

Universal Recycling Ordinance Organics Diversion Plan Instructions



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Austin Resource Recovery

Departamento de Recuperación de Recursos de Austin

ORGANICS DIVERSION PLAN

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

Plans are submitted through a secure, web-based software called Re-TRAC. If you have already completed an Annual Diversion Plan for recycling, you can use the same Re-TRAC account to create your ODP. Please note that you will be redirected off the City of Austin webpage to complete the online form. Plans not submitted by February 1 may be subject to penalties.

Learn How

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)

Download The Organics Diversion Fact Sheet
ORGANICS FACT SHEET

Need to submit an Annual Diversion Plan?
SUBMIT ADP

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

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.

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 Business

Member Details

Member Type*

Select Type

Commercial Property (Any non-residential commercial property)

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

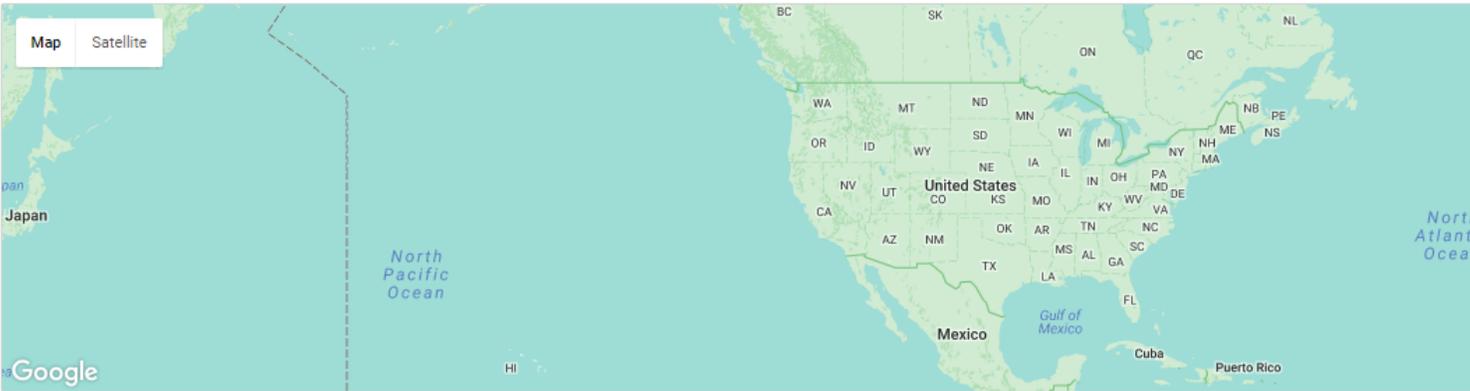
Select Commercial Property

Location Details

Search Google Maps for your Address ⓘ

Search by organization name or address

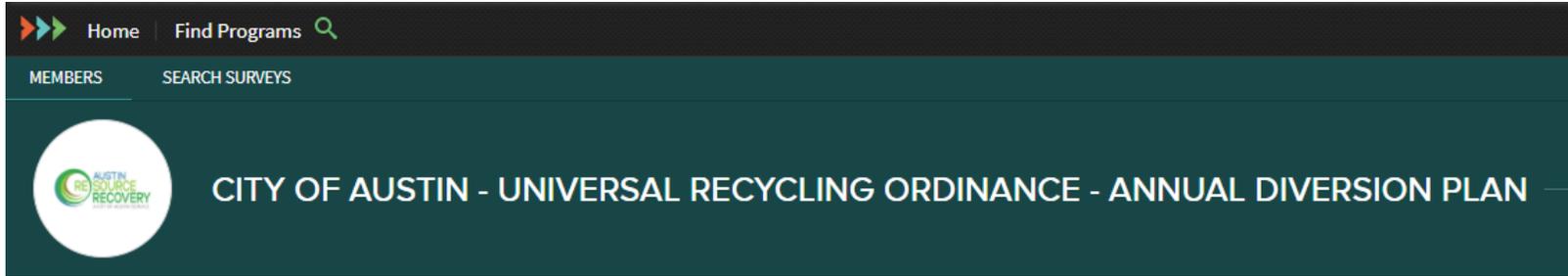
Type in the business address



JOIN

Click "Join" to add your business to your account

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

Page 1: 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.

Permitted Square Footage: *



Enter the food permit number and square footage of the permitted space. (e.g. a hotel would enter the square footage for the space with the food permit, not the entire hotel's square footage)

Page 1: Business Information

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

- Travis Central Appraisal District
- Williamson Central Appraisal District

Property ID #* *Travis County example 123456, Williamson County example R123456*

Contact Name:*

Contact Title:*

Contact Phone Number:*

Contact Email:*

Type of Business:*

- Assisted Living/Child Care
- Bar/Pub
- Cafeteria/Buffer
- Coffee/Beverage Shop
- Commercial Kitchen/Catering/School
- Convenience Store



Real Property ID found on letters and postcards from ARR

Select Business Type

Page 1: Additional Business Information

Additional Business Information

	YES	NO
Are you located in the Downtown Trash and Recycling District? (Check map) *	<input type="radio"/>	<input type="radio"/>
Does your property have trash and recycling carts with the City logo? (See example here) *	<input type="radio"/>	<input type="radio"/>

These questions identify whether your business has City of Austin services

Page 1: Confirm Minimum Requirements

URO Organics Diversion Program Minimum Requirements

Food Service Enterprises must prevent organic material from going to the landfill, post informational signs and educate employees on the program. Austin Resource Recovery reserves the right to request supporting documentation.

Does your business prevent or remove organic materials from going to the landfill or incinerator on a weekly basis? *

Yes No

Confirm your business complies with all three minimum requirements.

Are informational signs posted to help employees use the organics program? This includes:

- Labelling collection containers or spaces (e.g. donation shelves, inventory labels, compost bins)
- Indicating materials accepted using graphics and text in English and Spanish (or other appropriate language)

Yes No

Please select all organic materials reduced or diverted from business operations: *

- Meat and dairy scraps
- Non-meat and non-dairy scraps
- Paper towels (including bathroom) and paper napkins
- Food soiled paper or cardboard including but not limited to pizza boxes, paper cups, compostable food containers, coffee filters, and tea bags
- Floral décor and/or landscape trimmings
- Other material

Add information in drop-down fields as noted.

Does your business educate employees and tenants about organics program? *

Yes No

Education must:

- Describe organics program
- Use English and Spanish (or other appropriate language)
- Be provided annually and within 30 days of move-in or hiring

SAVE DRAFT

Answer all 3 and click save to go to page 2

Page 2: Diversion Options

1. Food Waste Prevention: Identifying discard streams and deliberately implementing processes to reduce waste. Does your business implement any of the following?

Yes No

Which of the following has your business implemented? *

- Formal waste tracking system (e.g. logs weight discarded, material type, reason for discard)
- Regular waste audits
- Food prep training (e.g. knife skills, keeping skin on produce)
- Formal inventory control process
- Standardized equipment to reduce oversized portions
- Batch cooking early and cooking to order later in the day
- Purchase perishable items in smaller quantities, with more frequent deliveries
- Offer half-sized portions without financial disincentive
- Switch to smaller plates

Please describe your program(s): *

Provide details when yes is selected and explanation if prompted

Continue to complete the remaining sections in this fashion for each section on page 2

Page 2: Other Diversion Options

8. Other Diversion Options *

Yes

No

Describe methods to reduce, reuse or prevent organics from being buried or burned: *

5000 character limit

If your business implements other methods not mentioned, please select “yes” and provide additional details.

Page 2: 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

Your business must meet the minimum requirements on Page 1 and report yes on diversion options on Page 2 to be 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, please review your responses for accuracy or contact ARR for assistance.

Page 3: Certify Information & 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 ADP is ready to submit.

SAVE DRAFT

MARK COMPLETE

DELETE

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 Business to Your Account

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

The image shows a screenshot of a web application interface. At the top left, there is a navigation bar with a 'Home' link and a magnifying glass icon. A red arrow points from a blue callout box labeled 'Click "Home"' to the 'Home' link. Below the navigation bar is a 'WORKSPACE' section. On the left of the workspace is a circular logo for 'AUSTIN RESOURCE RECOVERY'. To the right of the logo, the text reads 'Program: City of Austin - Universal Recycling Ordinance - Annual Diversion Plan' and 'SAMPLE COMMERCIAL PROPERTY'. Below this, there is a 'SWITCH MEMBER' dropdown menu. Under the 'WORKSPACE' heading, there is an 'Optional Help' section with a light blue button that says 'GUIDANCE SURVEY - NOT SURE WHAT FORMS YOU NEED TO FILL OUT? START HERE'. To the right of the workspace is a 'PROGRAMS I'VE JOINED' section. It contains a card for 'CITY OF AUSTIN - UNIVERSAL RECYCLING ORDINANCE - ANNUAL DIVERSION PLAN' by 'Austin Resource Recovery, City of Austin'. The card features the 'AUSTIN RESOURCE RECOVERY' logo. A red arrow points from a blue callout box labeled 'Click on the Annual Diversion Plan Program' to the program card.

Click "Home"

Click on the Annual Diversion Plan Program

PROGRAMS I'VE JOINED

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



Add Another Business to Your Account

MEMBERS

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