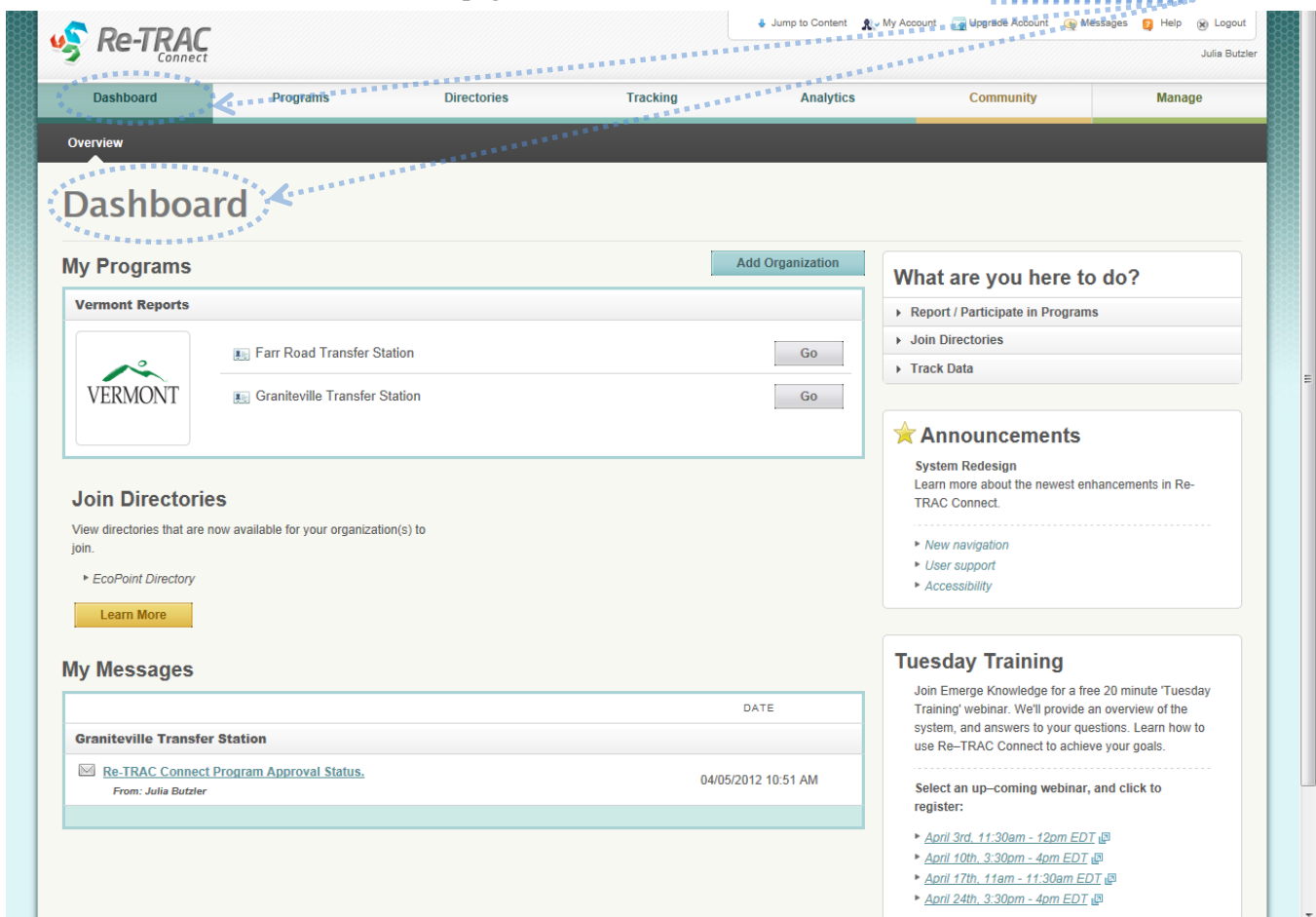


Instructions for Reporting in ReTRAC

You have registered, you have activated your account, and your account has been approved by the Program Coordinator. You can now start entering data.

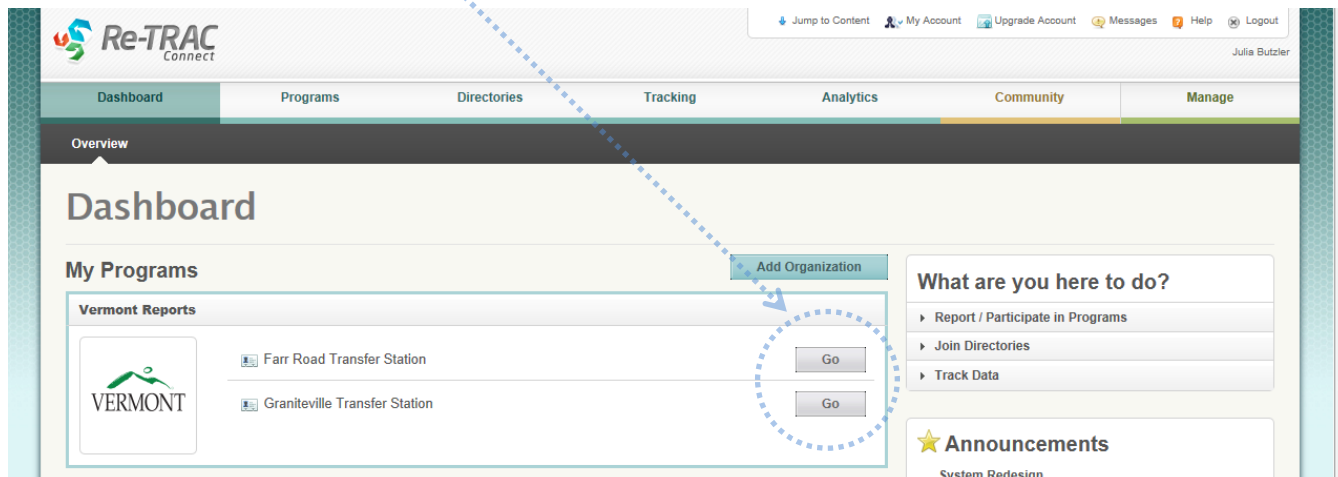
1. Go to: <https://connect.re-trac.com/login> and log in using your user name [i.e., your email address] and password.

You should be directed to this page [which will hereafter be referred to as the “Dashboard”]:

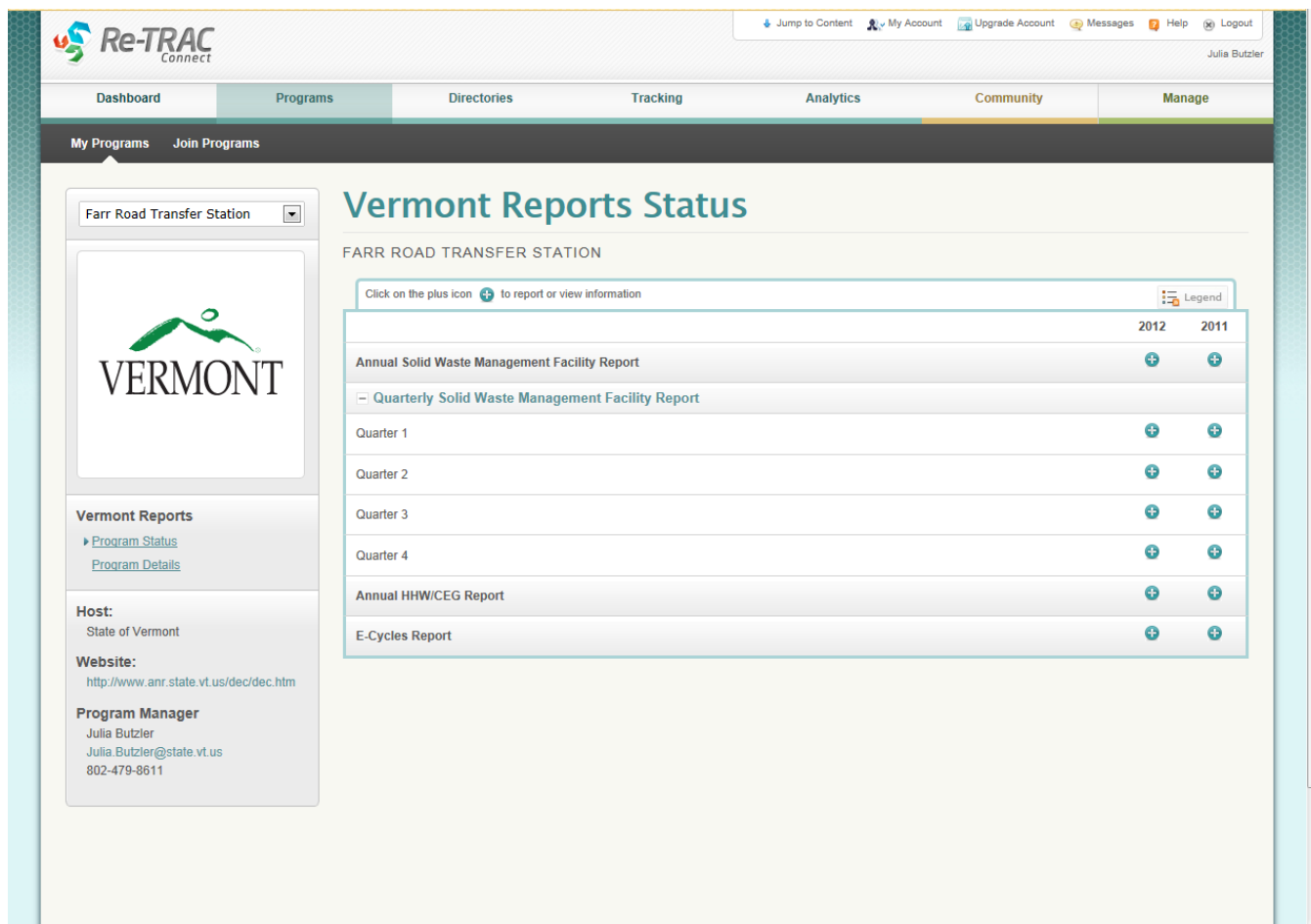


The screenshot displays the Re-TRAC Connect Dashboard. At the top, the Re-TRAC Connect logo is on the left, and navigation links for 'Jump to Content', 'My Account', 'Upgrade Account', 'Messages', 'Help', and 'Logout' are on the right. The user name 'Julia Butzler' is also visible. Below the navigation bar is a horizontal menu with 'Dashboard' highlighted. The main content area is titled 'Overview' and 'Dashboard'. It is divided into several sections: 'My Programs' with an 'Add Organization' button and a list of 'Vermont Reports' (Farr Road Transfer Station and Graniteville Transfer Station); 'Join Directories' with a 'Learn More' button; 'My Messages' showing a message from Julia Butzler; 'What are you here to do?' with options to report, join directories, or track data; 'Announcements' regarding system redesign; and 'Tuesday Training' with a list of upcoming webinars.

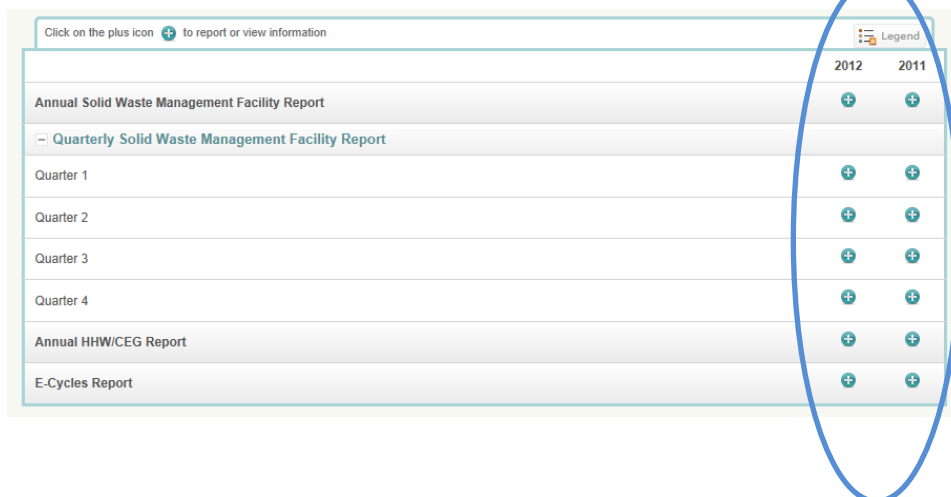
- Under the “My Programs” heading, choose from the list of facilities the site for which you would like to begin reporting, and click the “Go” button:



You should be directed to this page [“Vermont Reports”]:



3. Choose the Report you would like to begin filling out by clicking on the appropriate  button.



You should be directed to a page that looks similar to this:

Three basic parts to the report:

- 1. Facility ID**
- 2. Source Tonnages**
[Where was the waste from?]
- 3. Destination Tonnages**
[Where the waste sent?]

- Supply your Facility ID. If you are unsure of your Facility ID, please contact the ReTRAC Program Manager ([Julia Butzler](#)).
- Identify the general sources and destinations of the waste. As you choose the sources (“**In-State**” and/or “**Out-of-State**”) and destinations (“**Transferred Off-site**”, “**Recycled [Sold to Market]**”, “**Reused**”, etc...) of waste, additional boxes will open up so that you can itemize each waste stream.

How to itemize each waste stream EXAMPLE:
 “Source Tonnages”:

Step One

Identify the material type

Step Two

Identify the municipality/solid waste district this material came from
 (if a material came from two different municipalities/solid waste districts, the amounts from each source **MUST** be listed on separate lines. How to add lines will be covered in Step Four)

Step Three

Report the amount (in tons) of this material.

In State (Tons)

	Select Material	Select Municipalities Served:	Tons:	Material Description (if applicable):
1	Municipal Solid Waste	WATERBURY	2,000.00	

Use the **Material Description** field only if necessary (e.g., if you choose “Other” to report a type of material that is not listed).

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:	Material Description (if applicable):
1	- Select -	- Select -		

Out of State (Tons)

	Select Material:	Select State:	Tons:	Material Description (if applicable):
1	- Select -	- Select -		

Clicking on the arrow on the right side of certain fields will open up a drop-down menu from which you can choose a material [or municipality or state].

Step Four

If you need to:

- a. report material that came from a different source, and/or
 - b. report a different material type,
- create more lines by clicking the “**Add**” button

In State (Tons)

	Select Material	Select Municipalities Served:	Tons:	Material Description (if applicable):
1	Municipal Solid Waste	WATERBURY	2,000.00	
2	- Select -	- Select -		

NOTE: We have combined the Disposal, Recycling and Composting reports into a single report. Therefore, if your facility accepts material of any category, you must list it here.

NOTE: The “**Destination**” section of the report works in a very similar fashion as the “**Source**” section.

NOTE: In “**Destination**” section, Please state the IMMEDIATE fate of the material sent from your facility – where does the material go next? If a hauler was used to transport the material to a different facility, it is the facility that you should list, NOT the hauler.

6. Working with the Form:

- You can work on this page during more than one session. To save a partially completed report (a report in progress), click on the button (found at the bottom of the report).

A report that has been started, but not finished is indicated by a on the “**Vermont Reports**” page.

- Once you have finished entering the data, and are ready to officially submit the form, click the button.

This will lock the data, and you will not be able to access it. This will be indicated by a

If there are changes needed to be made after you submit the data, you can contact the [Program Manager](#) to unlock the form.