



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 use of Re-TRAC 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

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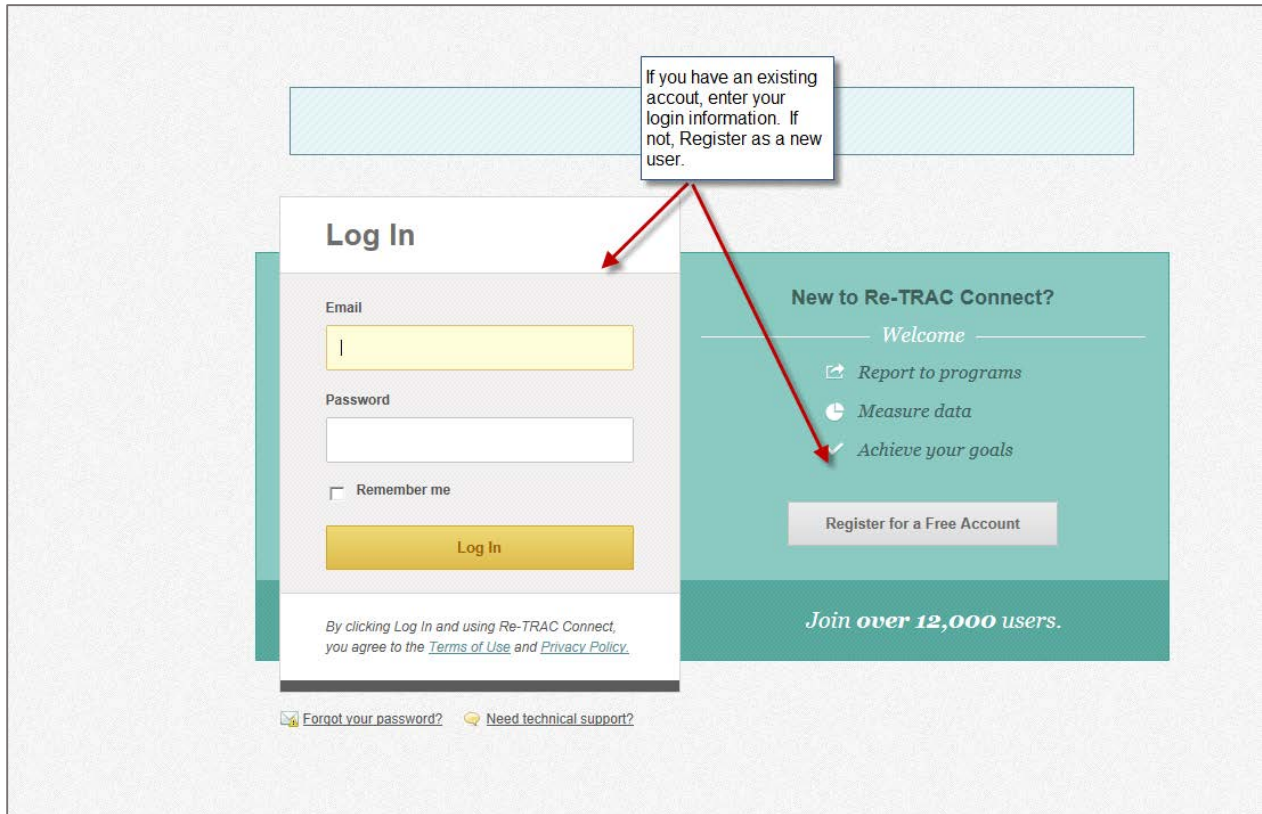
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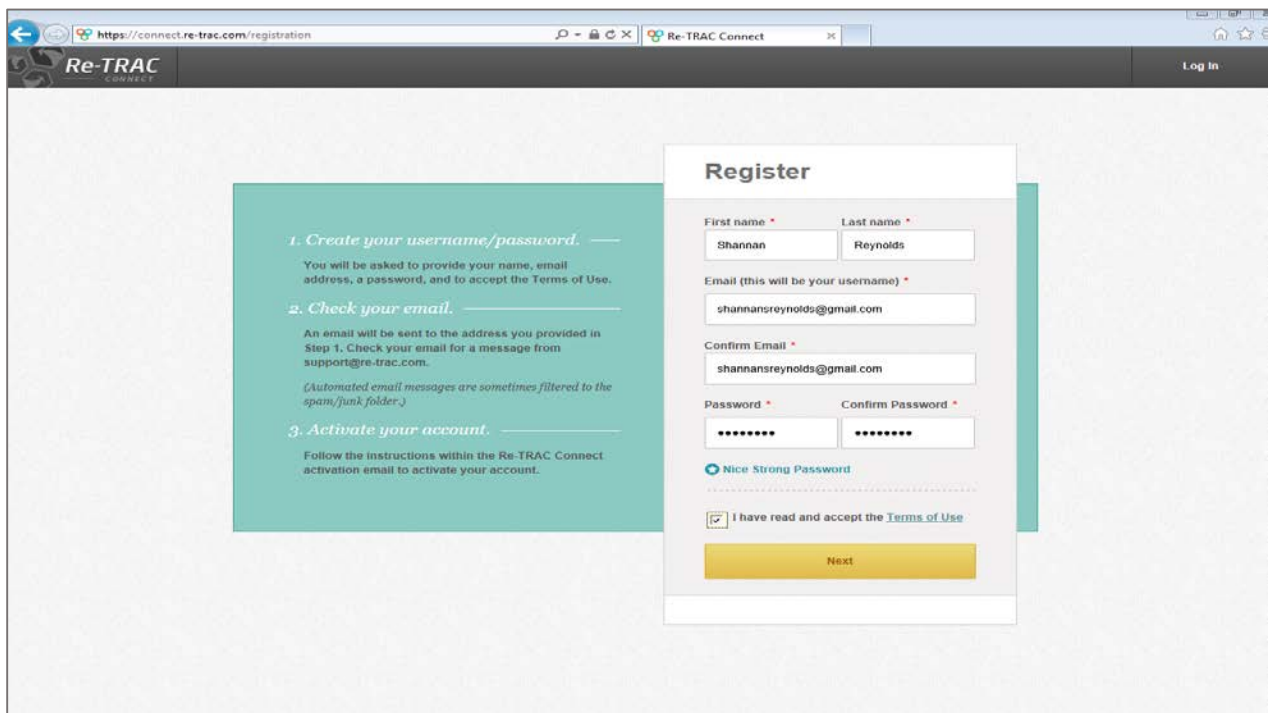
Section I- Re-TRAC Instructions

Step 1: Re-TRAC Registration: <http://connect.re-trac.com>

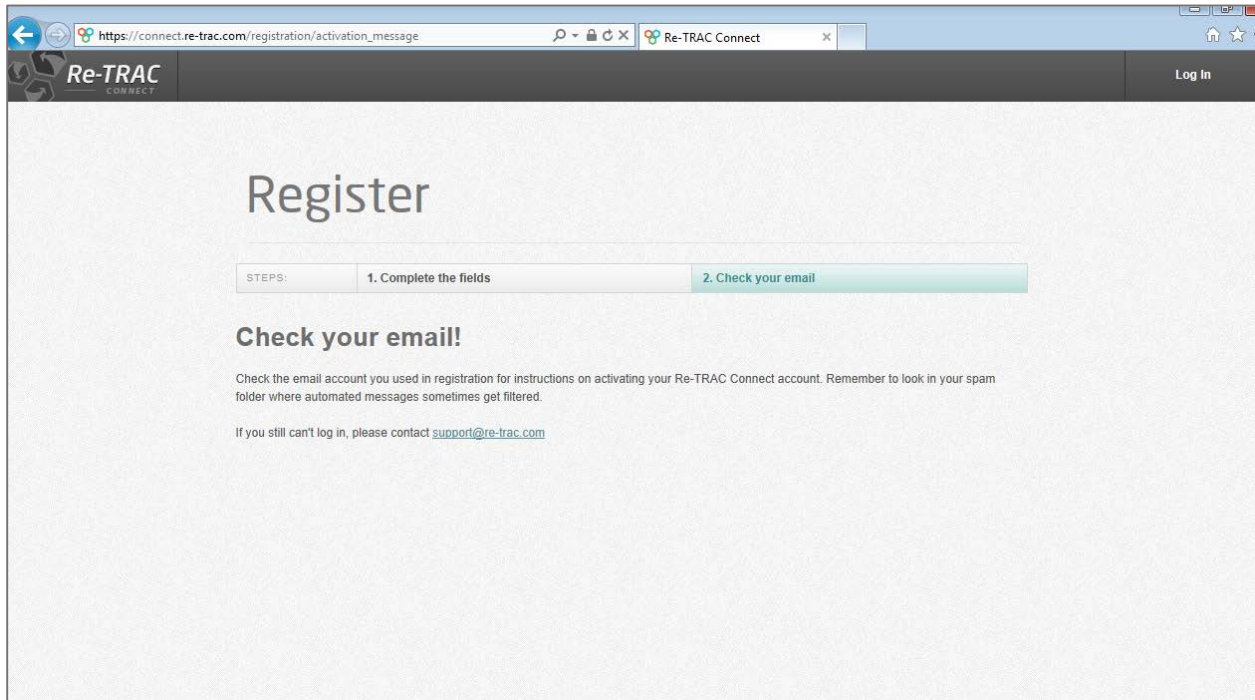
A. Registration- If you have an existing account with ReTRAC, enter your login information and skip to letter D. If not, register as a new user see letter B.







B. If registering as a new user, complete the required fields.



C. Confirm via your e-mail account.



D. Join Florida: Public Sector Recycling Reports

	Florida - Annual Voluntary Recycling Recognition Program Florida Department of Environmental Protection - Annual Voluntary Recycling Report from Private Businesses	Details
	Florida - County Annual Solid Waste Management Reports Florida Department of Environmental Protection - County Annual Solid Waste Management Reports	Details
	Florida - Public Sector Recycling Reports Florida Department of Environmental Protection - Annual Recycling Report from Public Sector Entities to Counties	Details Click Details
	Florida DEP - Recovered Materials Dealer Reporting Program Florida businesses dealing with over 600 tons per year of any recovered material (paper, glass, plastic, metals/aluminum, textiles, and/or non-tire rubber) are required by law to apply for annual certification and report their recovered materials.	Details

Step 2: Add your Organization

A. Select Organization type for which you are reporting. For example, if you are a state office building or park, select “Add State Agency”.

Join Programs | Florida - Public Sector Recycling Reports

Florida - Public Sector Recycling Reports

You currently do not have any organizations that can access this program. To add an organization for this program, click the organization type from the list provided.

Add Organization

Would you like to add another location? Choose from the following types of organizations/events

- + Add College or University
- + Add County Government Agency
- + Add Municipal Government Agency
- + Add State Agency

Program Description
Florida Department of Environmental Protection - Annual Recycling Report from Public Sector Entities to Counties

Available In
✓ Florida, United States

Program Details
Host: Florida Department of Environmental Protection
Website: <http://www.dep.state.fl.us>
Program Manager: Shannan Reynolds, Shannan.Reynolds@dep.state.fl.us, 850-245-8716

Select the appropriate organization

Add State Agency

B. Complete required fields. Save information by clicking

Add State Agency

Instructions

- ✓ Complete the Location Information and Contact Information for the new State Agency.
- ✓ To finish adding the new State Agency, click Add button

Location Details

State Agency Name *

Search Google Maps for your Address

Official Address
Tallahassee, FL, United States

Country *

Note: To find your location, type your address into the Search for Location box below or navigate in the Google Map and click on your location. If the address generated from the geocoding service is incorrect, you can modify the information directly in the address fields provided below. If you require assistance, [please let us know](#).

C. Adding Multiple Buildings/Organizations

(There are two ways to add multiple buildings.)

1. From “My Organizations” page. You will be directed to this page immediately following Step B (listed above)

Successfully created SSR 5

Florida - Public Sector Recycling Reports

My Organizations | Surveys

My Organizations

SSR STATE AGENCY	Status
SSR 2 STATE AGENCY	Status
SSR 5 STATE AGENCY	Join
SSR-3 STATE AGENCY	Status
SSR4 STATE AGENCY	Status

Add Organization
Would you like to add another location? Choose from the following types of organizations/events

- ⊕ Add College or University
- ⊕ Add County Government Agency
- ⊕ Add Municipal Government Agency
- ⊕ Add State Agency

Program Description
Florida Department of Environmental Protection - Annual Recycling Report from Public Sector Entities to Counties

Available In
✓ Florida, United States

2. Access via your “Dashboard”

My Programs | Join Programs

Re-TRAC CONNECT

Dashboard | Programs | Directories | Toolkit

Dashboard

Florida - Public Sector Recycling Reports

SSR	Go
SSR 2	Go
SSR-3	Go

View Surveys | **Add / View All Organizations** 3

Step 3: Reporting Your Data.

A. Click "Status"

Florida - Public Sector Recycling Reports

My Organizations

State Agencies

SSR

Status

Add Organization

Would you like to add another location? Choose from the following types of organizations/events

- + Add College or University
- + Add County Government Agency
- + Add Municipal Government Agency
- + Add State Agency

Program Description

Florida Department of Environmental Protection - Annual Recycling Report from Public Sector Entities to Counties

Available In

✓ Florida, United States

B. Select year.

Florida - Public Sector Recycling Reports Status

Member: SSR

Instructions:

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.

Instructions: Use one form per reporting entity (either for a single building or for the total of multiple buildings).

If reporting for multiple buildings (such as all buildings in a school district), ensure that all buildings are located within the same county. If the reporting entity has buildings in different counties, a separate form must be used for each county.

Click on the plus icon + to report or view information

	2013
Annual Recycling Report from Public Sector Entities to Counties	✓

C. Complete form.

1. Enter General Information

Annual Recycling Report from Public Sector Entities to Counties

Member: **SSR-3** | Year: **2013** | Cycle: **ANNUAL**

Instructions:

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.

Instructions: Use one form per reporting entity (either for a single building or for the total of multiple buildings).

If reporting for multiple buildings (such as all buildings in a school district), ensure that all buildings are located within the same country. If the reporting entity has buildings in different counties, a separate form must be used for each county.

General Information

County: *

Entity Name: *
 (Example: Main Street School or Florida City Agency)

Mailing Address: *

Contact Person: *

Email: *

Phone: *

Check One: *

Single Building

Multiple Buildings

Check One: *

Public Institution of Higher Learning (including but not limited to community college, state university, vocational/technical school)

State Agency (including buildings occupied by state employees and entities occupying buildings managed by the department of management services)

Municipal Agency

County Agency

2. Determine Recycling Rate

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

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)

*see note

Number of recycling dumpsters for facility: *

Size of the recycling dumpsters (in cubic yards, which can be obtained from the recyclables hauler): *

 Cubic Yard(s)

Frequency (per week) that the recycling dumpsters are emptied: *

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

 Tons/Year

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)

*see note

Number of garbage dumpsters for facility: *

Size of the garbage dumpsters (in cubic yards, which can be obtained from the waste hauler): *

 Cubic Yards(s)

Frequency (per week) that the garbage dumpsters are emptied: *

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

 Tons/Year

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.

D. Save or Submit. Once you submit 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.

The image shows a screenshot of a web form titled "Recycling Rate". The form includes a text input field labeled "Recycling Rate" followed by a percentage sign (%). Below the input field are two yellow buttons: "Save" and "Submit to Program". Two callout boxes with green borders and red arrows pointing to the buttons provide instructions:

- Save:** Allows you to save incomplete reports and make revisions.
- Submit to Program:** Indicates you have finalized the report and **locks** it so that no further revisions can be made. DEP has access to unlock the report for revisions.

Section 2- Calculating Disposed and Recycled Tons

Two Ways to Do This.

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)
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.

Single Building(s) occupied by one agency

I. 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:

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:

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. _____
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- 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. $58.45 \text{ Tons} / 170.69 \text{ Tons} = \underline{34\%}$