



# Re-TRAC Municipal Solid Waste Transfer Facility Annual Operational Report User Guide

*This guide will provide instructions for using Re-TRAC for Municipal Solid Waste Transfer Facility 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
General Facility Information Survey .....	4
Waste Flow Tables Survey .....	4&5
Scrap Tire Management Survey .....	5
Fee Information Survey .....	6
Financial Assurance Survey .....	6
Maintenance Performed & Other Information Survey .....	6
Certification Survey .....	7
Export Annual Report to PDF .....	7
Contact Information .....	7

## New Online Annual Report Service

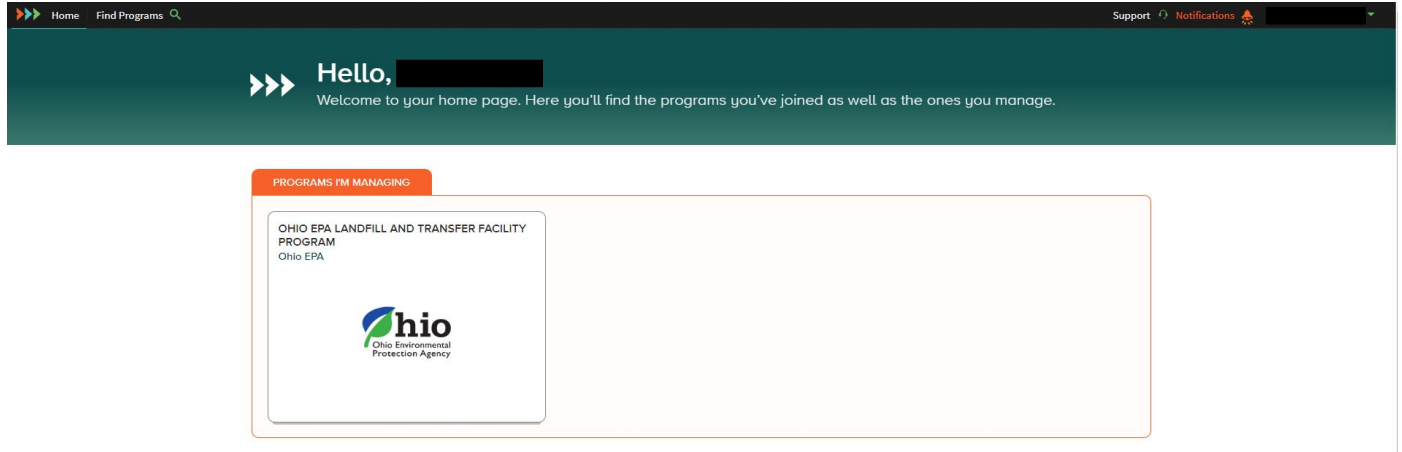
The Ohio EPA, Division of Materials and Waste Management, has launched **Ohio EPA Landfill and Transfer Facility Program Annual Report Service**, an online system for completing and submitting the MSW Landfill, Closed Landfill and Transfer Station Facility Annual Operational Reports due on April 1st 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

Navigate to <https://www.re-trac.com/> and click the login button on the top right of your screen. You will use the same information that was used in 2021 to sign into the annual report. If you have any questions or need assistance with Log-In, please contact [Cassandra.Schramm@epa.ohio.gov](mailto:Cassandra.Schramm@epa.ohio.gov).

Once you 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](mailto:Cassandra.Schramm@epa.ohio.gov). 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 7 surveys listed (See below, they will look similar but will be named differently for Transfer Facilities), these surveys are your Annual Operational Report. Each section will need to be completed and saved to submit a complete and final report to Ohio EPA.

# Re-TRAC Landfill Instruction Guide

## WORKSPACE

Active | 2020-2019

### Active Landfill Surveys

The screenshot displays a workspace interface with four survey categories, each in a light blue box. Each box contains a title, a 'NEW' button with a document icon, the text 'Annual, 2020', and a 'VIEW ALL' link with a right-pointing arrow.

- General Facility Information**: Includes a 'NEW' button and a 'VIEW ALL →' link.
- Waste Summary & Recycling**: Includes a 'NEW' button and a 'VIEW ALL →' link.
- Scrap Tire Management**: Includes a 'NEW' button and a 'VIEW ALL →' link.
- Fee Information**: Includes a 'NEW' button and a 'VIEW ALL →' link.

### [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). 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](#)

**2021 Update:** The save function has moved and is no longer at the bottom of the webpage. The save function is now a bar that is always at the bottom of your screen (see image below). Instead of having a drop down of options with the save button, the save options will now populate in a pop-up box that appears after you click save.

# Re-TRAC Landfill Instruction Guide

Section 1 - General Facility Information

MANAGE ONLY

Secondary ID

Facility Name: \*

Test

Is this facility government owned? \*

Yes

No

Ohio EPA District: \*

Central District Office

Date Closure Certification was Submitted: \*

11/10/2021

Address of the Physical Location of the Facility: \*

50 W Town Street

County \*

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)

The annual report is broken up into several “surveys” that will all need completed in order to submit the final report to Ohio EPA. 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 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 and use the summary on the 4<sup>th</sup> page to verify that the data is correct.

## General Facility Information Survey

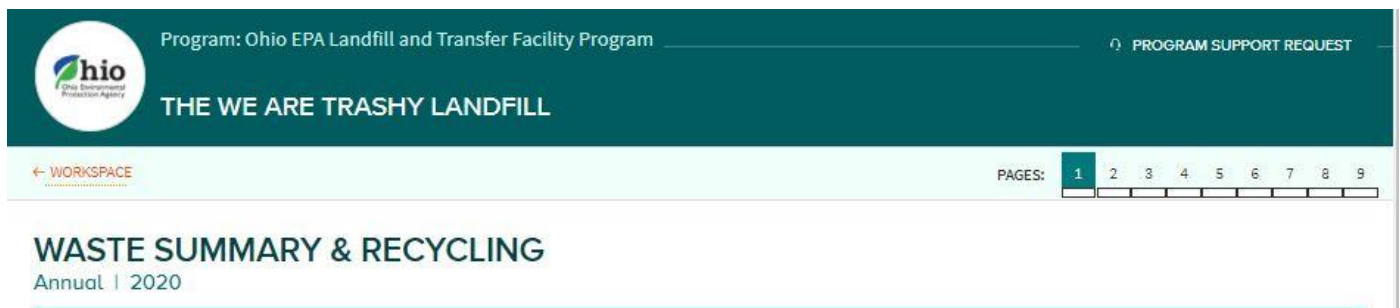
**2021 Update:** Some contact information fields will be prefilled with the previous year’s information. Please check this information over and ensure it is correct. You will see a “Secondary ID” field at the top of the survey that is in an orange/gold box and the entry field is grayed out. This field is for Ohio EPA to complete, and you can skip over it as you complete the report, it will not affect saving your report.

# Re-TRAC Landfill Instruction Guide

This survey includes all of the information that was originally on the first three pages of the Annual Report. 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 are finished, click “Save” in the green/teal ribbon at the bottom of your screen (see “Saving Surveys” above for saving instructions).

## Waste Flow Tables Survey

This is the largest portion of the surveys and includes all of the data tables of the annual report. This survey has 6 different pages to complete (it will look similar to the image below with the page numbers in the top right, but with less pages). Each page in this survey will need to be saved in order to save the data on that page and move to a different page. We suggest to complete all data tables and save them as “Draft” first. Once they are complete, there is a grand total of waste received on the 4<sup>th</sup> page of this survey that can be used to verify that the tables were entered correctly.



Each page will include a table that may or may not need filled out, depending on how your facility received waste but every page will need saved in order to complete the survey. In each table, use a separate row to report waste for each county, state, or country of origin for waste that was hauled to your facility. There is a green add button at the bottom left of each table to add extra lines for data entry (see below).

Table 8.1 - In-district waste received

	COUNTY <i>Begin typing county name or select from the drop down</i>	MUNICIPAL SOLID WASTE	INDUSTRIAL SOLID WASTE	RESIDUAL SOLID WASTE	C&DD WASTE	EXEMPT WASTE	ASBESTOS	RECYCLABLES	
1	-Select Co ▾								REMOVE

+ ADD ←

The Page numbers and data tables are as follows:

Page 1: **In-District Waste Received** (Table 8.1) - Use this table to report all direct haul waste received from Ohio Counties that are located within the Ohio solid waste management district (SWMD) where the facility is located.

Page 2: **Out-Of-District Waste Received** (Table 8.2) - Use this table to report all direct haul waste received from Ohio counties that are located outside of the Ohio SWMD where the facility is located.

# Re-TRAC Landfill Instruction Guide

Page 3: **Out-Of-State Waste** (Table 8.3) – Use this table to report all direct haul waste received from other states or countries. Report the waste by county only if it originated from within the United States. If the waste originated from outside the United States, then report the origin by country. If more room is needed, use pages 4 and 5 to continue entering data.

Pages 4: **Total Tons Waste Received** – This page will give total tons of waste from tables 8.1, 8.2 and 8.3 and also give a grand total of tons received.

Page 5: **Destination for Waste Leaving Transfer Facility for Disposal** (Table 9.1) – On this page before the table, please answer if your facility accepted any shale-drilling waste. Use table 9.1 to report the destination for waste leaving the transfer facility for disposal.

Page 6: **Recycling Activities** (Section 10) – Answer if recycling activity was performed at the facility during the reporting year. If you answered no, click save. If you answered yes, answer the additional questions that pop up then proceed to complete table 10.1 Recycling Activities, giving the the tons of recyclables received/recovered.

## Scrap Tire Management Survey

In this survey you let Ohio EPA know if the facility operated a scrap tire facility and if so, enter the management method and amount of tires managed. If you did not operate a collection facility, please report the management method applied to any tires received by the facility in Table 11.1.

## Fee Information Survey

Please fill out information on fees collected by the facility. If you have more than one contract fee, use the +add button at the bottom left of the table to add extra lines (see below).

Table 12.1

	TYPE OF FEES COLLECTED (SELECT FEE TYPE FROM THE MENU)	NAME OF TOWNSHIP/MUNICIPALITY/SOLID WASTE MANAGEMENT DISTRICT	\$/TON FEE	TOTAL \$ COLLECTED	
1	<input type="radio"/> Contract Fees	<input type="text"/>	<input type="text"/>	<input type="text"/>	REMOVE

ADD

## Financial Assurance Survey

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. Click “Save” when complete.

## Maintenance Performed & Other Info Survey

This survey provides space to provide information for: Unauthorized Materials, Observations of Nuisance Conditions, Maintenance Report, Condition Report and Other Information. Please read the text above each text box for a description of what to include. Click “Save” when complete.

# Re-TRAC Landfill Instruction Guide

## Certification Survey

A signed certified statement, in accordance with OAC Rule 3745-500-50, 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 Operational 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 Annual Report 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 information

If you need assistance using the Re-TRAC system, contact Cassie Schramm at [cassandra.schramm@epa.ohio.gov](mailto:cassandra.schramm@epa.ohio.gov).

If you need assistance with Annual Operational Report questions, contact Holly Hillyer at [holly.hillyer@epa.ohio.gov](mailto:holly.hillyer@epa.ohio.gov).