

Recycling Activity Reporting Guidance

The purpose of this site is to walk you through electronic reporting of recycling activities.

Recyclers are required to submit reports to the Indiana Department of Environmental Management on the amount and type of recyclables they process from Indiana's municipal waste stream.

If you have any questions or problems accessing the site, please call 1-800-451-6027 ext. 4-4051 or 317-234-4051 or e-mail OLQRegulatoryReporting@idem.in.gov.

Let's get started!



Create Account

The first step is to create a Re-TRAC Connect account (if you have not already been issued a Re-TRAC Connect log-in by IDEM or have a Re-TRAC Connect account). Go to <https://connect.re-trac.com/registration/idem> and create an account in Re-TRAC Connect. After you have filled in your name, e-mail address, and password click the **Create My Account** button.

Re-TRAC CONNECT Log In

[Log In](#) if you already have a Re-TRAC Connect account.

Create Your Account

First Name * Last Name *

Email * (Use this to Log In)

Confirm Email *

Password * Confirm Password *

Nice Strong Password 8 Characters or More. Uppercase, Lowercase and Numbers.

By clicking Create My Account, I agree to the [Terms of Use and Privacy Policy](#) (Updated June 29, 2015).

Create My Account

If you require technical assistance, [Click Here](#)

Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting

The Indiana Department of Environmental Management requires the reporting of solid waste and recycling data to document progress in meeting a 50% recycling goal for the state. Tracking includes municipal solid waste disposal at Indiana landfills and shipments of recyclables from Indiana recycler facilities.

Questions?

Greg Overtoom 317-234-0956
govrtoo@idem.in.gov

Available In

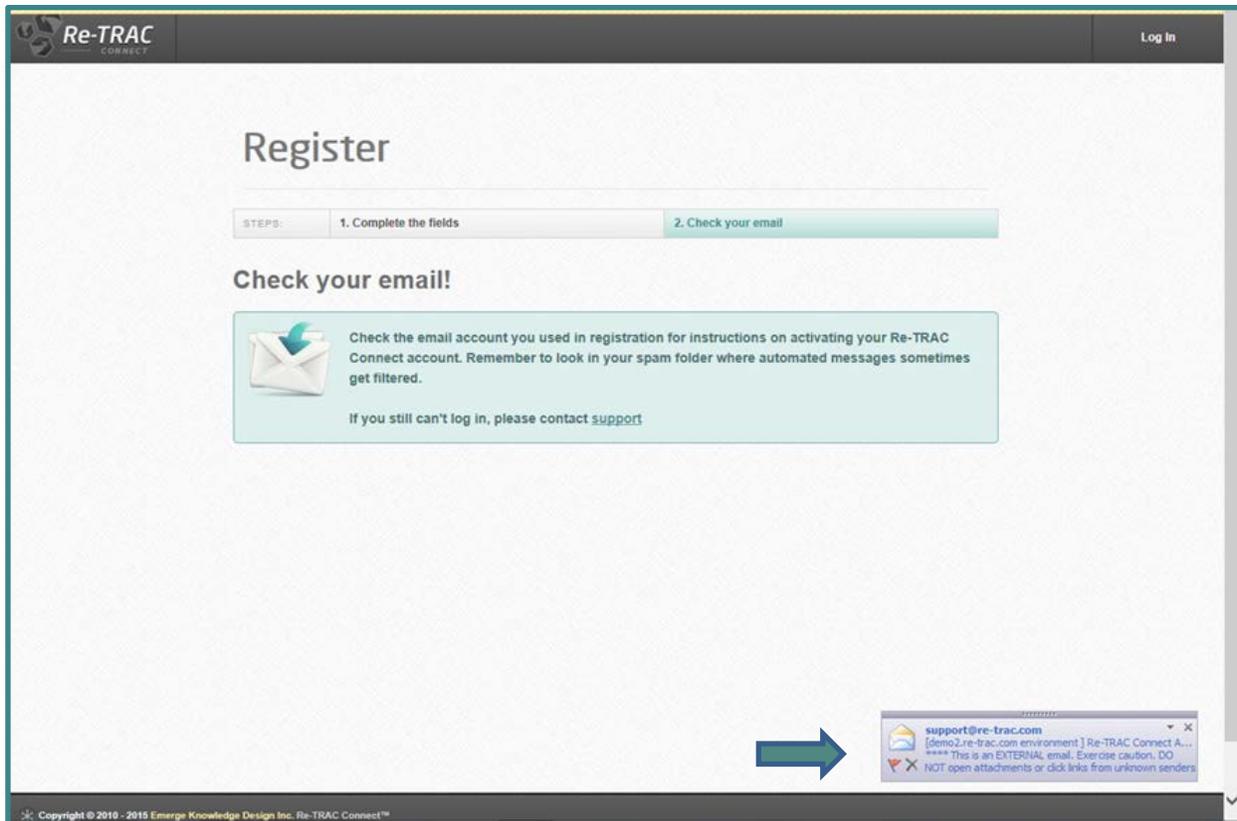
✓ Indiana

Registration Instructions:

- Create your account**
Provide your name, email address, and choose a password
- Check your E-mail**
Click the Re-TRAC link in your e-mail to activate your account. This will automatically log you in to your Re-TRAC account.
- Join the Program**
Click the "Join" button and follow the steps to start reporting to the program.

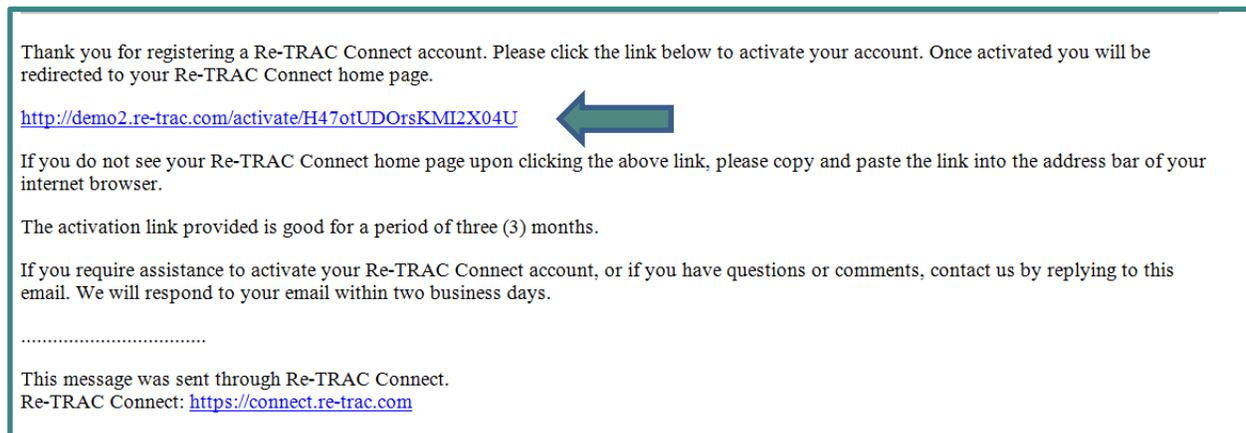
This program is delivered in Re-TRAC Connect

Re-TRAC Connect will show confirmation of your registration, instructing you to check your e-mail;



Re-TRAC Connect will send you an e-mail notice that your account has been created.

Click the link in the e-mail to go to the page where you can register information on the facility and contacts. (Note: You may receive an additional e-mail that will let you know your account has been activated and giving you the direct link to this page; don't panic, this activation link is taking you to that same account page.)



Organization Registration

After you have received an e-mail from Re-TRAC Connect that your account is ready or you have an account, log-in to Re-TRACT Connect and Join the Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting program.

Click the **Join** button to begin.

The screenshot shows the Re-TRAC Connect interface. At the top, there is a navigation bar with 'P. Koons', 'Messages', 'Help', and 'Log Out'. Below this is a secondary navigation bar with 'Dashboard', 'Programs', 'Directories', and 'Toolkit'. The main content area is titled 'Join Programs | Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting'. On the left, there is a sidebar with the IDEM logo and program details. The main content area features a large heading 'Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting' with a 'Join' button. Below the heading is a description of the program. To the right, there is a box labeled 'Available In' with a checkmark and 'Indiana'. A blue arrow points to the 'Join' button.

(If your account was setup by IDEM your facilities are pre-registered and should show up in your Dashboard as Organizations. You may click the **Go** button to launch the **Reporting** section.)

If you have no Organizations pre-registered, you will see the registration process for adding an organization. The screen will ask for your organization's name and type. When self-registering to report recycling information, you should select 'Recycler Facility.' If you are submitting a Recycling Activity Report for a Composting Facility, Landfill, Processing Facility, Transfer Station, Waste Tire Facility, or Waste to Energy Plant your facility should already be in Re-TRAC Connect, but if not contact OLQRegulatoryReporting@idem.in.gov.

The screenshot shows the Re-TRAC Connect interface for the registration process. At the top, there is a navigation bar with 'P. Koons', 'Messages', 'Help', and 'Log Out'. Below this is a secondary navigation bar with 'Dashboard', 'Programs', 'Directories', and 'Toolkit'. The main content area is titled 'Join Programs | Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting'. On the left, there is a sidebar with the IDEM logo and program details. The main content area features a progress bar with three steps: 'Get Started', 'Create an Organization', and 'Complete'. Below the progress bar is a message: 'Thank you for your interest in joining. You currently do not have an existing Organization eligible to join. Start by entering your Organization's name and select your Organization type. Click the "Next" button to continue.' Below this is a form titled 'ADD A NEW ORGANIZATION' with a text input field for 'Name your Organization *' and a dropdown menu for 'Select Type'. The dropdown menu is open, showing options: 'Composting Facility', 'Landfill', 'Processing Facility', 'Recycler Facility', 'Transfer Station', 'Waste Tire Facility', and 'Waste To Energy Plant'. A blue arrow points to the 'Next' button.

Next, the screen will prompt you to create the organization account. Give the name of your facility, the address, and, in the bottom section, who will be responsible for reporting. IF YOU ARE RESPONSIBLE FOR REPORTING FOR MORE THAN ONE FACILITY, you will have the opportunity to add facilities later in the registration process.

1 Get Started 2 **Create an Organization** 3 Complete

Make sure all required information on this form is complete and accurate. Click "Save" to proceed to the next Step

Location Details

Recycler Facility Name *
GO Recycling Northeast

Search Google Maps for your Address
100 N Senate Ave, Indianapolis, IN 46204, USA

Official Address
100 North Senate Avenue, Indianapolis, IN 46204, United States

Country *
United States

State/Province *
IN

City *
Indianapolis

Zip/Postal Code *
46204

Street Address *
100 North Senate Avenue

Clear Address

Note: To find your location, type your address into the Search Google Maps for your Address box or navigate in the Google Map and click on your location. If the address generated from the geocoding service is incorrect, you can modify the information directly in the address fields provided below. If you require assistance, [please let us know](#).

Available In
 Indiana

Contact Information for this Recycler Facility

Contact Name
P. Koons

Contact Title
Owner

Contact Email
pkoons@idem.in.gov

Phone Number
317-234-4055

Contact Fax
317-233-5970

Note: System messages will be sent to the email address (username) you used to sign-in to Re-TRAC Connect. This contact information is only for program information purposes.

Save

Then click **Save**.

You have now registered your organization and have the option to add another. Otherwise, click **Go**.

The screenshot shows the Re-TRAC Connect dashboard for the Indiana Department of Environmental Management (IDEM) Solid Waste and Recycling Data Reporting program. The navigation bar includes 'Dashboard', 'Programs', 'Directories', and 'Toolkit'. The user is logged in as 'P. Koons'. The main content area displays a three-step registration process: 1. Get Started, 2. Create an Organization, and 3. Complete. A congratulatory message states: 'Congratulations! You have successfully joined. To begin, click the "Go" button next to your Organization. If you want to join with another Organization, click the "Add Another" button.' Below this, the 'My Organizations' section lists 'GO Recycling Northeast' with details: 'Recycler Facility', '100 North Senate Avenue, Indianapolis, IN 46204, United States', and a 'Go' button. An 'Add Another' button is also present. On the right, an 'Available In' section shows 'Indiana' with a checkmark. A sidebar on the left provides program details, including the host (IDEM), website (http://www.in.gov/idem/recycle/), and program manager (Greg Overtoom).

Reports

Now that the account is set up with Re-TRAC Connect, the site will prompt for General Information. Click the **Plus Sign**  to take you to the reporting year needed. This example is the Recycling Activity Report for calendar year 2015.

The screenshot shows the 'Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting Status' page. The member is identified as 'GO RECYCLING NORTHEAST'. A legend indicates that a blue plus sign icon represents the applicable reporting form. A table below shows the reporting status for 2016 and 2015. The 2015 column has a blue plus sign icon next to it, indicating that the report for that year is available. A blue arrow points to this plus sign. Below the table, there is a link to 'Unsubscribe from this reporting.' The sidebar on the left provides member information, including the host (IDEM), website (http://www.in.gov/idem/recycle/), and program manager (Greg Overtoom).

	2016	2015
Recycling Activity General Information		

You enter the name of the **reporting** entity. Also, if you are a national company which owns many facilities across the country, we want to know the name and location of the particular facility in Indiana which needs to report their recycling numbers. Solid waste management districts and brokers may give their principal business address for the location.

Re-TRAC CONNECT

P. Koons Messages Help Log Out

Dashboard Programs Directories Toolkit

MY PROFILES COMMUNITY

Join Programs | Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting

Your data may not be considered complete by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting until you click on the 'Submit to Program' button. In addition, the status of this form and the associated data may be edited at any time by the Program Manager(s) of Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting.

Recycling Activity General Information
 Member: GO RECYCLING NORTHEAST | Year: 2015 | Cycle: ANNUAL

General Information

Name of Reporting Entity * Website Address Name of Facility
 GO Recycling Northeast

Principal Facility Location

Address (number and street) * City * State *
 100 N. Senate Ave. Indianapolis Indiana

ZIP code * Telephone * County *
 46204 317-234-4055 Marion

Program Details

Member Information:
 Status
 > Recycling Activity General Information

Then select if you are reporting as a Broker, Government entity (city, town, state, municipality), a School (non-university), a Business (commercial and/or manufacturer), an Institution (such as a daycare, hospital or church), Solid Waste Management company or Independent hauler (contractor), a College or University, a Not-for-Profit, or a Solid Waste Management District. Select only one.

Principal Business Activity (select only one): *

Broker
 Business (commercial and manufacturing)
 College/University

Government
 Institution
 Not-For-Profit

Schools (non-university)
 Solid Waste Management Company/Independent Recycling Hauling Contractor
 Solid Waste Management District

The next step includes checking the type(s) of recycling operation for the report. These are: Landfill, Material Recovery Facility, Metal Salvage Yard, Transfer Station/Collector, or Other (Note: If you select "Other" you will be required to enter a type).

Type of Recycling Operation (check all that apply): *

Landfill
 Material Recovery Facility
 Metal Salvage Yard
 Transfer Station/Collection
 Other

Next, we request contact information for the individual filling out this report.

Contact Information of Person Completing Form

Name * Company/Title *

Address City State

If different than above

ZIP code Telephone E-mail Address

Lastly, we need to know the reporting period; and if it is quarterly or the full calendar year. In this example, the full calendar year is selected.

Reporting Period for 2015: *

Full Calendar Year

Quarterly

When you have completed the information requested click **Save**, to return to the report for any updates, or **Submit to Program**. Re-TRAC Connect saves the information and directly reports the submittal to IDEM. As noted, report data entries are not considered complete until they are submitted to IDEM. Once submitted, this data is then locked and cannot be changed unless requested.

Once you have completed this section, clicking **Submit to Program** will show that a new section for the report is added. Click the **Plus Sign**  for the report you are completing. Again, this example is an annual report for Recycling Activity.



The screenshot shows the Re-TRAC Connect web application interface. At the top, there is a navigation bar with the Re-TRAC logo and user options like 'P. Koons', 'Messages', 'Help', and 'Log Out'. Below the navigation bar, there are tabs for 'Dashboard', 'Programs', 'Directories', and 'Toolkit'. The main content area displays a message: 'Recycling Activity Report response successfully submitted to 'Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting' for 2015'. Below this message, there is a section titled 'Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting Status' with the member name 'GO RECYCLING NORTHEAST'. The status section includes a table with columns for '2016' and '2015'. The '2016' column has a blue plus sign icon, and the '2015' column has a yellow bell icon. A blue arrow points to the plus sign icon in the 2016 column. The table also shows 'Recycling Activity General Information' and 'Recycling Activity Report (Annual)' with a plus sign icon next to it. At the bottom, there is a link to 'Unsubscribe from this reporting.'

SHIPMENTS OF RECYCLABLES TO RECYCLER FACILITIES (TONS)

Report the tons of recyclables sent to each recycler facility. List the name and location of the receiving recycler facility and give the amount of recyclables by material type. A recycler facility conducts intermediate consolidating, sorting, shredding, or baling operations. Examples include material recovery facilities, transfer stations, and drop-off centers. In-state shipments will also be reported by the receiving recycler facility.

FACILITY NAME *	STATE / COUNTRY *	CITY *	GLASS (MSW)	PAPER (MSW)	PLASTIC (MSW)	SINGLE STREAM / MIXED (MSW)	METAL FERROUS (MSW)	METAL NON-FERROUS (MSW)	OTHER MATERIAL	OTHER MATERIAL AMOUNT	METAL FERROUS (NON-MSW)	METAL NON-FERROUS (NON-MSW)	
Other (s) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PLEASE SPECIFY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Go Recyclin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="button" value="Add"/>													

Note: If you are reporting Shipments of Recyclables to Recycler Facilities, click the 'Add' button above to add your first row to the table.

Total Tons of Material Sent to Recycler Facilities:

Continue to each column, filling in the state or country where the shipments of recyclables were sent. Complete each column with the amounts of glass, paper, plastic and metal as indicated. There is a drop-down menu for the Other Material types which can be reported. Note: Remember, amounts are to be given in tons and in whole numbers.



Program Details

Member Information:

Status

Recycling Activity Report (Annual)

Host:

Indiana Department of Environmental Management

Website:

http://www.in.gov/dem/recycle/

Program Manager

Greg Overtom
govertoo@dem.in.gov
317-234-0958

SHIPMENTS OF RECYCLABLES TO RECYCLER FACILITIES (TONS)

Report the tons of recyclables sent to each recycler facility. List the name and location of the receiving recycler facility and give the amount of recyclables by material type. A recycler facility conducts intermediate consolidating, sorting, shredding, or baling operations. Examples include material recovery facilities, transfer stations, and drop-off centers. In-state shipments will also be reported by the receiving recycler facility.

FACILITY NAME *	STATE / COUNTRY *	CITY *	GLASS (MSW)	PAPER (MSW)	PLASTIC (MSW)	SINGLE STREAM / MIXED (MSW)	METAL FERROUS (MSW)	METAL NON-FERROUS (MSW)	OTHER MATERIAL	OTHER MATERIAL AMOUNT	METAL FERROUS (NON-MSW)	METAL NON-FERROUS (NON-MSW)	
Other (s) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PLEASE SPECIFY	Indiana <input type="text"/>	Indianapolis <input type="text"/>	1,000 <input type="text"/>	2,000 <input type="text"/>	<input type="text"/>	50 <input type="text"/>	<input type="text"/>	185 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Go Recyclin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>													

Note: If you are reporting Shipments of Recyclables to Recycler Facilities, click the 'Add' button above to add your first row to the table.

Total Tons of Material Sent to Recycler Facilities:

Don't forget, if you choose Other Material, you also must include the amount for that other material in the next column.

FACILITY NAME *	STATE / COUNTRY *	CITY *	GLASS (MSW)	PAPER (MSW)	PLASTIC (MSW)	SINGLE STREAM / MIXED (MSW)	METAL FERROUS (MSW)	METAL NON-FERROUS (MSW)	OTHER MATERIAL	OTHER MATERIAL AMOUNT	METAL FERROUS (NON-MSW)	METAL NON-FERROUS (NON-MSW)	
Other (s) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PLEASE SPECIFY	Indiana <input type="text"/>	Indianapolis <input type="text"/>	1,000 <input type="text"/>	2,000 <input type="text"/>	<input type="text"/>	50 <input type="text"/>	<input type="text"/>	185 <input type="text"/>	Textiles <input type="text"/>	120 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Go Recyclin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>													

Fill in the Brokers table the same way. Here, you are reporting the tons of recyclables you are transporting through a broker.

SHIPMENTS OF RECYCLABLES BY BROKERS (TONS)

Report the tons of recyclables transported through a broker. List the name and principal address of the broker and give the amount of recyclables by material type. A broker arranges the shipments of recyclables to final destinations.

BROKER NAME *	STATE / COUNTRY *	CITY *	GLASS (MSW)	PAPER (MSW)	PLASTIC (MSW)	SINGLE STREAM / MIXED (MSW)	METAL FERROUS (MSW)	METAL NON-FERROUS (MSW)	OTHER MATERIAL	OTHER MATERIAL AMOUNT	METAL FERROUS (NON-MSW)	METAL NON-FERROUS (NON-MSW)	
EarthW <input type="text"/>	Indiana <input type="text"/>	Valparaiso <input type="text"/>	20 <input type="text"/>	30 <input type="text"/>	100 <input type="text"/>	<input type="text"/>	<input type="text"/>	20 <input type="text"/>	- Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>													

Fill in the Manufacturers/End Users table the same way. Here you are reporting the tons of recyclables sent to an end user by state or county destination. Remember, the amounts are to be given in tons and in whole numbers. When you are finished with entering the information in each table, note that the total tons for that section also are provided.

SHIPMENTS OF RECYCLABLES TO MANUFACTURERS / END USERS (TONS)

Report the tons of recyclables sent to manufacturers / end users by destination. List each state or foreign country and give the amount of recyclables by material type. A manufacturer / end user is a production facility of basic products that uses the recyclables as a raw material without further offsite recycling. Examples include glass container mills, glass processors for furnace-ready cullet, foundries, steel mini-mills, smelting and refining operations, plastic processors for flake or pellets, and pulp and paper mills.

DESTINATION (STATE / COUNTRY) *	GLASS (MSW)	PAPER (MSW)	PLASTIC (MSW)	SINGLE STREAM / MIXED (MSW)	METAL FERROUS (MSW)	METAL NON-FERROUS (MSW)	OTHER MATERIAL	OTHER MATERIAL AMOUNT	METAL FERROUS (NON-MSW)	METAL NON-FERROUS (NON-MSW)	
Indiana ▾	100	20					- Select - ▾		35		Remove

Add

Note: If you are reporting Shipments of Recyclables to Manufacturers/End Users, click the 'Add' button above to add your first row to the table.

Total Tons of Material Sent to Manufacturers/End Users:

Now that you have reported your information, the next step is certifying this report. The system will automatically point out any required fields not yet completed before you may submit the final information.

CERTIFICATION

Submittal Reason: *

Mandatory Voluntary

This is to certify that I have personally examined and am familiar with the information in this Recycling Activity Report. I am aware of the Indiana Department of Environmental Management's requirements for this report. *

To the best of my knowledge, the submitted information is true, accurate, and complete.

Required Field

First and Last Name of Person Completing Report: * Required Field

Note that many companies, such as metal salvage yards, retailers, and government entities (cities, towns, and counties) are not required to report, but are highly encouraged. Please select if you are required or are voluntarily submitting your report by clicking the appropriate Submittal Reason (see http://www.in.gov/idem/files/factsheet_recycling_reporting.pdf for information on who is required to report).

Next, verify the information to be true, and accurate, and “sign” by typing in your first and last name.

CERTIFICATION

Submittal Reason: *

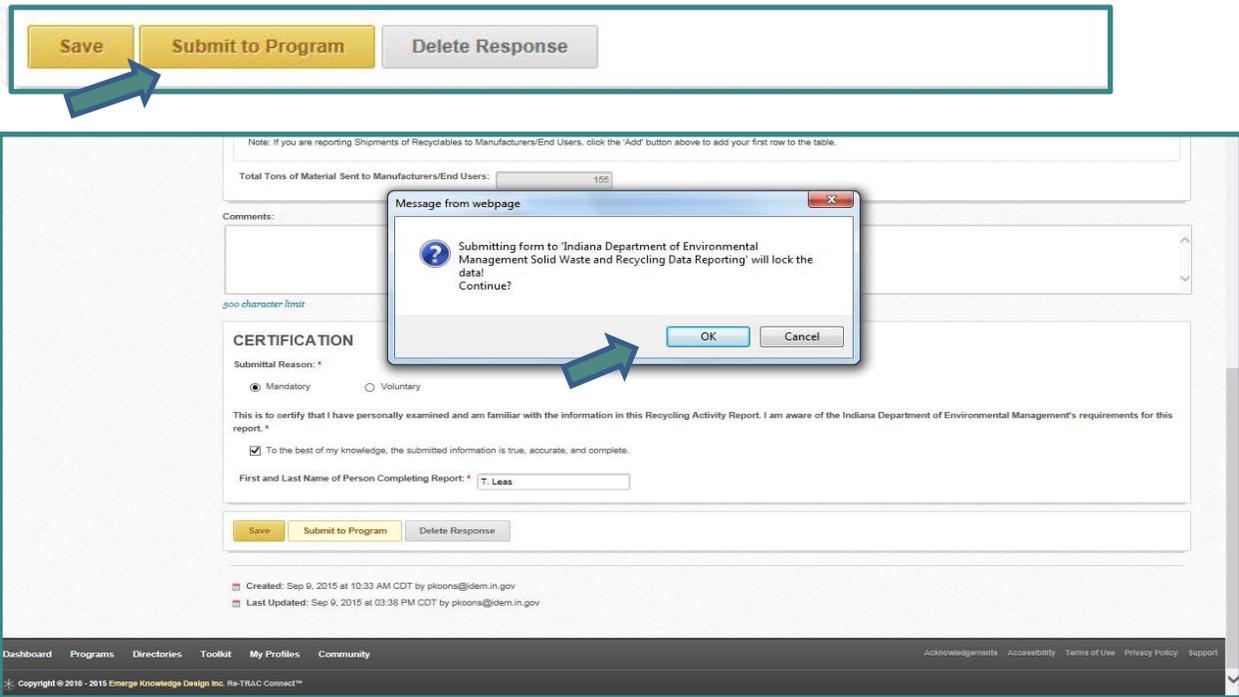
Mandatory Voluntary

This is to certify that I have personally examined and am familiar with the information in this Recycling Activity Report. I am aware of the Indiana Department of Environmental Management's requirements for this report. *

To the best of my knowledge, the submitted information is true, accurate, and complete.

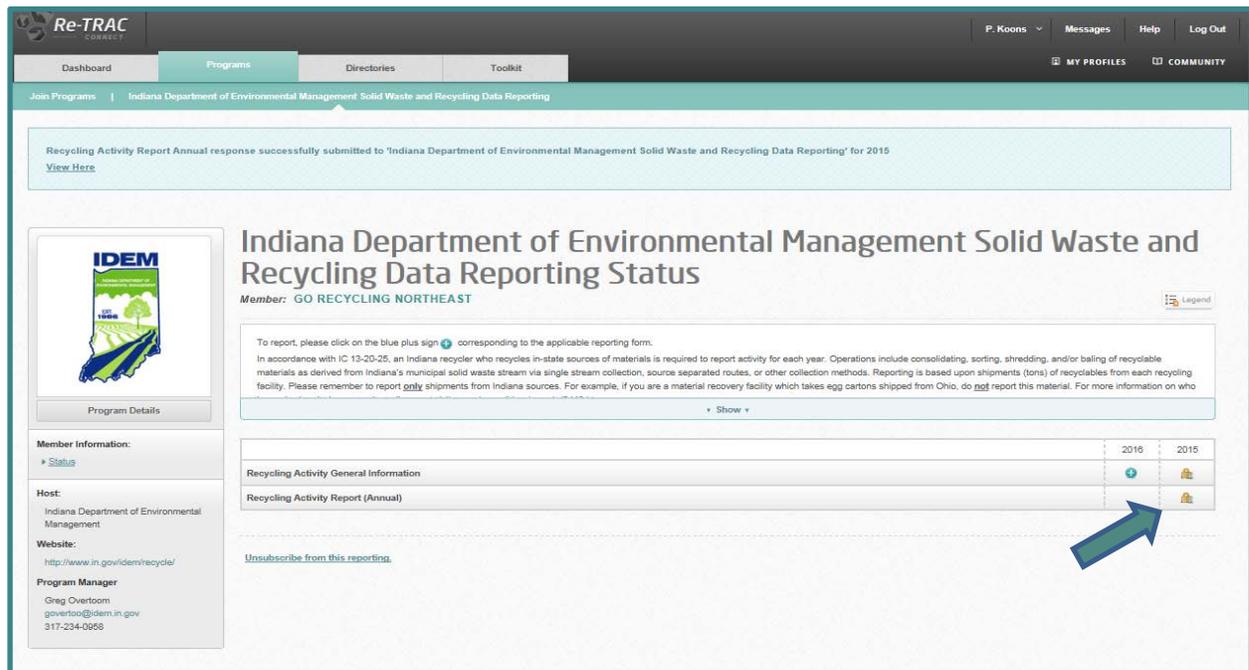
First and Last Name of Person Completing Report: *

Lastly, click the **Submit to Program** button. You will be reminded that this will lock the data in for your report. The reported information cannot be edited after submittal. If you need to modify the submittal you may either click on the **Delete Response** button and re-do the report or contact IDEM at 1-800-451-6027 ext. 4-4051 or OLQRegulatoryReporting@idem.in.gov to request that the submittal be unlocked.



The screenshot shows the 'Submit to Program' step of the Re-TRAC reporting process. A modal dialog box is displayed in the center, asking for confirmation: 'Submitting form to 'Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting' will lock the data! Continue?'. The dialog has 'OK' and 'Cancel' buttons. A blue arrow points to the 'Submit to Program' button on the form, and another blue arrow points to the 'OK' button in the dialog. The form includes fields for 'Total Tons of Material Sent to Manufacturers/End Users' (155), 'Comments', 'CERTIFICATION' (with 'Mandatory' selected), a checkbox for 'To the best of my knowledge, the submitted information is true, accurate, and complete.', and a text field for 'First and Last Name of Person Completing Report' (T. Lees). At the bottom, it shows 'Created: Sep 9, 2015 at 10:33 AM CDT by pkoons@idem.in.gov' and 'Last Updated: Sep 9, 2015 at 03:38 PM CDT by pkoons@idem.in.gov'.

Click the **OK** button, and the Reporting Status page will return showing you have now completed the report!



The screenshot shows the 'Reporting Status' page for the 'Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting' program. A notification banner at the top states: 'Recycling Activity Report Annual response successfully submitted to 'Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting' for 2015'. Below this, the page title is 'Indiana Department of Environmental Management Solid Waste and Recycling Data Reporting Status' with the member 'GO RECYCLING NORTHEAST'. A table shows reporting activity for 2016 and 2015. A blue arrow points to the 2015 entry in the table.

	2016	2015
Recycling Activity General Information		
Recycling Activity Report (Annual)		

If you have any problems in the reporting process or need to resubmit information. Call the IDEM Managers at 1-800-451-6027 ext. 4-4051 or directly at 317-234-4051.