



Re-TRAC Scrap Tire Transporter Annual Report Instruction Guide

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

Index

Introduction – New Online Annual Report Service

Getting Started – Login 2

Instructions for Completing the Scrap Tire Transporter Annual Report..... 3

 Opening the Survey 4

 Saving Individual Pages of the Survey 4

 Saving the Survey 6

 Deleting the Survey 7

 Survey: Section A 7

 Survey: Section B 7

 Survey: Section C..... 7

 Survey: Section D 7

 Survey: Section E 8

 Survey: Section F 8

 Survey: Section G 9

 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 Transporter Facility 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 Transporter 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:



Ohio
Ohio Environmental
Protection Agency

Welcome to Re-TRAC Connect!

You've been invited to participate in Ohio EPA Scrap Tire Annual Report for DMWM Tire Emporium.

Re-TRAC Connect is the web-based software that transforms the way organizations manage and measure their waste and recycling programs.

To complete registration and activate your account, please confirm the information below is accurate and set your password.

You are registering a new account with username: 2022cd584@gmail.com

First Name * Susan
Last Name * Patrick

New Password *
Confirm New Password *

Stay connected!
 Sign up to receive Re-TRAC Connect emails

You can unsubscribe from receiving Re-TRAC Connect emails at any time using the "Unsubscribe from this list" link, found at the bottom of every email.

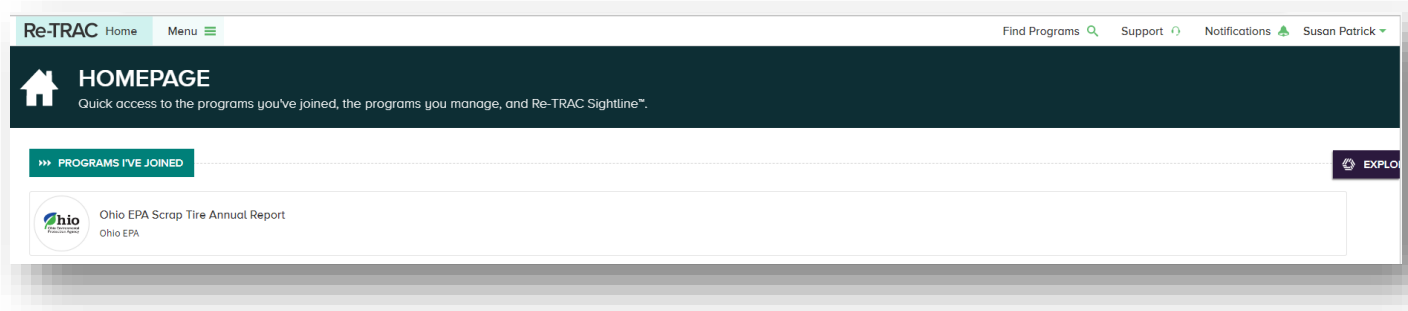
By clicking "Create Account" and using Re-TRAC Connect", I agree to the [User Terms of Service](#) and [Privacy Policy](#).

CREATE ACCOUNT

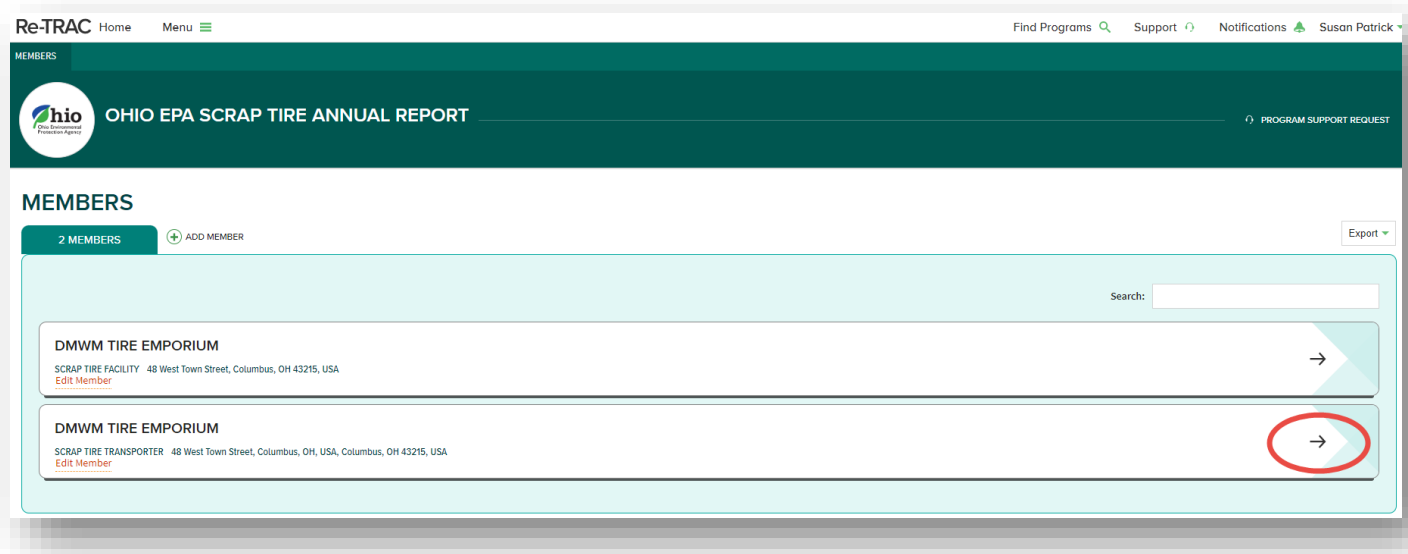
Create a password and Click on the Create Account button.

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

Re-TRAC Scrap Tire Transporter 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 manage a transporting operation, then only a member for the scrap tire transporting operation will be listed (see 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.

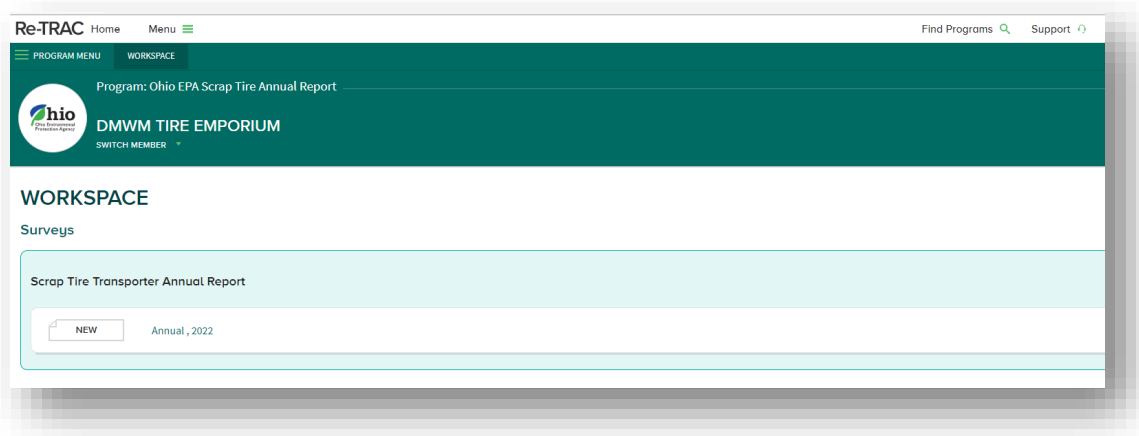


Click on the arrow to the right of the scrap tire transporter and it will take you to your Workspace.

Instructions for Completing the Scrap Tire Transporter Annual Report

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

Re-TRAC Scrap Tire Transporter Annual Report Instruction Guide



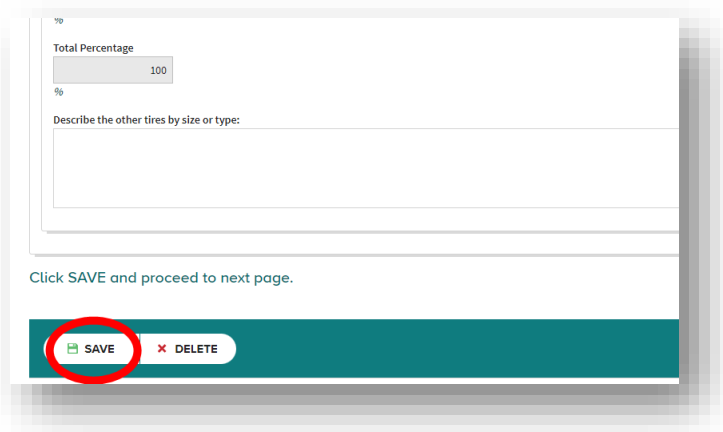
This survey requests the same information that has been historically required in the paper form of the Scrap Tire Transporter Annual Report. Like the paper form, detailed instruction on how to complete each section of the Scrap Tire Transporter Annual Report is provided in the body of the survey. Along 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](#)

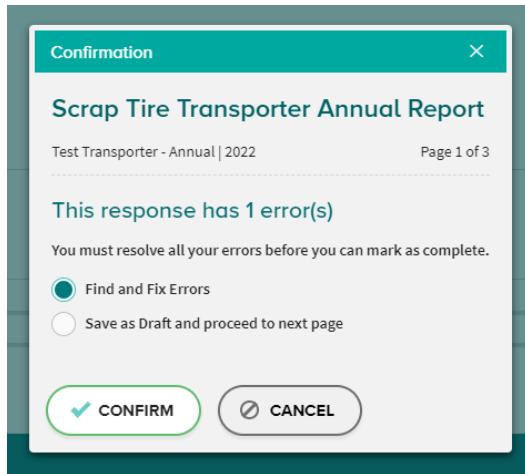
The save function is located at the bottom of each page of the survey (see image below).



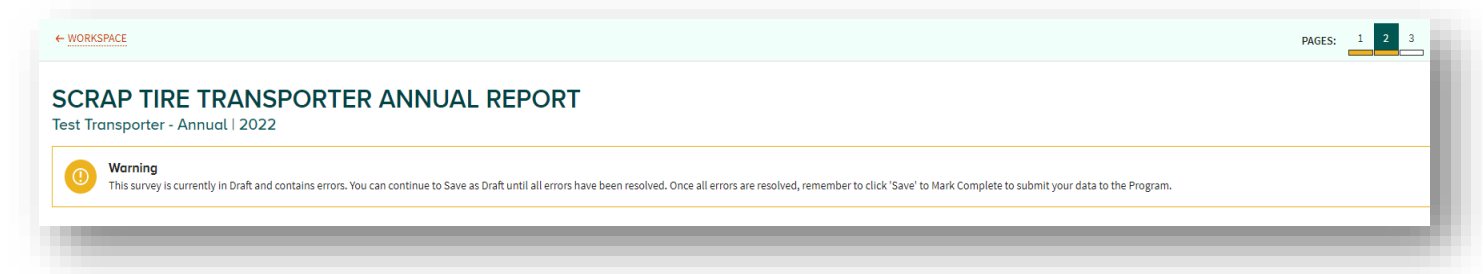
The annual report is broken up into three pages that you will complete to submit the final report to Ohio EPA. On each page there are fields marked with a red asterisk (*). These fields are required fields and will need to be filled out to

Re-TRAC Scrap Tire Transporter Annual Report Instruction Guide

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).



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 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 corrected before the survey can be “Marked Complete”.

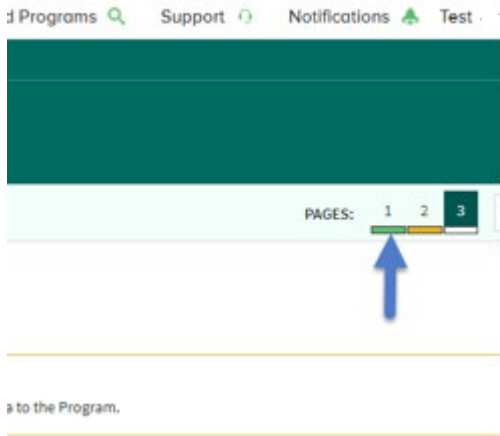


Each page in this survey will need to be saved in order to save the data entered on that page. After making changes on a page, if you attempt to move from one page to another without saving then the system will ask you if you want to leave the site without saving your changes. If you click on leave then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

Re-TRAC Scrap Tire Transporter Annual Report Instruction Guide

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

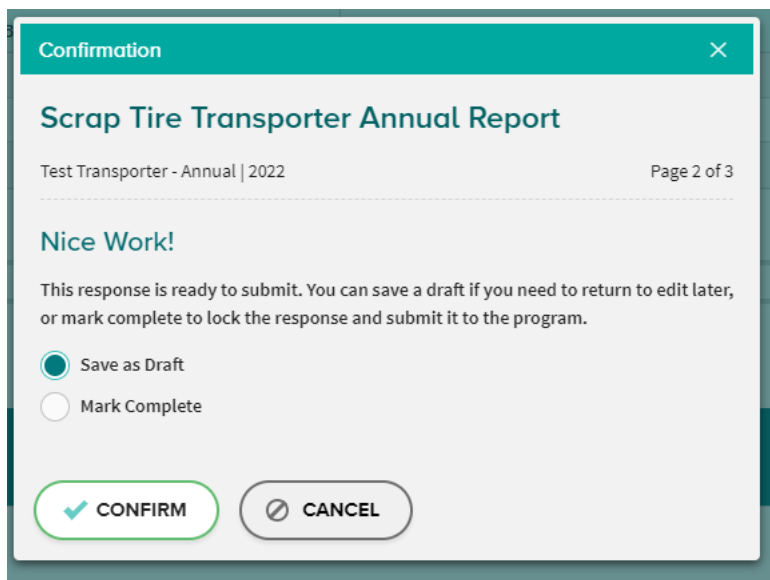
- A green line under the page number indicates that the page was saved and all required fields were completed.
- A gold line under the page number indicates that the page contains fields that are not complete. These fields will have to be completed before the survey can be deemed complete and submitted 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 once all required fields are filled out (see image below):

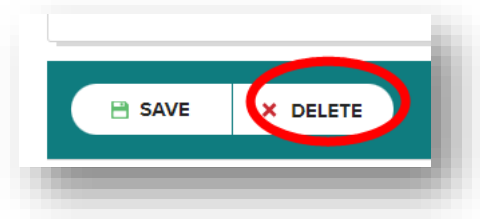
- Save as Draft – Save the survey as a draft if you are not done with it. For instance, even though you have provided all information required to submit, do you need to check over your work? Saving as draft keeps your work, allows you to navigate away from the survey, and allows you to make changes later.
- 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 Transporter 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 contains a “Secondary ID” field at the top of the survey that is in an orange/gold box and the entry field is grayed out. This field is for Ohio EPA to complete, and you can skip over it as you complete the report. Leaving this field grayed out does not affect your ability to save and submit your report.

Page 1 - Section B: Business Information

Taken from the information provided in your registration application, prepopulated fields include the Name of Business, Street Address, City, State and Zip Code. Fields that must be completed include Contact Name, Title, Telephone and E-mail. The contact in this section is the person responsible for the transporting business and should be either the owner or operator of the business.

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 transporting business. If Ohio EPA has questions about the information provided in the annual report, the preparer is the person that will be contacted.

Page 1 - Section D: Total Quantity Transported

In this section, you will identify all of the scrap tires transported in the calendar year. This section requires you to report whether scrap tires were or were not transported during the calendar year.

If scrap tires were not transported in the calendar year, select **No**. With this selection, you will be required to provide an explanation.

If scrap tires were transported during the calendar year, select **Yes**. You are required to select at least one unit of measurement that you used to measure the scrap tires that you hauled. In most instances, only one measurement is used by a transporting business. Pick all that apply.

Re-TRAC Scrap Tire Transporter Annual Report Instruction Guide

Page 1 - Section E: Tire Types

The types of scrap tires hauled must add up to one hundred percent (100%). If the percentages provided 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”.

SECTION E: Tire Types

Based on the annual total from Section D, enter below the estimated amounts, by percentage.

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 F: Total Quantity of Whole or Processed Scrap Tires Picked-Up

Total Quantity of Scrap Tires Picked-Up in Counties in Ohio Table - Use this table to report all scrap tires hauled from each applicable county in Ohio. A pull-down menu of all the counties in Ohio is provided. At least one entry is required to be placed in this table.

Total Quantity of Scrap Tires Picked-Up in Other States Table – Use this table to report all scrap tires picked-up from other states. A pull-down menu that list all states that neighbor Ohio is provided along with a couple other states where scrap tires have been reported as picked-up in the past. For states that are not identified by name, the pull-down menu allows “Other” to be selected. Once “Other” is selected, a field requiring the name of the state to be provided appears (see green arrow in the image below).

Total Quantity of Scrap Tires Transferred to You Table - Use this table to report all scrap tires hauled to you by another registered scrap tire transporter. A pull down menu of all registered scrap tire transporters in Ohio is provided. For transporters that hauled more than 10 scrap tires to you and that are not identified by name on the pull-down 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).

Re-TRAC Scrap Tire Transporter Annual Report Instruction Guide

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 in image below).

The screenshot displays three data entry tables:

- Table 1: Total Quantity of Scrap Tires Picked-Up in Counties in Ohio**

COUNTY IN OHIO WHERE YOU PICKED-UP SCRAP TIRES *	NUMBER OF TIRES (COUNT)	WEIGHT (TONS)	VOLUME (CUBIC FEET)	
1 -Select- REQUIRED				REMOVE
- Table 2: Total Quantity of Scrap Tires Picked-Up in Other States**

OTHER STATES WHERE YOU PICKED-UP SCRAP TIRES AND DELIVERED THE TIRES TO OHIO	NUMBER OF TIRES (COUNT)	WEIGHT (TONS)	VOLUME (CUBIC FEET)	
1 Other LIST OTHER STATES WHEN APPROPRIATE New Jersey	1,000			REMOVE
- Table 3: Total Quantity of Scrap Tires Transferred to You**

TRANSPORTER WHO TRANSFERRED TIRES TO YOU	NUMBER OF TIRES (COUNT)	WEIGHT (TONS)	VOLUME (CUBIC FEET)	
1 Other Transporter NAME AND ADDRESS OF OTHER TRANSPORTER Billy Joe's Wrecking, 123 Senate Street, Cleveland, OH	1,589			REMOVE

Page 3 - Section G: Total Quantity of Whole or Processed Scrap Tires Delivered

Total Quantity of Scrap Tires and Processed Scrap Tires Delivered to A Licensed Scrap Tire Facility in Ohio Table - Use this table to report all scrap tires hauled to licensed scrap tire facilities in Ohio. A pull down menu of all the licensed scrap tire facilities in Ohio is provided.

Total Quantity of Scrap Tires and Processed Scrap Tires Delivered to A Registered Scrap Tire Transporter Table – Use this table to report all scrap tires that you hauled to another registered scrap tire transporter. A pull down menu of all registered scrap tire transporters in Ohio is provided. If you hauled more than 10 scrap tires to a transporter that is not identified by name in the pull down 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 below in image below).

Total Quantity of Scrap Tires and Processed Scrap Tires Delivered to A Facility Outside of Ohio, Used Tire Dealer or Beneficial Use Table - Use this table to report all scrap tires hauled to authorized facilities outside of Ohio, used tire dealers in and outside of Ohio and approved beneficial use sites in Ohio. A pull down menu of all Ohio counties, neighboring states, “Other State” and “Other Country” is provided.

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 in image below).

Re-TRAC Scrap Tire Transporter Annual Report Instruction Guide

Total Quantity of Scrap Tires and Processed Scrap Tires Delivered to A Licensed Scrap Tire Facility in Ohio

	LICENSED SCRAP TIRE FACILITY *	NUMBER OF TIRES (COUNT)	WEIGHT (TONS)	VOLUME (CUBIC FEET)	
1	-Select-				REMOVE

+ ADD

Total Quantity of Scrap Tires and Processed Scrap Tires Delivered to A Registered Scrap Tire Transporter

	REGISTERED SCRAP TIRE TRANSPORTER	NUMBER OF TIRES (COUNT)	WEIGHT (TONS)	VOLUME (CUBIC FEET)	
1	Other Transporter NAME AND ADDRESS OF OTHER TRANSPORTER Tires Inc, 123 Test Street, Columbus, OH	1,623			REMOVE

+ ADD

Total Quantity of Scrap Tires and Processed Scrap Tires Delivered to A Facility Outside Ohio, Used Tire Dealer, or Beneficial Use

	NAME AND ADDRESS OF EACH OUT-OF-STATE FACILITY, USED TIRE DEALER OR BENEFICIAL USE SITE WHERE TIRES WERE DELIVERED	OHIO COUNTY, OTHER STATE OR OTHER COUNTRY WHERE TIRES WERE DELIVERED	NUMBER OF TIRES (COUNT)	WEIGHT (TONS)	VOLUME (CUBIC FEET)	
1		Other Country				REMOVE

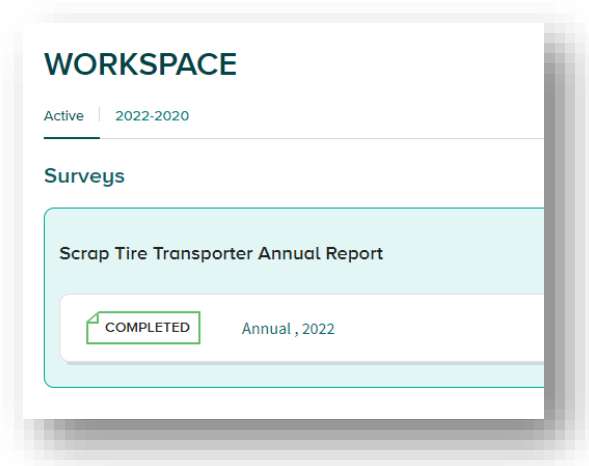
+ ADD

Page 3 - Section H: Certification

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

Submitting Annual Report

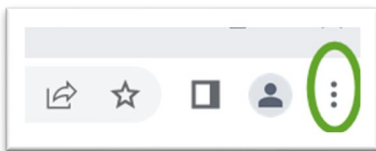
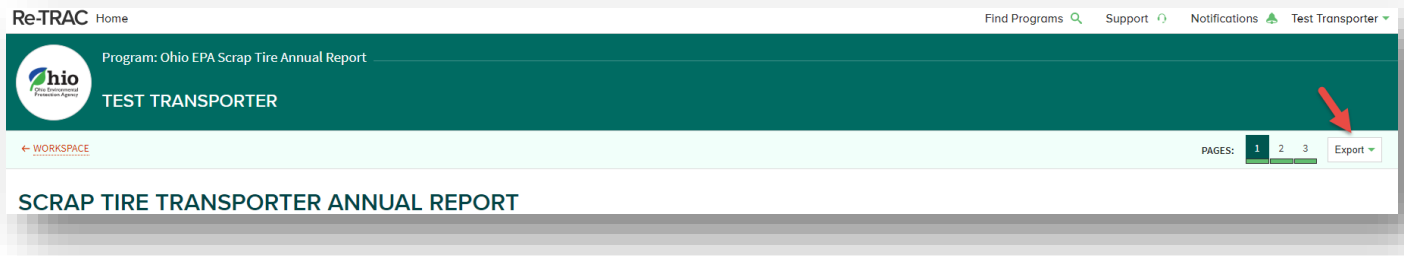
When you have completed the survey, ensured that all information is correct and you are ready to submit your Annual Report to Ohio EPA, save the survey as "Mark Complete". A survey saved as "Mark Complete" is submitted to the program for review. You will be redirected to your Workspace where the survey 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 Transporter 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 or have Annual Report questions, contact Channon Cohen at Channon.Cohen@epa.ohio.gov.