

# Florida Department of Environmental Protection



## Public Sector Recycling Webinar

May 14, 2014





# Agenda

- Why are we doing this? [Ron Henricks]
- THE FORM [Shannan Reynolds]
- Figuring out how much you recycle [Jack Price]
- Getting recognized for outstanding recycling [Jack Price]
- Other resources to help you [Laurie Tenace]
- Wrap up [Laurie Tenace]

# Background and History

Speaker: Ron Henricks



Baled Aluminum Cans for Recycling



# How to fill out THE FORM

Speaker: Shannan Reynolds

<http://connect.re-trac.com>

The screenshot shows a web browser window with the URL <https://connect.re-trac.com/login>. The page features a 'Log In' form on the left and a 'New to Re-TRAC Connect?' section on the right. The 'Log In' form includes fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Log In' button. Below the form, there is a disclaimer: 'By clicking Log In and using Re-TRAC Connect, you agree to the [Terms of Use](#) and [Privacy Policy](#).' The 'New to Re-TRAC Connect?' section includes a 'Welcome' message, three bullet points: 'Report to programs', 'Measure data', and 'Achieve your goals', and a 'Register for a Free Account' button. At the bottom of this section, it says 'Join over 10,000 users.' A 'Log out Successful!' message is displayed at the top of the page. At the bottom of the page, there are links for 'Forgot your password?' and 'Need technical support?'.



# How to fill out THE FORM-continued

The screenshot shows a web browser window with the URL <https://connect.re-trac.com/registration>. The page title is 'Re-TRAC CONNECT' and there is a 'Log In' link in the top right corner. The main content area is divided into two sections: a teal instruction box on the left and a registration form on the right.

**1. Create your username/password.** —

You will be asked to provide your name, email address, a password, and to accept the Terms of Use.

**2. Check your email.** —

An email will be sent to the address you provided in Step 1. Check your email for a message from [support@re-trac.com](mailto:support@re-trac.com).

*(Automated email messages are sometimes filtered to the spam/junk folder.)*

**3. Activate your account.** —

Follow the instructions within the Re-TRAC Connect activation email to activate your account.

**Register**

First name \* Last name \*

Shannan Reynolds

Email (this will be your username) \*

shannansreynolds@gmail.com

Confirm Email \*

shannansreynolds@gmail.com

Password \* Confirm Password \*

•••••• ••••••

Nice Strong Password

I have read and accept the [Terms of Use](#)

Next



# How to fill out THE FORM-continued

A screenshot of a web browser window showing the Re-TRAC Connect registration activation message page. The browser's address bar displays the URL "https://connect.re-trac.com/registration/activation\_message". The page header includes the Re-TRAC Connect logo and a "Log In" link. The main content area features a large "Register" heading and a progress bar with two steps: "1. Complete the fields" and "2. Check your email". The second step is currently active. Below the progress bar, the heading "Check your email!" is followed by instructions to check the email account used in registration for activation instructions, including a note about spam filters. A link to "support@re-trac.com" is provided for users who cannot log in.

Register

STEPS: 1. Complete the fields 2. Check your email

### Check your email!

Check the email account you used in registration for instructions on activating your Re-TRAC Connect account. Remember to look in your spam folder where automated messages sometimes get filtered.

If you still can't log in, please contact [support@re-trac.com](mailto:support@re-trac.com)



# How to fill out THE FORM- continued

The screenshot shows the Re-TRAC Connect user interface. At the top left is the Re-TRAC CONNECT logo. The main content area is divided into two sections. On the left is a "Log In" form with fields for "Email" and "Password", a "Remember me" checkbox, and a yellow "Log In" button. Below the form is a disclaimer: "By clicking Log In and using Re-TRAC Connect, you agree to the [Terms of Use](#) and [Privacy Policy](#)." At the bottom of the form are links for "Forgot your password?" and "Need technical support?". On the right is a teal registration banner titled "New to Re-TRAC Connect?" with a "Welcome" message, three bullet points: "Report to programs", "Measure data", and "Achieve your goals", and a "Register for a Free Account" button. At the bottom of the banner is the text "Join over 10,000 users."

**Re-TRAC**  
CONNECT
Shannan Reynolds ▾ Messages Help Log Out




Dashboard Programs Directories Toolkit Tracking Community

Join Programs

## Join Programs

Available Programs

National

	<p><b>EPA - Federal Green Challenge</b></p> <p>The Federal Green Challenge is a national effort under US EPA's Sustainable Materials Management Program, challenging EPA and other federal agencies throughout the country to lead by example in reducing the Federal Government's environmental impact.</p>	<input type="button" value="Details"/>
	<p><b>EPA - Food Recovery Challenge</b></p> <p>The Food Recovery Challenge asks participants to reduce as much of their food waste as possible - saving money, helping communities, and protecting the environment. The Challenge is part of the EPA's Sustainable Materials Management Program.</p>	<input type="button" value="Details"/>
	<p><b>Game Day Challenge</b></p> <p>The Game Day Challenge is a friendly competition for colleges and universities to promote waste reduction at their football games.</p>	<input type="button" value="Details"/>

### What can I do here?

**This section enables me to:**


- ✓ Join and participate in state/provincial, regional and national optional programs delivered by leading sustainability organizations.
- ✓ Gain knowledge and recognition for my organization.

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**Overview:**

This page presents the Programs that are available in Re-TRAC Connect.





Programs may be available for my current organization(s) based on the type and geographical location of my organization(s), or I can add additional organizations for the purpose of joining a program.







# How to fill out THE FORM- continued

	<p><b>Florida - Annual Voluntary Recycling Recognition Program</b></p> <p>Florida Department of Environmental Protection - Annual Voluntary Recycling Report from Private Businesses</p>	<a href="#">Details</a>
	<p><b>Florida - County Annual Solid Waste Management Reports</b></p> <p>Florida Department of Environmental Protection - County Annual Solid Waste Management Reports</p>	<a href="#">Details</a>
	<p><b>Florida - Public Sector Recycling Reports</b></p> <p>Florida Department of Environmental Protection - Annual Recycling Report from Public Sector Entities to Counties</p>	<a href="#">Details</a> <a href="#">Click Details</a>
	<p><b>Florida DEP - Recovered Materials Dealer Reporting Program</b></p> <p>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.</p>	<a href="#">Details</a>



# How to fill out THE FORM- continued

Join Programs | Florida - Public Sector Recycling Reports



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

## 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.

### Program Description

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

### Available In

✓ Florida, United States

Select the appropriate

### 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



# How to Add Multiple Buildings

The screenshot shows the Re-TRAC CONNECT dashboard. At the top left is the logo and the text "Re-TRAC CONNECT". Below this is a navigation bar with four tabs: "Dashboard", "Programs", "Directories", and "Toolkit". A red arrow points to the "Dashboard" tab, and a green box with the text "Go to Your Dashboard" is positioned above it. Below the navigation bar is a section titled "My Programs" with a "Join Programs" button on the right. Under "My Programs", there is a sub-section titled "Florida - Public Sector Recycling Reports". On the left of this sub-section is a smaller version of the Florida Department of Environmental Protection logo. The main content area lists three items: "SSR", "SSR 2", and "SSR-3". Each item has a small icon to its left and a "Go" button with a right-pointing arrow to its right. A green box with the text "Add multiple buildings to one account" is positioned over the "SSR" and "SSR 2" items, with a red arrow pointing from it to the "Add / View All Organizations" link at the bottom right. At the bottom right of the sub-section, there are two links: "View Surveys" and "Add / View All Organizations" followed by a small circle containing the number "3".

# How do you figure out recycling & disposal weights?

Speaker: Jack Price



Baled Cardboard for Recycling



# How do you figure out recycling & disposal weights?

- Recycling Rate Calculator
  - <http://www.dep.state.fl.us/waste/categories/recycling/pages/recognition.htm>, select [Recycling Rate Calculator](#) in the third bullet
- All you need to know is
  1. What is in the container (garbage, yard waste, recyclable materials)
  2. How big is the dumpster in cubic yards
  3. How full is it usually when it is picked up
  4. How often is the container picked up
- Here's how you get that information:



# What's In The Container?

Pick the closest description from [Recycling Rate Calculator](#)

RecycleRateCalculator-Sarasota\_30May13 [Read-Only] - Microsoft Excel

Home Insert CoSign Page Layout Formulas Data Review View Developer Add-Ins

Clipboard Font Alignment Number Styles Cells Editing

Standard Volume-to-Weight Conversion Factors		
For list of links to source documents, <a href="#">click here</a> .		
Material Categories		
Materials highlighted in gray are default values used in Waste Assessment calculations		
Aluminum	Furniture	Paper
Appliances	Garbage	Plastic
Automotive	Glass	Rubber
Cardboard (OCC)	Manure	Textiles
Computers & Electronic Equipment	Metals (Ferrous)	Wood
Construction & Demolition Debris	Miscellaneous	Yard Debris
Food		

Solid Waste Container Standard Volumes	
Container Types	Volume (Cubic Yards)
18 gallon Bin	0.0891
55 gallon drum	0.2723
96 gallon cart	0.4752
Can service	0.4752
Bale	1.0
Front End Load	1, 2, 3, 4, 6, or 8
Compactor	10, 15, 20, or 30
Roll-off Container	10, 15, 20, 30, or 40

[Go to Recycle Rate Calc Form](#)

Energy Content & CO2 Emission Rate Conversion Factors				
Material	Unit of Measure	Therms/Unit	lb CO2/Unit	CO2 Emission Rate Data Source
Gasoline, E10/E15	Gallons	1.1176	18.679	Direct Emissions from Mobile Combustion Sources, EPA430-K-08-004 May 2008
Gasoline, unleaded	Gallons	1.1792	19.596	Direct Emissions from Mobile Combustion Sources, EPA430-K-08-004 May 2008
Gasoline, E85	Gallons	0.8174	13.360	Direct Emissions from Mobile Combustion Sources, EPA430-K-08-004 May 2008
Ethanol, 100%	Gallons	0.7595	19.596	Direct Emissions from Mobile Combustion Sources, EPA430-K-08-004 May 2008
Diesel #2	Gallons	1.2941	22.447	Direct Emissions from Mobile Combustion Sources, EPA430-K-08-004 May 2008
Biodiesel, B20	Gallons	1.2716	22.129	Direct Emissions from Mobile Combustion Sources, EPA430-K-08-004 May 2008
Biodiesel, B100	Gallons	1.1822	20.859	Direct Emissions from Mobile Combustion Sources, EPA430-K-08-004 May 2008
Propane/LPG	Gallons	0.8424	12.767	Direct Emissions from Mobile Combustion Sources, EPA430-K-08-004 May 2008
Liquefied Natural Gas, LNG	Gallons	0.7495	9.834	Direct Emissions from Mobile Combustion Sources, EPA430-K-08-004 May 2008
Compressed Natural Gas, CNG	Therms	1.0000	11.907	Direct Emissions from Mobile Combustion Sources, EPA430-K-08-004 May 2008
Electricity	Kilowatt-hour	0.0341	1.348	EPA Power Profiler Website
Water Consumption, Potable	Gallons	0.00102	0.449	US EPA estimate
Water Consumption, Reclaimed	Gallons	0.00068	0.299	US EPA estimate
Garbage Generation, Disposal	Pounds	Not Available	0.290	2012 Guidelines to DEEPA/DECC's GHG Conversion Factors for Company
1 Therm = 0.018013587 Barrels of Oil Equivalent (boe)				

Aluminum			
Product	Volume	Weight (lbs)	Source

[Back to Top](#)

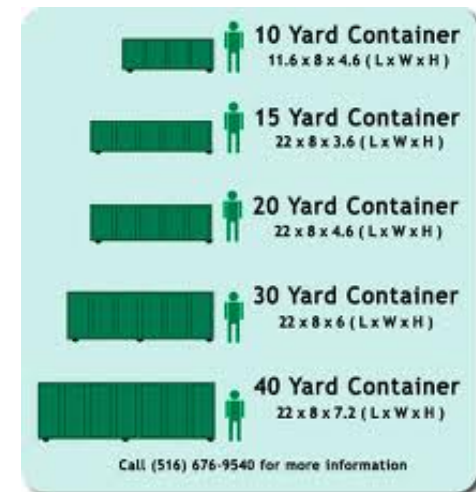
Ready | 10:14 AM 12/11/2013

# What Size is the Container?

- How big is the dumpster in cubic yard?
  - estimate how many washing machines would fit in the container
  - 1 washing machines = 1 cubic yard; 4 washing machines=4 cubic yard container
  - 2, 4, 8 yard are the common sizes



- What if it's a roll-off container?
  - Waist high=15 yards
  - Chest high = 20 yards
  - Head high = 30 yards
  - Over your head = 40 yards
- Or, just Google images of "Dumpsters" like I did and pick the one closest to yours





# What's In The Container?

- How full is the container?
  - Look inside a day or so before pickup
  - How full is it in %? 25%, 90%, etc.
- How often is it picked up?
  - Once a week, twice a month, etc.
  - Somebody knows when the truck comes
  - Or, find out from the company that picks it up





# How to Get the Necessary Information- Martin County Example

- Contact General Services Department (or the department that maintains building inventory lists).
- Use that information to start a Building Inventory Spreadsheet (An example is available for download from the Public Sector Recycling Reporting website.)
- Contact the person over the Fire Stations.
- Determine Service Details (number and size of containers and frequency of pick-ups):
  - Contact your local waste haulers to request a list of public facilities for which they provide service. This should include the type of container(s) and frequency it is emptied. They may also include the percent full of the containers when emptied.
    - Their waste haulers are required to supply recycling to all county facilities free of charge which made obtaining this information an easy task.
  - Contact the County Maintenance Department. They may also know details regarding solid waste management.
- Use the “Service Details” information to determine weights via calculations incorporated into Re-TRAC.



# How to Get the Necessary Information- Martin County Example

- Notes:
  - They collect information for the “incorporated areas” only. Town and Cities were notified and asked to enter their information into Re-TRAC.
  - Through this exercise they discovered that some of their county buildings did not have recycling programs and have since assisted in getting one established.
  - This exercise has given the opportunity to conduct “mini” waste audits.
    - Evaluating materials
    - Determining centralized locations for convenience.
    - Re-emphasizing recycling!



# Recycling Rate Calculator - Various Conversion Factors

I. CURRENT GARBAGE GENERATION									
Average Monthly Garbage Service Level & Generation Estimate      Go to <a href="#">Conversion Factor</a> list									
Material Collected	Container Type	Conversion Factor Pounds per Cubic Yard	# of Containers	Volume of Collection Container (cubic yard)	Frequency of Collection # pick ups per		How full is the container when emptied? (%, on average)	Quantity of Material Collected (lbs/month)	Annual Generation (tons per year)
Garbage	Cart/Can	400	1	0.4752	1	week	70%	576	3.5
<b>Total:</b>								<b>576</b>	<b>3</b>
II. CURRENT RECYCLABLES GENERATION									
Average Monthly Recycling Service Level & Generation Estimate      Go to <a href="#">Conversion Factor</a> list									
Material Collected	Container Type	Conversion Factor Pounds per Cubic Yard	# of Containers	Volume of Collection Container (cubic yard)	Frequency of Collection # pick ups per		How full is the container when emptied? (%, on average)	Quantity of Material Collected (lbs/month)	Annual Generation (tons per year)
Office paper only	Cart/Can	156	1	0.4752	1	week	45%	144	0.9
Commingle materials	Cart/Can	177	1	0.4752	1	week	11%	40	0.2



# Recycling Rate Calculator Single Conversion Factor

Material Collected	Container Type	Conversion Factor Pounds per Cubic Yard	# of Containers	Volume of Collection Container (cubic yard)	Frequency of Collection # pick ups per		How full is the container when emptied? (%, on average)	Quantity of Material Collected (lbs/month)	Annual Generation (tons per year)
Garbage	Cart/Can	225	1	8	5	week	50%	19,485	116.9
Garbage	Cart/Can	225	1	8	5	week	33%	12,860	77.2
<b>Total:</b>								<b>32,345</b>	<b>194.1</b>

## II. CURRENT RECYCLABLES GENERATION HELP

Average Monthly Recycling Service Level & Generation Estimate      Go to [Conversion Factor](#) list

Material Collected	Container Type	Conversion Factor Pounds per Cubic Yard	# of Containers	Volume of Collection Container (cubic yard)	Frequency of Collection # pick ups per		How full is the container when emptied? (%, on average)	Quantity of Material Collected (lbs/month)	Annual Generation (tons per year)
Cardboard/paper mix	Cart/Can	225	1	8	2	week	75%	11,691	70.1
Cardboard/paper mix	Cart/Can	225	1	8	2	week	50%	7,794	46.8
Commingle materials	Cart/Can	225	1	20	3	year	100%	1,218	7.3
Electronics									
Shredded paper CSG	1,000 lbs								0.5
Shredded paper PRIDE									11.0
Shredded paper	Box	25	1468		1	year	100		18.4



# Recognition for outstanding recycling

- DEP's [Recycling Recognition](#) program
- To qualify
  - 40% or better recycling rate
  - 2012 or 2013
- You get
  - Certificate
  - Highlights to web
  - Satisfaction in protecting the environment



# If you share your space with others

- Are you in a building that houses more than one state agency?
- Are you in a strip mall that includes private industry store fronts?
- Two options for figuring out your estimated recycling quantities:
  - Figure the ratio of the square footage of the building/strip mall to the square footage used by your agency.
  - Figure the ratio of the total number of employees in the building/strip mall to your number of employees.
- Multiply the total tonnage recycled & disposed by that ratio to get your recycling and disposal totals
- example next slide



## Figure your recycling contribution if you share space

Building A = 500,000 square feet

You occupy = 100,000 square feet

$100,000/500,000 = .2$  or 20%

You count 20% of the building's total recycling & waste disposal

Or

Strip Mall B employs a total of 100 employees

You have 10 employees

$10/100 = .1$  or 10%

You count 10% of the building's total recycling & waste disposal



# On the Web: Public Sector Reporting

<http://www.dep.state.fl.us/waste/categories/recycling/pages/reporting.htm>

- Additional links:
  - Building Inventory Spreadsheet
  - Recycling Rate Calculator
  - Public Sector Recycling Reporting Use Guide
  - Webinar PowerPoint
    - Will be adding FAQs and this updated version of the Webinar



# On the Web: “Greening Florida Government” Resources

<http://www.dep.state.fl.us/waste/categories/hazardous/pages/state.htm>

The screenshot shows the Florida Department of Environmental Protection website. The main content area is titled "Waste Management" and features a large green recycling symbol with a photograph of a modern office building inside it. To the right of the symbol is a text box stating: "There are 4500 state owned office buildings in Florida. Over 3700 of these buildings are greater than 3,000 square feet in size. The potential opportunity to protect the environment through recycling and properly managing waste streams to prevent unlawful disposal is optimal. State offices should lead the commercial recycling effort by example in a manner that meets all applicable state and federal laws to protect the environment from the improper handling and disposal of solid and hazardous wastes. In an effort to assist building managers and procurement staff responsible for their waste streams and help prevent liability, the Division of Waste Management is offering state office buildings online assistance and training. The Department may also be available to coordinate with local recycling coordinators to review contracts, provide compliance assistance and evaluate waste streams at no cost. This webpage is designed to provide compliance assistance and technical assistance to the more than 3,500 managers of state-owned buildings. Through recycling efforts and proper waste management, the state of Florida can effectively reduce the costs associated with these issues."

Below the text box is a list of links:

- » [Are state office buildings required by law to recycle and if so what items are they required to recycle?](#)
- » [View state buildings recycling programs.](#)
- » [What is the Florida 75% recycling goal?](#)
- » [Who do I contact about recycling in my county?](#)
- » [What do I need to know about fluorescent lamps?](#)
- » [What is the state recycling contract for mercury lamps?](#)
- » [I need spill cleanup information.](#)
- » [Which companies are registered to transport lamps destined for recycling?](#)
- » [How do I recycle electronic devices?](#)
- » [What is the state recycling contract for electronics?](#)
- » [Which batteries must be recycled?](#)

To the right of the links is a map of Florida divided into six districts: Northwest, Northeast, Central, South, South Central, and Southeast. Below the map is the text: "For County Contact Information regarding Waste Management, Click Here for an Interactive Map".

On the left side of the page, there is a "Programs" menu with links to Waste Home, Permitting and Compliance Assistance, Petroleum Restoration, Waste Cleanup, Information, Division & Program Contacts, Data Reports, DEP Public Notices, Division Public Notices, Forms, News, Publications and Reports, and Rules. Below that is a "Navigation" menu with links to Agency Site Map, Division Site Map, and a URL: [http://www.dep.state.fl.us/waste/categories/hazardous/pages/state\\_contacts.htm](http://www.dep.state.fl.us/waste/categories/hazardous/pages/state_contacts.htm)

On the right side of the page, there is a "Highlights" section with links to Recycling Main Page, 75% Recycling Goal, America Recycles Day, Commercial and Institutional Recycling, Construction & Demolition Debris Recycling and Disposal, Recovered Materials Certification & Reporting Program, Recycling FAQs, and Resources. Below that is a "Greening Florida Government Menu" with links to Greening Florida Government Main Page, Buying Products Made from Recycled Content, State Buildings Recycling Programs, Waste Management, Ways to Recycle and Reduce Waste, and Ways to Save Energy. At the bottom right, there is contact information for Laurie Tenace: (850)245-8759, [Laurie.Tenace@dep.state.fl.us](mailto:Laurie.Tenace@dep.state.fl.us).

Find your county recycling coordinator and other local contacts here

This website includes links to many other waste management solutions you may need. Please bookmark it!



# Other topics and links

- Are state office buildings required by law to recycle and if so what items are they required to recycle?
- View state buildings recycling programs
- What is the Florida 75% recycling goal?
- Who do I contact about recycling in my county?
- What do I need to know about fluorescent lamps?
- How do I recycle electronic devices?
- Which batteries must be recycled?
- How do I recycle printer and toner cartridges?



# Reporting FAQs

- Report annually by March 1 for the previous year
- Reporting is based on calendar year, not fiscal year
- Estimate if you do not have exact numbers
- If your containers are consistently less than half full (or half empty), call your recycler to get smaller containers or less frequent pulls to save money
- This presentation will be posted to <http://www.dep.state.fl.us/waste/categories/recycling/pages/reporting.htm>.



# Questions and Comments?

Please share your experiences with your colleagues!

Unmute your phone

Raise your hand

Type a question

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Baled Office Paper for Recycling