



Re-TRAC Closed Landfill User Guide

This Guide will Provide Instructions for using Re-TRAC for Closed Landfill Annual Operational Reports.

Index

Introduction – New Online Annual Report Service	
Getting Started – Login	2
Instructions for Completing the Annual Operational Report	2&3
Opening a Survey	3
Saving Surveys	3&4
Closed Landfill Survey	4&5
Section 1 – General Facility Information	4
Section 2 – Aerial Review	4
Section 3 – Facility Conditions Summary	4
Section 4 – Leachate Management	4
Section 5 – Leachate Testing Results	4
Section 6 – Financial Assurance	4
Section 7 – Additional Monitoring Required for Scrap Tire Monofills Only	4
File Attachments	5
Certification Survey	5
Annual Report Submittal	5
Export Surveys to PDF	5
Contact Information	5

New Online Annual Report Service

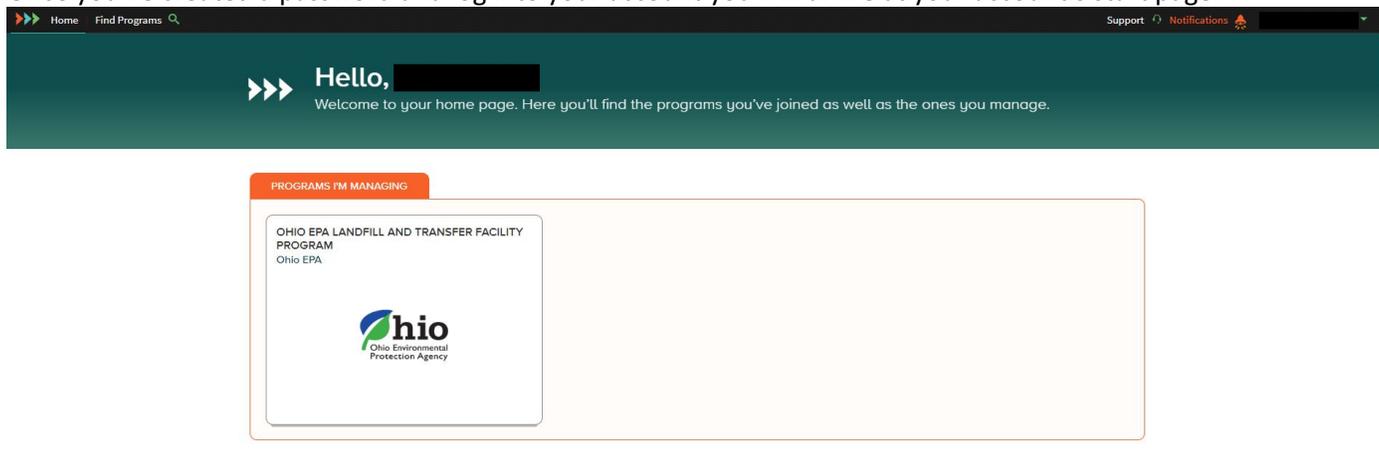
The Ohio EPA, Division of Materials and Waste Management, has launched **Ohio EPA Landfill and Transfer Facility Program Annual Report Service**, an online system for completing and submitting the MSW Landfill, Closed Landfill and Transfer Station Facility Annual Operational Reports due on April 1st of each year. The service was developed using the Re-TRAC Connect platform and that is why you are receiving emails from Re-TRAC Connect. Please make sure that your email does not send these messages to your junk folder. We believe this will make it easier for you to submit the annual report as you will not have to print, scan and mail it to Ohio EPA. Another great feature is that you will have access to an online record of all your annual reports from now on.

Re-TRAC Landfill Instruction Guide

Get Started – Login

Ohio EPA has entered accounts in the system using data from the 2019 Annual Operational Report, however you need to change the password. Navigate to https://connect.re-trac.com/password_resets/new to change the password.

Once you've created a password and log into your account you will arrive at your account's start page:



Once there, click on the “Ohio EPA Landfill and Transfer Facility Program” tile. This will take you to a list of facilities you manage (see below). If you do not see the facility you manage listed, please contact Cassandra.schramm@epa.ohio.gov for assistance. Click on the arrow to the right of facility that you want to work on (see below) and it will take you to your Workspace where you can begin the annual report.

MEMBERS



Instructions for Completing the Annual Operational Report

Once you arrive at your Workspace you will see 2 surveys listed, these surveys are your Annual Operational Report. Each section will need to be completed and saved in order to submit a complete and final report to Ohio EPA.

Re-TRAC Landfill Instruction Guide

WORKSPACE

Active | 2020-2019

Closed Landfill Surveys

Closed Landfill Survey [VIEW ALL →](#)

DRAFT Annual, 2020

Certification

Certification [VIEW ALL →](#)

NEW Annual, 2020

[Opening a Survey](#)

Click on the “New” box next to the survey you want to start filling out, and it will take you to that survey. Once you have entered all the information for the survey, either save the survey as draft or mark as complete (see the “Saving Changes” section of these instructions for explanations of these options to ensure you do not lock a survey before you are ready). Once saved, the page will then redirect back to the top and below the dark green bar you can click “<- WORKSPACE” to go back to the list of surveys.

Another option is to open each survey in a new tab to keep your workspace in one tab and fill out the surveys in a second tab. To open in a new tab, right click on the “New” or “Draft” box next to that survey and choose “Open Link in New Tab” from the pop-up menu. The new tab will appear at the top of the screen. This will open a new tab with that survey where you can fill it out, save it and then exit that tab to come back to the list of surveys to move on to the next one.

[Saving Surveys](#)

Surveys should *only* be saved as “Mark Complete” once the data on that page has been verified as complete and correct. Once a page is marked “Mark Complete” you will not be able to go back and edit that page without requesting for it to be unlocked by Ohio EPA.

Where you are in the process will determine how you save the survey:

- Save Draft - Save the survey as a draft if you are not done with it. Saving as a draft keeps your work, allows you to navigate away from the survey, and allows you to make changes later
- Mark Complete - Save the survey as complete only when you are sure you are done with it. Marking the survey as complete will lock it, and you will not be able to make changes (unless Ohio EPA unlocks the survey for you)

In each survey there are fields marked with a red asterisk (*). These fields are required fields and will need to be filled out to save that portion of the survey as “Mark Complete”. If fields are not filled out completely you will receive an error when trying to save and a box will pop up letting you know how many errors there are on the current survey, highlight them all and allow you to go back to fill them in. If you are not ready to complete all fields

Re-TRAC Landfill Instruction Guide

you can choose to save the survey as a draft and a gold bar will appear at the top of the survey letting you know that it is in “Draft”, contains errors and those errors will need corrected before the survey can be “Marked Complete”.

NOTE: When filling out the Waste Flow Tables Survey, do not “Mark Complete” until you enter all pages of data. On the 4th page there is a grand total that can be used to verify that the data is correct.

Closed Landfill Survey

This survey includes all of the information that was originally in the Annual Report except the signature. You will need the following information for this survey: Facility Information, Person Completing this Report, Facility Contact Information, Facility Emergency Contact Information, Operational Status, Facility Access and Measuring Waste Receipts. When you reach the bottom of the page, there will be save options (see “Saving Surveys” above for saving instructions).

[General Facility Information - Section 1](#)

You will need the following information for this section: Facility Information, Person Completing this Report, Facility Contact Information, Facility Emergency Contact Information.

[Aerial View - Section 2](#)

Please review the text for the requirements for the aerial view to be attached at the bottom of the page.

[Facility Conditions Summary - Section 3](#)

Please review the text for the requirements needed for the second required attachment at the bottom of the page.

[Leachate Management - Section 4](#)

Use the table to report leachate sent for disposal. To add extra rows, click the “+add” button below the table (see below). Answer the two questions following the table. Please note: If you do not have a leachate management system, select “No” to question “Was the leachate management system tested for clogging or damage during the 2020 reporting year?”. Once you select “No”, a box pops up asking for an explanation; Type “No Leachate Management System.” Into that box. Also answer “No” for “Indicate if you recirculated leachate during the reporting cycling?”

Section 4 - Leachate Management

	CHOOSE MONTH	VOLUME OF LEACHATE SENT FOR DISPOSAL OR TREATMENT	NAME OF DISPOSAL OR TREATMENT FACILITY	ADDRESS OF DISPOSAL OR TREATMENT FACILITY	TOTAL VOLUME (GALLONS)	
1	-Select-					REMOVE

+ ADD

[Leachate Testing Results - Section 5](#)

This is a placeholder where the previous testing results were listed in the annual report. There will be an upload button at the bottom of this page for uploading leachate testing results. Continue to Section 6 Financial Assurance.

[Financial Assurance - Section 6](#)

This survey includes a checklist that addresses several common errors and omissions with financial assurance. Please review the questions and answer accordingly, these questions apply to the financial assurance instrument that was submitted on your instruments’ anniversary date.

Re-TRAC Landfill Instruction Guide

[Additional monitoring Required for Scrap Tire Monofills Only - Section 7](#)

For Scrap Tire Monofills Only: Please review the text provided and attach any documentation required at the bottom of the page.

[File Attachments](#)

At the bottom of the survey there will be several upload boxes available. When you are ready, click the “Upload file” button to choose the file you want to upload. Once chosen, a green status box will appear and when upload is complete you will see the file name you uploaded in that box. Attach all of the files that are required or that you are ready to attach and click “Save” at the bottom of the page (see Saving Surveys instructions above).

[Certification Survey](#)

A notarized statement, as described in OAC 3745-27-19(M)(8), must be uploaded attesting to the fact that the information contained in this report is true and accurate. A link to a template for this statement is available on this page. If ready to upload the notarized statement, click “Save” below and an upload button will appear. Once the statement is uploaded, you can click “Save” and the report is complete.

[Annual Report Submittal](#)

When you have completed all surveys, ensured all information is correct and are ready to submit your Annual Report to Ohio EPA, go back and ensure all surveys are saved as “Mark Complete”. All surveys saved as “Mark Complete” are submitted to the program for review and the annual report is not complete without all of the surveys submitted, so please ensure all surveys (even if there is no information in them) are saved as “Mark Complete”.

[Export Surveys to PDF](#)

Once data has been entered into a survey and saved, an “Export” drop down box will appear in the top right corner. The export option will appear in each of the surveys and will export that survey only.

[Contact](#)

If you need assistance using the Re-TRAC system, contact Cassie Schramm at Cassandra.Schramm@epa.ohio.gov.

If you need assistance with Annual Operational Report questions, contact Holly Hillyer at holly.hillyer@epa.ohio.gov.