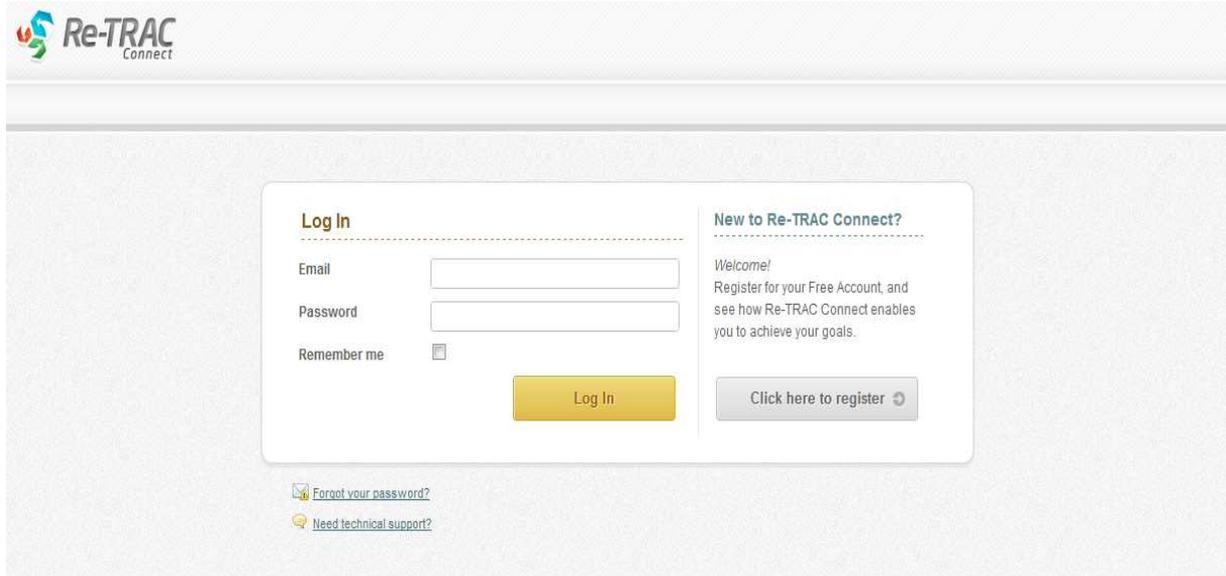


Re-TRAC

School Reporting: Annual Recycling Report

Due By **March 1** Each Year

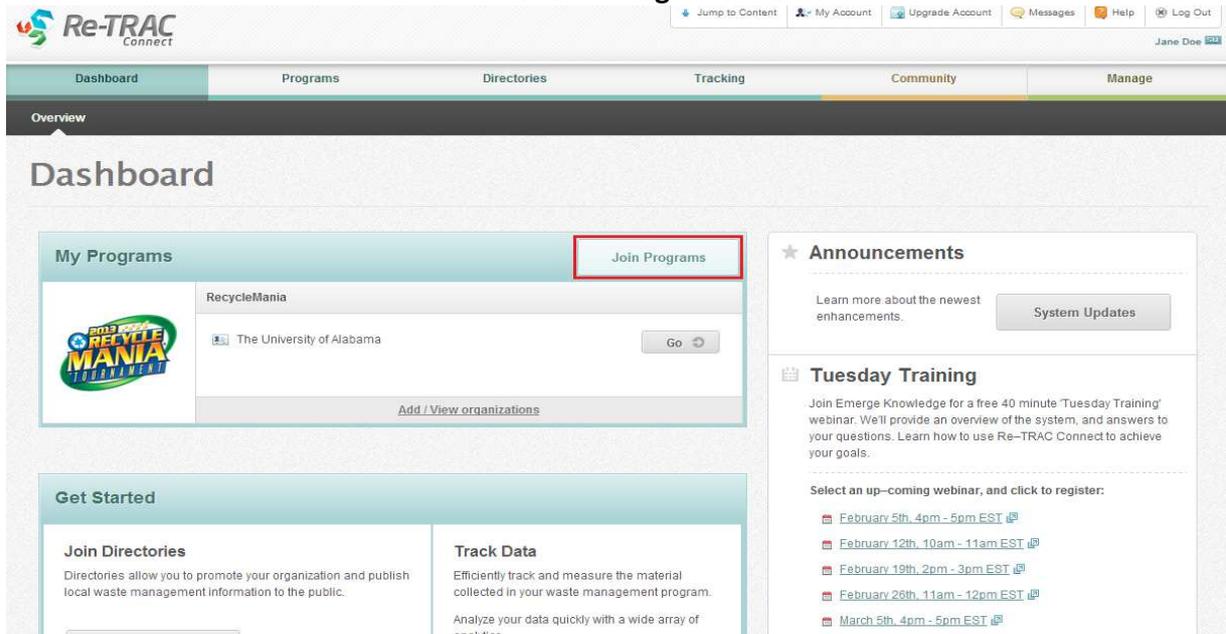
If you **do** have a Re-TRAC Connect Account: Go to <https://connect.re-trac.com>



The image shows the Re-TRAC Connect login and registration page. On the left, under the heading "Log In", there are input fields for "Email" and "Password", a "Remember me" checkbox, and a yellow "Log In" button. On the right, under the heading "New to Re-TRAC Connect?", there is a "Welcome!" message, a paragraph about registering for a free account, and a grey "Click here to register" button with a right-pointing arrow. Below the login fields, there are two links: "Forgot your password?" and "Need technical support?".

Log in to your Re-Trac Connect Account

Click on the "Join Programs" Button



The image shows the Re-TRAC Connect dashboard. At the top, there is a navigation bar with the Re-TRAC Connect logo on the left and links for "Jump to Content", "My Account", "Upgrade Account", "Messages", "Help", and "Log Out" on the right. Below the navigation bar is a horizontal menu with tabs for "Dashboard", "Programs", "Directories", "Tracking", "Community", and "Manage". The "Dashboard" tab is selected. The main content area is titled "Dashboard" and features several sections. The "My Programs" section has a "Join Programs" button highlighted with a red box. Below it, there is a card for "RecycleMania" with a logo and the text "The University of Alabama" and a "Go" button. The "Announcements" section includes a "System Updates" button. The "Tuesday Training" section lists several webinar dates and times, such as "February 5th, 4pm - 5pm EST" and "March 5th, 4pm - 5pm EST".

Find the “ADEM Solid Waste & Recycling Reporting” program and click on the “Details” button. Then follow directions to add this program to your dashboard.

The screenshot shows the 'Join Programs' interface. At the top, there are navigation tabs: Dashboard, Programs, Directories, Tracking, Community, and Manage. Below these are 'My Programs' and 'Join Programs' buttons. The main content area is titled 'Join Programs' and features a search filter for 'Alabama Specific Programs' with a dropdown for 'Select Category' and a location dropdown set to 'Alabama'. Under the 'Regional' section, there is a map of Alabama and a card for 'State Data Collaboration Initiative' with a 'Details' button. Under the 'State/Provincial' section, there is the ADEM logo and a card for 'ADEM Solid Waste & Recycling Reporting' with a 'Details' button highlighted by a red box. To the right, a 'What can I do here?' section lists benefits: 'Join and participate in state/provincial, regional and national optional programs...' and 'Gain knowledge and recognition for my organization.' An 'Overview' section explains that the page shows available programs based on organization type and location. An 'Also Available' section is at the bottom left.

If you **do not** have a Re-TRAC Connect account: <https://connect.re-trac.com/register/ADEM>

The screenshot shows the 'ADEM Solid Waste & Recycling Reporting' registration page. At the top left is the Re-TRAC Connect logo, and at the top right is a 'Re-TRAC Connect Login' button. The main heading is 'ADEM Solid Waste & Recycling Reporting'. Below this is a welcome message and instructions: 'Welcome to Re-TRAC Connect! Use this online reporting system to report to the State of Alabama Department of Environmental Management (ADEM) if your organization is:'. Three categories are listed: 'A State Agency, School System, Local Solid Waste Management Authority or other organization...', 'A Registered Materials Recovery Facility or A Recovered Materials Processing Facility', and 'A Facility Exempt from Registration, but who also must report semi-annually'. The 'ADEM' logo is on the right. The 'Registration' section is highlighted with a grey background. It has two sub-sections: 'New Re-TRAC Connect Users' with instructions to follow the steps below, and 'Existing Re-TRAC Connect Users' with instructions to click the login button and then the 'Join Programs' button. Below these are two columns of organization types to select from: City, Municipality, County, College or University, K-12 School System, Business, Non-Profit, Landfill, Incinerator, and State Agency. A 'Questions/Comments' section at the bottom provides contact information for the ADEM Materials Management Section.

Click on the most appropriate organization type (K-12 school system or college/universities) and fill out the registration details on the page that you are taken to:

The screenshot shows the Re-TRAC Connect website's registration page. At the top left is the Re-TRAC Connect logo, and at the top right is a 'Re-TRAC Connect Login' button. The main heading is 'Registration'. Below it, the text reads: 'Please fill out the following registration information for ADEM Solid Waste & Recycling Reporting:'. Underneath is the 'Account Information' section, which includes four input fields: 'First name *', 'Last name *', 'Email (this will be your username) *', and 'Confirm Email *'. Each field has a small asterisk indicating it is required.

You will be sent an automated email. Click on the link in the email and you will be taken to:

The screenshot shows the Re-TRAC Connect dashboard. At the top is the Re-TRAC Connect logo and a navigation bar with links for 'Jump to Content', 'My Account', 'Upgrade Account', 'Messages', 'Help', and 'Log Out'. The user 'John Doe' is logged in. Below the navigation bar are tabs for 'Dashboard', 'Programs', 'Directories', 'Tracking', 'Community', and 'Manage'. The 'Dashboard' tab is active, showing an 'Overview' section. The main content area is titled 'Dashboard' and contains three main sections: 'My Programs', 'Get Started', and 'Announcements'. The 'My Programs' section shows 'ADEM Solid Waste & Recycling Reporting' with a 'Join Programs' button and a table listing 'Test University' with a 'Go' button highlighted by a red box. The 'Get Started' section has two columns: 'Join Directories' with a 'View Directories' button and 'Track Data' with a 'Begin Tracking' button. The 'Announcements' section includes 'System Updates' and 'Tuesday Training' with a list of webinar dates and times.

Hit "Go" and you will be taken to your "Status" page where you can fill out surveys for ADEM

Click the blue '+' icons to fill out the survey for the correct year

You have successfully joined ADEM Solid Waste & Recycling Reporting

ADEM Solid Waste & Recycling Reporting Status

Member: ABC SCHOOL

Click on the plus icon **+** to report or view information

	2014	2013	2012
Annual Recycling Report	+	+	+

Program Details

Member Information:

- Program Status
- Program Forms

Host:
Alabama Department of Environmental Management

Website:
<http://www.adem.state.al.us/>

Please fill out completely: volume in pounds of the recycled material, the name of the facility where the recyclables go, and location of the facility.

Material Report

MATERIAL	RECYCLED VOLUME (IN POUNDS)	RECEIVING FACILITY NAME	RECEIVING FACILITY LOCATION
Aluminum
Steel/Tin
Other Metals
Glass
Plastics
Yard Waste
Cardboard
Office Paper
Newspaper
Auto/Truck Batteries
Used Motor Oil
Kitchen Oil/Grease
Tires
Electronics
Commingled
Other
Total

If selecting commingled, please indicate materials included and their approximate percentages.

If you are still working on completing the report, change the “status” to save. You will then be able to access the report to continue working on it at a later time. Once finished with the report, change the “status” to submitted. This will submit the Annual Recycling Report to ADEM for review.

The screenshot shows a web browser window displaying the Re-TRAC Connect Annual Recycling Report form. The browser's address bar shows the URL: https://connect.re-trac.com/manage/programs/48/survey_responses/new?node_id=21665&period=1&survey_id=182&year=2013. The form contains several sections:

- A text area for "If selecting commingled, please indicate materials included and their approximate percentages."
- A certification statement: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."
- Instructions: "Hit 'Save' below to save your progress and return later. Hit 'Submit' below if you have completed this form and would like to submit it to Department of Environmental Management administrators."
- A yellow-shaded form area containing:
 - A "Status" dropdown menu currently set to "saved".
 - A "Status:" legend with three options:
 - Saved** Survey still open and available to be edited
 - Submitted** Submitted to program by user, locked and cannot be edited
 - Verified** All submitted responses have been verified by the program manager
 - A text area for "Auditor notes".
 - A "Responder Data Update flag" checkbox.
 - A "Create" button.

The bottom of the browser window shows a navigation menu with "Dashboard", "Programs", "Directories", "Toolkit", and "Community". The system tray at the bottom of the screen shows the date and time as 9:49 AM on 1/31/2014.

- If you “submit” (locks the report) the report and need to get back into the report, contact ADEM, and we can unlock the report.
- Reports are due by March 1 each year. Click on the 2015 report, and submit information for the previous fiscal year (Sept. 2013- Oct. 2014).