

Construction Recycling Report Guide

You've built it! And you're 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. 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.



1. To establish a Re-TRAC account, at austintexas.gov/page/construction-recycling-reporting, click **Construction Recycling Report** or this C&D Recycling Report icon.



2. Or navigate directly to <https://connect.re-trac.com/registration/austin-cdordinance>.

3. If you have a Re-TRAC Connect account, **log in**.

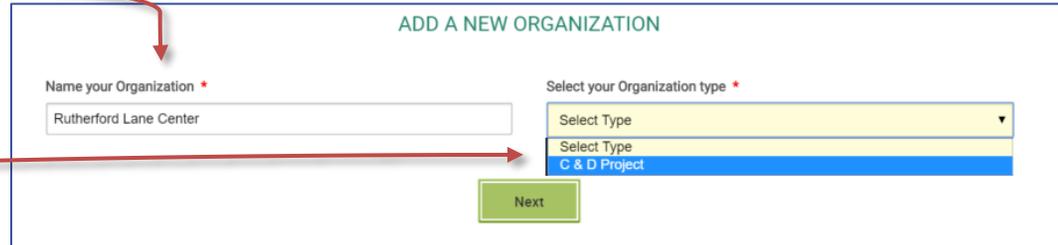
4. Otherwise, follow **Registration Instructions**

Can't Find E-mail?
Check Junk Mail or Contact
support@re-trac.com

STEP 2. ADD A PROJECT

([video](#) time point: 3:47)

1. For **Organization**, enter something meaningful such as Building Name, Project Name, or Street Address



ADD A NEW ORGANIZATION

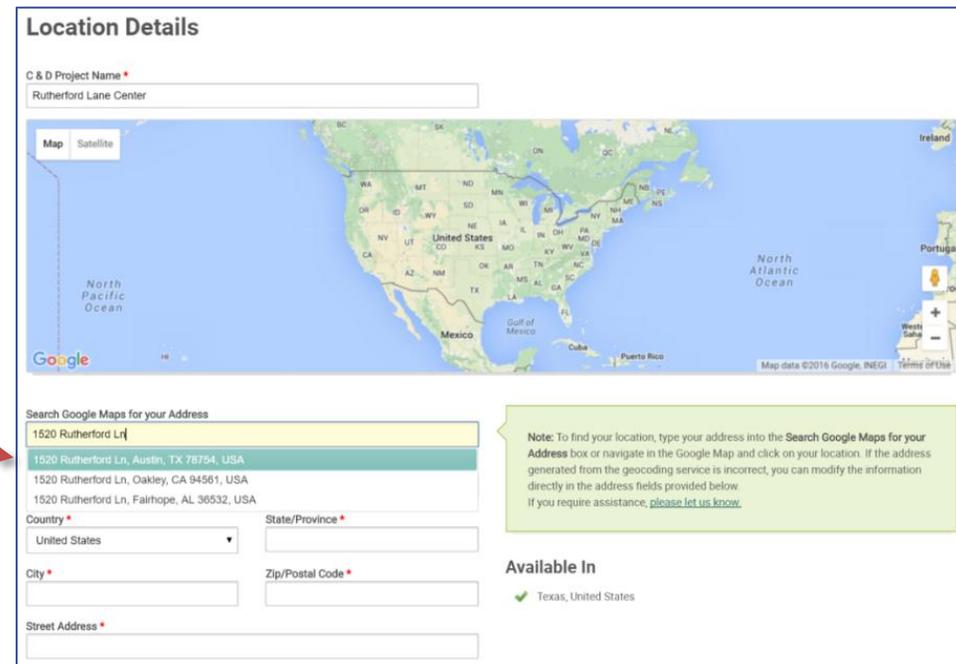
Name your Organization *
Rutherford Lane Center

Select your Organization type *
Select Type
Select Type
C & D Project

Next

2. Select **C & D Project** and click **Next**

3. Enter Project location address and select appropriate address suggestion.



Location Details

C & D Project Name *
Rutherford Lane Center

Map Satellite

Search Google Maps for your Address
1520 Rutherford Ln

1520 Rutherford Ln, Austin, TX 78794, USA
1520 Rutherford Ln, Oakley, CA 94561, USA
1520 Rutherford Ln, Fairhope, AL 36532, USA

Country *
United States

State/Province *

City *

Zip/Postal Code *

Street 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
✓ Texas, United States

Save

4. Click **Save**

STEP 3. OPEN C&D RECYCLING REPORT FORM *([video](#) time point: 6:54)*

1. To access Report Form, click **Go**
2. To add another Affected Project, click **Add Another**

AUSTIN CONSTRUCTION & DEMOLITION RECYCLING ORDINANCE

By ordinance, building projects with more than 5,000 sq. ft. of new, remodeled, or added floor space must meet certain requirements for reuse or recycling. In addition, these projects must report quantities of material landfilled, reused, or recycled.

My Organizations Add Another

Construction Project 1

C & D Project Go

8341 Cross Park Drive, Austin, TX 78754, USA

AUSTIN CONSTRUCTION & DEMOLITION RECYCLING ORDINANCE STATUS

Member: **CONSTRUCTION PROJECT 1** Legend

By ordinance, building projects with more than 5,000 sq. ft. of new, remodeled, or added floor area must report quantities of materials landfilled, reused, or recycled.

To register a project and report material tonnages, please click the blue plus sign  on the right below.

Legend

-  Form is **Saved** and can be updated.
-  Form is **Submitted** and locked.

Click on any icon to access the form. For more information on icons, click on the 'Legend' button at the top right.

Need Help? To unlock and edit a form or for other help, contact Austin Recourse Recovery at ARRConstructionRecycling@AustinTexas.gov or visit www.AustinTexas.gov/cd.

Project Registration and Reporting 

3. To open the Project Registration and Reporting form, click this **icon**. For icon definitions, click **Legend**.

STEP 4. COMPLETE C&D RECYCLING REPORT *([video](#) time point: 8:00)*

NOTE:

- To return later to enter more data for this report, click **Save** at the bottom of the form.
- After completing this page, click **Submit to Program** at the bottom to lock the form and notify ARR.
- To unlock a submitted report, contact ARR at: ARRConstructionRecycling@austintexas.gov
- All fields with a * are required.

Project, Contractor, and Owner Information

A single project could have several individual permits at the same location. Each permit for more than 5,000 square feet is subject to the Construction Recycling Ordinance and requires a report.

Contractors can submit one report for several affected permits (up to 10). The report may also include information for other permits at the same location that are not subject to the ordinance, such as demolition permits or building permits for 5,000 square feet or less.

PROJECT REGISTRATION AND REPORTING
Member: CONSTRUCTION PROJECT 1

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: * 8341 Cross Park Drive Zip Code: * 78754

Reference Permit No. * 2016-123456 BP Example: 2016-123456 BP

Reference Permit No. Floor Area: * 10,000 Square Feet

Click the 'Add' button to enter Additional Permit Numbers and Floor Area

Additional Permit No. * 2016-123465 BP Example: 2016-123456 BP Remove

Additional Permit Number Floor Area: * 5,000 Square Feet

Add

Total Project Floor Area: 15,000 Square Feet

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

1. Enter Affected Project's **permit number** and **floor area**. To find *Permit Numbers and Floor Areas*, [click here](#).
2. To report for several permits, click **Add**. For the Reference Permit No., please enter the smallest permit number.
3. Enter **Contractor** and **Owner** contact information.

REPORT LOADS

In this section, enter total tons of construction debris that were diverted (reused or recycled) or landfilled and upload a file with more detail about each load.

- **C&D Material**, also called construction debris, is the byproduct of construction or demolition projects.
- **Commingled (Mixed) C&D Material** is mixed or unsorted C&D Material.
- **Diversion** is the redirection from landfilling or burning to reuse, recycling, composting, or another beneficial use.

1. Upload a max 5MB **file** (.pdf, .xls, .doc, or other) with the following information for each load removed from the jobsite: date, material type, tons of material diverted, and tons of material landfilled.

Private haulers or their material processors can usually provide a file with this information. Alternatively, download this [spreadsheet](#) to enter the weight ticket information and upload.

Reports from *Qualified Processors* (see below) will have less detail.

2. Enter **tons** of each type of construction material that were either diverted or landfilled during the course of the project.

Report Loads

In this section, enter the tons of construction debris generated by this project in the table below and upload a file with additional details. If this is a green building project, upload the Construction Waste Management report required by Austin Energy Green Building or LEED.

For mixed construction and demolition (C&D) debris hauled to a Qualified Processor (QP), upload a file provided by the QP that includes the total tons of mixed C&D debris delivered and the QP's Facility Average Diversion Rate.

For mixed C&D debris hauled to other processors, upload a file that includes the following information for each load: Haul Date, Material Type, Tons Diverted, and Tons Disposed.

If you don't have a summary but you do have weight tickets, [click to download a spreadsheet](#) to record weight ticket information and then upload that file below.

Upload File Here (5MB MAX): *

Choose File Haul Data.xlsx

Beginning Date * 07/01/2016

Ending Date * 07/11/2016

MATERIAL TYPE	DIVERSION TONS*	LANDFILL TONS*	TOTAL TONS
Clean, Source Separated Material (delivered directly to recycler)	500.0	N/A	500.0
Commingled (Mixed) C&D Debris	500.0	200.0	700.0
Landfill Trash (delivered directly to landfill)	N/A	100.0	100.0
Total Tons	1,000.0	300.0	1,300.0

QUALIFIED PROCESSORS

3. Enter the name of any **Qualified Processors** that handled Commingled C&D Material from this Project.

Qualified Processors

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

- Qualified Processors will be listed here. Austin Resource Recovery has not yet registered any Qualified Processors at this time.

Where most C&D processors have to quantify the tons diverted or landfilled for each individual load of commingled C&D material, Qualified Processors have a simpler option. They determine the diversion tonnage for each load by multiplying their *Facility Average Diversion Rate* times the weight of the load.

- **Qualified Processors** recover recyclables from commingled C&D material. The Qualified Processor uses its third-party verified *Facility Average Diversion Rate* to estimate the diversion tonnage for each load of commingled C&D material.
- **Facility Average Diversion Rate** is the percentage of commingled C&D material that a Qualified Processor has diverted over a six-month timeframe.

REUSE

4. To claim credit for reuse on the jobsite or elsewhere of C&D Material or building components that are not reported in the tonnage section above, provide information in this **Reuse** text box.

Reuse

Please list and describe any items not reported in the table above that were salvaged or deconstructed for reuse. Include quantities, if possible.

Weighing C&D Materials is not always practical, particularly for reused items and especially if they are reused onsite.

STEP 5. REQUEST WAIVER, IF NECESSARY

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

Project Tonnages Summary

An Affected Project must meet EITHER the **Diversion Rate** or the **Disposal Rate** requirement. This section indicates whether it meets either one or both of these requirements 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 C&D Material landfilled per unit of project floor area. The C&D Recycling Ordinance uses “pounds per square foot” to measure this rate.

If the Affected Project meets one or both requirements, as shown here, proceed to Step 6, “Submit C&D Recycling Report.”

Project Tonnages Summary

Project Diversion Rate 76.9 %

Project Disposal Rate 40.0 Pounds per square foot of floor area

Congratulations, the project meets the following:
≥ 50% diversion rate

Waiver Request

If the project doesn't meet either of the requirements, the Contractor can request a waiver, noting reasons for not meeting the requirement and describing 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.

Project Tonnages Summary

Project Diversion Rate 33.3 %

Project Disposal Rate 18.0 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, ARRI 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):

Choose File | No file chosen

STEP 6. SUBMIT C&D RECYCLING REPORT

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

- To return later to enter more data for this report, click **Save**.
- After entering all data for this report, click **Submit to Program** to lock the form and notify ARR.
- To unlock a submitted report, contact ARR at: ARRConstructionRecycling@austintexas.gov
- To print or save report as a pdf, Save or Submit and reopen report. Then, use the icons in the upper-right corner.

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' below.
If you have entered all data for this project, click 'Submit to Program' below. This will lock the data and notify Austin Resource Recovery.
To unlock the data, contact ARR at ARRConstructionRecycling@AustinTexas.gov.