

Universal Recycling Ordinance Organics Diversion Plan Instructions



Updated November 2018

The screenshot shows the Austin Resource Recovery website. At the top, there is a search bar and navigation links for Pay Online, Services, Calendar, Media, Departments, 3-1-1, and Translate. Below this is a menu with tabs for Resident, Business, Development, Government, and Environment. The main content area is titled "Austin Resource Recovery" and "Departamento de Recuperación de Recursos de Austin". It features a large image of a hand recycling a bottle into a bin. The "ORGANICS DIVERSION PLAN" section includes text about the Universal Recycling Ordinance and a "Learn How" section with a "WRITTEN INSTRUCTIONS" button. The "Complete Your Plan" section has a prominent "START ODP" button. A "TOP CONTENT" section lists various recycling services. A "BUSINESS HUB" sidebar is on the left, and a "SUBMIT ADP" button is at the bottom right. A red arrow points from the "START ODP" button to a blue callout box.

Learn How

Complete Your Plan

START ODP

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)

Download The Organics Diversion Fact Sheet

Need to submit an Annual Diversion Plan?

SUBMIT ADP

BUSINESS HUB

Services for commercial and multifamily properties.

GO TO THE HUB

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

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Click the Start ODP button to get started

Step 1: Log In or Create Your Account



CITY OF AUSTIN - UNIVERSAL RECYCLING ORDINANCE - ANNUAL DIVERSION PLAN

Re-TRAC Connect is the web-based software that transforms the way organizations manage and measure their waste and recycling programs.

Austin Resource Recovery, City of Austin uses Re-TRAC to collect data for Universal Recycling Ordinance - Annual Diversion Plan.

Enter your email to get started

NEXT

1. Get started by entering your email address. If you have registered in previous years, be sure to enter the email address linked to your Re-TRAC account.

2. If you already have an account, you will be taken to the log in page to log in.

3. Once logged in, click ARR under "Programs I've Joined," and move on to step 3.

Log in as:
sampleuser@domain.com

Password

By clicking Log In and using Re-TRAC Connect, I agree to the [Terms of 29, 2015.](#)

LOG IN

[Forgot password?](#)

PROGRAMS I'VE JOINED

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

The logo for Austin Resource Recovery, featuring a green circular icon with the letters 'RE' and the text 'AUSTIN RESOURCE RECOVERY A CITY OF AUSTIN SERVICE'.

Step 1: Log In or Create Your Account

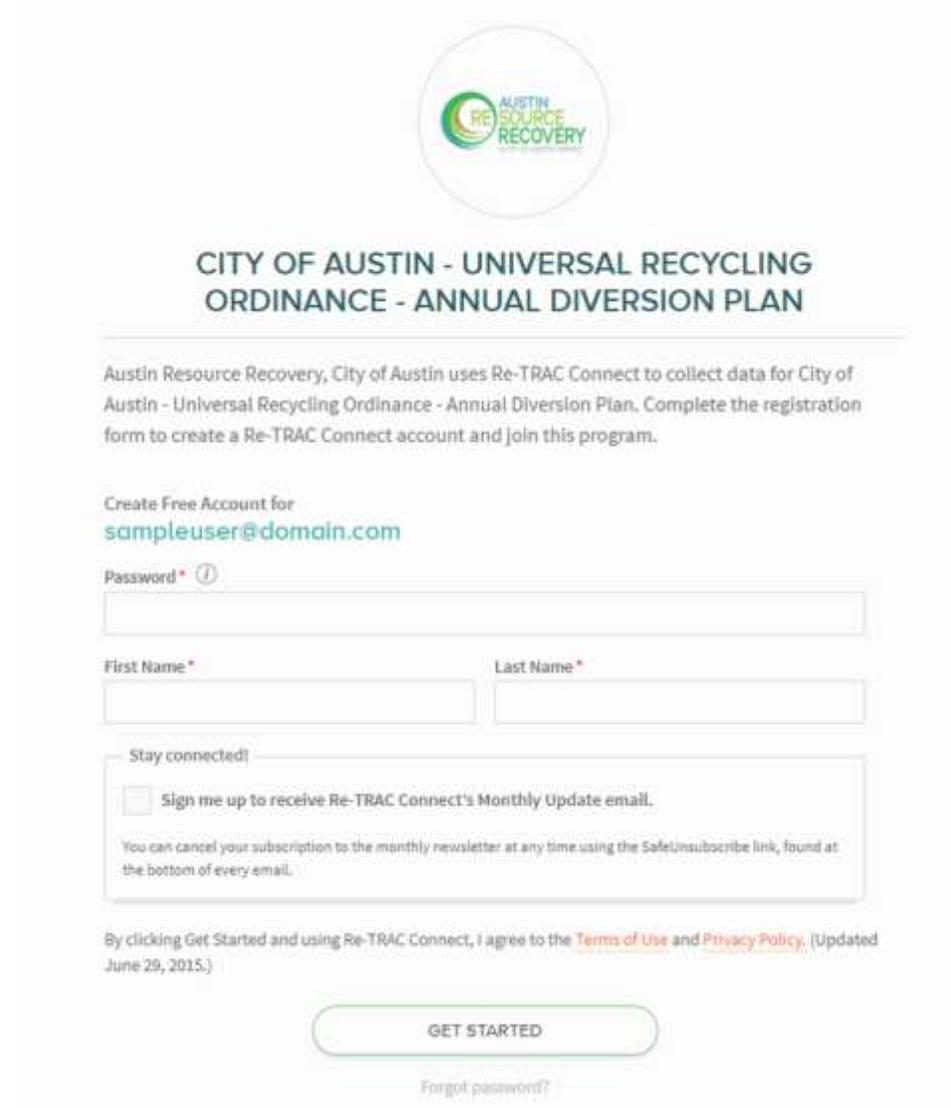
Don't already have an account?

1. You will see the screen at right. Enter your information and click "Get Started."

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

3. Proceed to Step 2 to add your property or business to your account.

GET STARTED



The screenshot shows a registration page for the City of Austin's Universal Recycling Ordinance - Annual Diversion Plan. At the top is the Austin Resource Recovery logo. The title is "CITY OF AUSTIN - UNIVERSAL RECYCLING ORDINANCE - ANNUAL DIVERSION PLAN". Below the title is a paragraph explaining that Austin Resource Recovery uses Re-TRAC Connect to collect data for the ordinance. The form is titled "Create Free Account for" and shows a sample email address "sampleuser@domain.com". There is a "Password" field with a strength indicator. Below that are "First Name" and "Last Name" fields. A "Stay connected!" section contains a checkbox for "Sign me up to receive Re-TRAC Connect's Monthly Update email." and a note that users can cancel their subscription at any time. At the bottom, there is a "GET STARTED" button and a "Forgot password?" link. A disclaimer at the bottom states: "By clicking Get Started and using Re-TRAC Connect, I agree to the Terms of Use and Privacy Policy. (Updated June 29, 2015.)"

Step 2: Add Your Business

Member Details

Member Type*

Select Type

Commercial Property (Any non-residential commercial property)

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

Select Commercial Property then type the business name

Location Details

Search Google Maps for your Address ⓘ

Search by organization name or address



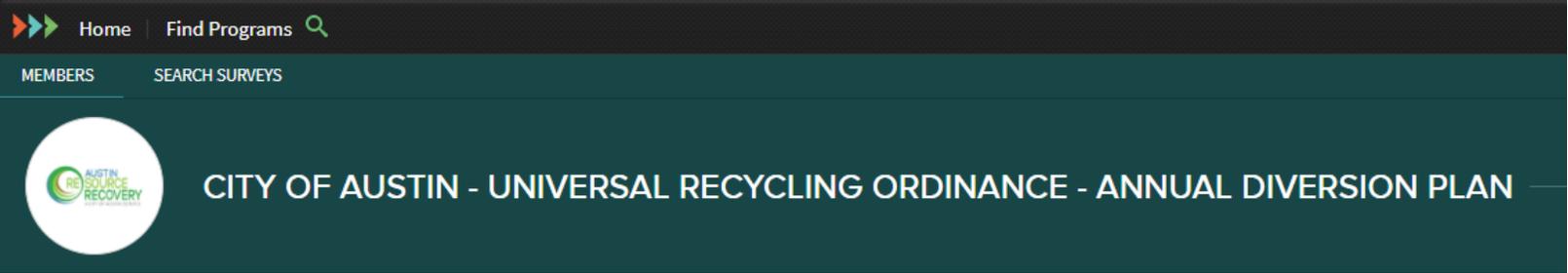
Type in the business address

JOIN

Click "Join" to add your business to your account

If you don't see this screen, search for "Universal Recycling Ordinance" using the find programs tool

Step 3: Open the Organics Diversion Plan (ODP)



MEMBERS

3 MEMBERS [+ ADD MEMBER](#)

Search:

SAMPLE BUSINESS
123 Property Address, Austin, TX 78700, USA
Commercial Property (Any non-residential commercial property)

Click on your business to open the workspace.

WORKSPACE

Optional Help

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

[NEW](#) One Time Only

PLANS

ANNUAL DIVERSION PLAN

[NEW](#) Annual, 2018

ORGANICS DIVERSION PLAN

[NEW](#) Annual, 2018

Click "New" to open the ODP

Business Information

Business Information

Business Name: *

Business Address: *

Food Permit Number ([Click to view Sample Permit number](#)): *

Example: 2016000111

If you have additional food permit numbers to enter for this address, please click 'Add' below.

To retrieve your Property ID number, click on the link for your county:

- [Travis Central Appraisal District](#)
- [Williamson Central Appraisal District](#)

Property ID #

Type of Business: *



Enter the food permit number and Property ID. You can find both of these numbers on URO letters from the City.

Select the business type that best describes your business

Signage and Education

Signage and Education

Does your business post informational signs to help employees divert organic material? *

- Yes
- No

Does your business educate employees and tenants about diverting organic material? *

- Yes
- No

Select "Yes" or "No" to indicate compliance with the sign and education requirements.



Free signage and educational materials can be found online



www.austintexas.gov/uroresources

Organics Diversion Options

Organics Diversion Options

Do you divert organic material by instituting organic [waste reduction practices](#)? *

Yes No

Do you divert organic material by [feeding hungry people](#)? *

Yes No

Do you divert organic material by [feeding](#)...

Yes No

Organics Diversion Options

Do you divert organic material by instituting organic [waste reduction practices](#)? *

Yes No

Please describe your program(s): *

2000 character limit

Answer the next six questions to describe how your business diverts organic material.

Click the links for explanations.

Provide details about your program when prompted

Organics Diversion Options

Do you divert organic material by feeding hungry people? *

- Yes
- No

Where did the food go? *

- Central TX Food Bank
- Church(es)
- Employee take home program
- Keep Austin Fed
- Other non-profit organization(s)
- School(s)

Provide additional details when prompted.

Complete tables where quantities are required.

FOOD TYPE *	HOW MUCH? *	VOLUME/WEIGHT *	HOW OFTEN? *	UNIT *
Bread/Baked Goods	25.0	Pounds	1.0	Per Week

+ ADD

Add additional rows to the table if necessary.

Totals are calculated for you.

CUBIC YDS/WEEK
0.02

Organics Diversion Options

Do you divert organic material by providing for industrial uses? *

Yes No

Do you divert organic material by composting? *

Yes No

Do you divert organic material by an alternative mean? *

Yes No

Please describe your program(s): *

Switched to electric hand dryers in bathrooms to eliminate paper towel waste.

Complete all of the questions and add detail when required.

Add information in drop-down fields as prompted.

Summary

Summary

Total number of Organics Options reported:

3

Your business meets the URO Organics Diversion minimum requirements.

If you're interested in expanding your zero waste efforts, visit austintexas.gov/zwbizrebate. For more information call or email for assistance: 512-974-9727 or CommercialRecycling@AustinTexas.gov

The summary section indicates how many options were reported and whether your business is compliant.

Summary

Total number of Organics Options reported:

0

Your business does not meet the URO Organics Diversion minimum requirements. Please call or email for assistance: 512-974-9727 or CommercialRecycling@AustinTexas.gov.

If you see this message, you are not meeting the requirements. Please review or contact ARR for assistance.

Sign & Submit

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

Signature of Person Completing Form

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 accurate and valid to the best of my knowledge.

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

SAVE DRAFT

MARK COMPLETE

DELETE

Click "Mark Complete" again to confirm submittal.

Confirmation

Nice work!

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

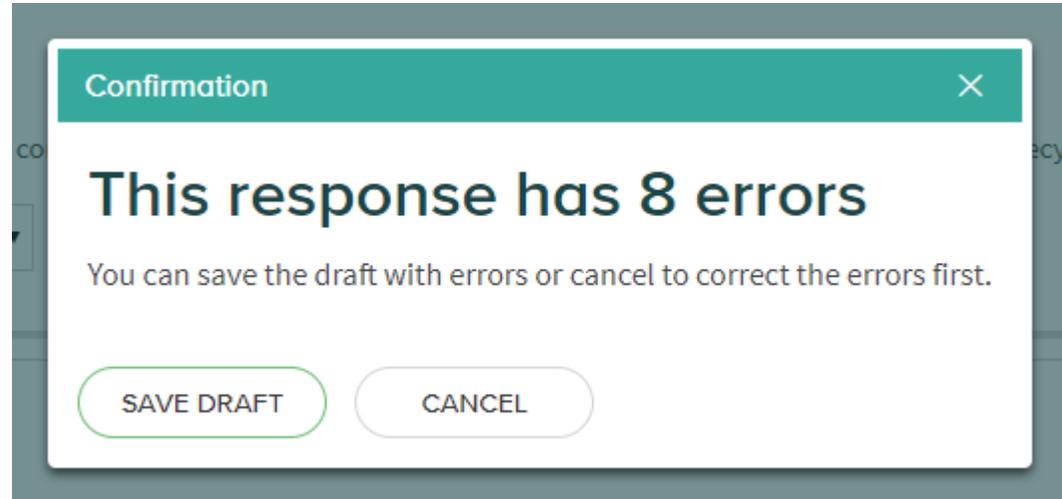
MARK COMPLETE

CANCEL

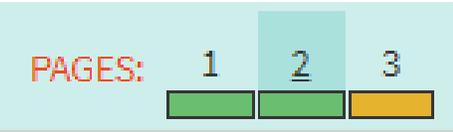
Saving a Draft

If you see any of these messages when saving, you have missed a required field. Check your responses and ensure all required fields are complete.

- Select - Required Field

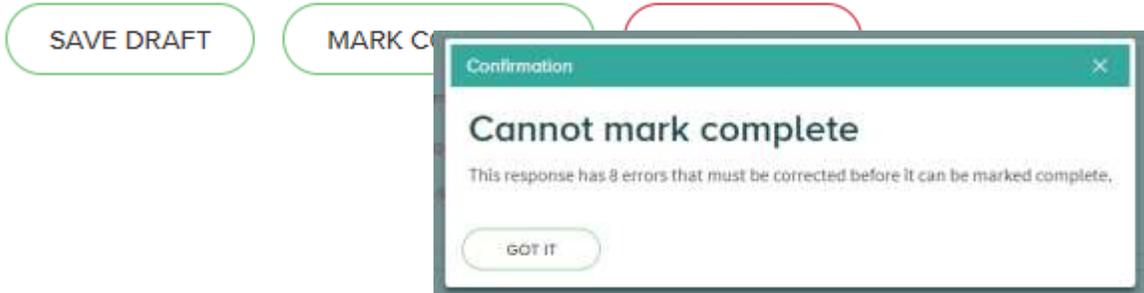


! **WARNING** A response has been saved with errors. Please correct errors to mark complete.



← **Page with errors**

You can save a plan with errors and complete it later, but you cannot mark it complete until all errors are corrected.



Report for Another Business

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

Home

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



Click "Home"

Click on the Annual Diversion Plan Program

Add Another Business to Your Account

MEMBERS

The screenshot displays a web interface for managing members. At the top left, there is a green header with '3 MEMBERS' and a '+ ADD MEMBER' button. A red arrow points from a blue callout box labeled 'Click "Add Member"' to this button. Below the header is a search bar. The main content area shows a list of members, with one entry titled 'MULTIFAMILY SAMPLE' and address '123 Property Address, Austin, TX 78700, USA'. A 'Join program' pop-up dialog is overlaid on the page. The dialog title is 'Join program' and the main heading is 'Join City of Austin - Universal Recycling Ordinance - Annual Diversion Plan'. Below the heading is a paragraph: '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.' At the bottom of the dialog is a button labeled 'CREATE NEW' with the text 'New organization' above it. A red arrow points from a blue callout box labeled 'Click "Create New" in the pop up message box and follow the steps to add the additional property' to this button.

3 MEMBERS [+ 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 "Add Member"

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