WASTE HAULER REPORTING GUIDE
Re-TRAC Connect/Boulder (Colorado) Annual Reporting
Updated December 11th, 2015

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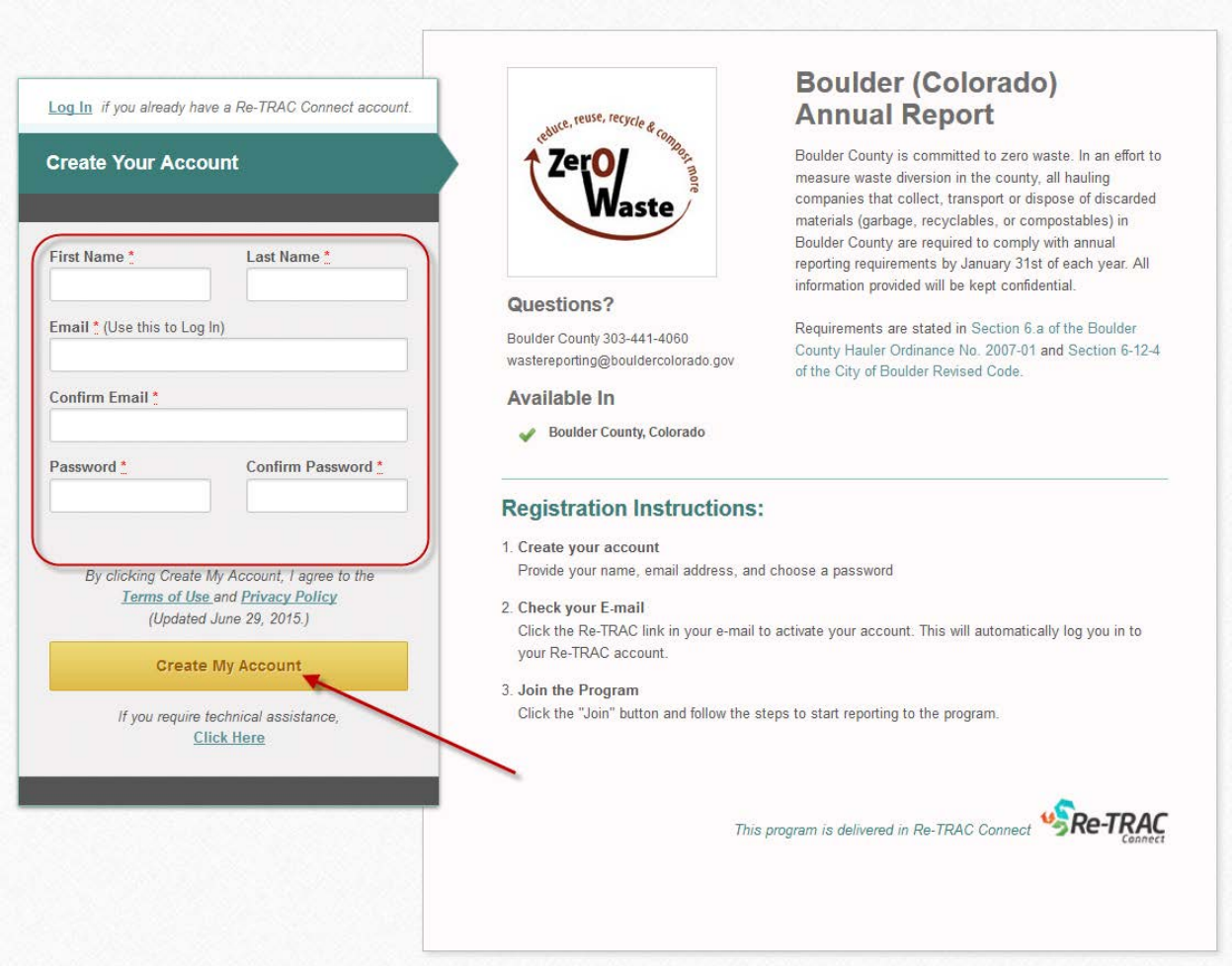
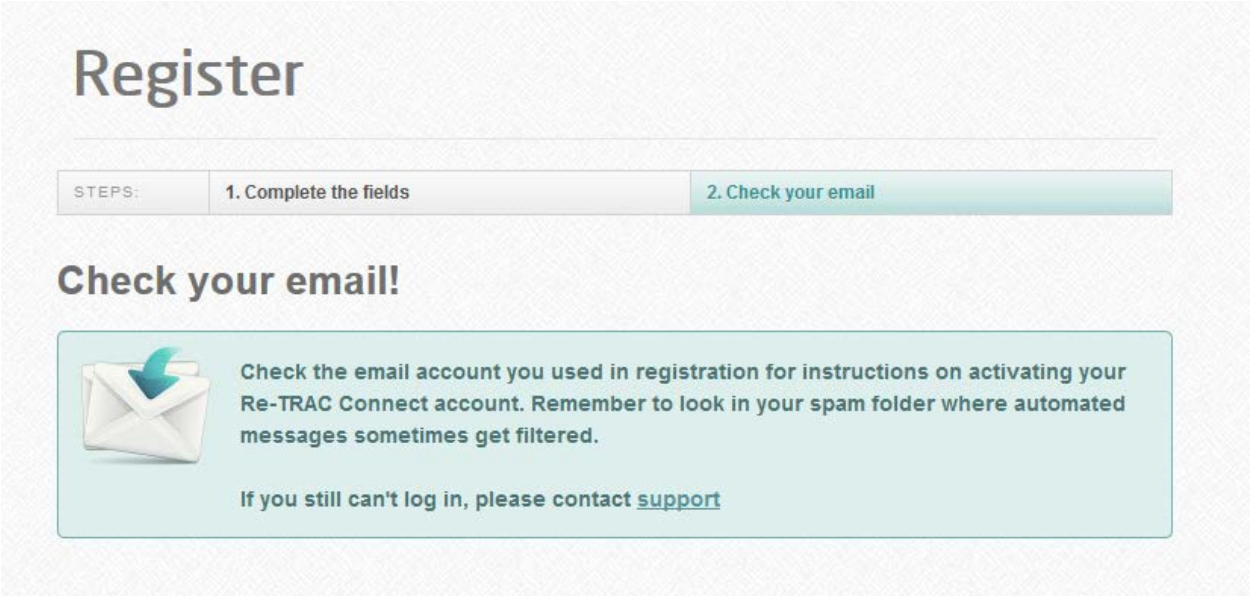
1. Registering/Creating your Re-TRAC Account

Download video: https://s3.amazonaws.com/boulder-colorado/Registering+Your+Account.mp4
YouTube Link: https://www.youtube.com/watch?v=sZA50aEQ4rE&feature=youtu.be
(Please note: Videos provided within this guide are best viewed in 720p HD mode which can be found in the bottom right corner of the screen from the 'wheel' icon.)

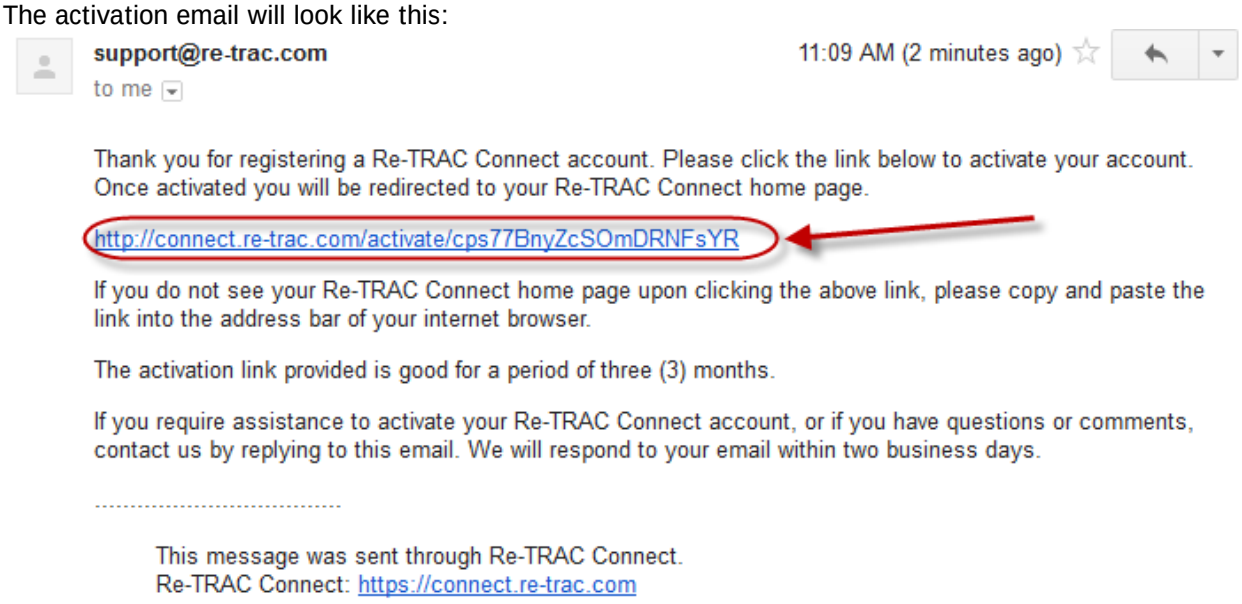
a. Go to Boulder (Colorado) Annual Report registration page (https://connect.re-trac.com/registration/colorado-boulder). Complete the fields by entering your name, email address, and password. Once complete, click 'Create My Account'.



b. You will be redirected to a page asking you to check your email and click the account activation link sent to you. Once you click the link, you will be automatically logged in to your account.

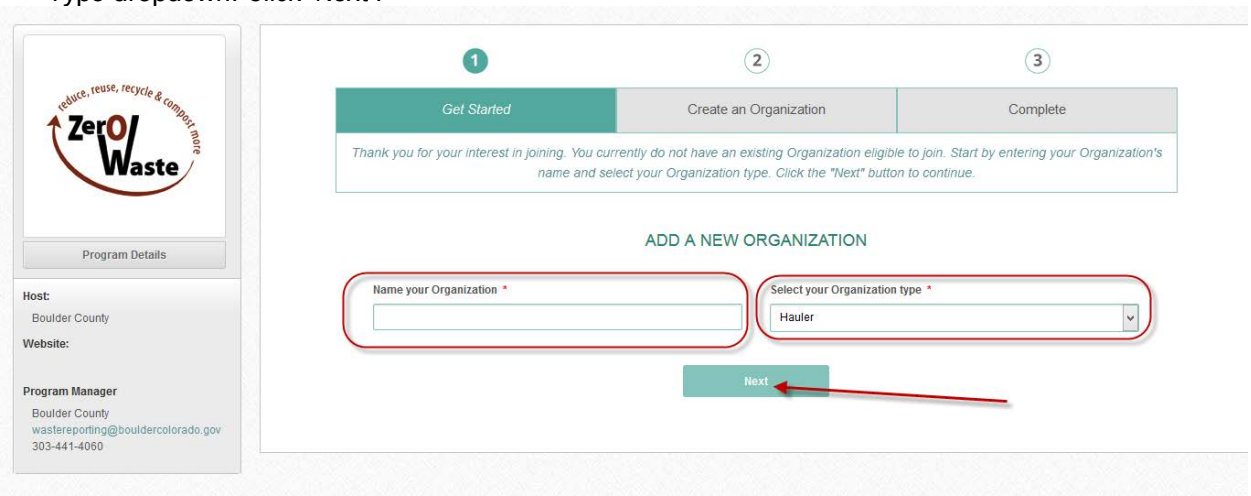


The activation email will look like this:

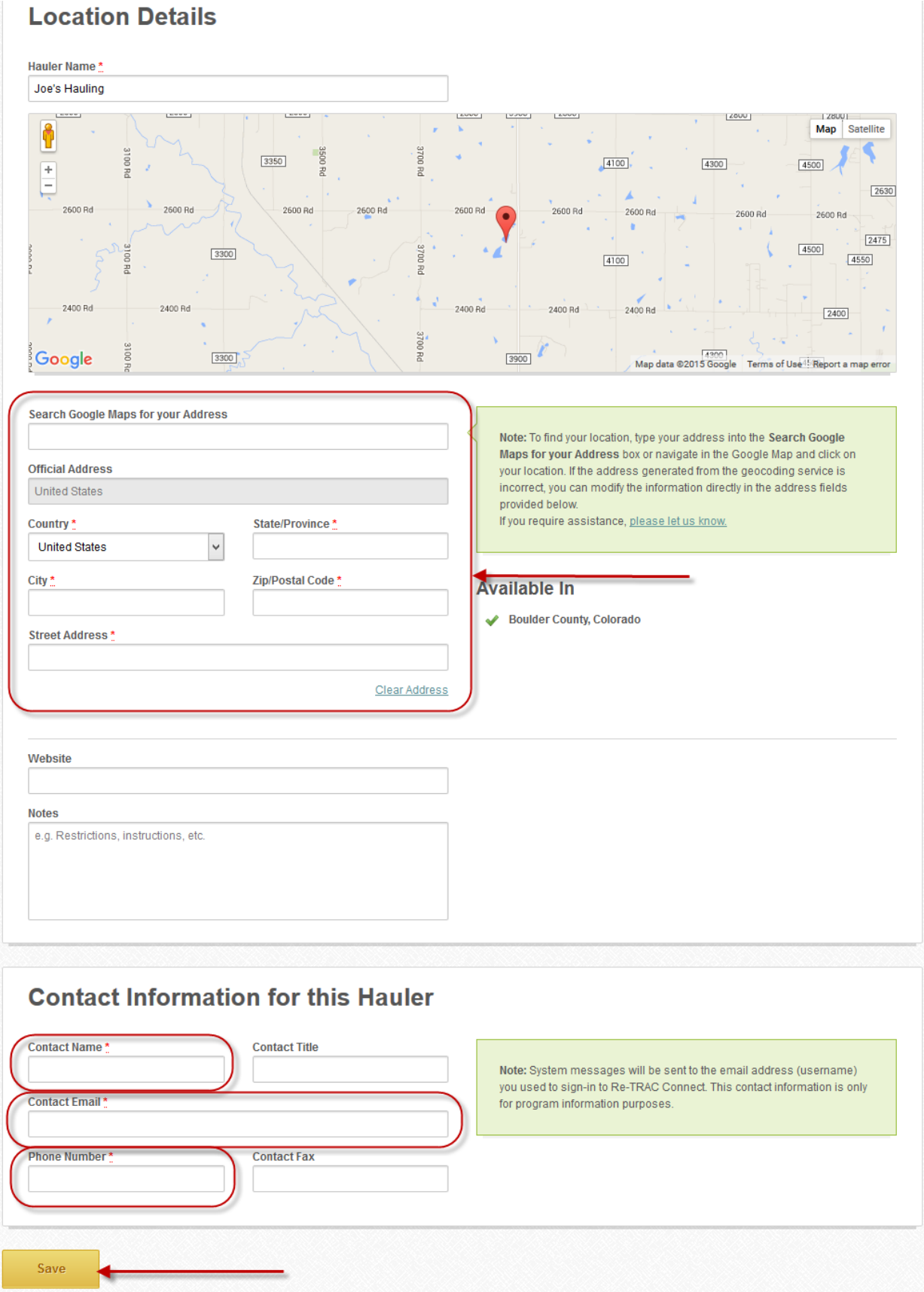


c. You will be directed to the Boulder (Colorado) Annual Report details page, click 'Join' to register your waste hauler business.

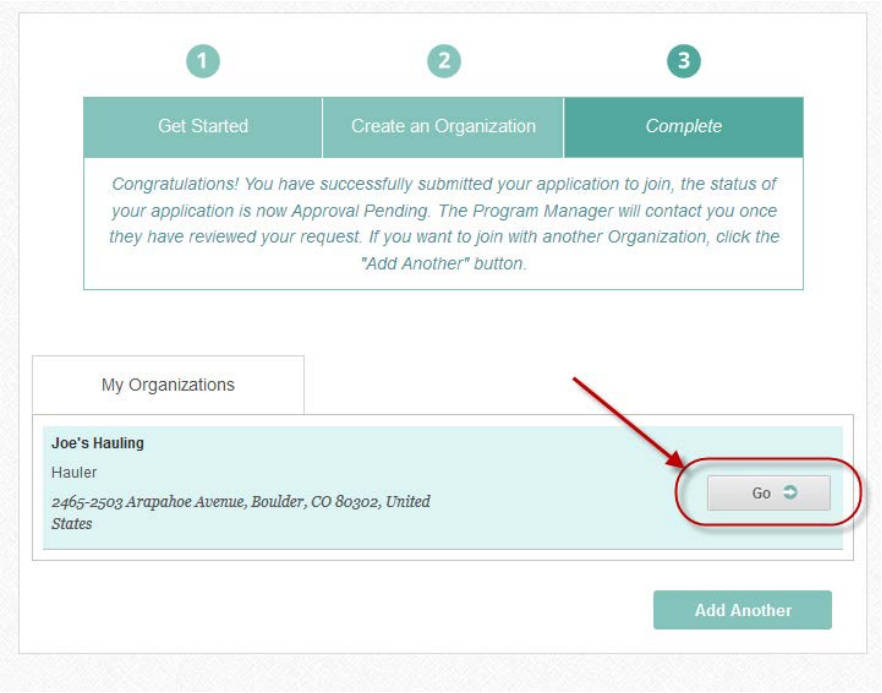
d. On the following page, please enter the name of your business, and select ‘Hauler’ from the Organization Type dropdown. Click ‘Next’.



e. The following page will ask for your location and contact information. All required fields are denoted with a red asterisk. Once complete, click ‘Save’ at the bottom.



f. Now that you have created an application for your waste hauler business, you can begin filling out the reporting forms. To begin, click the 'Go' button beside the hauler you just created.

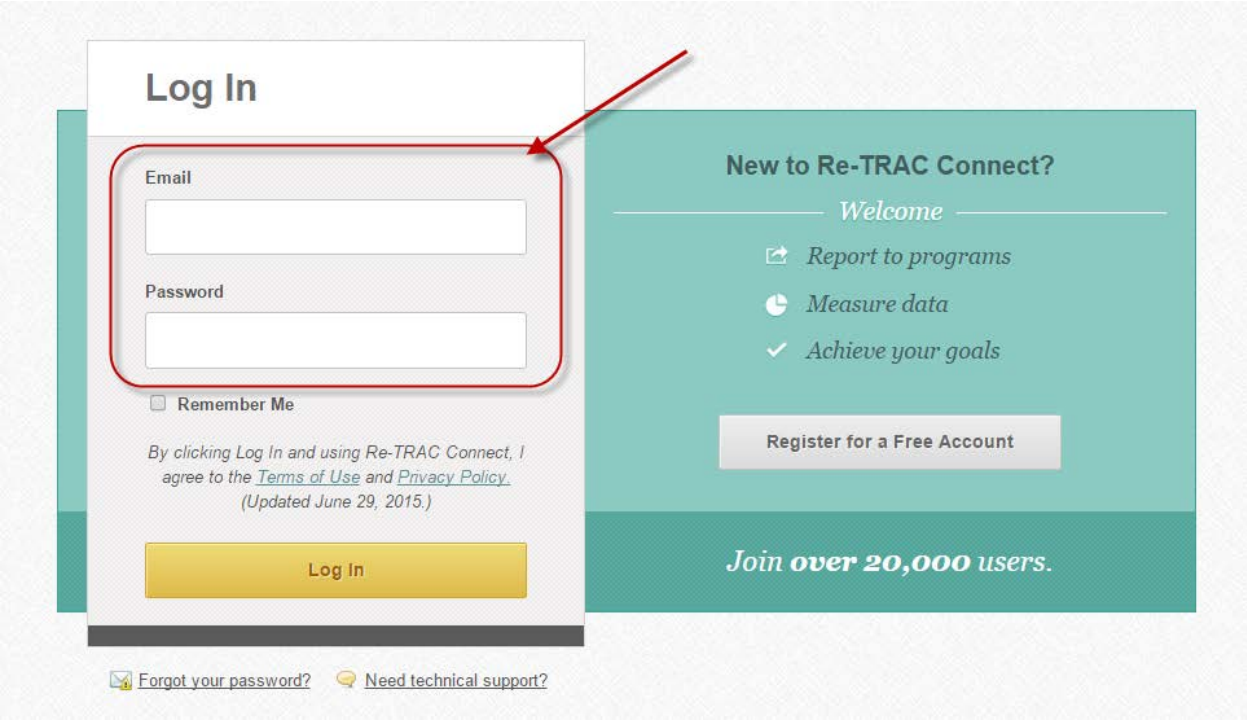


This will take you to the Boulder (Colorado) Annual Reporting page – see section 3 below

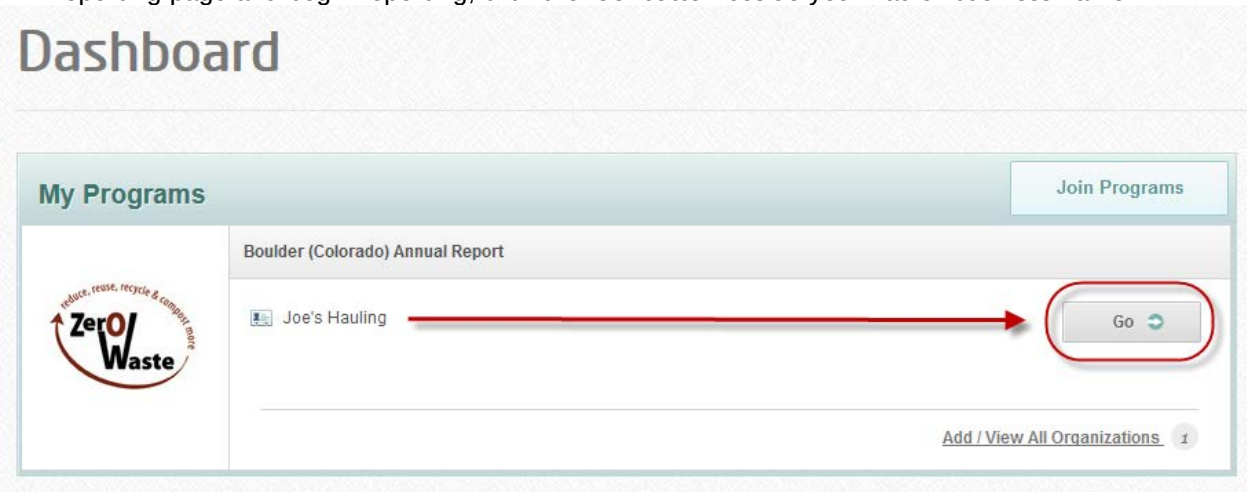
2. Logging in to Re-TRAC after account activation

Download video: See links in sections 3 and 4 (Those videos include this section.)
YouTube Link: See links in sections 3 and 4 (Those videos include this section.)

a. After initial activation, anytime you would like to access your Re-TRAC account, simply go to the login page (https://connect.re-trac.com/login) and enter your email address and the password you specified during registration.



b. Once logged in, you will be on your Dashboard in Re-TRAC. To access the Boulder (Colorado) Annual Reporting page and begin reporting, click the 'Go' button beside your hauler business name.

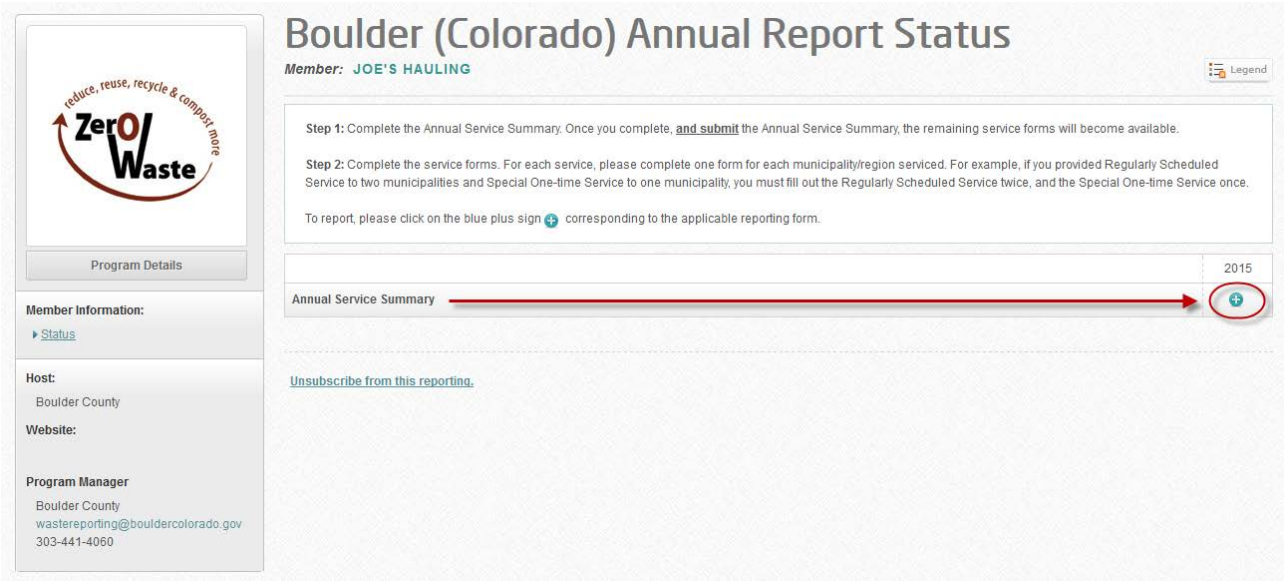


This will take you to the Boulder (Colorado) Annual Reporting page – see section 3 below

3. Boulder (Colorado) Annual Reporting – completing forms (Annual Service Summary and Regularly Scheduled Service)

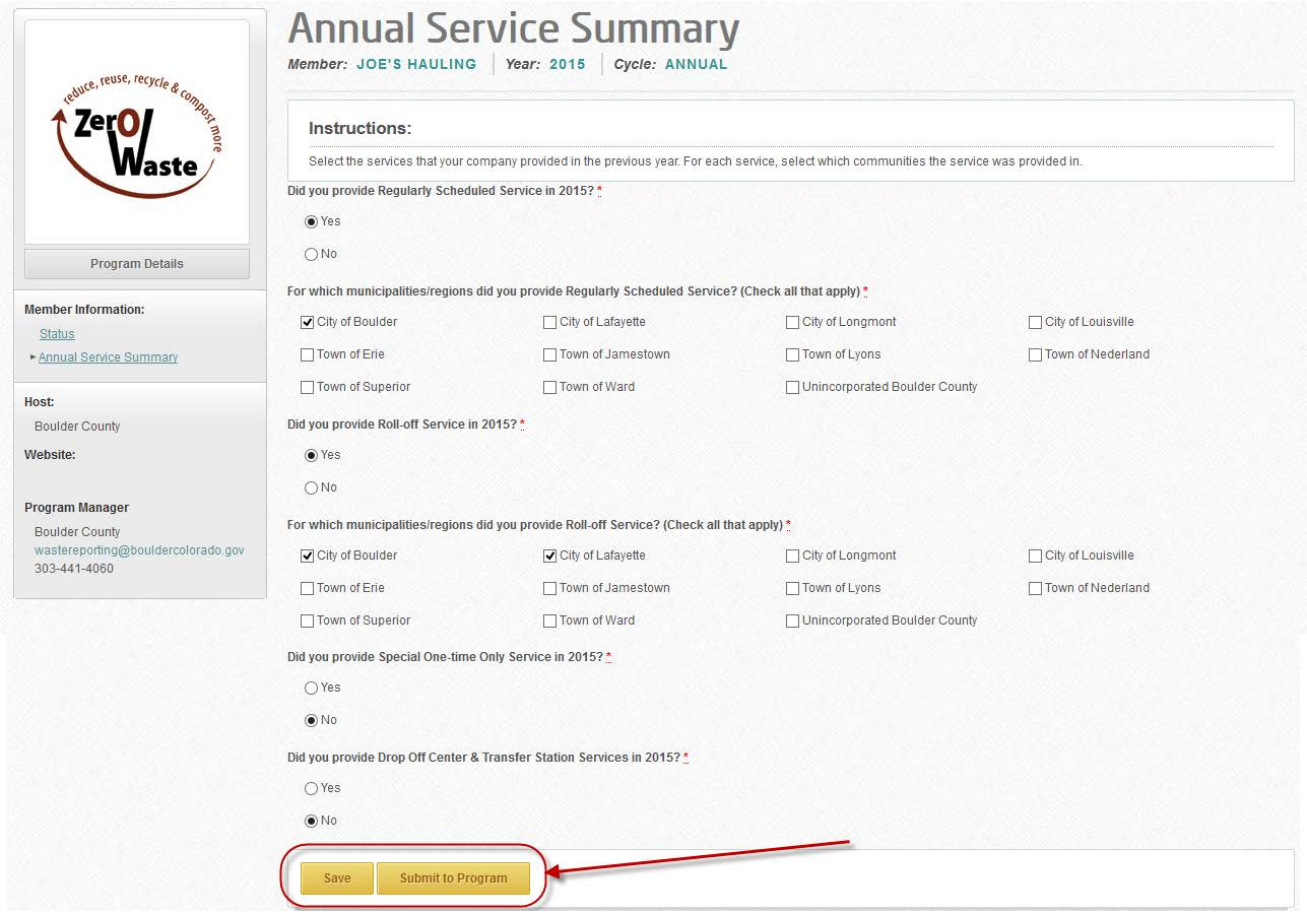
Download video: https://s3.amazonaws.com/boulder-colorado/Logging+In+and+Completing+Forms+(RSS).mp4
YouTube Link: https://www.youtube.com/watch?v=UPEh1IOjDY8

a. On the Boulder (Colorado) Annual Report Status page, you will only see a link to the 'Annual Service Summary' form to begin with. Click on the blue plus sign for the applicable year.



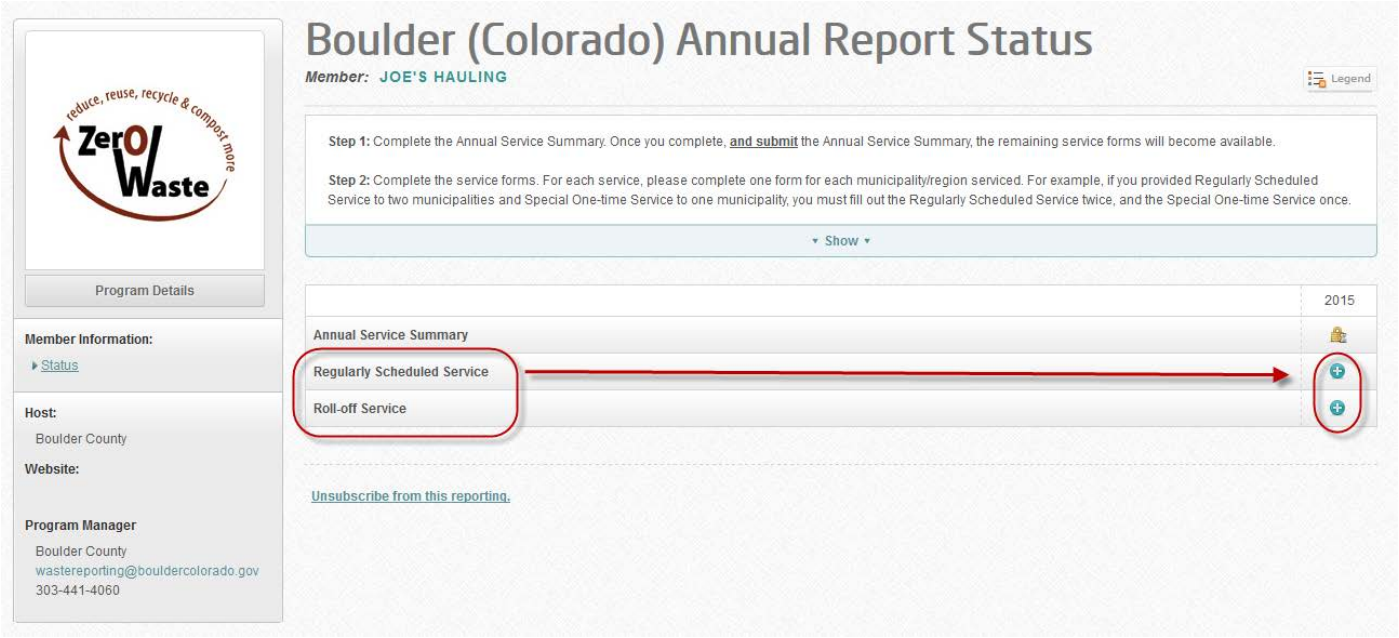
b. Complete the Annual Service Summary form, indicating ALL of the services your business provided in the year you are reporting for *regardless of who will be entering data for those services*. Data entry forms will only be available for the services you select. An explanation of services/forms follows:

- Regularly Scheduled Service – these are accounts with regular collection service on a weekly, bi-weekly or monthly basis. Basic neighborhood residential garbage or recycling pick up would be an example of data reported on the Regularly Scheduled Service form.
- Roll-off Service – these accounts include temporary waste hauling containers used for construction and demolition projects, clean-up projects, or special events. Containers can typically range from 2 yard dumpsters up to 42 yard roll-offs. This would not include regularly scheduled service to multi-family or commercial units. An example might be a residential remodel producing construction/demolition waste and/or recycling where a roll-off was provided for on-site disposal.
- Special One-time Only Service – this is a one-off pick up. A garage clean-out requiring a one-time pick up of mixed materials would be an example of data reported on the Special One-time Only Service form. This category does NOT include Roll Off containers placed for one-time service.
- Drop-off Center and Transfer Station – this is to be used only by waste businesses that receive materials at their facility. *Specific locations include ReSource, Boulder County Recycling Center (BCRC), Hazardous Materials Management Facility (HMMF), Eco-Cycle's Center For Hard to Recycle Materials (CHaRM), and the Western Disposal Transfer Station. Only these businesses will use this form.*

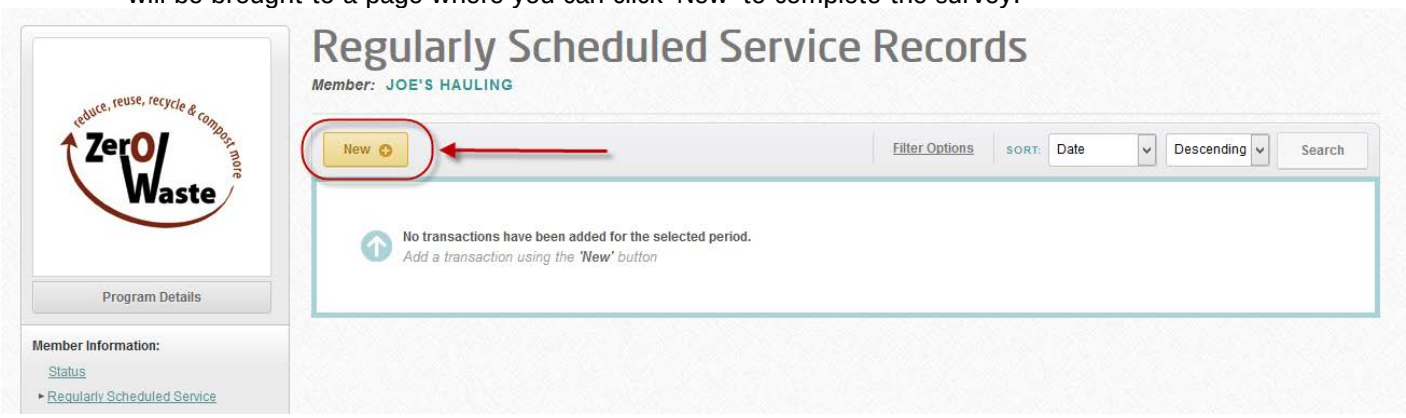


c. Once finished, click 'Submit to Program' at the bottom. **Note: Saving allows you to return at a later date to edit. You must click submit in order to access the data collection forms. Once you submit, you will not be able to edit which data collection forms you can access and must contact your program manager to make changes.**

d. Once the Annual Service Summary has been submitted, you will be directed back to the Status page where you will now see the reporting forms for the services you selected in the Annual Service Summary.

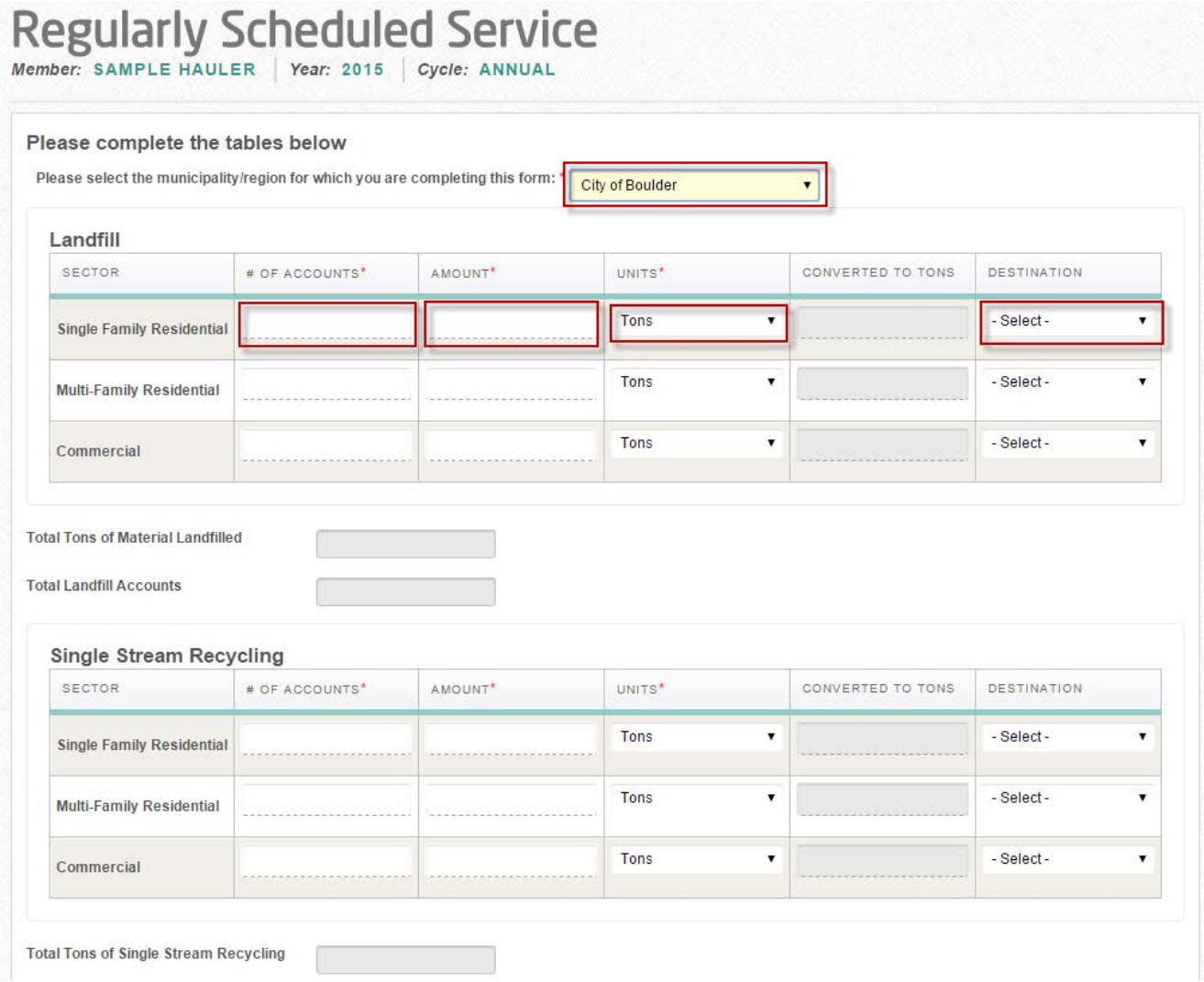


e. Click on the blue plus sign corresponding to the survey you would like to complete first (pictured above). You will be brought to a page where you can click 'New' to complete the survey.



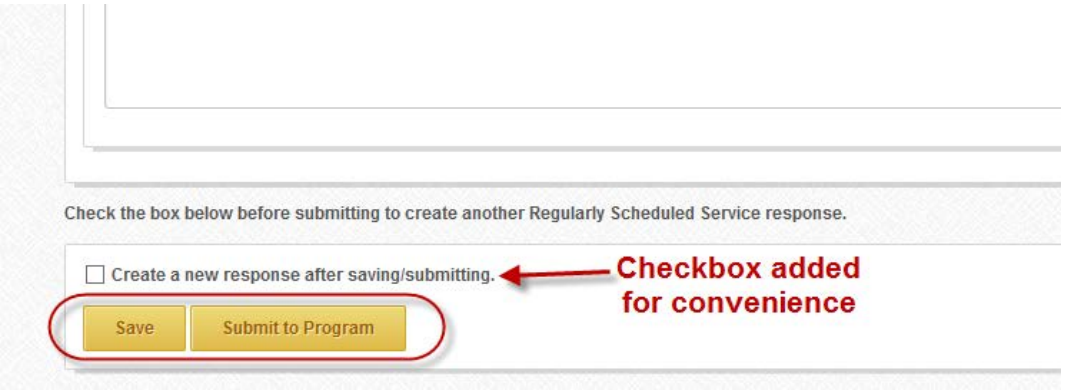
NOTE: If you provided service in both the City of Boulder and unincorporated Boulder County, please complete a separate form for each municipality/region serviced. For example, if you provided Regularly Scheduled Service to the city and county and Roll-off Service to the city, you must fill out the Regularly Scheduled Service form twice and the Roll-off Service form once.

f. Once on the form, complete all questions. If you did not provide service for a sector or material, you may use the 'Tab' key on your keyboard to move through the fields, entering zeros for those that do not apply until you reach the next applicable field for your business.



g. At the bottom of the survey form you have the option to 'Save' or 'Submit to Program'. **Note: You must click Submit in order for your form to be considered complete. Once you submit, you will not be able to edit the data. Saving allows you to return at a later date to edit and submit.** If you have not completed all required fields, a pop-up notification box will appear to inform you and you will be required to fill in those fields before you can submit.

For your convenience, there is a checkbox right above the Save and Submit buttons to allow you to quickly begin a new blank reporting form for another municipality/region. Check this box when you save or submit, if you would like to be directed to a new blank form. Uncheck it when you have completed all entries for that form.



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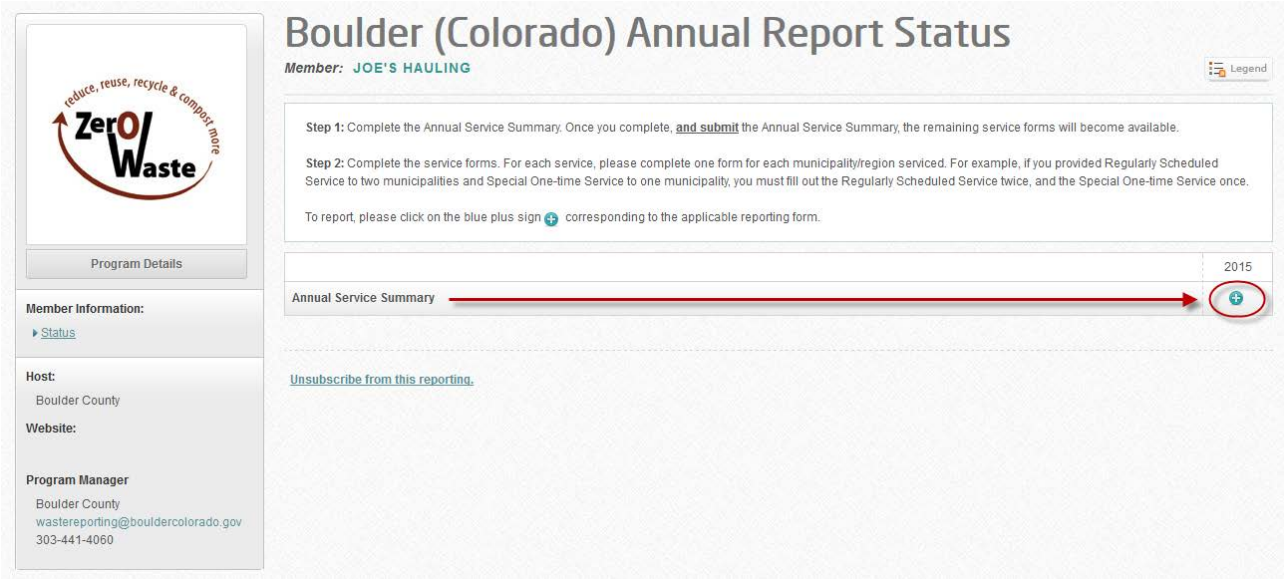

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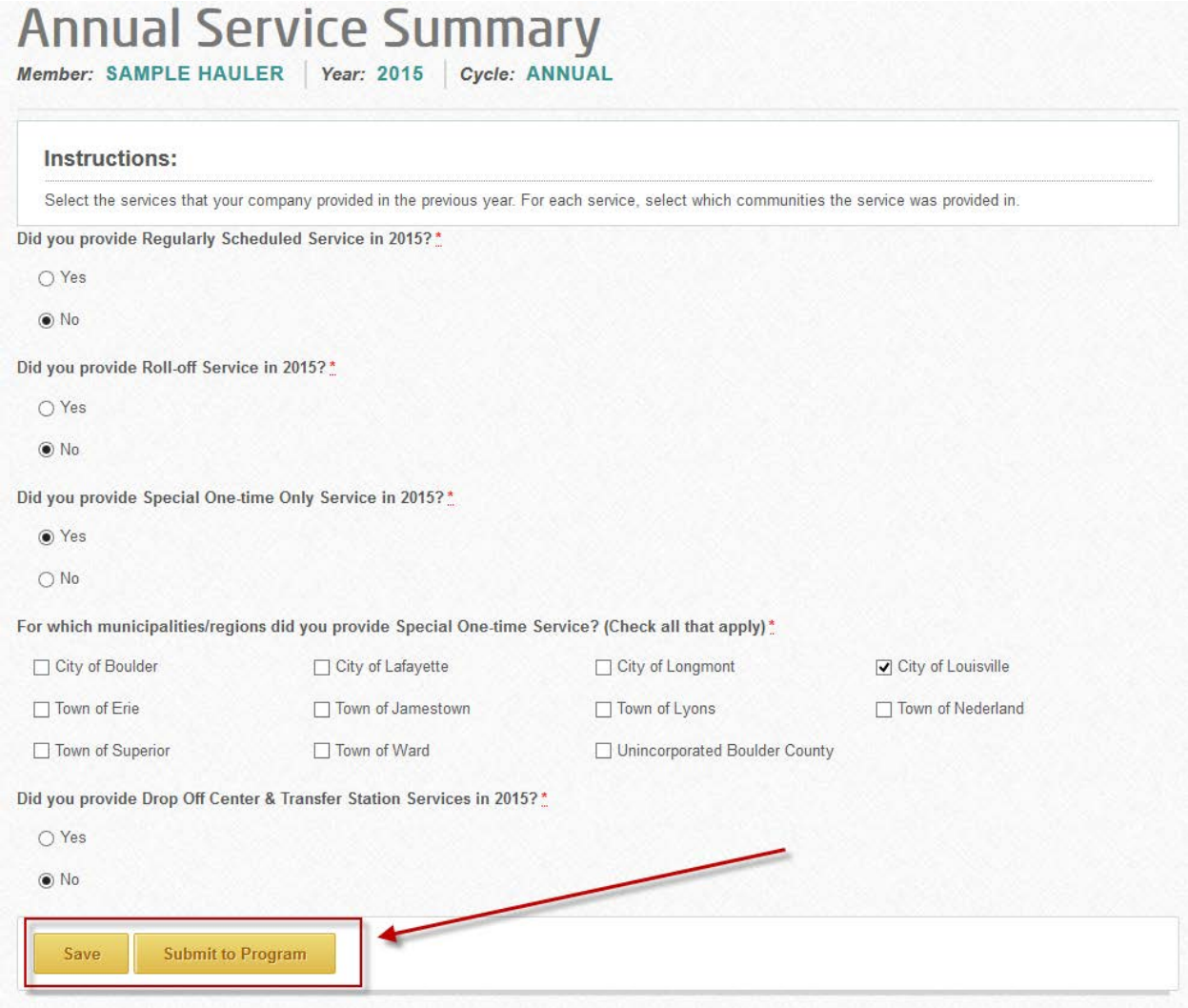

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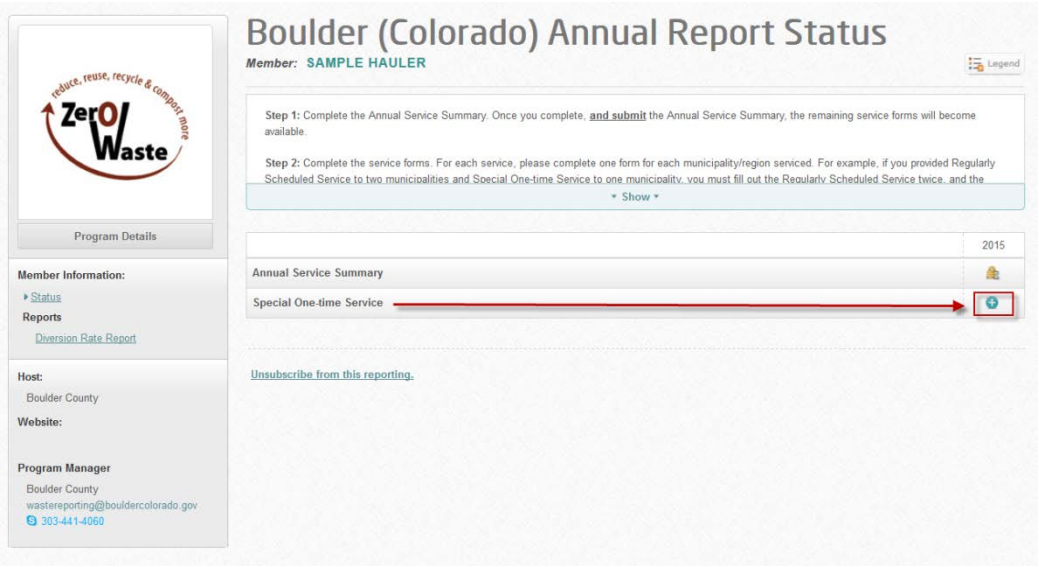

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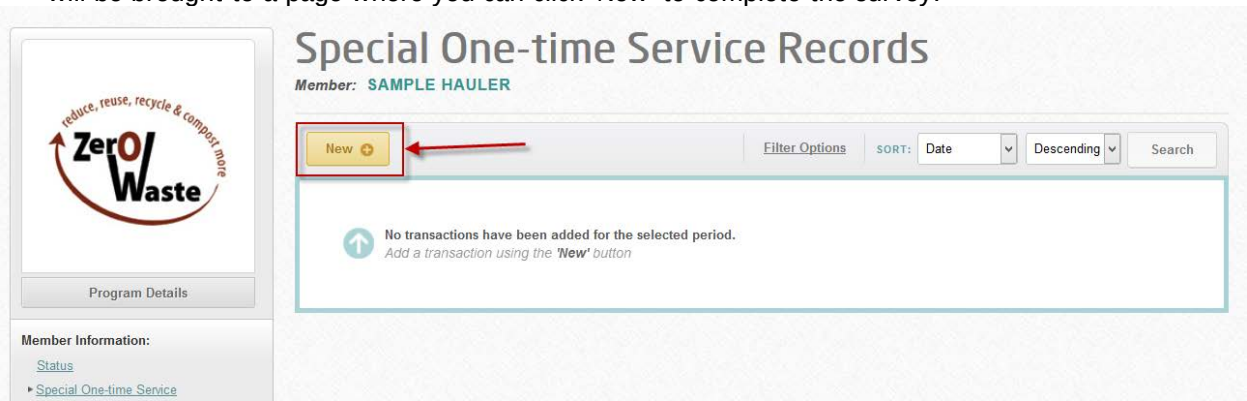

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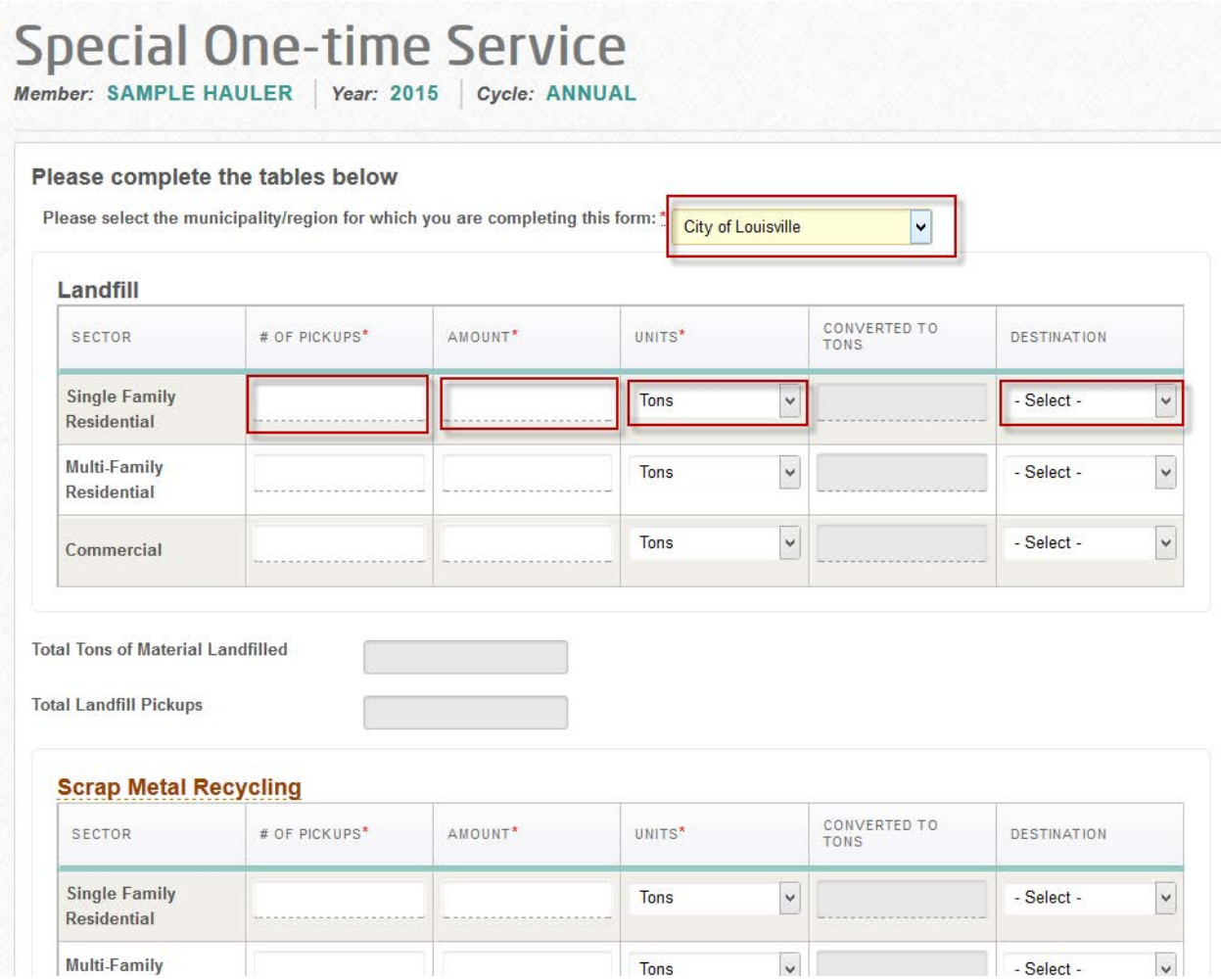
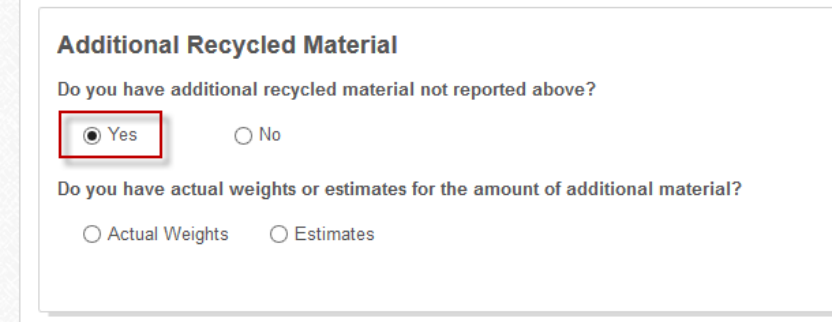
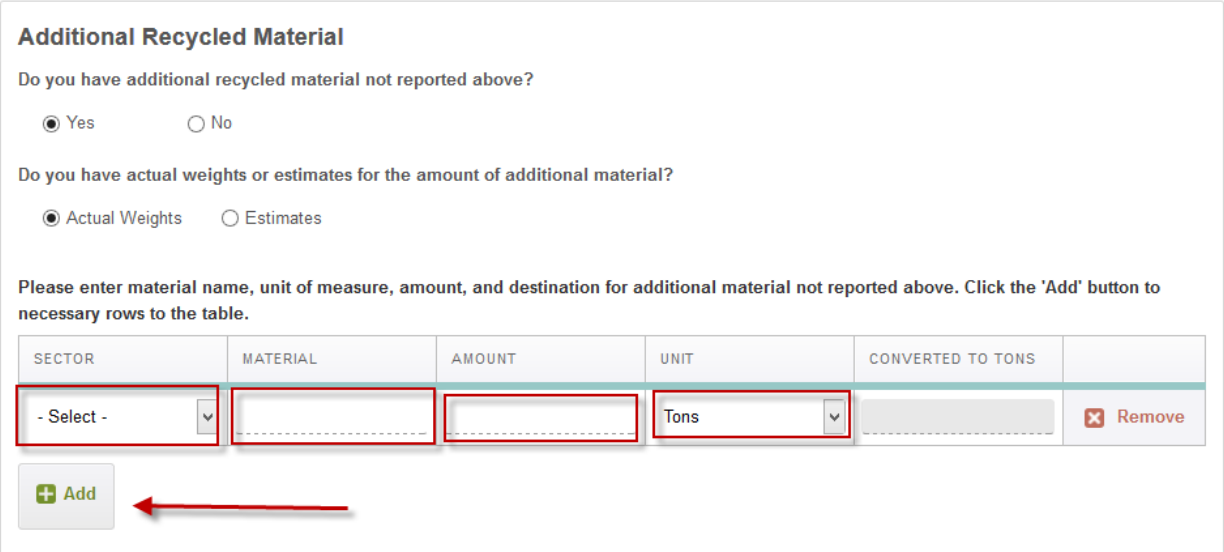


d. After the last material table, you will see a question asking if you have ‘Additional Recycled Material’ that you did not report in the above tables. If you do, click ‘Yes’.



e. You will then be asked if you have actual weights or estimates, click the appropriate response. If you have estimates, you will see a blank text box appear for you to describe the materials and corresponding estimates of weights or amounts (ex. 18 yoga mats). If you have actual weights, you will see a table appear that allows you to enter the sector, material, amount and unit.



Note: Click the ‘Add’ button below the table to add additional rows.

f. At the bottom of the survey form you have the option to ‘Save’ or ‘Submit to Program’. **Note: You must click Submit in order for the form to be considered complete. Once you submit, you will not be able to edit the data. Saving allows you to return at a later date to edit and submit.** If you have not completed all required fields, a pop-up notification box will appear to inform you and you will be required to fill in those fields before you can submit.

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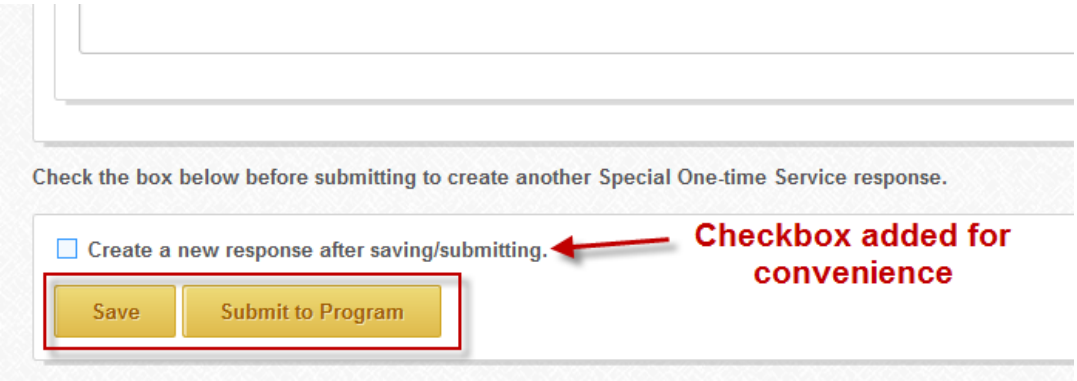
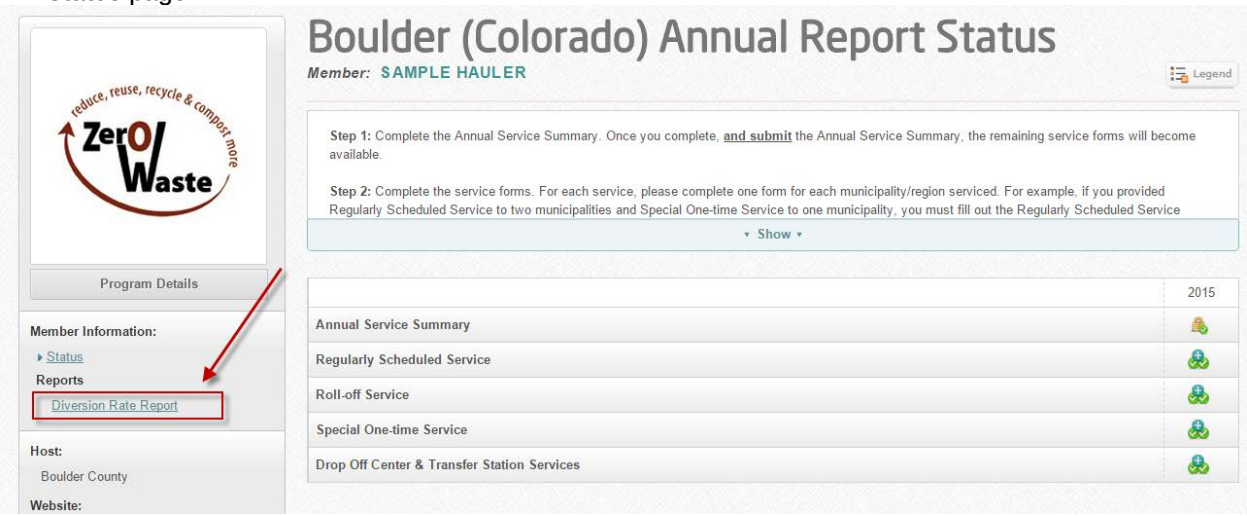

Check the box below before submitting to create another Special One-time Service response.
Create a new response after saving/submitting.
Checkbox added for convenience
Save
Submit to Program

5. Accessing the Diversion Rate Report

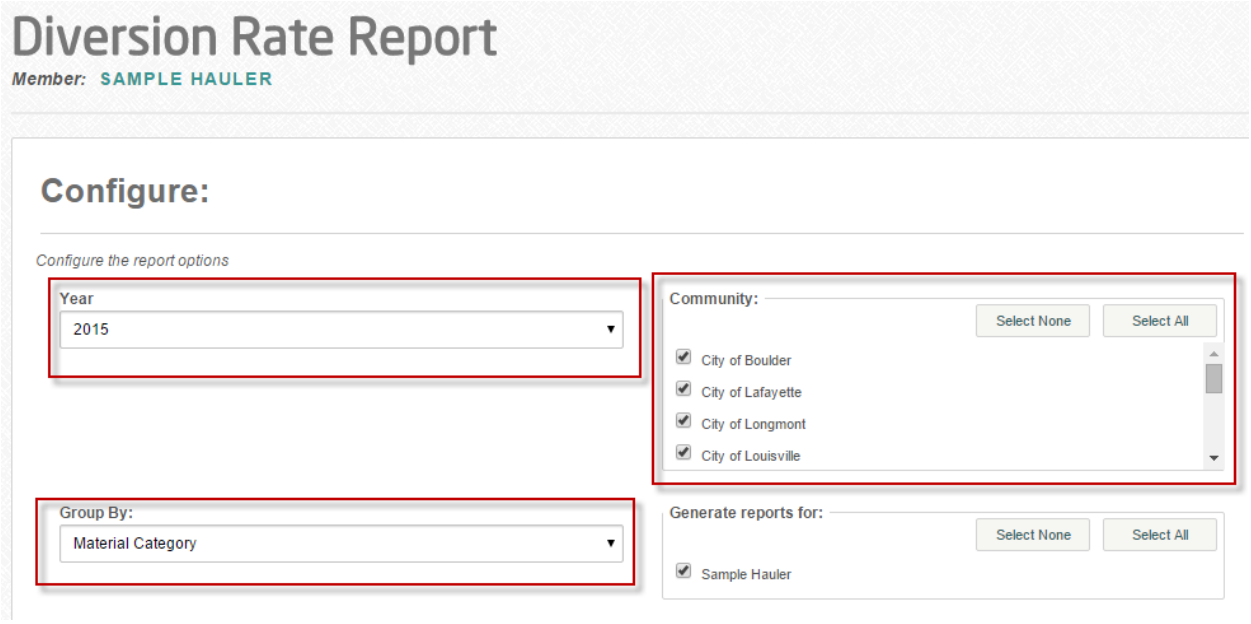
Download video: https://s3.amazonaws.com/boulder-colorado/Diversion+Rate+Report.mp4
YouTube Link: https://www.youtube.com/watch?v=NilRenOjEX4&feature=youtu.be

a. Once you have entered data in Re-TRAC Connect, you will be able to analyze your data using the Diversion Rate Report. The Diversion Rate Report is accessible on the left of your Boulder (Colorado) Annual Report Status page.

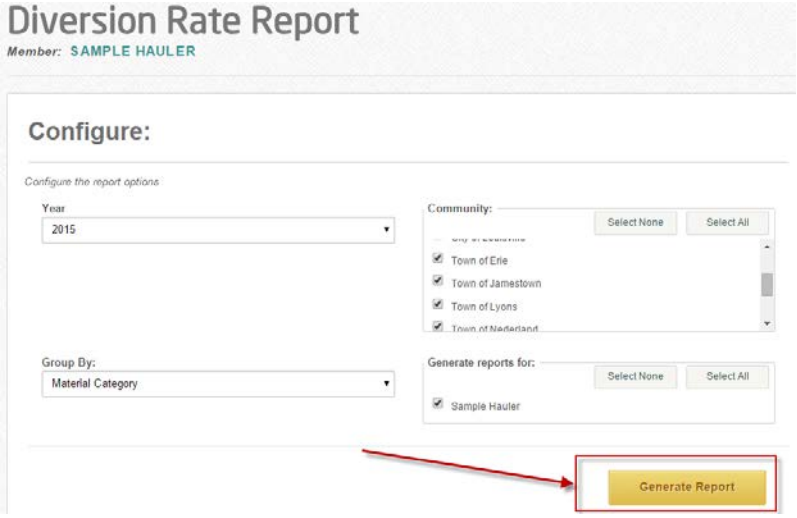


b. Once you have clicked on the Diversion Rate Report, you will see some configuration options. You can choose:

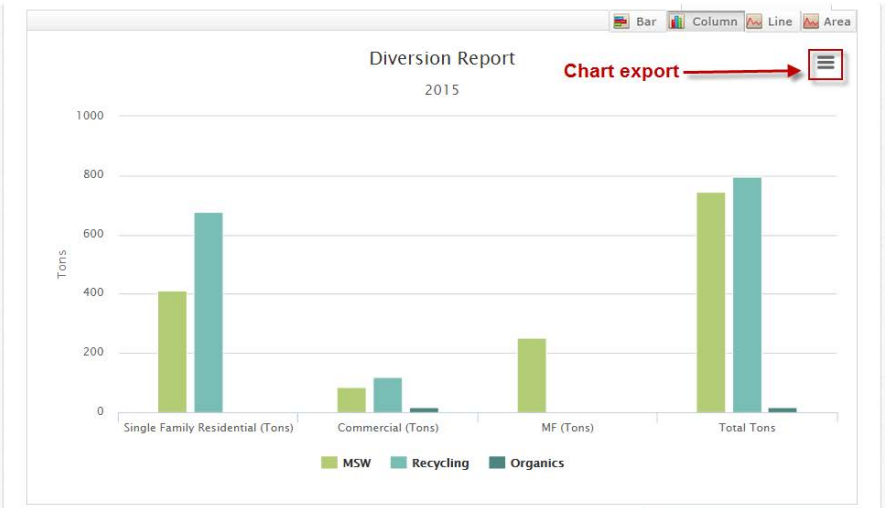
1. Which year to analyze (only 2015 will be available this year)
2. Which communities to include (ex. if you would like to analyze your services for the City of Boulder, just select that community)
3. Which 'Group By' option you would like (Choices include 'Material Category' – MSW, recycling, organics or 'Service Type' – regularly scheduled, roll-off, special one-time, drop-off center)



c. Once you have set your configuration options, you can click 'Generate Report'.



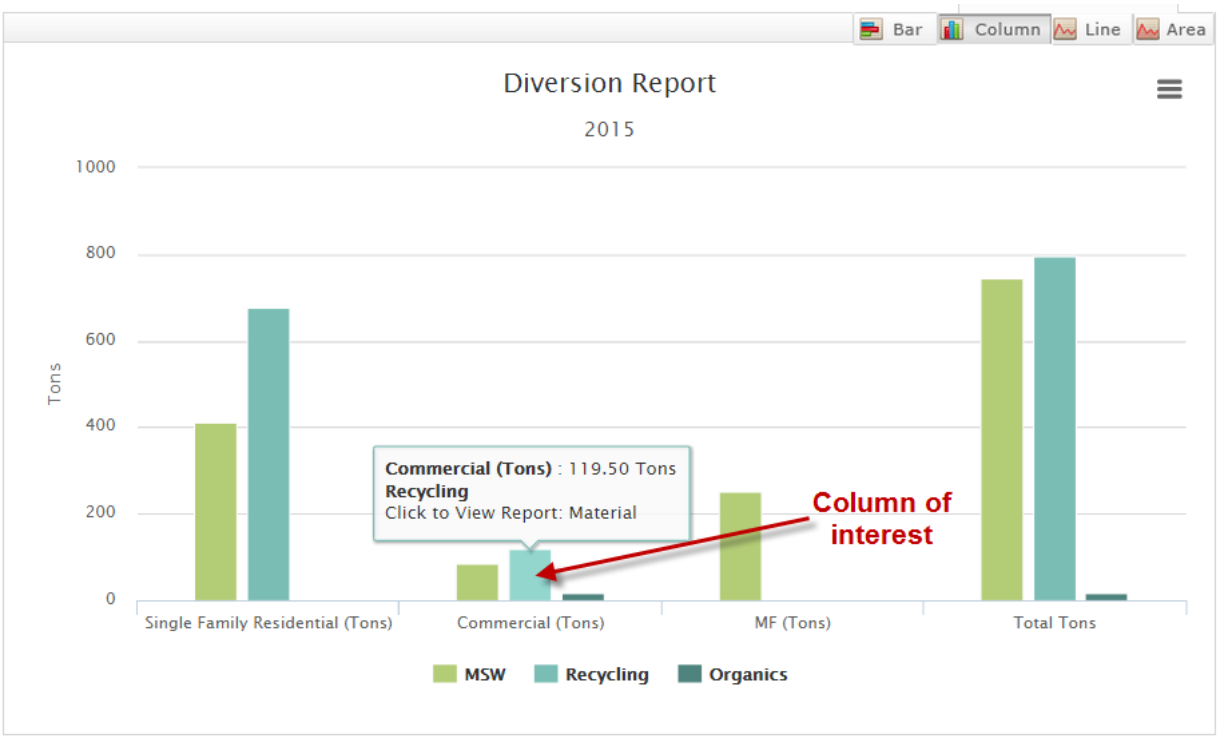
d. Once the report has generated you will see your results below. You are provided with a chart and a table. Each of these can be exported using the buttons provided.



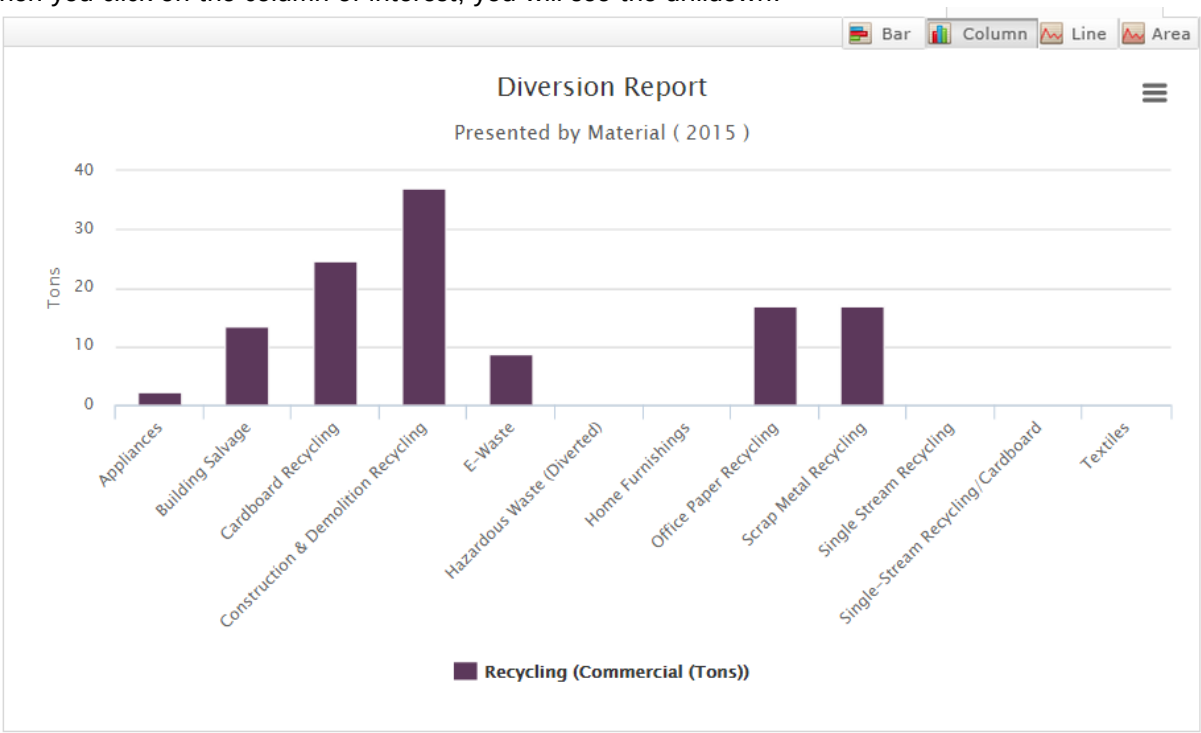
Materials	Single Family Residential (Tons)	Commercial (Tons)	MF (Tons)	Total Tons	% of Category
MSW					
Landfill	411.0	84.3	251.0	746.3	100.0
Hazardous Waste (Disposed)	0	0		0	0
MSW Total	*411.0*	*84.3*	*251.0*	*746.3*	*N/A*
% of All Sectors	*37.8*	*38.2*	*100.0*	*47.9*	*N/A*
Recycling					
Appliances	0.7	2.2	0	3.0	0.4
Building Salvage	0	13.5	0	13.5	1.7
Cardboard Recycling	0	24.5	0	24.5	3.1
Construction & Demolition Recycling	0	36.9	0	36.9	4.6
E-Waste	2.9	8.6	0	11.5	1.4
Hazardous Waste (Diverted)	0	0		0	0
Home Furnishings	0	0	0	0	0
Office Paper Recycling		16.9		16.9	2.1

Report Note: In the chart, you can click on a column to see what materials are included in it (This is referred to as the 'Drilldown'). Once you drill down, simply click on any of the columns to return to the overview.

Initial view:



When you click on the column of interest, you will see the drilldown:



Click on any of the columns to return to the overview.