



Public Sector Recycling Reporting User Guide

Section 403.7032(3), Florida Statutes: *"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 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."*

Summary:

Provides instructions regarding the use of Re-TRAC Connect as well as methods and an example that can be used to determine calendar year disposal and recycling data. This statute requires reporting, whether or not you are recycling. If a public sector entity is not recycling, that entity must report a zero percent recycling rate.

Department of Environmental Protection
Bureau of Solid and Hazardous Waste
Waste Reduction Section

Christopher Perry
Christopher.Perry@dep.state.fl.us
850-245-8759

Contents

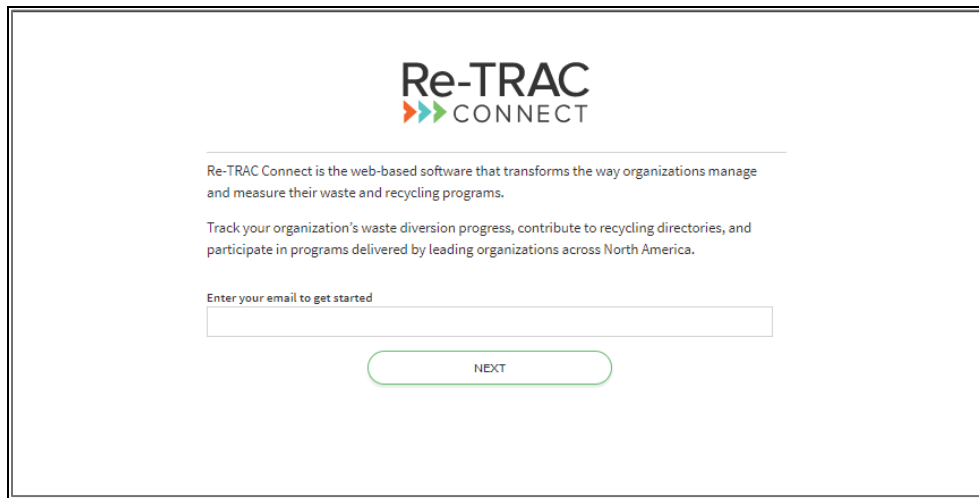
Section 1- Re-TRAC Connect User Instructions	3
Step 1: Re-TRAC Connect Registration.....	3
Step 2: Adding multiple Public Sector Organizations (if needed).....	5
Step 3: Completing Surveys and Reporting Data.....	6
Section 2- Calculating Disposed and Recycled Tons	9
Two Ways to Calculate Tonnage (Actual vs Estimated Tonnage).....	9
Method 1 for Estimate Tonnage- Single Building(s) occupied by one agency.....	9
Method 2 for Estimated Tonnage: Multiple Offices/Buildings sharing recycling and waste containers	10
Method 3 for Estimate Tonnage: Shared Building/Complex	11
Section 3 – Example of Reporting Agency	12

Section 1- Re-TRAC Connect User Instructions

Step 1: Re-TRAC Connect Registration

- A. **Registration-** If you have an existing account with Re-TRAC Connect, go to: <http://connect.re-trac.com> and enter your login information. From “**Find Programs**” search for **Florida- Public Sector Recycling Report** and click **Join**. Choose an existing organization or proceed to Step 2 to learn more about adding a New Organization.

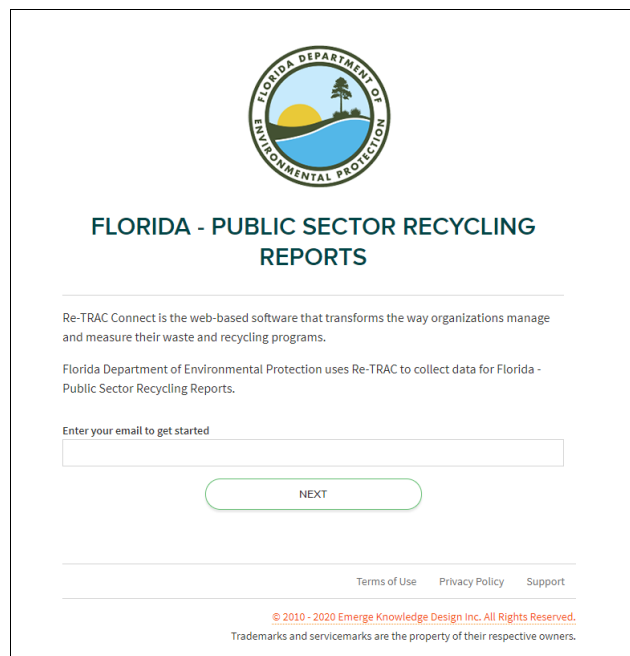
If you do **not** have an existing Re-TRAC Connect account, see letter B to register as a new user.



The screenshot shows the Re-TRAC CONNECT logo at the top. Below it, there is a horizontal line followed by the text: "Re-TRAC Connect is the web-based software that transforms the way organizations manage and measure their waste and recycling programs." This is followed by another line of text: "Track your organization's waste diversion progress, contribute to recycling directories, and participate in programs delivered by leading organizations across North America." Below this is a text input field with the placeholder "Enter your email to get started". At the bottom center is a green rounded rectangular button labeled "NEXT".

- B. To register as a new user, click the link below and enter your email address:

<https://connect.re-trac.com/registration/fl-public-sctr-annl-rpt>



The screenshot shows the Florida Department of Environmental Protection logo at the top center. Below it is the title "FLORIDA - PUBLIC SECTOR RECYCLING REPORTS". A horizontal line follows, with the text: "Re-TRAC Connect is the web-based software that transforms the way organizations manage and measure their waste and recycling programs." This is followed by another line of text: "Florida Department of Environmental Protection uses Re-TRAC to collect data for Florida - Public Sector Recycling Reports." Below this is a text input field with the placeholder "Enter your email to get started". At the bottom center is a green rounded rectangular button labeled "NEXT". At the very bottom, there are links for "Terms of Use", "Privacy Policy", and "Support". Below these links is the copyright notice: "© 2010 - 2020 Emerge Knowledge Design Inc. All Rights Reserved. Trademarks and servicemarks are the property of their respective owners."

- C. Click “Next”. Enter your Name, create a Password then click “Create Account”. After clicking “Create Account”, you will be sent an “Activation Email”.

FLORIDA - PUBLIC SECTOR RECYCLING REPORTS

Re-TRAC Connect is the web-based software that transforms the way organizations manage and measure their waste and recycling programs.

Florida Department of Environmental Protection uses Re-TRAC to collect data for Florida - Public Sector Recycling Reports.

You are registering a new account with username:
publicsectoruser@emergetest.ca

First Name * Last Name *

Create Password *

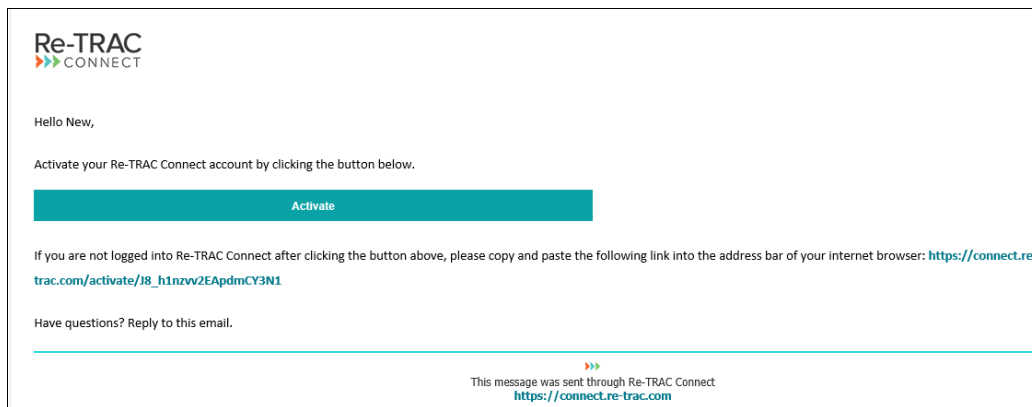
Stay connected!
 Sign me up to receive Re-TRAC Connect's Monthly Update email.

You can unsubscribe from the monthly update email at any time using the "unsubscribe from this list" link, found at the bottom of every email.

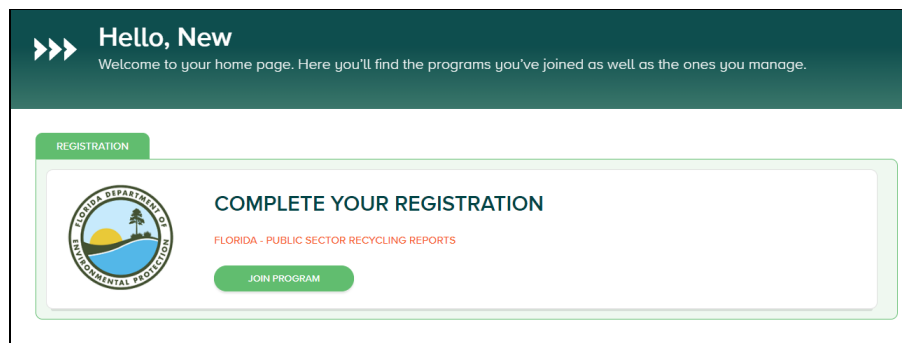
By clicking "Create Account" and using Re-TRAC Connect™, I agree to the [User Terms of Service](#) and [Privacy Policy](#).

CREATE ACCOUNT

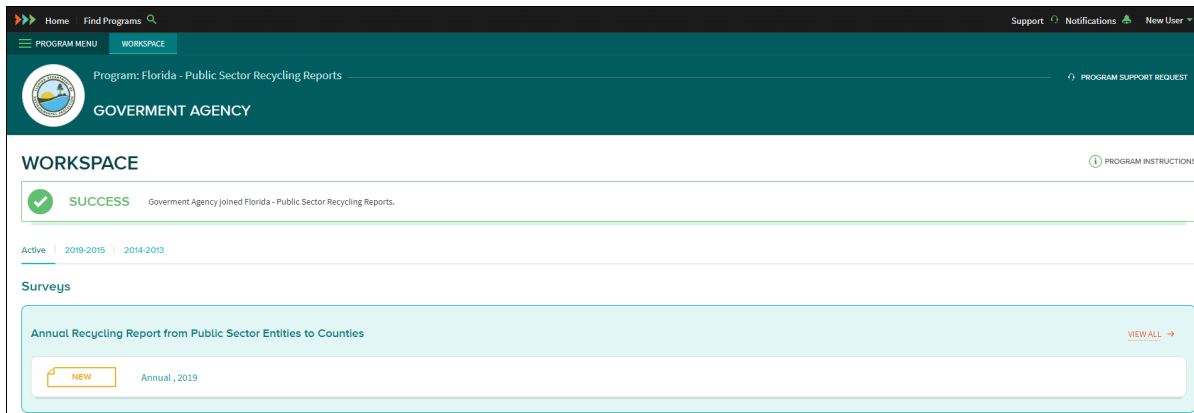
- D. Check your email and click the “Activate” button to complete your account setup:



- E. Upon clicking “Activate” you will be taken to Re-TRAC Connect where you can click “Join Program” to complete your program registration:



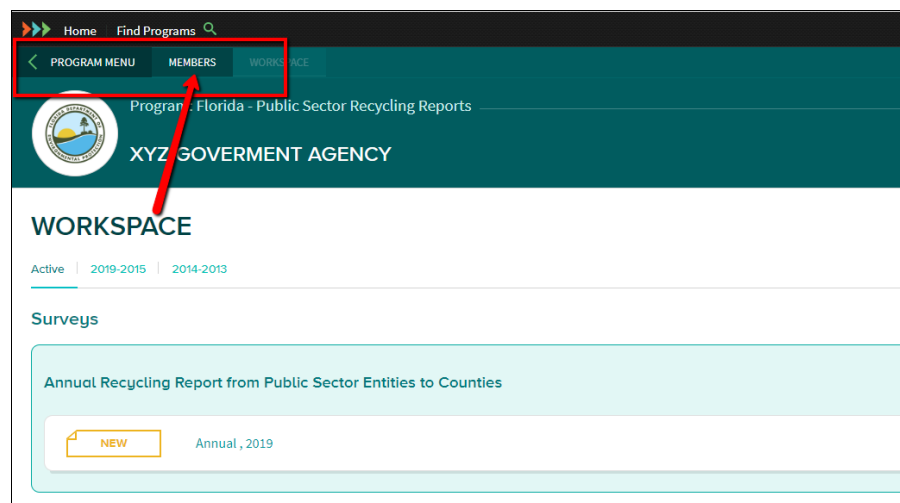
- F. When joining the program, you will have to select your Member Type and enter your Member Name (ie. XYZ State Park, City of XYZ Solid Waste Division, etc).
Next, enter your Contact information and Location Details.
Once complete, click “Join” and you will be taken to your Re-TRAC Connect Workspace.



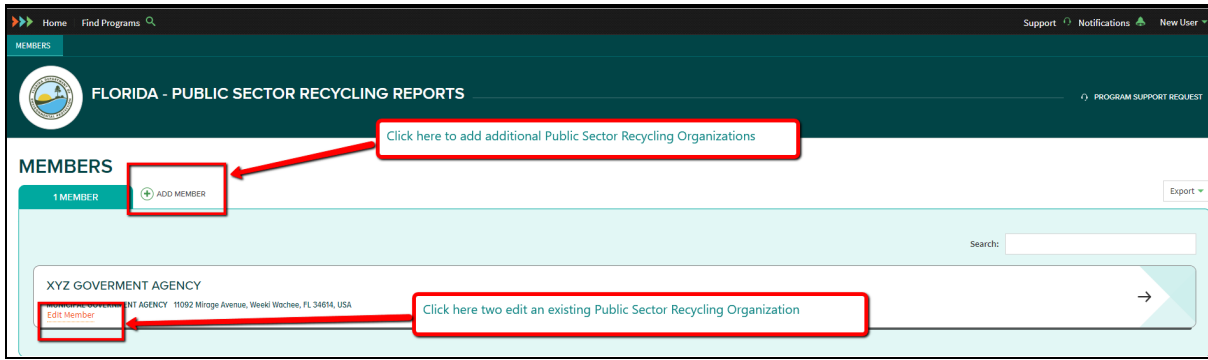
NOTE: if you have more than one organization to report data for, go to Step 2. If you are only reporting data for one organization, proceed to Step 3 and learn more about how to enter your data.

Step 2: Adding multiple Public Sector Organizations (if needed)

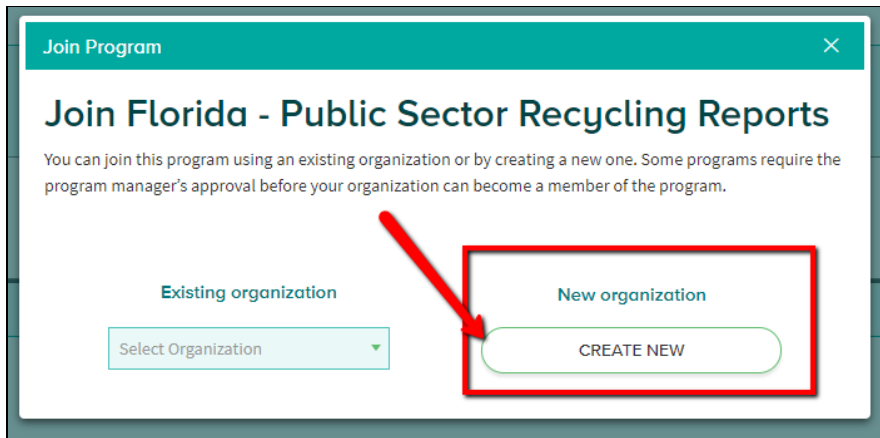
- A. From your Workspace, click on Program Menu>Members (located on the top tool bar)



- B. Click “Add Member” to add additional Organizations. Click “Edit Member” to edit an existing Organization.

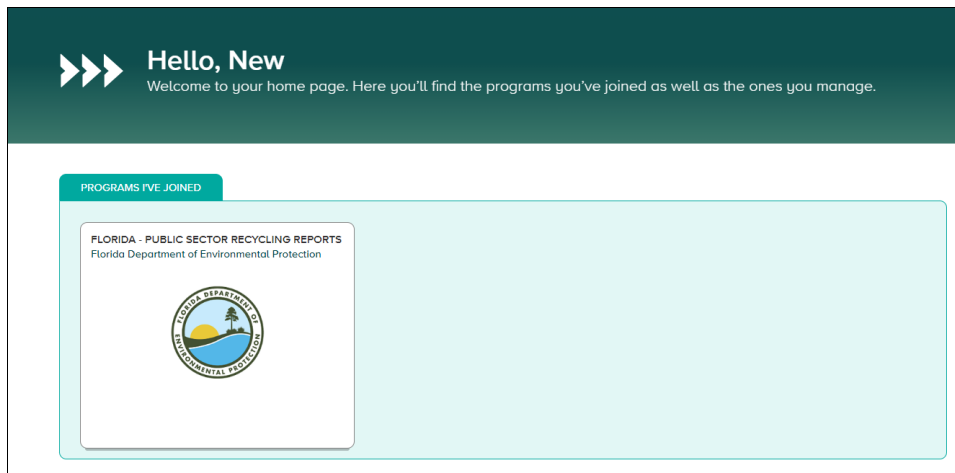


- C. When adding a new Member/Organization, click “Create New” and follow the same steps as above to add a new organization.

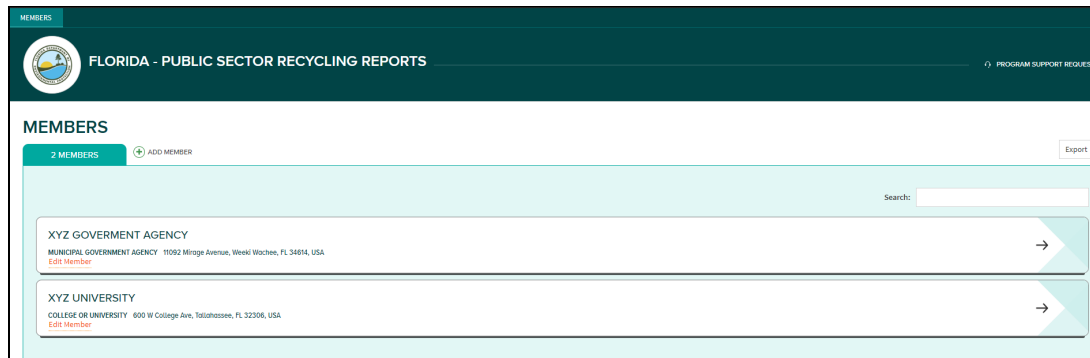


Step 3: Completing Surveys and Reporting Data.

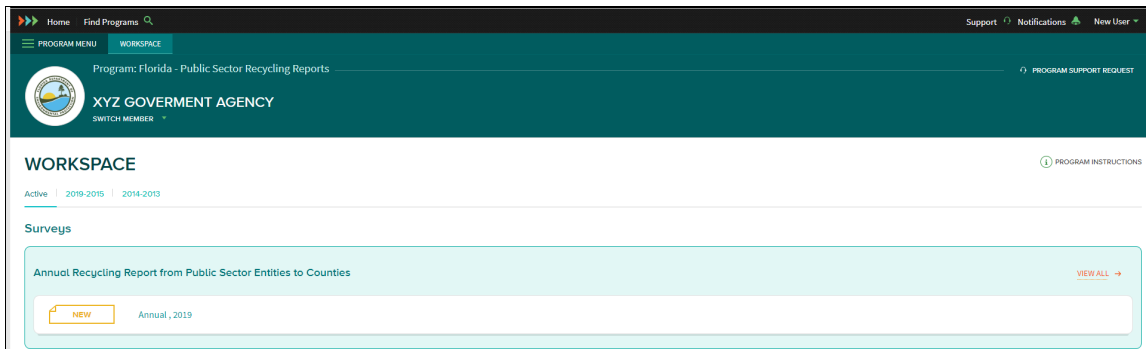
- A. When you log into Re-TRAC Connect, you will be taken to your **Home** page where you will see all the Programs you have Joined.



B. Click on the Program button to access your Members/Organizations



C. Click on the Member/Organization you want to enter data for. This will take you to your Workspace where you can access your Annual Recycling Report Survey and Enter Data.



D. Click the “New” button to get started. Some information will auto-populate based on your Member details but you can edit that information if needed.

E. There are two methods the data can be reported. The option is determined by how you answer the following question in Re-TRAC Connect:

Do you know the amounts of municipal solid waste recycled & disposed (tons/year)? *

Yes

No

*Answer **yes**? If you know the recycled tonnage and disposed tonnage, have access to the data or will be using your own methodology for calculating the tonnages, you would click “**yes**” and enter the data as shown below. The recycling rate will be automatically calculated based on the data entered.*

Recycling Rate

*see note

Total amount of municipal solid waste recycled (tons/year): *

Total amount of municipal solid waste disposed (tons/year): *

Recycling Rate:

 %

Answer **no**? If you do **not** know the recycled tonnage and disposed tonnage, you would click **“no”** and entering the information as shown below. The recycling rate will be automatically calculated based on the data entered.

Amount of Municipal Solid Waste Recycled (tons/year)

Click the "Add" button below to add a dumpster.

#	SIZE OF THE RECYCLING DUMPSTER (IN CUBIC YARDS, WHICH CAN BE OBTAINED FROM THE RECYCLABLES HAULER) *	PICKUP FREQUENCY *	NUMBER OF TIMES PER FREQUENCY THAT DUMPSTERS ARE EMPTIED *	DUMPSTER PERCENT (%) FULL *	TOTAL AMOUNT OF MUNICIPAL SOLID WASTE RECYCLED (TONS/YEAR)- ESTIMATED:	
1	<input style="width: 100%; height: 20px;" type="text"/>	- Select -	<input style="width: 100%; height: 20px;" type="text"/>	- Select -	<input style="width: 100%; height: 20px;" type="text"/>	REMOVE

+ ADD

Note: Per Section 403.706(5) F.S., Municipal Solid Waste 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.

Amount of Municipal Solid Waste Disposed (tons/year)

Click the "Add" button below to add a dumpster.

#	SIZE OF THE GARBAGE DUMPSTER (IN CUBIC YARDS, WHICH CAN BE OBTAINED FROM THE WASTE HAULER): *	PICKUP FREQUENCY *	NUMBER OF TIMES PER FREQUENCY THAT DUMPSTERS ARE EMPTIED *	DUMPSTER PERCENT (%) FULL *	TOTAL AMOUNT OF MUNICIPAL SOLID WASTE DISPOSED (TONS/YEAR)- ESTIMATED:	
1	<input style="width: 100%; height: 20px;" type="text"/>	- Select -	<input style="width: 100%; height: 20px;" type="text"/>	- Select -	<input style="width: 100%; height: 20px;" type="text"/>	REMOVE

+ ADD

- F. Click **“Save”** to save your responses. If you have not completed all required fields, you will see that there are errors and will have the option to find and fix the errors or **“Save a Draft”** and fix the errors at a later time. If you have no errors, you will still have the option to **“Save as Draft”** or **“Mark Complete”**.

NOTE: Once you **“Mark Complete”**, your form it is locked and DEP is notified that it has been submitted. If revisions need to be made after submittal, notify the DEP and the form can be unlocked allowing access.

Confirmation
✕

Annual Recycling Report from Public Sector Entities to Counties

Annual | 2019

Nice Work!

This response is ready to submit. You can save a draft or mark complete to lock the response and submit.

Save as Draft

Mark Complete

Save as Draft will allow you to make changes if needed.

Mark as Complete locks the Survey.

CONFIRM

CANCEL

Section 2- Calculating Disposed and Recycled Tons

Two Ways to Calculate Tonnage (Actual vs Estimated Tonnage)

1. Contact your service provider to obtain tonnage for specific calendar year.
2. Amounts can be estimated by using one of the following methodologies (but is not required):
 1. **Recycling Rate Calculator:**
http://www.dep.state.fl.us/waste/quick_topics/publications/shw/recycling/RecycleRateCalculator-Sarasota_30May13.xlsx
 2. Use one of the following methods (select the most appropriate for your location(s)):

Method 1 for Estimate Tonnage- Single Building(s) occupied by one agency

Step 1: Amount of Municipal Solid Waste Disposed (tons/year):

To estimate this amount, the following methodology may be used (but is not required).

- A. Number of garbage dumpsters for facility = _____
- B. Size of the garbage dumpsters (in cubic yards, which can be obtained from the waste hauler) = _____
- C. Frequency (per week, per month, per year) that the garbage dumpsters are emptied = _____
- D. Multiply Item A by Item B by Item C by the frequency per year (52 weeks, 12 months, # per year) by 225 pounds of municipal solid waste per cubic yard divided by 2000 pounds per ton= _____

Step 2: Amount of Municipal Solid Waste Recycled (tons/year):

(To estimate this amount, the following methodology may be used (but is not required).

- E. Number of recycling dumpsters for facility = _____
- F. Size of the recycling dumpsters (in cubic yards, which can be obtained from the recyclables hauler) = _____
- G. Frequency of service. Select the frequency of service that applies to your organization.
- i. Per week that the recycling dumpsters are emptied = _____
 - ii. Per month that the recycling dumpsters are emptied= _____
 - iii. Per year that the recycling dumpsters are emptied= _____

(Use calculation G.iii if the frequency was "on call" or fluctuated throughout the year.)

- H. Calculate the tonnage. Select the calculation to use based on the information provided in G.
- i. Multiply Item E by Item F by Item G by 52 weeks per year by 225 pounds of municipal solid waste per cubic yard divided by 2000 pounds per ton= _____
 - ii. Multiply Item E by Item F by Item G by 12 months per year by 225 pounds of municipal solid waste per cubic yard divided by 2000 pounds per ton= _____
 - iii. Multiply Item A by Item B by Item C by 1 year by 225 pounds of municipal solid waste per cubic yard divided by 2000 pounds per ton= _____
- I. Recycling Rate (%): _____ Line H (i., ii. Or iii) divided by (Line H (i., ii. or iii.) plus Line D.) multiplied by 100.

Method 2 for Estimated Tonnage: Multiple Offices/Buildings sharing recycling and waste containers

- Determine who owns your building. _____
- If your building is privately owned, contact the owner or rental management company to determine who your waste hauler is.
- If DMS owns your building, contact the DMS building manager to determine who your waste hauler is.
- If your agency owns your building, contact the building manager to determine who your waste hauler is.
- Contact the waste hauler and ask for the following information:
How large are the recycling and waste containers that service this building?
How often are the containers emptied (pulled)?
- For the recycling and waste containers, separately multiply the number of containers by the size of the containers by the number of pulls per year by 225 pounds of MSW per cubic yard and then divide the total by 2000 pounds per ton. This is your recycling and waste tonnages.
- Multiply tonnage by percent of total personnel (see below for in-depth explanation) to get tonnage applied to your office or building for both recycling and waste.
- To get the recycling rate: Divide the recycling tonnage by (recycling tonnage plus waste tonnage) then multiply the total by 100.

Method 3 for Estimate Tonnage: Shared Building/Complex

If your building is within a complex or the containers that service your building also service other buildings you will want to determine a methodology to assign a portion of the waste and recycling to your building. To do this, use a per capita basis.

Example: There are three buildings that share one recycling container. Building one has 500 people, building two has 300 people and building three has 200 people. Using a per capita basis you would assign 50% of the recycling to building one, 30% to building two and the remaining 20% to building three.

- Multiple Offices/Buildings sharing recycling and waste containers
- Determine who owns your building. _____
- If your building is privately owned, contact the owner or rental management company to determine who your waste hauler is.
- If DMS owns your building, contact the DMS building manager to determine who your waste hauler is.
- If your agency owns your building, contact the building manager to determine who your waste hauler is.
- Contact the waste hauler and ask for the following information:
How large are the recycling and waste containers that service this building?
How often are the containers emptied (pulled)?
- For the recycling and waste containers, separately multiply the number of containers by the size of the containers by the number of pulls per year by 225 pounds of MSW per cubic yard and then divide the total by 2000 pounds per ton. This is your recycling and waste tonnages.
- Multiply tonnage by percent of total personnel (see below for in-depth explanation) to get tonnage applied to your office or building for both recycling and waste.
- To get the recycling rate: Divide the recycling tonnage by (recycling tonnage plus waste tonnage) then multiply the total by 100.

Section 3 – Example of Reporting Agency

My agency shares all containers with another agency in the building. There is a total of 1000 people in the building. My agency employees 200 people in this building.

Calculating Disposed Tons

Service Details

- (6) 8 cubic yard containers
 - Emptied 2 times/week

Calculation

1. $(6 \text{ containers} \times 8 \text{ cu yd} \times 2 \text{ times/week} \times 52 \text{ weeks} \times 225 \text{ lbs}) / 2000 \text{ lbs} = \underline{561.6 \text{ tons/year}}$
2. Total Disposed Tons Attributed to My Agency = $561.6 \times 20\% = \underline{112.32 \text{ Tons/Year}}$

Calculating Recycled Tons

Service Details

- (18) 95 gallon carts (95 gallon carts = 0.4704 cubic yards)
 - Emptied 1 time/month
- (8) 8 cubic yard containers
 - Emptied 1 time/week
 - 75% full

Calculation

1. $(18 \text{ containers} \times 0.4704 \text{ cu yd} \times 1 \text{ time/month} \times 12 \text{ mo} \times 225 \text{ lbs}) / 2000 \text{ lbs} = \underline{11.43 \text{ tons/year}}$
2. $(8 \text{ containers} \times 8 \text{ cu yd} \times 1 \text{ time/week} \times 52 \text{ weeks} \times 225 \text{ lbs}) / 2000 \text{ lbs} = \underline{374.40 \text{ tons/year}}$
 $374.40 \text{ tons/year} \times 75\% \text{ full} = \underline{280.8 \text{ tons/year}}$
3. Total Recycled Tons = $11.43 + 280.8 = \underline{292.43 \text{ Tons/year}}$
4. Total Recycled Tons Attributed to My Agency = $292.43 \times 20\% = \underline{58.45 \text{ Tons/Year}}$

Calculating the Recycling Rate

1. Total Waste Generated by “my” agency - $112.32 \text{ Disposed Tons} + 58.45 \text{ Recycled Tons} = 170.77 \text{ Tons/Year}$
2. Recycling Rate = $(\text{Recycled Tons} / \text{Total Waste Generated}) \times 100\%$
3. $58.45 \text{ Tons} / 170.69 \text{ Tons} = \underline{34\%}$