

# Austin Construction Recycling Report Guide

*You're finished building! And ready to report. Follow these Steps.*

*(Video time points refer to the online [Video Guide](https://www.youtube.com/watch?v=v2MxNNdQWc&feature=youtu.be) at: [https://www.youtube.com/watch?v= v2MxNNdQWc&feature=youtu.be](https://www.youtube.com/watch?v=v2MxNNdQWc&feature=youtu.be))*

## STEP 1. LOGIN OR ESTABLISH A Re-TRAC ACCOUNT

*([Video time point: 2:12](#))*



**Re-TRAC Connect** is a secure, web-based program developed by Emerge Technology that hosts many recycling-related reporting systems including Austin's Construction Recycling Report. Their use of some terms, like Member, may not make sense but this guide will help.

A. To Log In or establish a free Re-TRAC account:

- Go to [austintexas.gov/page/construction-recycling-reporting](http://austintexas.gov/page/construction-recycling-reporting) and click **SUBMIT REPORT**
- Or, navigate directly to <https://connect.re-trac.com/registration/austin-cdordinance>.



B. If you have a Re-TRAC Connect account, **Log In**.

C. Otherwise, enter info to **CREATE FREE Re-TRAC ACCOUNT**

**Can't Find E-mail?**  
Check Junk Mail or Contact  
[support@re-trac.com](mailto:support@re-trac.com)

Re-TRAC  
CONNECT

AUSTIN CONSTRUCTION & DEMOLITION RECYCLING  
ORDINANCE

Austin Resource Recovery, City of Austin uses Re-TRAC Connect to collect data for Austin Construction & Demolition Recycling Ordinance. 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.

Sign me up!

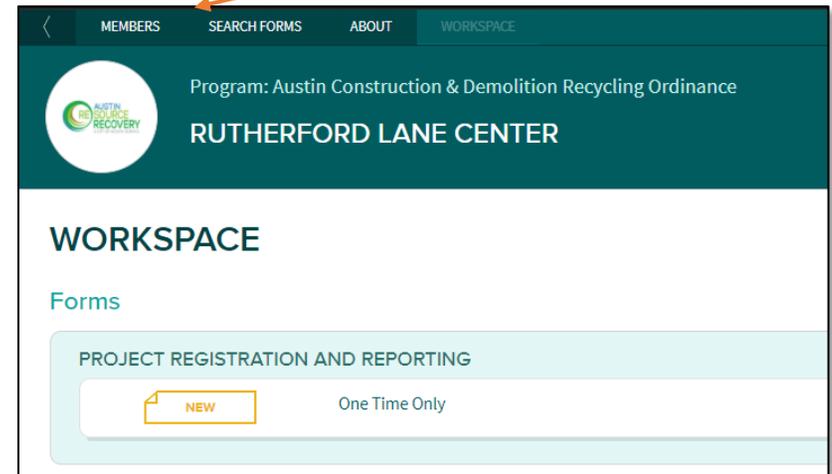
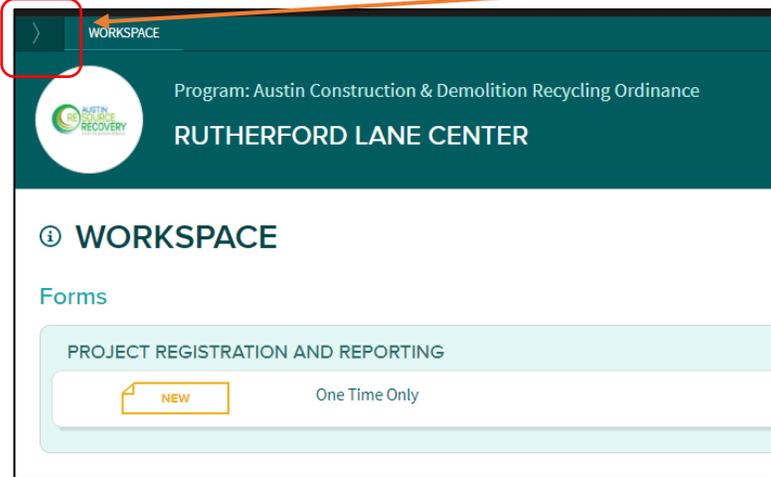
**GET STARTED**

## STEP 2. JOIN PROGRAM AND ADD A PROJECT

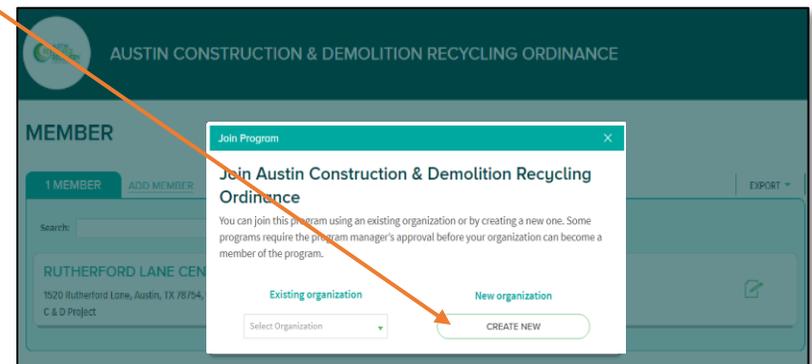
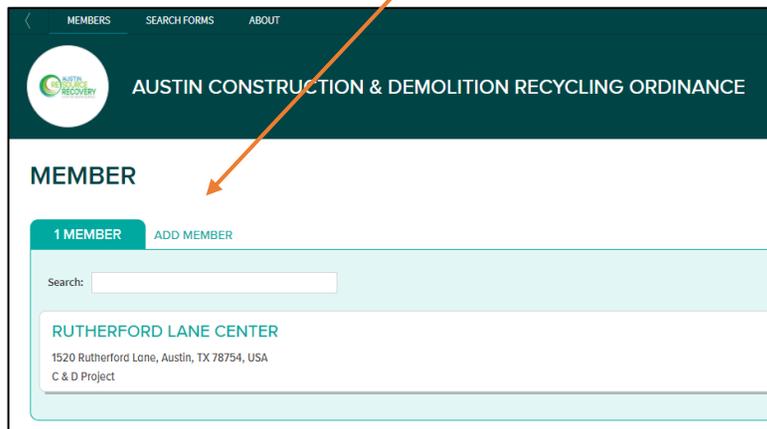
(Video time point: 3:47)

A. If this is your first project, skip to **Step B**, below.

To add another project and the Members tab is not showing, click the '>', and then click **Members**.



On the Members tab, click **ADD MEMBER** and then click **CREATE NEW**.



## STEP 2. JOIN PROGRAM AND ADD A PROJECT (continued)

- B. For Member Type, select **Construction Recycling Report**.
- C. For **Member Name**, enter something meaningful to identify this project, such as:
- Building Name
  - Project Name
  - Street Address
- D. Enter Project location **address** and select appropriate address suggestion.
- E. Click **Join**

AUSTIN CONSTRUCTION & DEMOLITION  
RECYCLING ORDINANCE

CONTACT PROGRAM MANAGER

### JOIN PROGRAM

**Member Details** \* required

Member Type\*  
Construction Recycling Report

Member Name\*  
Project Name Here

Project Name Here

**Location Details**

Search Google Maps for your Address ⓘ  
Search by organization name or address

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Country\*  
United States

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TX

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Austin

Zip/Postal Code\*  
78701

Address\*  
201 West Cesar Chavez Street

Clear Address

JOIN

## STEP 3. OPEN THE REPORT FORM

(Video time point: 6:54)

Re-TRAC tutorial may play on your first visit. To replay, click **Tour** in the header.

Note **Program Instructions**.

A. To open the report form, click **NEW**.

Home Find Programs

Tour

WORKSPACE

Program: Austin Construction & Demolition Recycling Ordinance

CONTACT PROGRAM MANAGER

PROJECT NAME HERE

SWITCH MEMBER

WORKSPACE

PROGRAM INSTRUCTIONS

SUCCESS Project Name Here joined Austin Construction & Demolition Recycling Ordinance.

Forms

CONSTRUCTION RECYCLING REPORT

NEW One Time Only

## STEP 4. COMPLETE THE REPORT

([Video time point: 8:00](#))

NOTE: All fields with a \* are required.

A. Enter Affected Project's **permit number** and **floor area**. To find *Permit Number* and *Floor Area*, [click here](#) or [here](#).

B. To report for several permits, click **Add**. For the Reference Permit No., enter the smallest permit number.

C. Enter **Contractor** and **Building Owner** information.

Home Find Programs Woody Raine  
Program: Austin Construction & Demolition Recycling Ordinance CONTACT PROGRAM MANAGER  
PROJECT NAME HERE  
← WORKSPACE

Project Registration

Many projects have separate permits for each construction phase or structure at the same location. Some of these permits may not be affected by this ordinance. To simplify reporting, enter building permit information for all of the Affected Projects at this location. Optionally, also enter permit information for permits that are not affected, such as demolition or structures with no more than 5,000 square feet of floor area.

Please enter the smallest permit number as the Reference Permit No. [Click here](#) to search for Permit Numbers and Floor Areas.

**Project Information**

Street Address: \* Zip Code: \*  
Reference Permit No. \* Example: 2016-123456 BP  
Reference Permit No. Floor Area: \* Square Feet

[Click the 'Add' button to enter Additional Permit Numbers and Floor Area](#)

Total Project Floor Area: Square Feet

**Total Project Floor Area** is the sum of the floor areas entered above.

**Contractor information**

Company Name: \* Mailing Address (Street or PO Box): \*  
City: \* State: \* Texas Zip Code: \*  
Contact Name: \* Contact Email: \*  
Contact Phone: \* Contact Title: Contact Fax:

**Building Owner Information**

Contact Name: \* Contact Email: \*

## REPORT LOADS

- A. Enter **dates** and **tons** of construction debris that were **diverted** and tons **landfilled** during the course of the project.
- B. If applicable, enter the name of a **Qualified Processor** (from the list in the report form) that handled commingled construction debris from this Project.
- C. **Weight Ticket Information.** Upload a max 5MB file (.pdf, .xls, .doc, or other) with the following information for each load of debris removed from the jobsite:
- Date
  - Material type
  - Tons of material diverted
  - Tons of material landfilled

(Reports from *Qualified Processors* can have less detail.)  
Private haulers and material processors usually can provide a file with this information.

If you have only weight tickets, download this [Weight Ticket Summary form](#), enter the weight ticket information, and then upload it.

- D. **Reuse and Other Information.** Use this box to describe reuse of building components or provide other relevant information, as needed.

### Report Loads

In the table below, enter the DIVERSION TONS and the LANDFILL TONS for the construction debris generated by this project.

Beginning Date \*  Ending Date \*

DIVERSION TONS*	LANDFILL TONS*	TOTAL TONS
0.0	0.0	0.0

**Qualified Processors**

Please specify which of the following Qualified Processors, if any, received Commingled (Mixed) C&D debris:

- Recon Recycles

### Weight Ticket Information

Upload a Weight Ticket Information file below:

- If this is a green building project, upload the Construction Waste Management report required by Austin Energy Green Building or LEED.
- Otherwise, upload a Weight Ticket Summary that includes the following information for each load: Haul Date, Material Type, Tons Diverted, and Tons Disposed.
- If you don't have a Weight Ticket Summary but you do have weight tickets, click to download this [Weight Ticket Summary form](#), enter weight ticket information, and then upload that file below.
- For mixed construction debris hauled to a Qualified Processor (QP), you can upload a file provided by the QP that includes total tons of mixed debris delivered and the QP's Facility Average Diversion Rate. QPs are listed in the Qualified Processor section above.

Upload Weight Ticket Information file here (5MB MAX): \*

 No file chosen

**Reuse and Other Information**

Please list and describe any items not reported in the table above that were salvaged or deconstructed for reuse. Include quantities, if possible. You can also use this space to provide other information related to how you reduced, reused, recycled, landfilled, or otherwise handled construction debris from this project.

## STEP 5. MEET ONE OR BOTH REQUIREMENTS?

([Video time point: 16:10](#))

### Summary of Compliance

This section indicates whether the Affected Project meets EITHER the **Diversion Rate** or the **Disposal Rate** requirement or both, based on the tonnages and floor area entered above.

**Diversion Rate** is the percentage of materials generated that were diverted from the landfill.

**Disposal Rate** is the weight of construction debris landfilled per unit of project floor area measured in “pounds per square foot.”

- If the Affected Project meets one or both requirements, as illustrated here in **green**, proceed to **STEP 6, MARK THE REPORT “COMPLETE.”**
- If an Affected Project does NOT meet either requirement, as illustrated here in **red**, the Contractor can request a waiver

### Waiver Request

Note reasons for not meeting the requirement and describe the good faith effort to reuse or recycle. If available, upload a document to support the reasons for the Waiver Request and the good faith efforts to reuse or recycle.

Summary of Compliance

Project Diversion Rate  %

Project Disposal Rate  Pounds per square foot of floor area

**Congratulations, the project meets the following:**

**≥ 50% diversion rate**

Summary of Compliance

Project Diversion Rate  %

Project Disposal Rate  Pounds per square foot of floor area

**This project does not meet either of the following:**

- ≥ 50% diversion rate
- ≤ 2.5 pounds of C&D material disposed per square foot of floor area

**Waiver Request**

Although this project does not meet either of these requirements, ARR may grant a waiver on a case-by-case basis if the project exhibited a good faith effort to reuse or recycle all it could.

Please select one or more reasons for not meeting either of the requirements: \*

- Less than 50% of material is recyclable
- Contaminated material
- Weather damaged material
- Other (Indicate below under 'Additional comments')

Description of your good faith effort to reuse or recycle, and additional comments or reasons for Waiver Request:

(Optional) Upload document supporting this Waiver Request, such as documentation of your good faith effort to reuse or recycle or reasons for this Waiver Request (5 MB MAX):

No file chosen

If you have questions about requesting a waiver, contact ARR at [ARRConstructionRecycling@austintexas.gov](mailto:ARRConstructionRecycling@austintexas.gov).

## STEP 6. SAVE OR MARK THE REPORT “COMPLETE”

([Video time point: 17:40](#))

- To return later, click **SAVE DRAFT**.
- To lock the form and notify ARR, click **MARK COMPLETE**.
- To unlock a completed report, contact ARR at: [ARRConstructionRecycling@austintexas.gov](mailto:ARRConstructionRecycling@austintexas.gov)
- To save a pdf copy or print the report, click EXPORT in the upper-right corner of the report.

Summary of Compliance

Project Diversion Rate  %

Project Disposal Rate  Pounds per square foot of floor area

**E-Signature**

Your Name \*

Your Email Address \*

Your Phone Number \*

**Certification \***

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

If you need to return later to enter more data for this project, click 'Save Draft' below.  
If you have entered all data for this project, click 'Mark Complete' below. This will lock the data and notify Austin Resource Recovery.  
To unlock the data, contact ARR at [ARRConstructionRecycling@austintexas.gov](mailto:ARRConstructionRecycling@austintexas.gov).

We welcome your feedback on this report form or any aspect of the Construction Recycling Ordinance. [Contact Austin Resource Recovery](#).