Re-TRAC Connect Collector and Recycler Reporting Guidance for the Minnesota E-waste Program

Creating an Account

Re-TRAC Connect Log In: https://connect.re-trac.com/login

Steps if you already have an account:

Use existing login credentials. A new account is not necessary and the system will deny it if you use the same email address.

Skip down to Registration on Participation Form if you have reported for e-waste before.

Skip down to Creating an Organization if you have reported for solid waste, for example, but need to create an organization for e-waste reporting.

Steps for new account:

Enter the e-mail address you wish to use for the account on the Log In page and you will be directed to an account creation page. Fill in the fields and select "Create Account". You will be directed to a page asking to check your email to activate the new account. Select the "Activate" link in your email and you will be sent to the Re-TRAC Dashboard.

Please check junk and spam folders if you don't see the activation email. Please contact the Re-TRAC support line if needed for creating an account by selecting "Need technical support?" on the Log In page.

Skip down to Creating an Organization.

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

Track your organization's waste diversion progress, contribute to recycling directories, and participate in programs delivered by leading organizations across North America.

Enter your email to get started

NEXT

Creating an Organization

Steps to create an organization (Same steps for new account and those who already have an account, if you have never reported for e-waste before. If you have already joined one reporting organization and need to add another, skip down to *"Steps to Add an Organization"*):
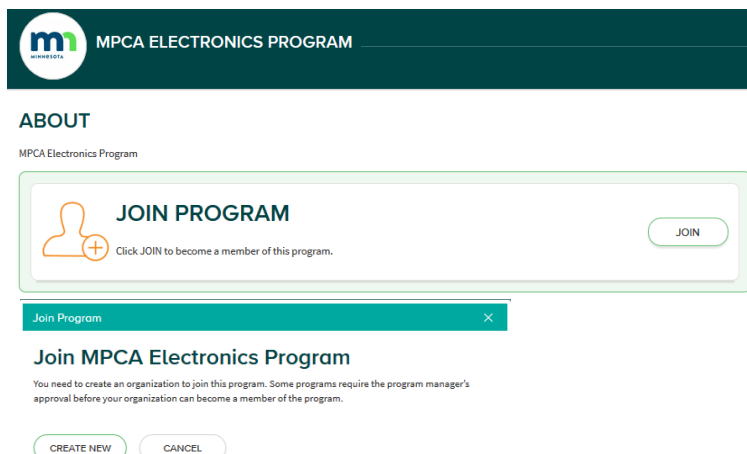
On the Re-TRAC homepage, select "Get Started" beneath the "Find Programs" header.
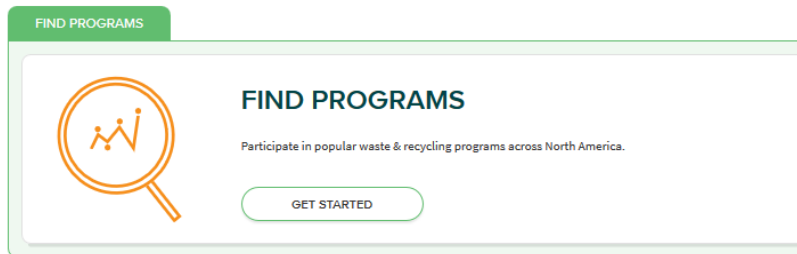
Start typing in "MPCA Electronics Program" and select that program. This will direct you to the program page with a description of the MPCA program:

If new, select the "Join" and then "Create New" buttons. If you already have an account through another program, click on the "Add another" button.

Steps to add a new organization:

1. You will be directed to the "Join Program" page. Under "Member Details," select "Electronic Waste Collector & Recycler Program."
2. Complete the remainder of the Member Details form, including member name, contact information, and location details.
3. Once all required information has been entered, select "Join" button on bottom of page.
4. If new to collector and recycler e-waste reporting, it will confirm your account request and note that your account is pending approval.
5. The MCPA program manager will approve account and you will receive an email with that notice. You may then skip down to the Registration on Participation Form step below.

m̃ MINNESOTA MPCA ELECTRONICS PROGRAM

JOIN PROGRAM

Member Details

Member Type *

Electronic Waste Collector & Recycler Program

Member Name *

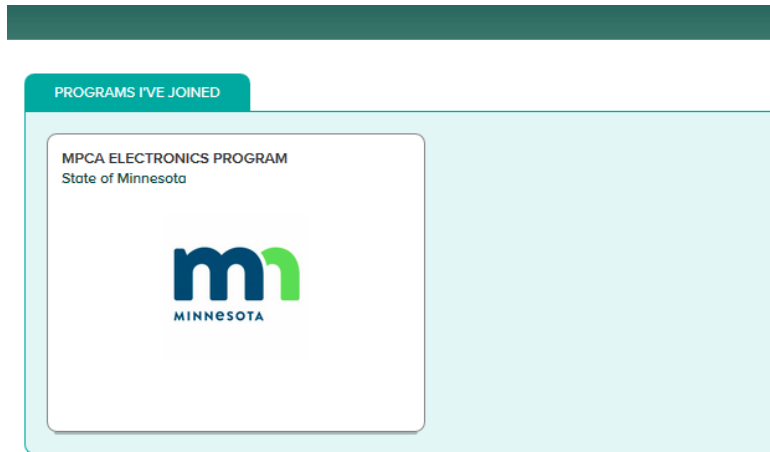### Confirm your location details

Country *   State/Province *

Select Country   ▾

City/Town *   Zip/Postal Code *

Address *

JOIN

Once my organization is already created, how do I get to reporting from my home page?

On the homepage, under "Programs I've Joined" select "MPCA Electronics Program"
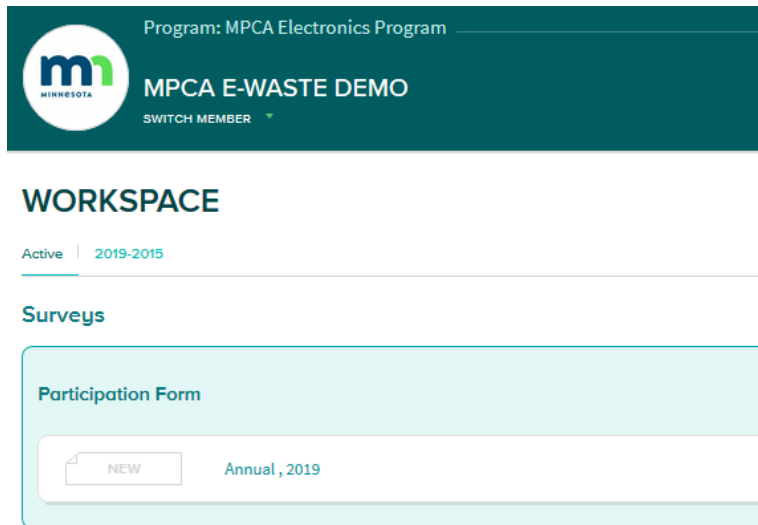

Select the member program you wish to report for and it will direct you to the "Workspace" reporting page where all reporting surveys will be available:

Registration on Participation Form

Getting to the report:

Once on the "Workspace" page a single form labeled "Participation Form" will be available. This and all forms will state 2024, which represents PY17 (Program Year 17: July 1, 2023 – June 30, 2024). Select "new" and the form will open.

Filling out the participation form:

- When entering data, **either tab or click to get to the next cell**. *Hitting the enter key will submit the form and MPCA Program Staff will need to be contacted to unlock the form.*

- New accounts: Complete all fields in the Organization, Registered Admin Contact and Registered Sites sections.

- Previous accounts: Review or complete the Organization, Registered Admin Contact and Registered Sites data for any updates or missing information.

- Identify status as a Collector, Recycler or both.

- If Collector is chosen, answer the two questions regarding end-of-life fees and whether the company had a contract with a recycler or manufacturer to provide pounds toward meeting a manufacturer's recycling obligation. Then select yes or no to indicate intent to register for Program Year 18.

- If Recycler is chosen, certify that the recycler responsibilities from the statute have been read and select yes or no to indicate intent to register for Program Year 18.

- "Save Draft" saves information entered on the page but does not submit the form and allows for future changes to be made. "Mark Complete" saves information entered on the page and *also locks the page*. Should this occur, MPCA program staff must be contacted to unlock the form.

- If the form has missing fields upon attempted submission, the page will notify with an error message to ensure all required fields are completed.

Entering and Submitting Data

After saving or completing the Participation Form, it will redirect to the Workspace page where all collector and/or recycler reporting forms will now be visible. All forms will state 2024, the current reporting year. Re-TRAC will also confirm that the Participation form has been saved and it will now be labeled "draft" or "completed."

Notes on form submission:

- "Save Draft" saves information entered on the page but does not submit the form and allows for future changes to be made, while "Mark Complete" saves information entered on the page and *also locks the page*. Once a form is marked complete, MPCA program staff must be contacted to unlock the form.

- After saving any form, either as a draft or as completed, it will redirect back to the Workspace page where all other forms may be accessed.

Entering and submitting data on forms:

- To access any form, select the yellow icon labeled "new" that is next to the desired form and the form will open.

- On the form, select "yes" to indicate there is data to report.

- If you don't have any data for a form, you will still need to click on that form and click "No" followed by the "Submit to Program" button.

- To complete reporting, ensure that upon completion of reporting all relevant forms are marked in green as "completed"

Collector Forms

COLLECTED: PERMANENT LOCATION

NEW   Annual, 2017

Collector Forms

COLLECTED: PERMANENT LOCATION

COMPLETED   Annual, 2017

Forms with multiple transactions:

Some forms allow for multiple submissions. When this is the case, again select the yellow icon labeled "new" to open a new form. On these types of forms a box can be selected that will route the user directly to a new form once the current form is saved or completed. If the box is not selected, once the form is saved as a draft or mark complete, it will direct back to the Workspace page where instead of a green icon marked "completed" a "new" icon will remain and a small box next to it will note how many forms of that type have been completed.

To view all completed forms, select the number in the small box and it will direct to a page that shows all forms and their respective status.

Additional data required on the "Recycled" form:

Recyclers are required to report household Video Display Device (VDD) pounds recycled in addition to CED pounds recycled. Estimated pounds of batteries and mercury containing lamps from household CEDs are also required. All totals must be entered, even if zero, for the form to submit. These weights must be entered on the "Recycled" form.

Ensure consistency in reporting - Collector & Recycler Balance Sheet Reports:

Take care to ensure consistency in reporting. Selecting the "Analytics" tab at the top of the Workspace page will direct to the "Analytics" page, where Collector and Recycler Balance Sheet Reports are available to ensure pounds collected equals pounds transferred out or recycled. Please check this as if there is a pounds imbalance the e-waste coordinator will follow-up in an attempt to rectify.

Additionally, communicate with the other entities involved in your collection and transfers *to ensure that all transactions are being classified the same by both parties.* This is especially as it pertains to "transfers to another collector" and "pounds sent to a recycler."

Contacts:

Please contact Amanda Cotton or Matthew Webb instead with questions: amanda.cotton@state.mn.us or 651-757-2211 or matthew.webb@state.mn.us or 651-757-2811, or also email the general e-waste mailbox at electronics.pca@state.mn.us.

Frequently Asked Questions:

What if I forget my password?

Select the "Forgot your password?" link available on the Log In page to create a new password using your email address.

What if I have a new email address or name change, or wish to change the account password?

At the top-right of the Re-TRAC Dashboard, select the account name and select "Edit User." The menu that opens will allow the user to change their name, e-mail address, password, and time zone.

What if I am no longer responsible for reporting?

Please ensure that the new person responsible for reporting has your existing log in credentials. Any account name, e-mail or password changes required may be made through the "Edit User" option outlined above.

How do I edit member details?

On the Members page select "Edit Member," which appears below "Electronic Waste Collector and Recycler Program" on your member list. There you can edit all member details such as contact information and location information.

MEMBERS

2 MEMBERS	⊕ ADD MEMBER

MPCA E-WASTE DEMO

ELECTRONIC WASTE COLLECTOR & RECYCLER PROGRAM   520 Lafayette Rd N, Saint Paul, MN 55123, USA
Edit Member