

# Reporting in Re-TRAC

November 4, 2021

# ReTrac Basics

- Required reporting done through ReTrac
- Login information provided by Ohio EPA
- Reports are broken up in to individual “surveys”
- Saving vs. Marking Complete

# Annual District Reports

- **Contacts**
  - Always draft
  - Required Contact Info.
- **General Information**
  - Population
    - Not the same every year
    - Adjustments should be made
  - Highlights and Challenges
  - Studies and Subcommittees
  - Fees and Funding
- **Out of State Waste Disposal**

# Annual District Reports

- **SWMD Waste Reduced and Recycled**
  - Analysis of Plan Projections
  - Credible vs Non-Credible Materials
  - Explanations Column
    - Analytics - Disposal Recycling and Generation
    - Other Materials
  - Sources of Data

# Annual District Reports

- **Status of Plan Implementation Surveys**
  - Single/Multi County
  - Annual ADR Submittal vs. Plan Approval Surveys
  - Paginated Surveys
  - Comments/Activities Columns
    - Examples
    - No Activity Explanations
  - Adding and Removing Programs
- **Certification and Submittal Survey**

**Re-TRAC Implementation Schedule Surveys Category List**

**Residential programs; Commercial/institutional programs; Industrial Programs; Restricted/hard to recycling materials (Survey)**

**Residential Sector Reduction and Recycling Programs**

- Curbside Recycling Initiatives
- Drop-off Recycling Initiatives
- Other Drop-off Recycling
- Multi-family Programs
- Other Residential Recycling Programs

**Commercial/Institutional Sector Reduction and Recycling Programs**

- School Recycling
- Collection Services
- Public Venue and Special Event Recycling
- Waste Assessment and Audits
- Contracting Assistance
- Workgroups/Roundtables
- Award/Recognition Programs
- Other Commercial/Institutional Programs

**Industrial Sector Reduction and Recycling Programs**

- Collection Services
- Waste Assessments and Audits
- Contracting Assistance
- Workgroups/Roundtables
- Award/Recognition Programs
- Other Industrial Programs

**Restricted & Difficult to Manage Wastes, Special Collection Events**

- Appliances
- Electronics
- HHW
- Batteries
- Scrap Tire
- Yard Waste
- Organics
- Pharmaceuticals
- Glass
- Other

**Education/Outreach (Survey)**

**Category**

- Website/Social Media
- Resource Guide
- Speaker/Presenter
- Residential Section Education & Outreach
- Commercial/Institutional Education & Outreach
- Industrial Sector Education & Outreach
- Elected Officials Education & Outreach
- School Education & Outreach
- Other Education & Outreach

**Material or Focus**

- General
- Curbside
- Drop-off
- HHW
- Multifamily
- Organics/Food Waste
- Scrap Tire
- Yard Waste

NOTE: The "Category" and "Material or Focus" can be used together in any combination. "General" is the default Material or Focus.

**Grants/Incentives; Facilities; Enforcement/ Others (Survey)**

**Grants, Economic Incentives, Market Deve**

- Community Grants
- Business Grants
- Pass-through Grants
- Other Grants
- Financial Award Programs
- Other Economic Incentives
- Market Development

**Facility Operation**

- Landfill
- Transfer Facility
- Compost Facility
- Recycle Processing (MRF)/ Transfer
- Mixed Waste Processing
- Other Facility

**Enforcement & Clean-up**

- Health Dept.
- Sheriff Dept.
- Open Dump surveillance
- Open Dump and Scrap Tire Clean-up
- Litter and Community Clean-up
- Other Enforcement or Clean-up Activity

**Other Programs**

- Feasibility Studies
- Data Collection Efforts
- Disaster Debris Management
- Other Programs



# Quarterly Fee Reports

Reports are due according to the following schedule:

- First quarter (January 1 through March 31) due May 15;
  - Second quarter (April 1 through June 30) due August 15;
  - Third quarter (July 1 through Sept 30) due November 15;
  - Fourth quarter (Oct 1 through Dec 31) due February 15.
- **Fee Levels**
  - **Revenues**
    - Detailed Reporting of Fees Form
    - Other Revenue

# Quarterly Fee Reports

- **Expenditures**
  - 10 Allowable Uses
  - Expense Columns
  - Other
  - Fund Balance
  - Pass Through Grant Balance