

# Re-TRAC Connect™

## User Guide



Massachusetts Department of  
Environmental Protection

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# New Re-TRAC Connect™ Users

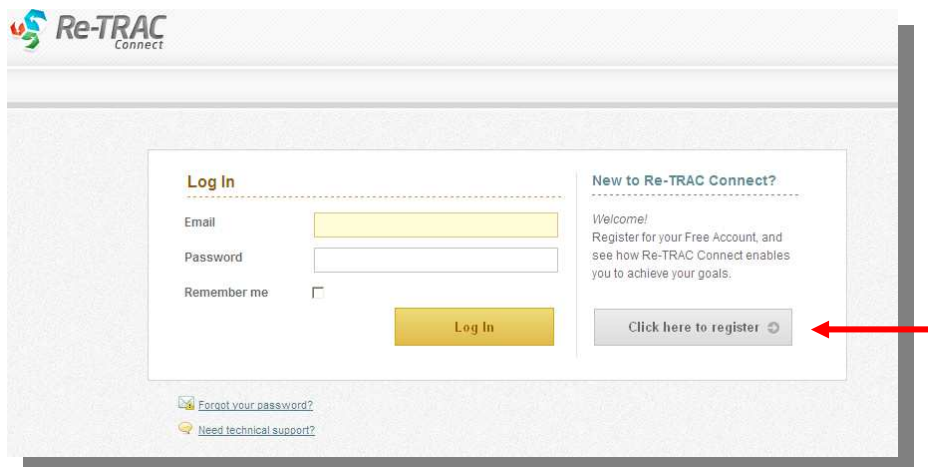
Please read the User Guide completely before attempting to log-in and complete the certification process.

In order to submit a certification/reporting form for Recycling, Composting & Conversion Operations, you will need to create a Re-TRAC Connect™ account.

## Create a Re-TRAC Connect™ Account

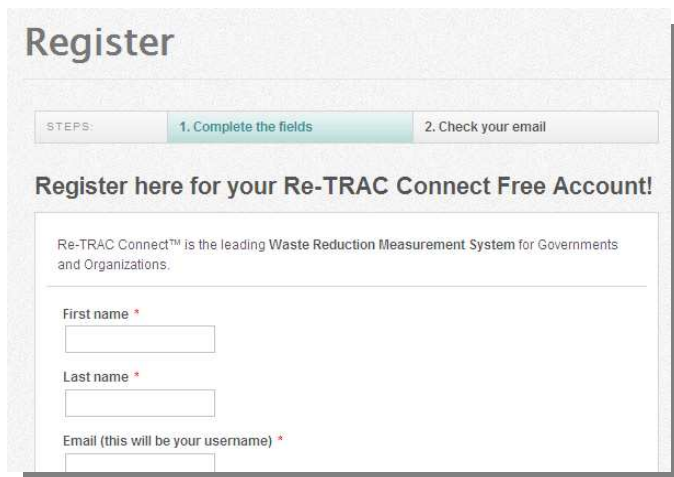
**Step 1:** Go to <https://connect.re-trac.com/>

At the log-in screen, select the *Click here to register* button.

A screenshot of the Re-TRAC Connect website's login and registration interface. The page has a light gray background with the Re-TRAC Connect logo in the top left. The main content area is divided into two sections: 'Log In' on the left and 'New to Re-TRAC Connect?' on the right. The 'Log In' section contains fields for 'Email' and 'Password', a 'Remember me' checkbox, and a yellow 'Log In' button. Below these fields are links for 'Forgot your password?' and 'Need technical support?'. The 'New to Re-TRAC Connect?' section includes a 'Welcome!' message, a brief description of the service, and a gray 'Click here to register' button with a right-pointing arrow. A red arrow points from the right side of the page to the 'Click here to register' button.

**Step 2:** Complete all required fields, click the *Next* button at the bottom of the Register page. Note: The person requesting the account, completing the log-in, and filling out the certification must be the Responsible Party (as defined in 310 CMR 16.02) for the recycling, composting and/ or conversion operation. Multiple operations can be certified under the same Re-TRAC account.

**Important:** Please save your username and password for future submissions of annual certifications.

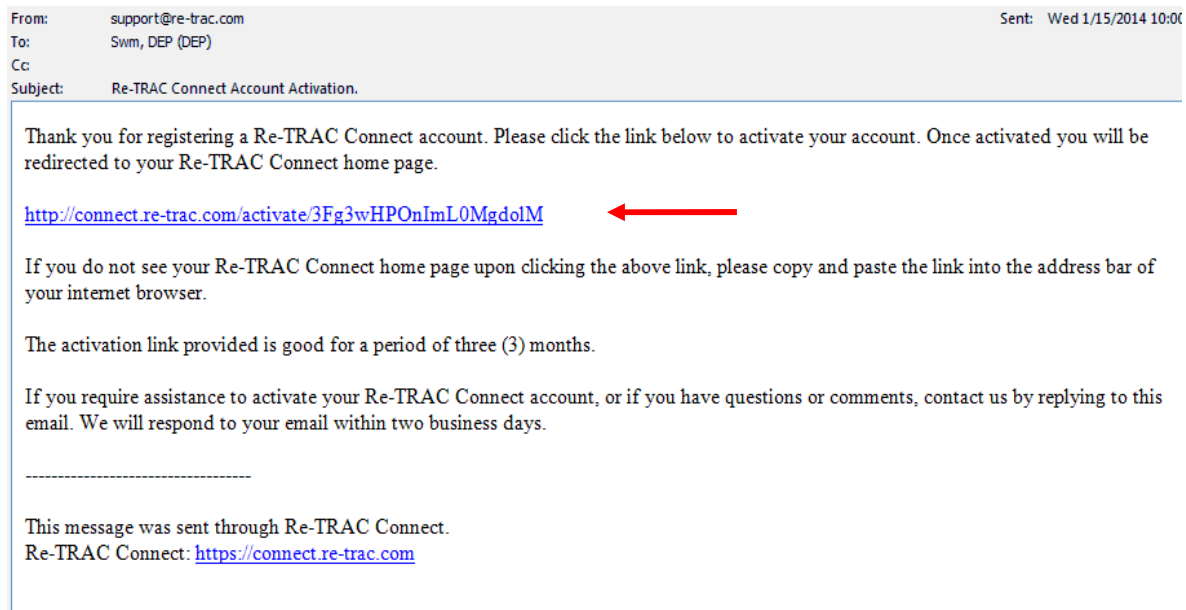
A screenshot of the Re-TRAC Connect 'Register' page. The page has a light gray background. At the top, the word 'Register' is displayed in a large, bold, dark gray font. Below it, a progress bar shows two steps: '1. Complete the fields' (highlighted in green) and '2. Check your email'. The main heading is 'Register here for your Re-TRAC Connect Free Account!'. Below this, a text box contains the message: 'Re-TRAC Connect™ is the leading Waste Reduction Measurement System for Governments and Organizations.' The registration form consists of three required fields, each with a red asterisk: 'First name', 'Last name', and 'Email (this will be your username)'. Each field has a corresponding input box below it.

## Activate Re-TRAC Connect™ Account

Once the account is created, the account holder will receive an email similar to the one shown below.

**Step 1:** Click on the link in the email to activate the account.

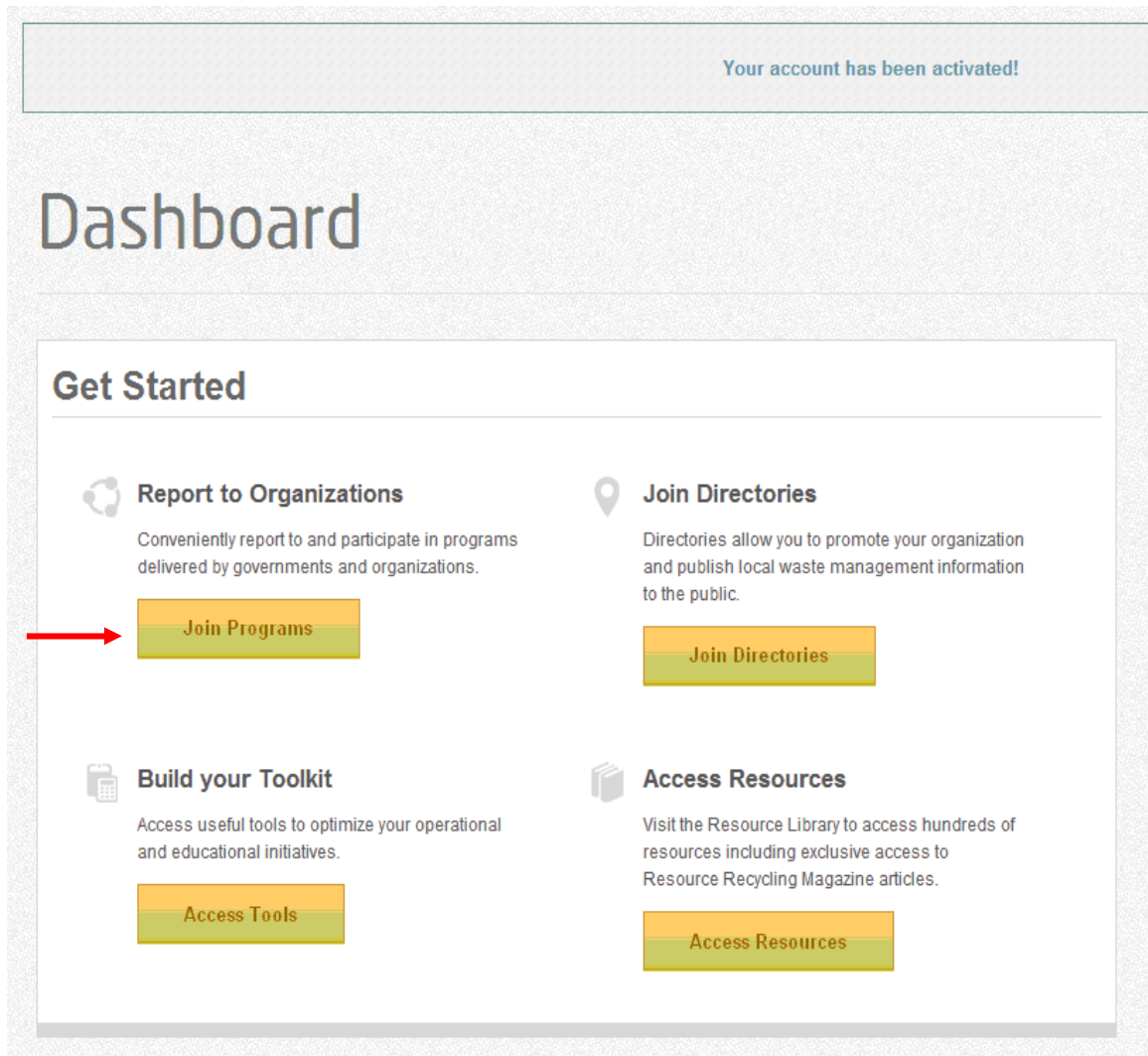
Note: If you don't see the activation email in your inbox, check your spam or junk mail folder. If you have not received the account activation email please email: [support@re-trac.com](mailto:support@re-trac.com)



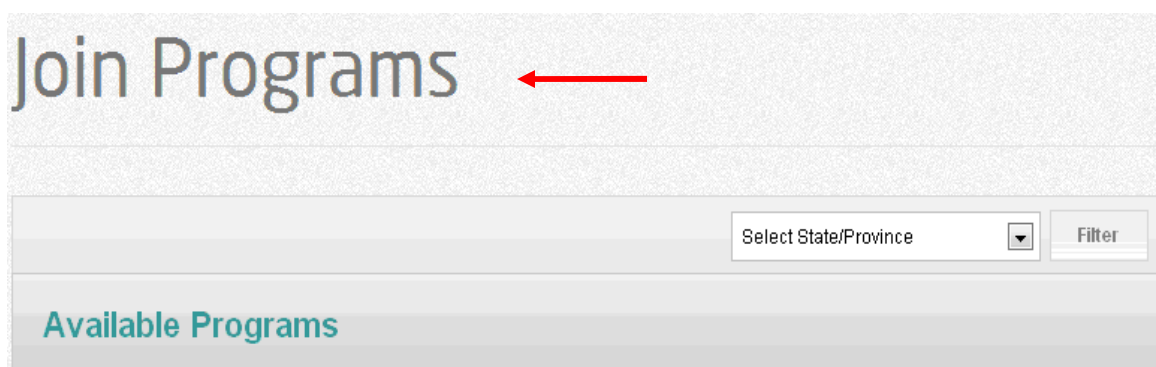
**Step 2:** You will be directed to the Re-TRAC Connect™ login page or to the Dashboard (shown below) of your account after clicking the activation link.

## Join Program & General Permit Certification & Annual Reports

**Step 1:** Once on the Dashboard page as shown below go to the Report to Organizations section and click the Join Programs button.



**Step 2:** Once on the Join Programs page a list of available programs will be displayed. Scroll down the page to the State/Province section which lists all state and provincial programs alphabetically.



**Step 2a:** Then click the Details button for the MassDEP program when the following screen is displayed.

**MassDEP 310 CMR 16.00 - Recycling, Composting and Conversion Submissions**

This is MassDEP's on-line process for electronic submission of the annual General Permit Certification and reporting forms for Recycling, Composting, Aerobic or Anaerobic Digestion operations pursuant to 310 CMR 16.04.

**MassDEP Municipal Recycling Programs**

MassDEP's Municipal Recycling Programs provide grants,

**Step 3:** At this point, you will add your organization (for this purpose, the organization is equivalent to the site-specific recycling, composting or conversion operation requiring certification) by selecting the appropriate organization type from the list on the right side of the page. The MassDEP General Permit Annual Certification Programs use only the following organization types: Public Operation, Private Operation, and Agricultural Operation.

Notes:

Public Operations – must be a publicly owned site, i.e., municipal, state, or federal.

Private Operations – must be a privately owned site, i.e., corporation, LLC, etc.

Agricultural Operation: Use only if the operation is located on a farm. It must be an agricultural operation as defined by the Department of Agricultural Resources (DAR) “farm” which is not registered with or part of the Department of Agricultural Resources Compost Registration Program.

# MassDEP 310 CMR 16.00 - Recycling, Composting and Conversion Submissions

You currently do not have any organizations that can access this program. To add an organization for this program, click the organization type from the list provided.

**Program Description**

This is MassDEP's on-line process for electronic submission of the annual General Permit Certification and reporting forms for Recycling, Composting, Aerobic or Anaerobic Digestion operations pursuant to 310 CMR 16.04.

**Available In**

✓ Available Everywhere

**Add Organization**

Would you like to add another location? Choose from the following types of organizations/events

- + Add Agricultural Operation
- + Add Private Operation
- + Add Public Operation

**Step 3a:** Complete the form and click the Add button at the bottom.

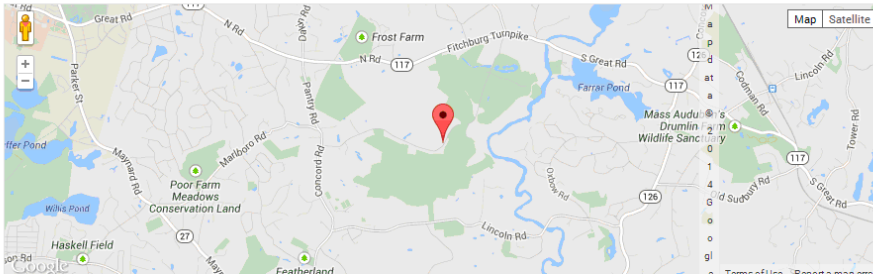
## Add Private Operation

### Instructions

- ✓ Complete the Location Information and Contact Information for the new Private Operation.
- ✓ To finish adding the new Private Operation, click Add button

### Location Details

Private Operation Name \*



Search Google Maps for your Address

Official Address

Country \*

State/Province \*

City \*

Address \*

Zip/Postal Code \*

Clear Address

Website

Notes

**Note:** To find your location, type your address into the Search for Location box below 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](#).

### Contact Information for this Private Operation

Note: You will receive system messages for organizations & events that you add and manage as part of your Re-TRAC Connect account.

Contact Name \*

Contact Title

Contact Email \*

Phone Number \*

Contact Fax

### Drop Off Hours for Private Operation

Drop Off Hours



**Step 4:** Repeat Step 3 and Step 3a for each recycling, composting or conversion operation that needs to be added.

**Step 5:** After you add your Organization/s, you will be on the Programs screen shown below. All the organizations/operations you have entered will be listed under the title “My Organizations” In this example there are two sample organizations, a Private Operation, and a Public Operation.

Click the Next button next to your organization name to continue.

## MassDEP 310 CMR 16.00 - Recycling, Composting and Conversion Submissions

**My Organizations** ←

**Private Operations**  
 MassDEP Composting → **Next**

**Public Operations**  
 MassDEP Recycling **Next**

**Add Organization**  
Would you like to add another location? Choose from the following types of organizations/events

- + Add Agricultural Operation
- + Add Private Operation
- + Add Public Operation

**Program Description**

This is MassDEP's on-line process for electronic submission of the annual General Permit Certification and reporting forms for Recycling, Composting, Aerobic or Anaerobic Digestion operations pursuant to 310 CMR 16.04.

**Available In**

- ✓ Available Everywhere

**Step 5a:** You will be brought to the screen shown below. Ensure that there is a checkmark in the appropriate box. If not, check the box and then click on the Join button to continue.

## MassDEP 310 CMR 16.00 - Recycling, Composting and Conversion Submissions

Member: **RECYCLING TEST**

**Reports:**  
Select the reports that you agree to submit

☒ General Permit Annual Certification Form & Report for Recycling, Composting & Aerobic and Anaerobic Digestion Operations

**Join**

**Step 6:** You will now be brought to the Status page as seen below. This page will show the report that can be submitted and the status of the report. At this point, there should be a plus mark next to the report which indicates that it needs to be completed. To explain the various levels of status you can click on the Legend button. To start filling out the certification form you will click on the plus mark button.

MassDEP 310 CMR 16.00 - Recycling, Composting and Conversion Submissions Status

Member: RECYCLING TEST

Click on the plus icon + to report or view information

Legend

2013

General Permit Annual Certification Form & Report for Recycling, Composting & Aerobic and Anaerobic Digestion Operations

**Step 7:** This will bring you to the actual certification form as shown below. Please read all the instructions provided for each section of the form carefully prior to filling in the required information. Complete all required fields on each form.

General Permit Annual Certification Form & Report for Recycling, Composting & Aerobic and Anaerobic Digestion Operations

Member: MASSDEP COMPOSTING | Year: 2014 | Cycle: ANNUAL

This form will be used to satisfy the certification and reporting requirements for a General Permit for Recycling, Composting and Aerobic or Anaerobic Digestion Operations pursuant to 310 CMR 16.04 All recycling, composting, and aerobic or anaerobic digestion operations subject to 310 CMR 16.04 are required to submit an annual certification by February 15.

**Instructions:**

- The certification must be completed by a **Responsible Official** (as defined in 310 CMR 16.04).
- The **Responsible Official** completing this certification form must make and keep a signed copy of the completed certification form for record keeping purposes.
- Remember that it is your responsibility to keep your operation in compliance with all applicable environmental protection requirements at all times. You may be subject to enforcement action if you do not comply with the standards.
- At the time of certification an operation that is not in compliance with all the regulations will be asked to describe the issue of non-compliance, explain how the operation will return to compliance, and give a date when the operation will return to compliance. The return to compliance plan shall not exceed 60 days without prior written approval from MassDEP.

**Applicability:**

- Composting operations located on a farm or agricultural unit may be exempt from MassDEP's regulation at 310 CMR 16.00. Composting operations located at a farm should contact Massachusetts Department of Agricultural Resources (DAR) to receive a proper determination. If the compost operation registers for DAR's composting program and complies with all DAR policies and regulations then do not complete and submit this certification form.
- This certification is only for the following types of operations that handle less than the listed maximum tonnage limits. Operations which exceed these tonnage limits may be eligible for a Recycling, Composting or Conversion (RCC) Permit pursuant to 310 CMR 16.05.

You can **"Save"** the form which will allow you to come back at anytime to modify any information you have entered.



Save

You can “**Submit**” the form when you are satisfied with all information. This will lock the form and MassDEP administrators will consider your information complete.

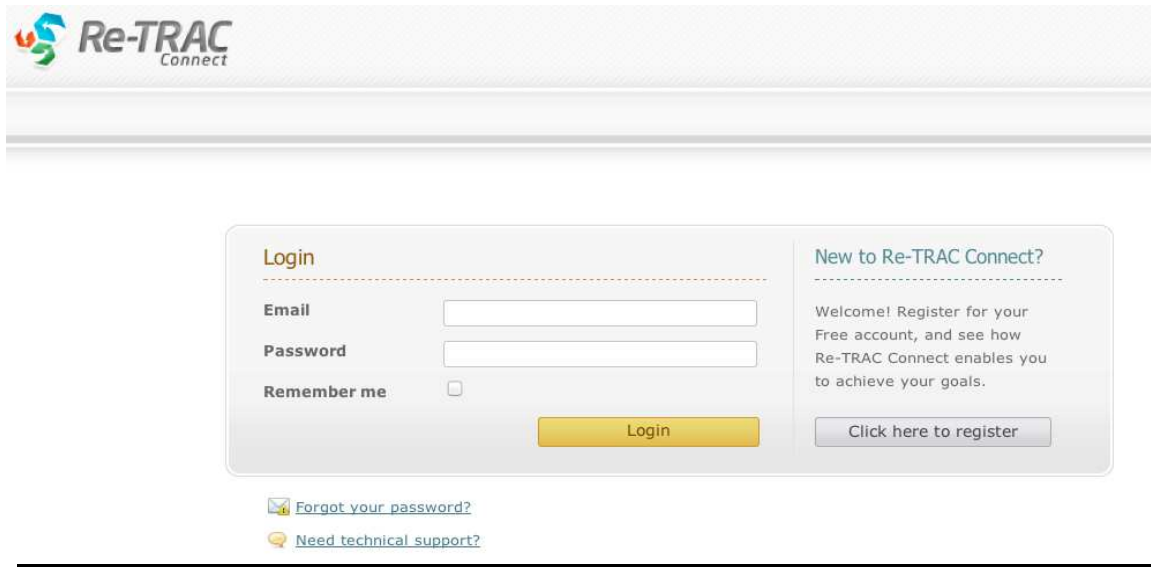
Submit to Program

## Existing Re-TRAC Connect™ Users

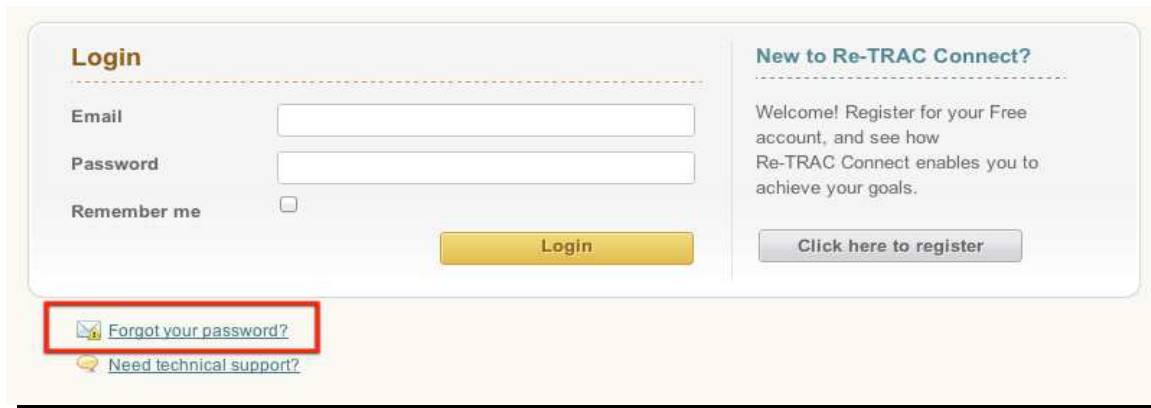
### Login

If you have an existing Re-TRAC Connect™ account go to:  
<http://connect.re-trac.com>.

Enter your email address and password and click on the “**Login**” button.



Note: If you have forgotten your password you can create a new one by using the “**Forgot your password**” functionality found on the login page.



Once logged in you can go to page 4 of this User Guide and follow all instructions.