



Re-TRAC Scrap Tire Facility Annual Report Instruction Guide

This Guide Will Provide Instructions for Using Re-TRAC to Complete Scrap Tire Facility Annual Reports.

Index

Introduction – New Online Annual Report Service

Getting Started – Login 2

Instructions for Completing the Scrap Tire Facility Annual Report 3

 Opening the Survey 4

 Saving Individual Pages of the Survey 4

 Saving a Survey 5

 Deleting a Survey 6

 Survey: Section A 6

 Survey: Section B 6

 Survey: Section C 6

 Survey: Section D..... 7

 Survey: Section E 8

 Survey: Section F 9

 Survey: Section G 10

 Survey: Section H 10

 Submitting Annual Report..... 10

 Exporting Annual Report 11

Contact Information 11

New Online Annual Report Service

The Ohio EPA, Division of Materials and Waste Management, has launched **Ohio EPA Scrap Tire Annual Report**, an online system for completing and submitting the Scrap Tire Transporter Annual Report and the Scrap Tire Facility Annual Report due on January 31st 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. 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 Scrap Tire Facility Annual Report Instruction Guide

Get Started – Login

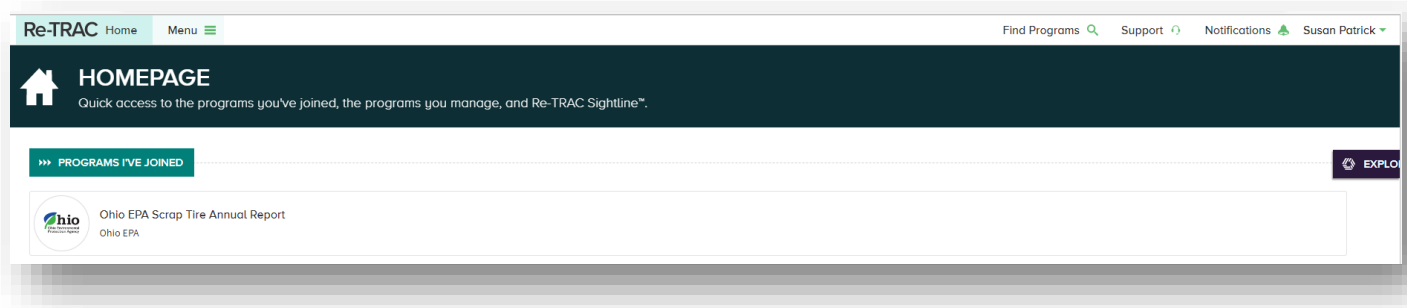
You should receive an email from support@re-trac.com or Re-TRAC <support@re-trac.com> to activate your account. If you do not receive an email from Re-Trac, please check your junk or spam folder. The email will have the subject line **“You are invited to join Ohio EPA Scrap Tire Annual Report on Re-TRAC - Activate Your Account”**. The content of the email includes an activate button and a link that can be cut and pasted into the address bar of your internet browser.

After you click on the activate button or cut and paste the link into the address bar of your internet browser, you will be taken to the following screen:



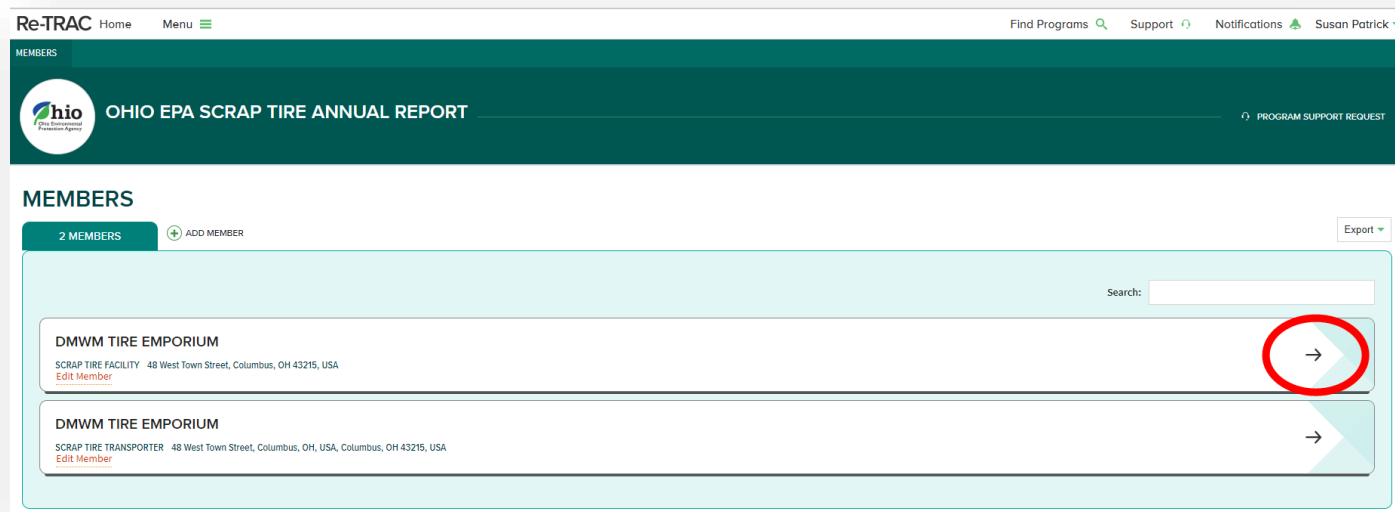
Create a password and Click on the Create Account button.

Once you log into your account you will arrive at your account’s start page:



Re-TRAC Scrap Tire Facility Annual Report Instruction Guide

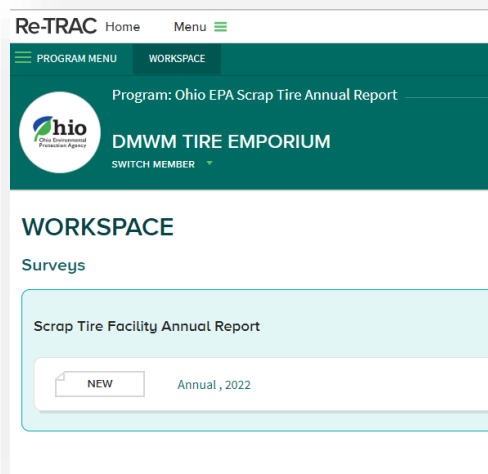
Once there, click on the “Ohio EPA Scrap Tire Annual Report” tile. This will take you to a list of operations that you manage called members. If you only operate a licensed scrap tire facility, then only a member for the scrap tire facility should be listed (see image below). However, if you manage a transporting operation and a licensed scrap tire facility, then the scrap tire transporter and scrap tire facility members should be listed. If the operation(s) you manage are not listed, please contact Channon.Cohen@epa.ohio.gov.



Click on the arrow to the right of the scrap tire facility and it will take you to your Workspace.

Instructions for Completing the Scrap Tire Facility Annual Report

Once you arrive at your Workspace you will see a survey entitled “Scrap Tire Facility Annual Report”. This survey is the annual report.



This survey requests the same information that has been historically required in the paper form of the Scrap Tire Facility Annual Report. Like the paper form, detailed instruction on how to complete each section of the Scrap Tire

Re-TRAC Scrap Tire Facility Annual Report Instruction Guide

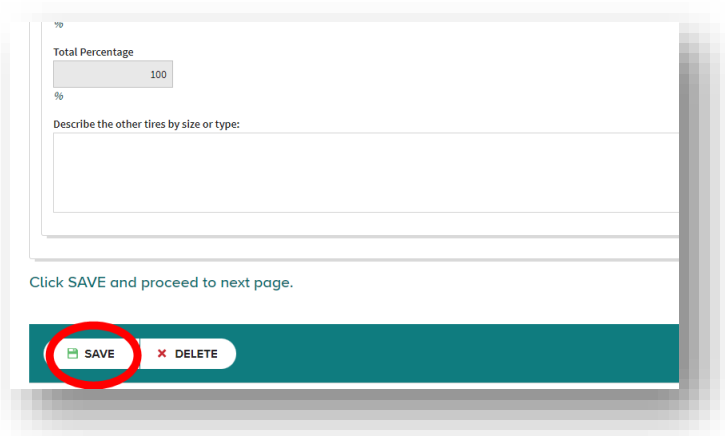
Facility Annual Report is provided in the body of the survey. Along with instructions on how to open, save, delete, submit and export the survey, this guide will provide general instructions and important points to aid you in navigating through each section of the electronic survey.

Opening the Survey

Click on the “New” box and it will open the survey. A survey in which none of the pages have been saved is marked as “New”. Once you have saved any page in the survey, the system will mark the survey as “Draft”. Both “Draft” and “New” surveys are opened the same.

Saving Individual Pages of the Survey

The save function is located at the bottom of each page of the survey (see image below).

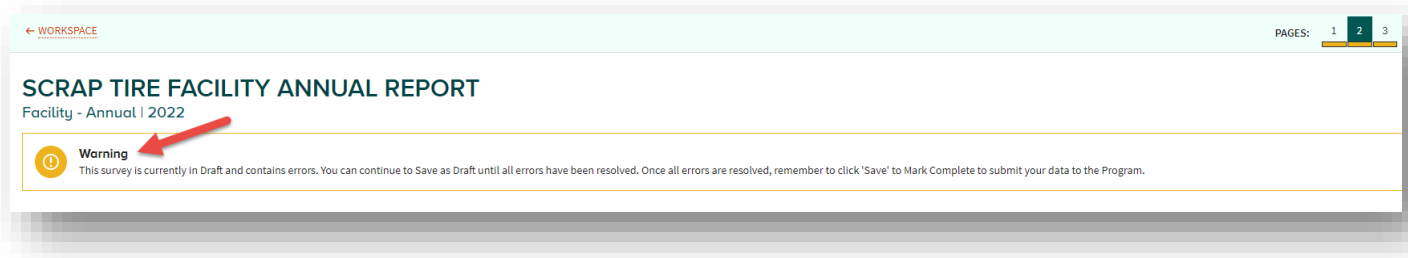


The annual report is broken up into three pages that you will complete to submit the final report to Ohio EPA. On each page there are fields marked with a red asterisk (*). These fields are required fields and will need to be filled out to be able to submit the survey to Ohio EPA. If fields are not filled out completely when trying to save, a box will pop up letting you know how many errors there are on the current page (see image below).

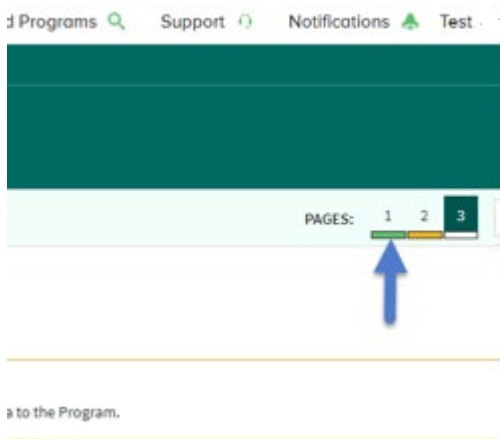


Re-TRAC Scrap Tire Facility Annual Report Instruction Guide

The system will highlight them all and allow you to go back to fill them in. If you are not ready to complete all fields you can choose to save the survey as a draft and proceed to the next page. When choosing this option, a Warning message (see red arrow in image below) will appear at the top of the survey letting you know that it is in “Draft” and contains errors and those errors will need to be resolved before the survey can be “Marked Complete”.



Each page in this survey will need to be saved in order to save the data entered on that page. After making changes on a page, if you attempt to move from one page to another without saving then the system will ask you if you want to leave the site without saving your changes. If you click on leave then you are taken to the chosen page without saving your changes.



The following colors placed under the page numbers of the survey imply the following level of completeness:

- A green line under the page number indicates that the page was saved and all required fields were completed.
- A gold line under the page number indicates that the page contains fields that are not complete. These fields will have to be completed before the survey can be deemed complete and submitted to Ohio EPA.
- A white line under the page number indicates that the page has not been started.

[Saving the Survey](#)

Where you are in the process will determine how you save the survey (see image below):

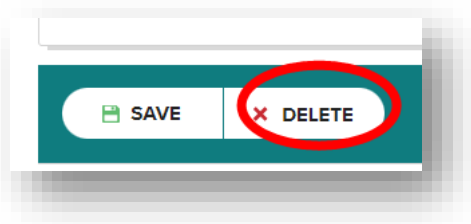
- Save Draft - Save the survey as a draft if you are not done with it. Saving as a draft keeps your work, allows you to navigate away from the survey, and allows you to make changes later.
- Mark Complete - Save the survey as complete only when you are sure you are done with it. Marking the survey as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

Re-TRAC Scrap Tire Facility Annual Report Instruction Guide



Deleting the Survey

The delete function becomes available at the bottom of each page of the survey once a page has been saved in the survey (see image below). If you choose to delete the survey, all information will be removed from the survey. You will be redirected back to your Workspace and the survey will be given a "New" status.



Page 1 - Section A: Report Information

This section is reserved for future use by Ohio EPA.

Page 1 - Section B: Facility Information

Taken from the information established with the creation of the facility, prepopulated fields include the Name of the Facility, Street Address, City, State and Zip Code. Fields that must be completed by the user include Contact Name, Title, Telephone and E-mail. The contact in this section is the person responsible for the facility and should be either the owner or operator of the facility.

Page 1 - Section C: Preparer Information

All fields must be completed in this section of the survey. The preparer is the person that is completing the annual report for the facility. If Ohio EPA has questions about the information provided in the annual report, the preparer is the person that will be contacted.

Re-TRAC Scrap Tire Facility Annual Report Instruction Guide

Page 1 - Section D: Scrap Tires Received at Facility

In this section, you will identify all of the scrap tires transported to the facility by registered scrap tire transporters and the general public.

Scrap Tires Received at the Scrap Tire Facility Table - Use this table to report all scrap tires hauled to the facility by registered scrap tire transporters. A pull down menu of all registered scrap tire transporters in Ohio is provided. For transporters that hauled more than 10 scrap tires to your facility and that are not identified by name on the pulldown menu, identify them as “Other Transporter” from the pull down menu. With this selection, a field is provided below “Other Transporter” that allows the business and its address to be provided (see red arrow in image below).

There is a green add button at the bottom left of each table to add extra rows for data entry (see blue arrow in image below). You can remove an unwanted row, by clicking on the remove function (see green arrow in image below).

All Scrap Tires Delivered by the General Public Table - Use this table to report all scrap tires hauled to the facility by the general public. General public includes any person transporting ten or less scrap tires and any person meeting an exclusion from having to obtain a scrap tire transporter registration certificate to transport more than ten scrap tires in a load.

TRANSPORTER*	NUMBER OF TIRES (COUNT)	WEIGHT (TON)
Other Transporter		
1 NAME AND ADDRESS OF OTHER TRANSPORTER		

+ ADD

VOLUME (CUBIC FEET)

REMOVE

Percentage of each tire type - Based on the total amount of scrap tires received in both tables (scrap tires hauled by registered scrap tire transporters and the general public), provide the estimated amounts, by percentage, of each tire type (see image below). The types of scrap tires hauled must add up to one hundred percent (100%). If the percentages offered for the tire types do not add up to 100% or exceed 100%, then the system will give an error message. The form is designed to round values less than 0.5 to zero. It is recommended that only whole numbers be used and not decimals. For example, if semi truck tires account for 1.4% of the total scrap tires hauled, either account for the semi truck tires by using 1% or 2%.

If Other Tires are reported, provide a description of the tires that make up this type in the box “Describe the other tires by size or type”.

Re-TRAC Scrap Tire Facility Annual Report Instruction Guide

Enter the percentage of Passenger and Light Truck Tires: *

%

Enter the percentage of Semi Truck Tires: *

%

Enter the percentage of Other Tires:

%

Total Percentage

MUST EQUAL 100

Describe the other tires by size or type:

Page 2 - Section E: Total Quantity Shipped-Out from Facility

In this section, you will identify the total quantity of whole scrap tires, sidewalls and processed scrap tires shipped-out from your facility for the calendar year.

Scrap Tires and Processed Scrap Tires Shipped-Out from Scrap Tire Facility Table – Use this table to report where all whole tires, sidewalls and processed scrap tires were shipped-out from the facility in the calendar year. To account for where the scrap tires were shipped out or disposed of, a pull down menu containing fourteen categories of whole and processed scrap tire material end uses are provided in column one of this table. Categories thirteen and fourteen can only be used by scrap tire monofills and monocells. Remember that when completing this table the number count measurement is reported in passenger tire equivalents.

There is a green add button at the bottom left of each table to add extra rows for data entry (see blue arrow in image below). You can remove an unwanted row, by clicking on the remove function.

Below this table a tally of the TOTAL for scrap tires and processed scrap tires by number count (PTE), weight and volume is provided. This tally is derived from the table “Scrap Tires and Processed Scrap Tires Shipped-Out from Scrap Tire Facility” and can be used to verify that the values were entered correctly.

Re-TRAC Scrap Tire Facility Annual Report Instruction Guide

Scrap Tires and Processed Scrap Tires Shipped-Out from Scrap Tire Facility

	CATEGORIES OF WHOLE & PROCESSED SCRAP TIRE MATERIALS *	NUMBER COUNT (PTE)
1	TDF	

+ ADD

The following TOTAL quantities are a tally of all entries in the table " Scrap Tires and Processed Scrap Tires Shipped-Out from Scrap Tire Facility

Total Number Count (PTE)

Total Weight (tons)

Total Volume (cubic feet)

ONLY Whole Scrap Tires Shipped-Out for Disposal or Processing from Scrap Tire Facility Table – This table should only be used to identify the transporters that hauled whole scrap tires from your facility that were categorized as “Whole scrap tires shipped out for disposal or processing” in the previous table. A pull down menu of all registered scrap tire transporters in Ohio is provided. For transporters that hauled more than 10 scrap tires to your facility and that are not identified by name on the pulldown menu, identify them as “Other Transporter” from the pull down menu. With this selection, a field is provided below “Other Transporter” that allows the business and its address to be provided.

Page 3 - Section F: Sites Where Mobile Scrap Tire Recovery Facilities and Scrap Tire Recovery Facilities Authorized to Use Mobile Equipment Facility Operated

Whole Scrap Tires or Processed Scrap Tires Removed from Site – Use this table to report all sites where whole or processed scrap tire were left or removed by mobile scrap tire recovery facilities or mobile equipment used by licensed scrap tire recovery facilities.

For each property, use a separate row to report whole and processed scrap tires that were removed or that were allowed to remain for an authorized scrap tire beneficial use. More than one row can be used for the same property to report where whole and processed scrap tires were hauled to and/or to identify all authorized beneficial uses allowed at the site. Remember that when completing this table the number count measurement is reported in passenger tire equivalents.

There is a green add button at the bottom left of each table to add extra rows for data entry (see blue arrow in image below). You can remove an unwanted row, by clicking on the remove function.

Re-TRAC Scrap Tire Facility Annual Report Instruction Guide

SECTION F: Sites Where Mobile Scrap Tire Recovery Facilities and Scrap Tire Recovery Facilities Authorized to Use Mobile Equipment Facility Operated

Identify all sites where you operated in the calendar year along with the amount of whole and processed scrap tires removed or left on-site. When counting by number (PTE), use conversion factors provided in Section E.

Whole Scrap Tires or Processed Scrap Tires Removed from Site

	ADDRESS WHERE MOBILE RECOVERY FACILITY OR MOBILE EQUIPMENT WAS USED	OHIO COUNTY OR OTHER STATE	FACILITY WITH ADDRESS WHERE WHOLE OR PROCESSED SCRAP TIRES DELIVERED	NUMBER COUNT (PTE)	WEIGHT (TONS)	VOLUME (CUBIC FEET)	IDENTIFY AUTHORIZED BENEFICIAL USE FOR SITE USE	LEFT AT SITE NUMBER COUNT (PTE)	LEFT AT SITE WEIGHT (TONS)	LEFT AT SITE VOLUME (CUBIC FEET)	
1	<input type="text"/>	-Select-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="REMOVE"/>
<input type="button" value="ADD"/>											

Page 3 - Section G: Final Closure Information

Closure Contact Person - The survey requires that name, affiliation, address, telephone number and e-mail be provided for the contact person that is responsible for closing the facility.

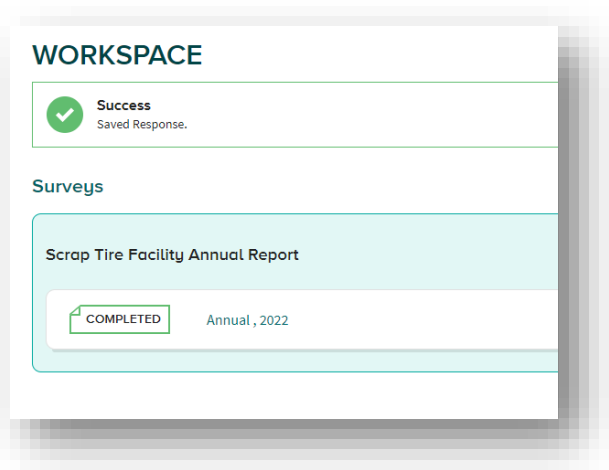
Storage – At the time that the annual report is completed, identify the amount of whole tires, rough shreds or tire pieces (like a sidewall or quartered tire), TDF, TDC, crumb rubber, manufacturing byproducts and other tire derived material (like molded products) stored at the facility. Report measureable amounts by number count (PTE), weight in tons and/or volume in cubic feet.

Page 3 - Section H: Certification

All fields in this section must be completed to submit the annual report.

Submitting Annual Report

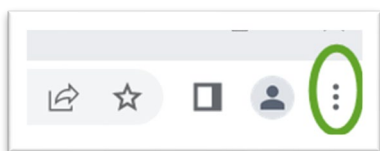
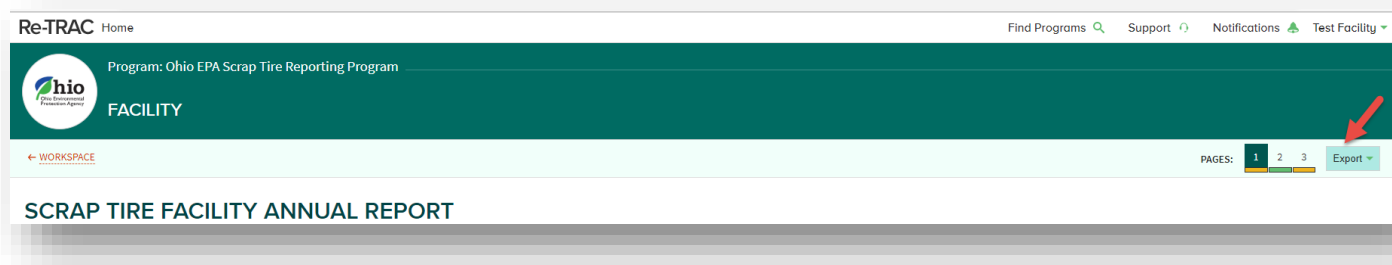
When you have completed the survey, ensured all information is correct and you are ready to submit your annual report to Ohio EPA, save the survey as “Mark Complete”. A survey saved as “Completed” is submitted to the program for review. You will be redirected to your Workspace where the survey will be marked as ‘Completed” (see image below). At this status, all fields will be grayed out and you will only be able to review the content of the survey. You will not be able to make changes to the survey (unless Ohio EPA unlocks the survey for you).



Re-TRAC Scrap Tire Facility Annual Report Instruction Guide

[Exporting Annual Report](#)

Once data has been entered into a survey and saved, an “Export” drop down box will appear in the top right corner. You are allowed to create the annual report into a printer friendly version or create pdfs in portrait format or landscape format.



Once you have clicked on the printer friendly version, you can either right click on the file with your mouse to print or use the print feature listed in the “Settings and more” or “Customize and control” options of the search engine in use. These settings can be accessed using Alt + F5 and appear as three consecutive dots in the upper-right hand corner near the URL space bar of the search engine.

Contact information

If you need assistance using the Re-TRAC system, need a survey unlocked or have Annual Report questions, contact Channon Cohen at Channon.Cohen@epa.ohio.gov.