To Whom It May Concern,

**Section 403.7032(3), Florida Statutes, states:** "Each state agency, public institution of higher learning, community college, and state university, including all buildings that are occupied by municipal, county, or state employees and entities occupying buildings managed by the [Florida] Department of Management Services, **must at a minimum,** **annually report all recycled materials to the county using the department’s [DEP’s] designated reporting format**."

Even if a public sector entity is not recycling, that entity must report a zero percent recycling rate.

The information to include in the report is limited to data about **municipal solid waste** which includes only: construction & demolition debris, yard waste, metals, white goods, tires, food wastes, textiles, glass, aluminum cans, steel cans, plastic bottles, other plastics, newspapers, corrugated paper, office paper, and other paper. Municipal solid waste does not include agricultural waste, industrial waste, mining waste or sludge.

DEP has designated a web-based reporting system called [Re-TRAC](http://connect.re-trac.com/%22%20%5Co%20%22Link%20opens%20the%20Re-TRAC%20page%20in%20a%20new%20window%22%20%5Ct%20%22_blank) as the reporting venue. A [Public Sector Recycling Reporting User Guide](http://www.dep.state.fl.us/waste/quick_topics/publications/shw/recycling/PublicSectorRecyclingReportingUserGuide_26Feb14.pdf) has been developed to assist with the Reporting process. The user guide includes both instructions on how to use Re-TRAC as well as methods to use when estimating calendar year disposal and recycling data. Additional resources such as the [Recycling Rate Calculator](http://www.dep.state.fl.us/waste/quick_topics/publications/shw/recycling/RecycleRateCalculator-Sarasota_30May13.xlsx) is available on the [Public Sector Recycling Reporting](http://www.dep.state.fl.us/waste/categories/recycling/pages/reporting.htm) website.

Reports are due March 1st of each year. For example, data for calendar year 2014 will be due March 1, 2015.