



# Florida Department of Environmental Protection

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## Memorandum

**TO:** County Recycling Coordinators  
**FROM:** Shannan Reynolds, Environmental Consultant  
**SUBJECT:** Solid Waste Management Reports  
**DATE:** March 1, 2016

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Per Florida Statute 403.706, all counties are required to submit an annual solid waste management report to DEP by **April 1**. The reports are used to analyze municipal solid waste (MSW) management in the Florida and determine the MSW recycling rate for the State and counties.

During a recent review of Rule 62-716.480, F.A.C., it was decided that **treated** contaminated soils used in a manner meeting the definition of recycling (i.e. landfill cover, land/road reclamation, etc.), will receive recycling credits. Per Rule 62-716.480(3)(a), F.A.C., the definition of MSW includes remediation services. The reporting form in Re-TRAC will be revised to include this information.

The reporting schedule for the various entities involved in collecting and analyzing data is as follows:

- **February 1** - Recovered Materials Dealers submit their 2015 data to DEP. (This is a statutory deadline, **not adjustable by DEP**.)
- **March 1** - DEP completes review of the Recovered Materials Dealers reports and sends that data (along with data from C&D facilities) to counties. (This is an internal deadline set by DEP, not by statute)
- **April 1** - Counties submit their annual reports to DEP. (This is a statutory deadline, **not adjustable by DEP**.)
- **July 1** - DEP publishes county data to the web. (This is a statutory deadline, **not adjustable by DEP**.)

DEP is requiring each county to enter their 2015 solid waste management data into Re-TRAC, the web-based reporting system designated by the Department. The data should include the amount of municipal solid waste disposed at solid waste disposal facilities (**this includes ALL disposal facilities located in the county - i.e. county owned facilities, privately owned facilities, privately owned Class III facilities or any MSW that goes from a transfer station to a disposal site outside of the county**), the amount and type of materials from the municipal solid waste stream that

were recycled and the percent of the population participating in various types of recycling activities instituted for the calendar year 2015.

Recovered Material Dealers data and Construction & Demolition DEP Certified numbers have been provided to you (see attachments). Any additional material to be counted as being recycled that is NOT sent to a certified Recovered Material Dealer should be placed in the Non-Certified category. If you wish to claim additional recycling tonnages from non-certified sources, you will need to complete the “Non-Certified Tons” found in the “Disposal and Non-Certified Tonnage Workbook”.

Once we receive the uncertified information, we will verify the information. If we find a discrepancy, you will be notified via e-mail.

**If you are requesting credit for recycled miscellaneous tonnage, you must complete the “Miscellaneous Tons Worksheet” included in the Disposal and Non-Certified Tonnage workbook**

In addition, you are required to complete the “Landfilled Tons Worksheet”, also included in the “Disposal and Non-Certified Tonnage Workbook”. This is to ensure that all disposed tons generated in the county have been accounted for.

The Disposal and Non-Certified Tonnage Workbook, list of approved WTE facilities and reporting instructions can be found on the [Recycling Coordinators Corner](#) website.

To get started go to <http://connect.re-trac.com>. Enter your user name and password. You will then be taken to your “Dashboard”. You can then click “Go” to begin the data entry.

*The population estimates used by the Department will be provided and entered by the Department (2015 population estimates are not available at this time).*

**If you have forgotten your user name, please contact Shannan Reynolds at [Shannan.Reynolds@dep.state.fl.us](mailto:Shannan.Reynolds@dep.state.fl.us) or by phone at 850-245-8716.**

If you find that you have entered data incorrectly after submitting your county’s solid waste management data, you can contact DEP to unlock your data allowing you access to revise the data you submitted.

**All data must be submitted via Re-TRAC by April 1, 2016.**

Complete instructions are available on the [Recycling Coordinators Corner](#) website. If you have trouble opening the instructions, please contact **Shannan Reynolds** at [Shannan.Reynolds@dep.state.fl.us](mailto:Shannan.Reynolds@dep.state.fl.us).

Note: Target and Walmart tonnage should be available by the end of the week.