Tonnages

Identify the fate of materials that were accepted at the facility during the reporting period. You may select as many as necessary:

☐ Transferred Off-site

☐ Reused

☐ Organics

☐ Beneficial Landfill Use

☐ Landfilled

As you select the relevant management activity (transferred off-site, reused, organics management on-site etc.), a table will open below allowing you to enter your data. In many ways, these tables should be reflections your 'Source Tonnage' table that you previously filled out. For all the material that your facility collected and managed, the SWMP wants to know where it went (i.e. the material types and tonnages should be comparable between these two sections).
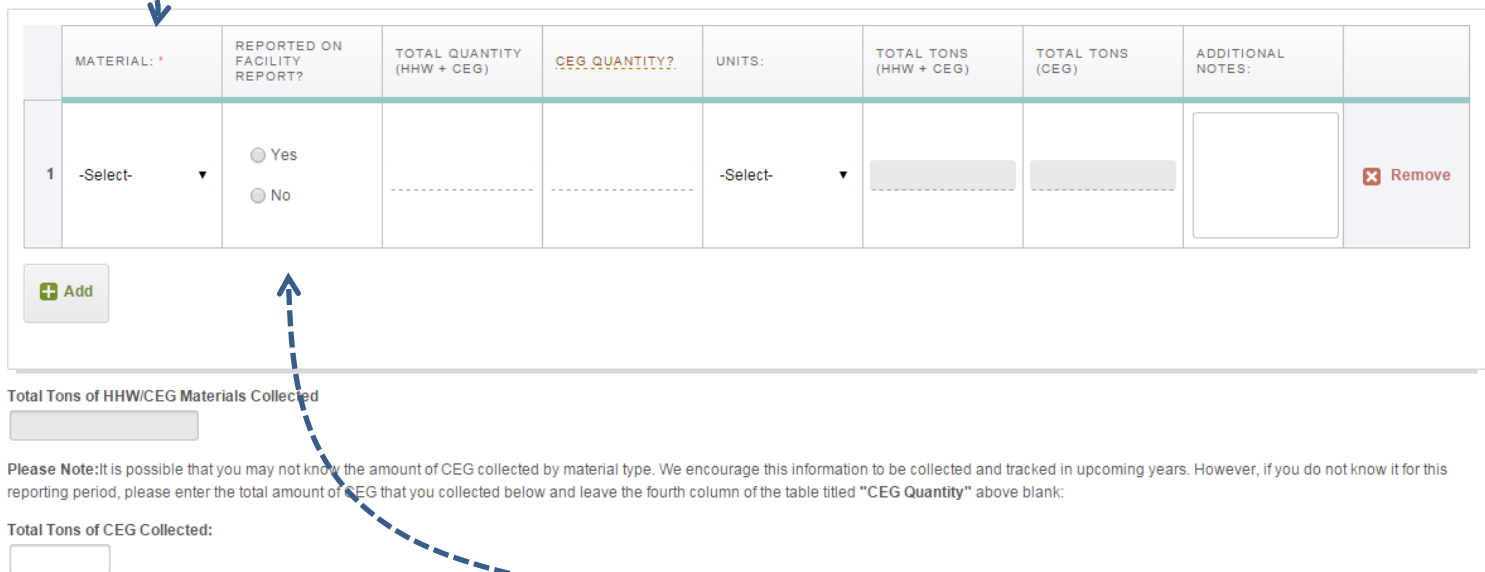
Each of the destination tables that appear operate similarly to the source tonnage table, in that you use a drop-down list of materials (organized by types), then a drop-down list to describe where that material went or how it was managed, followed by the tonnage. When necessary use the 'Notes' column to the right of each entry to provide more information as necessary (e.g. the material your entering isn't on the list or the management/destination activity is not on the list).

Annual and Quarterly HHW/CEG Report

If you host a roaming household hazardous waste (HHW) collection event, or run a fixed-facility that regularly collects HHW, you are required to complete one of these reports. If you have obtained an Insignificant Waste Management Event Approval (IWMEA) to host the collection event, you will need to complete an annual report. If you have a solid waste certification for your facility, you likely need to complete a quarterly report, but check your certification to make sure.

These reports are broken into two sections. The first section collects factual information about the collection event or facility (EPA ID #'s, number of events performed, participation etc.). It is worth your while to look over this section of the report prior to hosting a collection event or a fixed facility to guarantee that you are collecting the appropriate information.

The second section asks you to report on the materials collected.

In the table you will see eight columns, these are described below:

Column 1 – Material

      -Materials are listed here alphabetically; note that there are several options for some materials (e.g. paints, batteries), be as accurate as possible in your selection. If the material you are entering data for does not appear on the list, please select 'Other' and write a description in the 'Additional Notes' Column at the right of the table (column 8)

Column 2 – Reported on Facility Report

      -There are some materials, primarily universal wastes, which are also collected and managed by transfer stations and recycling centers. In some cases an event may occur at a transfer station and that event may collect these same materials. Use this column to clarify whether or not these cross-listed materials are potentially listed in both reports. This will allow us to remove any duplication in reporting

Column 3 – Total Quantity (HHW + CEG)

- Ideally, materials collected from Conditionally Exempt Generators (CEG) would be tracked separately from the general HHW materials. However, we understand that this information is not currently being completed at all collection events or fixed facilities for all material types. Use this column to report the total amount of a material collected, this number will be used in combination with your selected unit type to convert material weights to tonnage. It is important to note that this column will allow you to enter decimals. Therefore, if you will be using the unit type of 'bulk drums – 55 gal.', for example, but you only had 5.5 gallons of the material, you can enter 0.1 for the total amount.

Column 4 – CEG Quantity

-If you know the portion of the material collected that came from a CEG, please report that amount in this column. In combination with the selected unit type this amount will be used to convert to tonnage.

Column 5 – Units

-There are eight unit types for you to select from. The unit that you select will be used to apply a conversion factor to the amount of material entered in Column 3. Be as accurate as possible in your selection.

Column 6 – Total Tons (HHW + CEG)

-This column will be calculated for you based on the information entered in to column 3 and column 5

Column 7 – Total Tons (CEG)

-This column will be calculated for your tracked CEG materials and entered information in column 4.

Column 8 – Additional Notes

-Utilize this space to provide any relevant information on materials for which the drop-down options do not seem sufficient or for which you feel more information is necessary for interpreting the entered data.

At the end of this form, there are two additional data entry boxes. The first is titled 'Total Tons of HHW/CEG Materials Collected'. This box will fill automatically based on the data that you have entered in to the table above. The second box is titled 'Total Tons of CEG Collected'. This box does not fill automatically. If you have not collected CEG tonnage by material type, but you do have a general total amount of CEG collected, please enter that information into this box.

Ecycles Report

To complete the Ecycles report, you will need access to your report on annual activity provided to you by the ewaste contractor. The first portion of the report requests information about the facility. Your facility ID can be found on your annual activity report, or here https://anrweb.vt.gov/DEC/EWaste/facilitylist.aspx. If your facility is a for-profit or non-profit location, select private sector. If your facility is a municipality, solid waste district or solid waste alliance, select public sector.

Your selection of facility type should match the type of facility which you are registered as with the Vermont Ewaste program. This can also be found in the facility table (here), under type of facility. Depending on your selection of facility type and the plan type (you can select more than one plan type, but should not select 'outside of the plan' if selecting either of the other options), the report will expand with tables relevant to the information that you must report on. This information is primarily – the amount of ewaste managed from non-covered entities, the amount from covered entities, and the amount of ewaste refurbished or reused locally as opposed to recycled.

E-CYCLES REPORT

Member: PROGRAM MANAGERS | **Year: 2016** | **Cycle: ANNUAL**

Instructions:

Enter data for the preceding E-cycles Program year (October 1 - September 30). If you require assistance filling out this form, please email Karen Knaebel, karen.knaebel@vermont.gov

* indicates a **required** field

Facility ID: *

[   ]

Select Facility Sector: *

[-Select- ▼]

Select Facility Type: *

[-Select-   ▼]

Note: If you have previously reported as a Recycler A, please report as a collector.

Select Plan Type(s) that is serviced by this Facility: *

☐ State Standard Plan

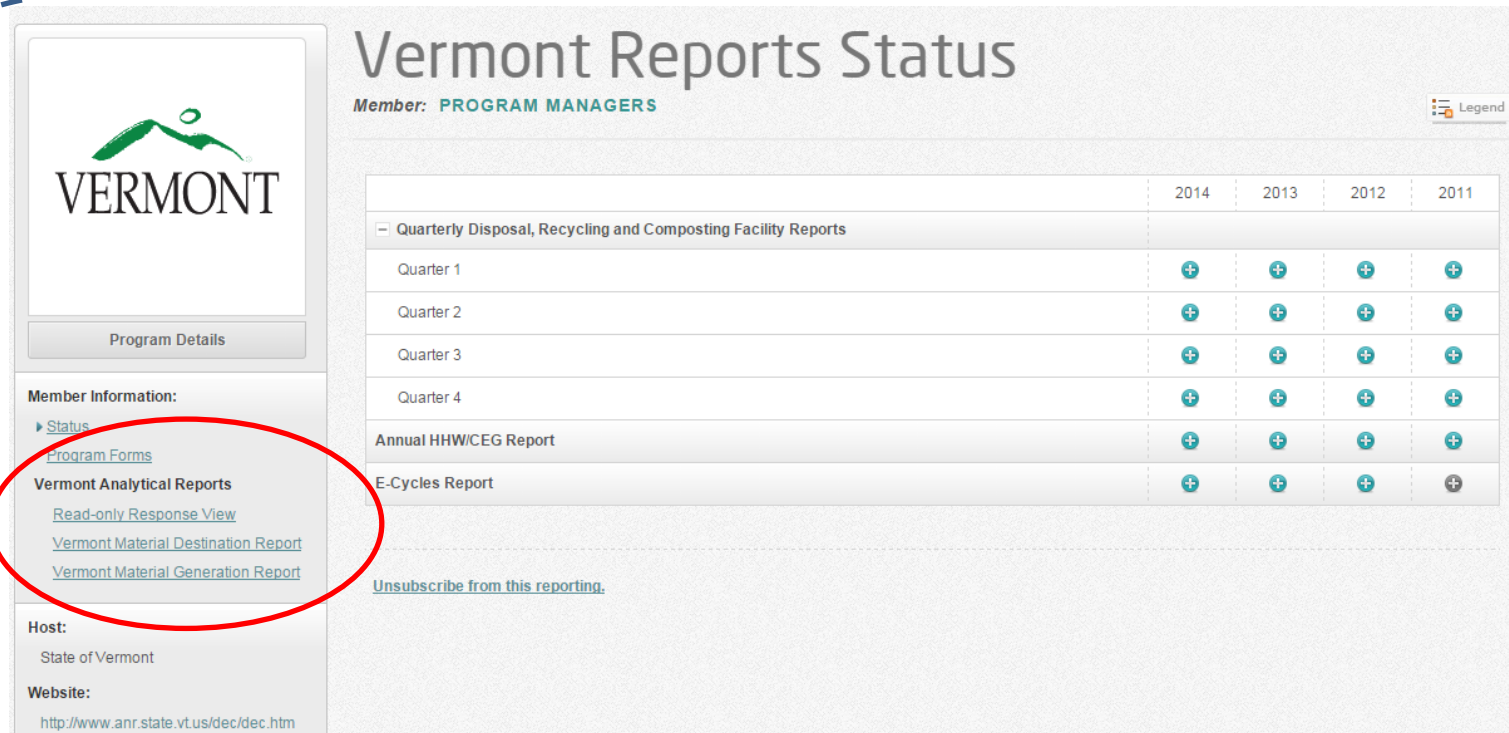☐ Manufacturer Opt-Out Plan

☐ Outside of the Plan

You may select more than one

[Save] [Submit to Program]

Viewing Data Entered By Other Vermont ReTRAC Users

There currently are two options for viewing data that has been entered by any Vermont solid waste facility. You can access these from your dashboard, under 'Vermont Analytical Reports'

Here you will see three options for 'analyzing' Vermont data

Read-only Response View – This will allow you to see a PDF copy of the report that was submitted by the Vermont facility.

Vermont Material Destination Report – This will allow you to flexibly search for information from the *destination* portion of the Annual and Quarterly Disposal, Recycling and Composting Facility Reports only. This is most useful for compiling the end management (what was done and tonnage) of material types from facilities of interest.

Vermont Material Generation Report – This will allow you to flexibly search for information from the *source* portion of the Annual and Quarterly Disposal, Recycling and Composting Facility Reports only. This is most useful for evaluating the tonnage and type of materials coming from specified locations.

Read-only Response View

There are two steps to using the Read-Only Response View, first you must tell the ReTRAC data base the type of report you are looking for and then you must specify which Vermont facility you wish to review

1. Select the type of survey you are looking for and the reporting year that you are interested in from the available drop-down menus

2. Under response status, the default is for you to search for all types of response status categories. However, you do have the option of only searching for those of a particular category. At times it may be useful to just search for the verified reports (accepted by the Solid Waste Management Program)

3. After you have completed your search selections, press the 'FILTER' button. This will begin the process of looking through the database to see which facilities have reports that correspond to what you were looking for

Configure:

Configure the report options

Survey & Cycle	Year	Response Status
Annual Disposal, Recycling and Composting Facility Reports ▾	2011 ▾	saved incomplete submitted

Filter

Responses

▾

Generate Report

4. After the database has been filtered, you will see a number of solid waste facility identification numbers appear in the 'Responses' dropdown selection. From this list you can select the facility that you are interested in. The facility ID can be found on the certification for any facility.

5. After making your selection, press the 'Generate Report' button. This will pull up the appropriate report with entered data. You can either review the report on screen use the buttons at the top of the report to export and save the report as a PDF or to print the report directly.

6. Repeat this process for other reports that you wish to review.

Vermont Material Destination Report

This analytic report will allow you to search through the annual and quarterly solid waste facility reports to evaluate what occurs to material(s) after they have been collected by a reporting solid waste facility. This report is most useful for determining which facilities sent materials to a particular destination, where types of materials get sent and/or what types of materials a particular end destination has accepted in the last year.

The search is intended to be flexible, such that you can select some, all, none of the various materials, management activities and destinations that are reported on in the annual and quarterly facility reports.

The default is for all options to be selected, however you should select the particular year which you are interested in. If you were to 'Generate Report' for this selection for a year of your choosing you would obtain a report that would list the tonnage of all the various types of materials from all reporting Vermont Solid waste facilities where they were sent to from that facility. It should be noted that this will be a substantial data set and will take the ReTRAC system some time (several minutes) to complete. Your other option is to narrow down the search to only what you are particularly interested in (individual or groupings of materials and/or facilities and/or destinations.

Once you have determined what you want to search for, press the 'Generate Report' button. A progress bar will appear while the database is sorted for your relevant information.

You can review the generated report on the screen or you can choose to export the report to an excel worksheet, making it easier to manipulate that data.

Vermont Material Generation Report

This report operates in a similar manner to the analytical Destination Report, except, it access information about where facilities received materials from. This report is most useful for determining where a facility receives it's various materials from, which facilities report receiving materials from the various solid waste management entities, and/or determining which facilities have collected various types of materials.

After selecting the year which you are interested in, the default is for all other options to be selected. If you were to 'Generate Report' for this default for a year of your choosing you would obtain a report that would list what every reporting Vermont facility reported as incoming materials and where (municipality) it originated. It should be noted that this will be a substantial data set and will take the ReTRAC system some time (several minutes) to complete. Your other option is to narrow down the search to only what you are particularly interested in (individual or groupings of materials and/or facilities and/or source municipalities).

It is important to keep in mind that these analytic reports are only as good as the data that was self-reported by the facilities. It is always important to do a self-check on these reports and be aware of potential double-counting or erroneous reporting problems associated with these aggregated numbers.

Vermont Material Generation Report

Member: PROGRAM MANAGERS

Configure:

Configure the report options

Choose Survey
[Select None] [Select All]

- ☑ Annual
- ☑ Quarterly

Choose Year

2015 ▼

Choose Period
[Select None] [Select All]

- ☑ Quarter 1
- ☑ Quarter 2
- ☑ Quarter 3
- ☑ Quarter 4

Choose Members
[Select None] [Select All]

- ☑ AD002 (Middlebury Recycling Facility Association)
- ☑ AD004 - Middlebury College CatDisposal (Vermont Association)
- ☑ AD010 (Vermont Natural Ag Products Inc. Association)
- ☑ AD010 (Vermont Natural Ag Products, Inc. Association)

Choose Material
[Select None] [Select All]

- ☑ Aerosol Cans
- ☑ Agricultural Plastic Film
- ☑ Aluminum Cans
- ☑ Aluminum Foil

Choose In-State or Out of State
[Select None] [Select All]

- ☑ In-State
- ☑ Out of State

Choose Municipalities Served and/or State
[Select None] [Select All]

- ☑ ADDISON
- ☑ ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT
- ☑ ALBANY
- ☑ ALBURGH

[**Generate Report**]

Once you have determined what you want to search for, press the 'Generate Report' button. A progress bar will appear while the database is sorted for your relevant information.

You can review the generated report on the screen or you can choose to export the report to an excel worksheet, making it easier to manipulate that data.