

# Universal Recycling Ordinance Annual Diversion Plan Instructions



# www.austintexas.gov/diversionplan

**austintexas.gov**  
the official website of the City of Austin

Explore your city...   [Advanced Search](#)

Department » Austin Resource Recovery » Programs » Annual Diversion Plan (Recycling Plan)

Home  
About  
Services  
Programs  
Media  
Locations  
FAQ  
Education  
Documents

## Austin Resource Recovery

Departamento de Recuperación de Recursos de Austin

### ANNUAL DIVERSION PLAN (RECYCLING PLAN)

All properties affected by the Universal Recycling Ordinance must submit an Annual Diversion Plan every year between Oct. 1 and Feb. 1.

Plans are submitted through a secure, web-based software called Re-TRAC. Please note that you will be redirected off the City of Austin webpage to complete your plan details and recycling data. Plans not submitted by February 1 may be subject to penalties.

#### Learn How

OR

#### Complete Your Plan

#### TOP CONTENT

- ★ Recycle & Reuse Drop-Off Center
- ★ Residential Curbside Collection Schedule
- ★ Residential Bulk Collection
- ★ My Collection Schedule
- ★ Residential Recycling Collection

Learn more about the URO

#### UNIVERSAL RECYCLING ORDINANCE (URO)

Learn how the Universal Recycling Ordinance affects your business.

#### FREE URO TRAINING

CLICK TO RSVP

Need to submit an Organics Diversion Plan?

#### SUBMIT ODP

Questions or concerns? Austin Resource Recovery's Business Outreach staff is here to help. Call us at 512-974-9727 or send us an email at [CommercialRecycling@austintexas.gov](mailto:CommercialRecycling@austintexas.gov)

Share

### BUSINESS HUB

Services for commercial and multifamily properties.

Click the Submit ADP button to get started

# Step 1: Create Your Account



## CITY OF AUSTIN - UNIVERSAL RECYCLING ORDINANCE - ANNUAL DIVERSION PLAN

Austin Resource Recovery, City of Austin uses Re-TRAC Connect to collect data for City of Austin - Universal Recycling Ordinance - Annual Diversion Plan. You must create a Re-TRAC Connect account to begin reporting.

### CREATE FREE ACCOUNT

Email\* \* required

Password\*

Your password must be at least 8 characters and cannot contain spaces

First Name\*

Last Name\*

Stay connected!

Sign me up to receive Re-TRAC Connect's Monthly Update email.

You can cancel your subscription to the monthly newsletter at any time using the SafeUnsubscribe link, found at the bottom of every email.

GET STARTED

By clicking Get Started and using Re-TRAC Connect, I agree to the [Terms of Use](#) and [Privacy Policy](#). (Updated June 29, 2015)

LOG IN

If you already have an account, click here to log in

OR

Enter your information and click "Get Started"

Check your email for an activation link and click "Activate".

# Step 2: Add Your Property

If your property was added in a previous year, move on to Step 3.

## Member Details

### Member Type\*

Select Type

Commercial Property (Any non-residential commercial property)

Multifamily Property (Apartment, condominium, townhome, and assisted living)

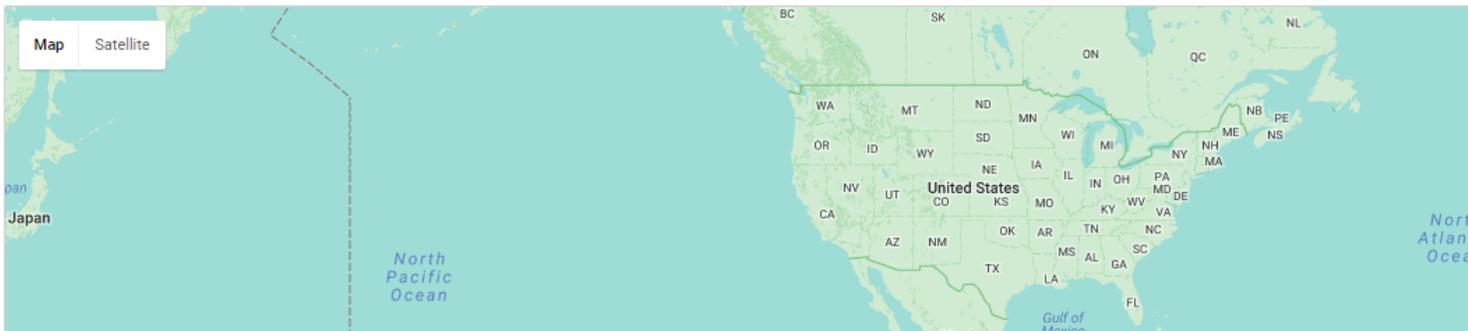
Select your property type, Commercial or Multifamily

## Location Details

### Search Google Maps for your Address ⓘ

Search by organization name or address

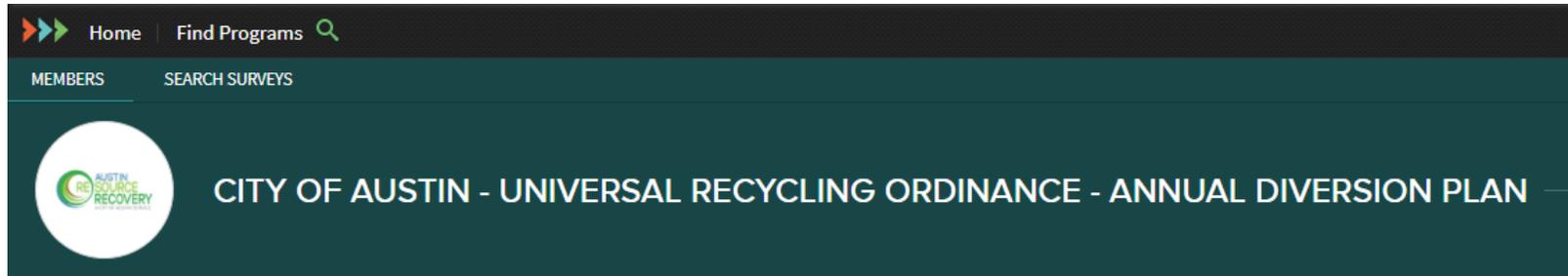
Type in the property address



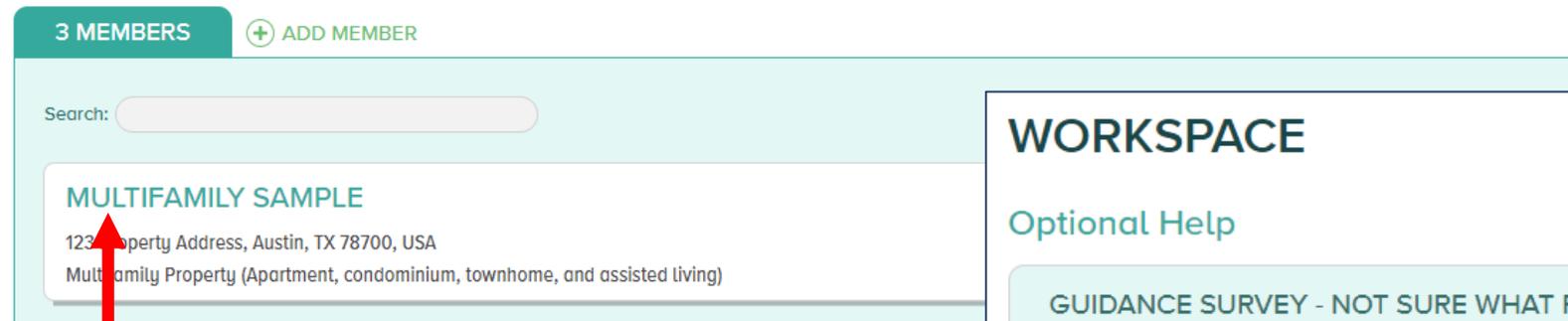
JOIN

Click "Join" to add your property to your account

# Step 3: Open the Annual Diversion Plan (ADP)



## MEMBERS



Click on your property to open the workspace.

## WORKSPACE

### Optional Help

GUIDANCE SURVEY - NOT SURE WHAT FORMS YOU NEED TO FILL OUT? START HERE



One Time Only

### PLANS

ANNUAL DIVERSION PLAN



Annual, 2018

Click "New" to open the ADP

# Page 1: Property Information

---

## Property or Business Information

Name of Property *	<input type="text" value="Multifamily Sample"/>
Property Street Address *	<input type="text" value="123 Property Address"/>
Property Zip Code *	<input type="text" value="78700"/>
Which category best describes your property? *	<input type="text" value="- Select -"/>

**Real Property ID can be found on letters and postcards from ARR or using the links to your county's appraisal district.**



Real Property Tax ID *	<input type="text"/>
------------------------	----------------------

*Travis County example 123456, Williamson County example R123456*

# Page 1: Property Information

Is this submission for an entire property or part of the property? \*

- Entire Tax Parcel
- Part of the Tax Parcel

To report for all of the buildings on the property, select "Entire Tax Parcel"

*If you are reporting for all buildings on the parcel, choose "Entire Tax Parcel"*  
*If you are reporting for ONLY PART of the building, or one of many buildings, on a tax parcel, choose "Part of the Tax Parcel"*

For the portion of the property that this report covers:

What is the number of the building, unit, or suite? \*

*Separate by commas if multiple (i.e. - 131-B, 131-C, 132)*

If you are a tenant, or reporting for part of a property, select "Part of the Tax Parcel" and enter building or suite information.

What is the size of the property (or your portion of the property) in square feet? \*

Enter the square footage of the property

Associated Real Property Tax ID

*Travis County example 123456, Williamson County example R123456*

Enter the Real Property ID here, adding additional IDs as necessary

# Page 1: Property Information

**Additional Property Information**

	YES	NO
Is your property owned by a federal, state, or local government entity? *	<input type="radio"/>	<input type="radio"/>
Are you reporting for a facility owned by the City of Austin? *	<input type="radio"/>	<input type="radio"/>
Are you located in the Downtown Trash and Recycling District and therefore use shared dumpsters located in the alleys? <a href="#">(Check map)</a> *	<input type="radio"/>	<input type="radio"/>
Does your property have trash and recycling carts with the City logo? <a href="#">(See example here)</a> *	<input type="radio"/>	<input type="radio"/>
Is your property vacant? *	<input type="radio"/>	<input type="radio"/>

**Answer the questions under Additional Property Information. Most properties will select “No”**

## Local Management Contact

Name \*

Title \*

Organization \*

Phone \*  *Example: 123-456-7890*

Email \*  *Example: name@example.com*

**Enter contact information for the person responsible for trash and recycling services for the property**

# Page 1: Materials Collected

## 1. Materials Collected

**Minimum Required Materials:** The Universal Recycling Ordinance requires that employees and tenants have opportunities to recycle the following five (5) materials. Which of these materials can be recycled at this location?

	YES	NO
Paper *	<input checked="" type="radio"/>	<input type="radio"/>
Cardboard *	<input checked="" type="radio"/>	<input type="radio"/>
Aluminum Cans *	<input checked="" type="radio"/>	<input type="radio"/>
Plastic bottles #1 and #2 *	<input type="radio"/>	<input type="radio"/>
Glass bottles and jars *	<input checked="" type="radio"/>	<input type="radio"/>

Additional materials such as shredded paper, pallets, or scrap metal, may be reported on Page 2.

[Waiver Request](#) - Explain why location does not collect one or more of the materials above and document the proposed substitute materials in the Additional Materials section.

**Confirm your property collects the required materials. If you select “No” for any material, you must complete a waiver request.**

Austin Resource Recovery staff will review waiver requests on a case-by-case basis and respond within 60 days, if waiver is not accepted. Waivers must be requested each year.

SAVE DRAFT



**Click to save your responses for page 1.**

# Page 2: Collection Services and Additional Materials

How many dwelling units are at this location? \*

If you are reporting for a multifamily property, enter the number of dwelling units

Complete the tables to report the collection services onsite.

Trash Collection Services (Hover over column headers for more information)

	CONTAINER TYPE	NUMBER OF CONTAINERS *	VOLUME *	UNIT *	SERVICE FREQUENCY *	UNIT *	COMPACTOR?	CUBIC YDS/WK (AUTO-CALCULATED)	
1	Dumpster	1	8	Cubic Yards	2.0	Per Week	No	16.00	REMOVE

+ ADD

Container Type

How many containers onsite

Container Size

How often the containers are picked up

Calculated Automatically

Add table rows by clicking "Add" as necessary and repeat process for recycling table and compost table (if applicable).

# Page 2: Collection Services by Weight (optional)

Do you receive weight tickets for trash and/or recycling?

Yes

No

**If you receive information about your collection by weight rather than volume, enter Zeros in the top 2 tables, select “Yes” and complete the weight tables instead.**

### Additional Trash by Weight (Optional)

MATERIAL	UNITS OF MEASURE	AMOUNT	FREQUENCY	EST. CUBIC YARDS/WEEK	EST. TONS/WEEK
Additional Trash by Weight	- Select -		- Select -		

### Additional Recycling by Weight (Optional)

MATERIAL	UNITS OF MEASURE	AMOUNT	FREQUENCY	EST. CUBIC YARDS/WEEK	EST. TONS/WEEK
Other Material by Weight	- Select -		- Select -	N/A	

# Page 2: Additional Recycled Materials (optional)

Additional Recycled Materials by Volume, Weight, or Quantity [\(Optional\)](#)

Only include material that is NOT covered in any section above.

ARR staff may request additional documentation.

Materials included in this section are:

- Batteries
- Cardboard
- Donated Food
- Electronics
- Landscape Debris
- Mattresses
- Metal Scrap
- Motor Oil
- Pallets, wood or plastic
- Paper, shredded
- Plastic bags and film
- Expanded Polystyrene (Styrofoam)
- Textiles
- Tires
- Wood, scrap
- Other Material

Do you have additional diverted material that you would like to report? \*

Yes  No

**If you divert additional materials from the landfill, click “Yes” and enter the quantities, this will count towards your total recycling capacity**

MATERIAL	UNITS OF MEASURE	AMOUNT	FREQUENCY	EST. CUBIC YARDS/WEEK	EST. TONS/WEEK
Battery, general	- Select -		- Select -		
Battery, motor vehicle	- Select -		- Select -		
Cardboard, baled	- Select -		- Select -		
Donated Food	- Select -		- Select -		
Electronics	- Select -		- Select -		
Landscape Debris	- Select -		- Select -		
Mattress	- Select -		- Select -		

**This section is REQUIRED if you do not collect all 5 required materials indicated on Page 1**

# Page 2: Diversion Calculations

## Option 1: [Collection Service Calculations](#)

Based on the information reported, your service capacity is estimated as follows:

Trash Collection	16.00	<i>cubic yards per week</i>
Recycling and Organics Collection	16.00	<i>cubic yards per week</i>
Additional Materials - Diverted (Estimated Capacity)	0.00	<i>cubic yards per week</i>
Additional Materials - Landfilled	0.00	<i>cubic yards per week</i>
<a href="#">Total Estimated Recycling Service Capacity</a>	50.00	<i>% recycling service by volume</i>

Service Capacity Requirement: **Met.**

## Option 2: Diversion Rate Calculations

Based on the information reported, your diversion rate is estimated to be:

<a href="#">Estimated Weekly Tons of Trash</a>	1.320	<i>tons per week</i>
<a href="#">Estimated Weekly Tons of Materials Diverted</a>	1.320	<i>tons per week</i>
Additional Tons of Materials Diverted	0.000	<i>tons per week</i>
Additional Tons of Trash Landfilled	0.000	<i>tons per week</i>
<a href="#">Total Estimated Diversion Rate</a>	50.00	<i>% diversion by weight</i>

Diversion Rate Requirement: **Not Met.**

Diversion rates are automatically calculated for you.

Only ONE of these options needs to show "MET."

SAVE DRAFT

Click to save your responses for page 2.

# Page 3: Confirm Compliance with Remaining Requirements

## 3. Convenience

Convenience Requirement: The Universal Recycling Ordinance requires each trash service container (cart, dumpster, roll-off, etc.) or access point (chute, hopper) to have a recycling service container or access point within [25 feet](#).

Does this location meet the Convenience Requirement? \*

Select "Yes" or "No" to indicate compliance with additional URO requirements.

## 4. Signs & Education

Sign Requirements: The Universal Recycling Ordinance requires locations to post signs or posters and label containers. Signs and labels must:

- Indicate materials accepted
- Use graphics
- Use English and Spanish (or other applicable language)

Does this location meet the Sign Requirements? \*

Education Requirements: The Universal Recycling Ordinance requires locations to educate tenants and employees on recycling opportunities. Education must:

- List materials accepted
- Indicate where to recycle
- Use English and Spanish (or another appropriate language)
- Be provided annually and within 30 days of move-in or hiring

Does this location meet the Education Requirements? \*

Type of recycling information provided to tenants/employees (Check all that apply): \*

- Email Communication
- Flyer / Handout
- New Employee / New Tenant Orientation

Provide additional details when prompted.

# Page 3: Waivers

---

Does this location meet the Convenience Requirement? \*

No, I need to request a waiver ▼

A waiver request claiming space constraints will not be considered without proper documentation and explanation. Examples of documentation may include correspondence from

Upload documentation here: \*

Choose File No file chosen

Austin Resource Recovery staff will review waiver requests on a case-by-case basis and respond within 60 days.

Waiver Request - Which of the following conditions apply to this location: \*

- Space constraint
- Property has valet service for both trash and recycling.
- Other

Please Explain \*

**When “No” is selected, you may be asked to request a waiver. Provide additional information when prompted and upload documentation when requested.**

**For assistance with requesting a waiver, contact Austin Resource Recovery at 512-974-9727 or [CommercialRecycling@AustinTexas.gov](mailto:CommercialRecycling@AustinTexas.gov)**

# Page 3: Certify Information & Submit

Complete the E-signature section and check the certify box.

## 8. E-Signature

Name \*

Email Address \*

*Example: name@example.com*

Phone Number \*

Please contact me about city-sponsored recycling, training or educational materials.

Yes

No

Certification \*

I certify that this information is true and agree to hold responsibility for the validity of the data.

SAVE DRAFT

MARK COMPLETE

DELETE

Click "Mark Complete" when the ADP is ready to submit.

Click "Mark Complete" to confirm submittal.

Confirmation

Nice work!

As a reminder, responses marked complete can not be edited. Are you sure you want to continue?

MARK COMPLETE

CANCEL

# Add Another Property to Your Account

If you have additional properties to add to your account follow these steps.

The screenshot shows a web application interface. At the top left, there is a navigation bar with 'Home' and 'Find Programs' links. A red arrow points from a blue callout box labeled 'Click "Home"' to the 'Home' link. Below the navigation bar is a 'WORKSPACE' section. It features a circular logo for 'AUSTIN RESOURCE RECOVERY' and the text 'Program: City of Austin - Universal Recycling Ordinance - Annual Diversion Plan' and 'SAMPLE COMMERCIAL PROPERTY'. Below this is another 'WORKSPACE' section with 'Optional Help' and a link 'GUIDANCE SURVEY - NOT SURE WHAT FORMS YOU NEED TO FILL OUT? START HERE'. On the right side, there is a 'PROGRAMS I'VE JOINED' section. It contains a card for 'CITY OF AUSTIN - UNIVERSAL RECYCLING ORDINANCE - ANNUAL DIVERSION PLAN' with the Austin Resource Recovery logo. A red arrow points from a blue callout box labeled 'Click on the Annual Diversion Plan Program' to this card.

Home Find Programs

WORKSPACE

Program: City of Austin - Universal Recycling Ordinance - Annual Diversion Plan

 SAMPLE COMMERCIAL PROPERTY

SWITCH MEMBER ▾

**WORKSPACE**

Optional Help

GUIDANCE SURVEY - NOT SURE WHAT FORMS YOU NEED TO FILL OUT? START HERE

**PROGRAMS I'VE JOINED**

CITY OF AUSTIN - UNIVERSAL RECYCLING ORDINANCE - ANNUAL DIVERSION PLAN  
Austin Resource Recovery, City of Austin

 AUSTIN RESOURCE RECOVERY  
A CITY OF AUSTIN SERVICE

Click "Home"

Click on the Annual Diversion Plan Program

# Add Another Property to Your Account

## MEMBERS

3 MEMBERS + ADD MEMBER ← Click "Add Member"

Search:

**MULTIFAMILY SAMPLE**  
123 Property Address, Austin, TX 78700, USA  
Multifamily Property (Apartment, condomini

**SAMPLE MULTIFAMILY PRO**

Join program ×

**Join City of Austin - Universal Recycling Ordinance - Annual Diversion Plan**

Join this program by creating a new organization. Some programs require the program manager's approval before your organization can become a member of the program.

New organization

CREATE NEW ← Click "Create New" in the pop up message box and follow the steps to add the additional property