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/) as the reporting venue. Using the information received from all *<specify who you are collecting data>*, I will report all data collected in Re-TRAC. A [Recycling Rate Calculator](http://www.dep.state.fl.us/waste/quick_topics/publications/shw/recycling/RecycleRateCalculator-Sarasota_30May13.xlsx) has been developed to assist with estimating calendar year disposal and recycling data. [Examples](http://www.dep.state.fl.us/waste/quick_topics/publications/shw/recycling/HowToCalculateTonnage_27Feb14.pdf) are also available to assist with estimating the tonnages. The examples include estimation methods for buildings shared by one organization as well those who share space and/or containers with others. Additional information 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.

Please provide the following information by *<date>:*

* Name of Reporting Entity:
* Address of Reporting Entity;
* Contact Name:
* Contact Phone:
* Contact E-mail:
* Disposed Tonnage:
* Recycled Tonnage: