

WASTE HAULER REPORTING GUIDE
Re-TRAC Connect/Boulder (Colorado) Annual Reporting
Updated October 30, 2015

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1. Registering/Creating your Re-TRAC Account

Download video: <https://s3.amazonaws.com/boulder-colorado/Registering+Your+Account.mp4>

YouTube Link: <https://www.youtube.com/watch?v=sZA50aEQ4rE&feature=youtu.be>

(Please note: Videos provided within this guide are best viewed in 720p HD mode)

- a. Go to Boulder (Colorado) Annual Report registration page (<https://connect.re-trac.com/registration/colorado-boulder>). Complete the fields by entering your name, email address, and password. Once complete, click 'Create My Account'.

[Log In](#) if you already have a Re-TRAC Connect account.

Create Your Account

First Name * Last Name *

Email * (Use this to Log In)

Confirm Email *

Password * Confirm Password *

By clicking Create My Account, I agree to the [Terms of Use and Privacy Policy](#) (Updated June 29, 2015.)

[Create My Account](#)

If you require technical assistance, [Click Here](#)

Boulder (Colorado) Annual Report

Boulder County is committed to zero waste. In an effort to measure waste diversion in the county, all hauling companies that collect, transport or dispose of discarded materials (garbage, recyclables, or compostables) in Boulder County are required to comply with annual reporting requirements by January 31st of each year. All information provided will be kept confidential.

Requirements are stated in Section 6.a of the Boulder County Hauler Ordinance No. 2007-01 and Section 6-12-4 of the City of Boulder Revised Code.

Questions?

Boulder County 303-441-4060
wastereporting@bouldercolorado.gov

Available In

✓ Boulder County, Colorado

Registration Instructions:

- Create your account**
Provide your name, email address, and choose a password
- Check your E-mail**
Click the Re-TRAC link in your e-mail to activate your account. This will automatically log you in to your Re-TRAC account.
- Join the Program**
Click the "Join" button and follow the steps to start reporting to the program.

This program is delivered in Re-TRAC Connect

- b. You will be redirected to a page asking you to check your email and click the account activation link sent to you. Once you click the link, you will be automatically logged in to your account.

Register

STEPS:

1. Complete the fields

2. Check your email

Check your email!



Check the email account you used in registration for instructions on activating your Re-TRAC Connect account. Remember to look in your spam folder where automated messages sometimes get filtered.

If you still can't log in, please contact [support](#)

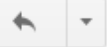
The activation email will look like this:



support@re-trac.com

to me ▾

11:09 AM (2 minutes ago) ☆



Thank you for registering a Re-TRAC Connect account. Please click the link below to activate your account. Once activated you will be redirected to your Re-TRAC Connect home page.

<http://connect.re-trac.com/activate/cps77BnyZcSOmDRNFsYR>

If you do not see your Re-TRAC Connect home page upon clicking the above link, please copy and paste the link into the address bar of your internet browser.


The activation link provided is good for a period of three (3) months.

If you require assistance to activate your Re-TRAC Connect account, or if you have questions or comments, contact us by replying to this email. We will respond to your email within two business days.

This message was sent through Re-TRAC Connect.

Re-TRAC Connect: <https://connect.re-trac.com>

- c. You will be directed to the Boulder (Colorado) Annual Report details page, click 'Join' to register your waste hauler business.



Program Details

Host:
Boulder County

Website:

Program Manager
Boulder County
wastereporting@bouldercolorado.gov
303-441-4060

Boulder (Colorado) Annual Report

Boulder County is committed to zero waste. In an effort to measure waste diversion in the county, all hauling companies that collect, transport or dispose of discarded materials (garbage, recyclables, or compostables) in Boulder County are required to comply with annual reporting requirements by January 31st of each year. All information provided will be kept confidential.

Requirements are stated in Section 6.a of the Boulder County Hauler Ordinance No. 2007-01 and Section 6-12-4 of the City of Boulder Revised Code.

[Join](#)

- d. On the following page, please enter the name of your business, and select 'Hauler' from the Organization Type dropdown. Click 'Next'.

Zero Waste
reduce, reuse, recycle & compost more

Program Details

Host:
Boulder County

Website:

Program Manager
Boulder County
wastereporting@bouldercolorado.gov
303-441-4060

1 Get Started 2 Create an Organization 3 Complete

Thank you for your interest in joining. You currently do not have an existing Organization eligible to join. Start by entering your Organization's name and select your Organization type. Click the "Next" button to continue.

ADD A NEW ORGANIZATION

Name your Organization *

Select your Organization type *
Hauler

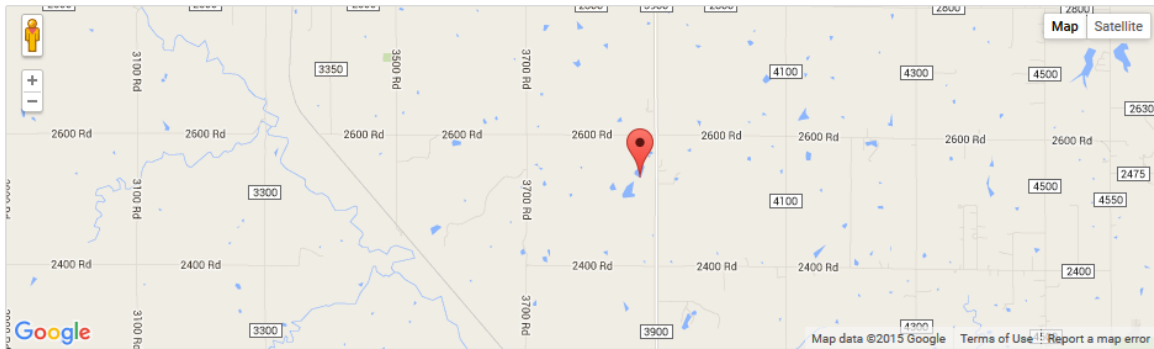
Next

- e. The following page will ask for your location and contact information. All required fields are denoted with a red asterisk. Once complete, click 'Save' at the bottom.

Location Details

Hauler Name *

Joe's Hauling



Search Google Maps for your Address

Official Address

United States

Country *

United States

State/Province *

City *

Zip/Postal Code *

Street Address *

[Clear 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

✓ Boulder County, Colorado

Website

Notes

e.g. Restrictions, instructions, etc.

Contact Information for this Hauler

Contact Name *

Contact Title

Contact Email *

Phone Number *

Contact Fax

Note: System messages will be sent to the email address (username) you used to sign-in to Re-TRAC Connect. This contact information is only for program information purposes.

Save

- f. Now that you have created an application for your waste hauler business, you can begin filling out the reporting forms. To begin, click the 'Go' button beside the hauler you just created.

1

2

3

Get Started	Create an Organization	Complete
-------------	------------------------	----------

Congratulations! You have successfully submitted your application to join, the status of your application is now Approval Pending. The Program Manager will contact you once they have reviewed your request. If you want to join with another Organization, click the "Add Another" button.

My Organizations

Joe's Hauling

Hauler

2465-2503 Arapahoe Avenue, Boulder, CO 80302, United States

Go ↻

Add Another

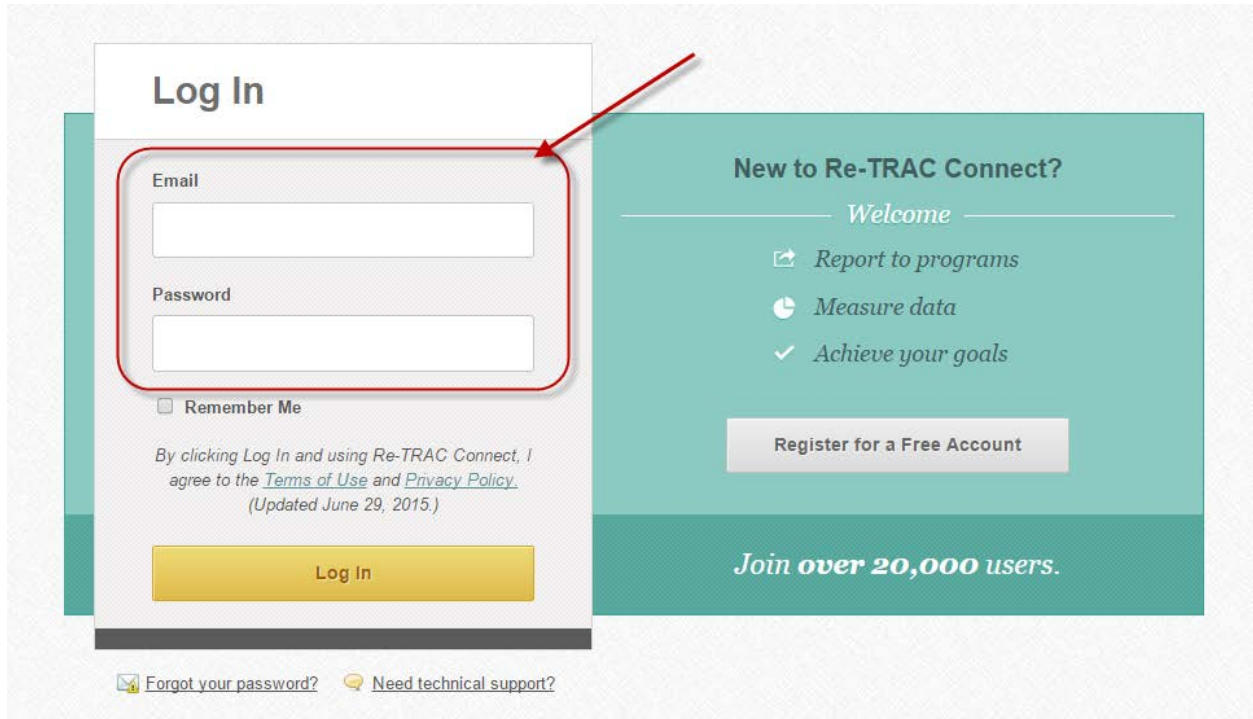
This will take you to the Boulder (Colorado) Annual Reporting page – see section 3 below

2. Logging in to Re-TRAC after account activation

Download video: See links in sections 3 and 4 (Those videos include this section.)

YouTube Link: See links in sections 3 and 4 (Those videos include this section.)

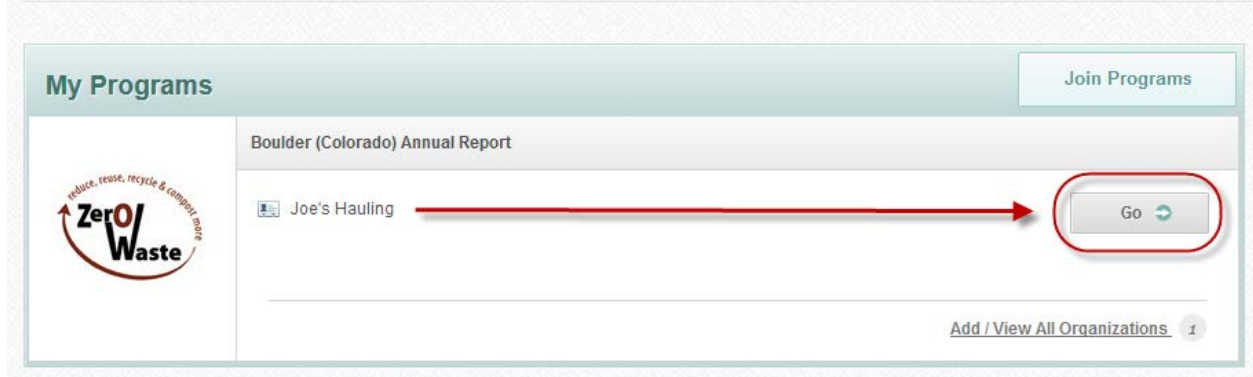
- a. After initial activation, anytime you would like to access your Re-TRAC account, simply go to the login page (<https://connect.re-trac.com/login>) and enter your email address and the password you specified during registration.



The image shows the Re-TRAC Connect login page. On the left, there is a 'Log In' section with a red box around the 'Email' and 'Password' input fields. A red arrow points to the 'Email' field. Below the input fields is a 'Remember Me' checkbox and a 'Log In' button. To the right, there is a 'New to Re-TRAC Connect?' section with a 'Welcome' message, three bullet points: 'Report to programs', 'Measure data', and 'Achieve your goals', a 'Register for a Free Account' button, and a statement 'Join over 20,000 users.' At the bottom, there are links for 'Forgot your password?' and 'Need technical support?'.

- b. Once logged in, you will be on your Dashboard in Re-TRAC. To access the Boulder (Colorado) Annual Reporting page and begin reporting, click the 'Go' button beside your hauler business name.

Dashboard



The image shows the Re-TRAC dashboard. At the top, there is a 'My Programs' section with a 'Join Programs' button. Below this, there is a 'Boulder (Colorado) Annual Report' section. On the left, there is a 'Zero Waste' logo. In the center, there is a list of organizations, with 'Joe's Hauling' highlighted. A red arrow points from 'Joe's Hauling' to a 'Go' button. At the bottom right, there is a link 'Add / View All Organizations' with a '1' next to it.

This will take you to the Boulder (Colorado) Annual Reporting page – see section 3 below

3. Boulder (Colorado) Annual Reporting – completing forms (Annual Service Summary and Regularly Scheduled Service)


Download video: [https://s3.amazonaws.com/boulder-colorado/Logging+In+and+Completing+Forms+\(RSS\).mp4](https://s3.amazonaws.com/boulder-colorado/Logging+In+and+Completing+Forms+(RSS).mp4)

YouTube Link: <https://www.youtube.com/watch?v=UPEh1IOjDY8>

- a. On the Boulder (Colorado) Annual Report Status page, you will only see a link to the 'Annual Service Summary' form to begin with. Click on the blue plus sign for the applicable year.

- b. Complete the Annual Service Summary form, indicating ALL of the services your business provided in the year you are reporting for *regardless of who will be entering data for those services*. Data entry forms will only be available for the services you select. An explanation of services/forms follows:

- Regularly Scheduled Service – these are accounts with regular collection service on a weekly, bi-weekly or monthly basis. Basic neighborhood residential garbage or recycling pick up would be an example of data reported on the Regularly Scheduled Service form.
- Roll-off Service – these accounts include temporary waste hauling containers used for construction and demolition projects, clean-up projects, or special events. Containers can typically range from 2 yard dumpsters up to 42 yard roll-offs. This would not include regularly scheduled service to multi-family or commercial units. An example might be a residential remodel producing construction/demolition waste and/or recycling where a roll-off was provided for on-site disposal.
- Special One-time Only Service – this is a one-off pick up. A garage clean-out requiring a one-time pick up of mixed materials would be an example of data reported on the Special One-time Only Service form. This category does NOT include Roll Off containers placed for one-time service.
- Drop-off Center and Transfer Station – this is to be used only by waste businesses that receive materials at their facility. *Specific locations include ReSource, Boulder County Recycling Center (BCRC), Hazardous Materials Management Facility (HMMF), Eco-Cycle's Center For Hard to Recycle Materials (CHaRM), and the Western Disposal Transfer Station. Only these businesses will use this form.*



Program Details

Member Information:

[Status](#)

► [Annual Service Summary](#)

Host:

Boulder County

Website:

Program Manager

Boulder County
wastereporting@bouldercolorado.gov
303-441-4060

Annual Service Summary

Member: **JOE'S HAULING** | Year: **2015** | Cycle: **ANNUAL**

Instructions:

Select the services that your company provided in the previous year. For each service, select which communities the service was provided in.

Did you provide Regularly Scheduled Service in 2015? *

☒ Yes

☐ No

For which municipalities/regions did you provide Regularly Scheduled Service? (Check all that apply) *

<input checked="" type="checkbox"/> City of Boulder	<input type="checkbox"/> City of Lafayette	<input type="checkbox"/> City of Longmont	<input type="checkbox"/> City of Louisville
<input type="checkbox"/> Town of Erie	<input type="checkbox"/> Town of Jamestown	<input type="checkbox"/> Town of Lyons	<input type="checkbox"/> Town of Nederland
<input type="checkbox"/> Town of Superior	<input type="checkbox"/> Town of Ward	<input type="checkbox"/> Unincorporated Boulder County	

Did you provide Roll-off Service in 2015? *

☒ Yes

☐ No

For which municipalities/regions did you provide Roll-off Service? (Check all that apply) *

<input checked="" type="checkbox"/> City of Boulder	<input checked="" type="checkbox"/> City of Lafayette	<input type="checkbox"/> City of Longmont	<input type="checkbox"/> City of Louisville
<input type="checkbox"/> Town of Erie	<input type="checkbox"/> Town of Jamestown	<input type="checkbox"/> Town of Lyons	<input type="checkbox"/> Town of Nederland
<input type="checkbox"/> Town of Superior	<input type="checkbox"/> Town of Ward	<input type="checkbox"/> Unincorporated Boulder County	

Did you provide Special One-time Only Service in 2015? *

☐ Yes

☒ No

Did you provide Drop Off Center & Transfer Station Services in 2015? *


☐ Yes

☒ No

Save

Submit to Program

- c. Once finished, click 'Submit to Program' at the bottom. **Note: Saving allows you to return at a later date to edit. You must click submit in order to access the data collection forms. Once you submit, you will not be able to edit which data collection forms you can access and must contact your program manager to make changes.**
- d. Once the Annual Service Summary has been submitted, you will be directed back to the Status page where you will now see the reporting forms for the services you selected in the Annual Service Summary.



Program Details

Member Information:

[Status](#)

Host:

Boulder County

Website:

Program Manager

Boulder County
wastereporting@bouldercolorado.gov
303-441-4060

Boulder (Colorado) Annual Report Status

Member: **JOE'S HAULING**

Step 1: Complete the Annual Service Summary: Once you complete, and submit the Annual Service Summary, the remaining service forms will become available.

Step 2: Complete the service forms. For each service, please complete one form for each municipality/region serviced. For example, if you provided Regularly Scheduled Service to two municipalities and Special One-time Service to one municipality, you must fill out the Regularly Scheduled Service twice, and the Special One-time Service once.

▼ Show ▼

	2015
Annual Service Summary	
Regularly Scheduled Service	
Roll-off Service	

[Unsubscribe from this reporting.](#)

- e. Click on the blue plus sign corresponding to the survey you would like to complete first (pictured above). You will be brought to a page where you can click 'New' to complete the survey.

NOTE: If you serviced both the City of Boulder and unincorporated Boulder County, please complete a separate form for each municipality/region serviced. For example, if you provided Regularly Scheduled Service to the city and county and Roll-off Service to the city, you must fill out the Regularly Scheduled Service form twice and the Roll-off Service form once.

- f. Once on the form, complete all questions. If you did not provide service for a sector or material, you may use the 'Tab' key on your keyboard to move through the fields, entering zeros for those that do not apply until you reach the next applicable field for your business.

Regularly Scheduled Service

Member: **SAMPLE HAULER** | Year: **2015** | Cycle: **ANNUAL**

Please complete the tables below

Please select the municipality/region for which you are completing this form:

City of Boulder

Landfill

SECTOR	# OF ACCOUNTS*	AMOUNT*	UNITS*	CONVERTED TO TONS	DESTINATION
Single Family Residential	<input type="text"/>	<input type="text"/>	Tons	<input type="text"/>	- Select -
Multi-Family Residential	<input type="text"/>	<input type="text"/>	Tons	<input type="text"/>	- Select -
Commercial	<input type="text"/>	<input type="text"/>	Tons	<input type="text"/>	- Select -

Total Tons of Material Landfilled

Total Landfill Accounts

Single Stream Recycling

SECTOR	# OF ACCOUNTS*	AMOUNT*	UNITS*	CONVERTED TO TONS	DESTINATION
Single Family Residential	<input type="text"/>	<input type="text"/>	Tons	<input type="text"/>	- Select -
Multi-Family Residential	<input type="text"/>	<input type="text"/>	Tons	<input type="text"/>	- Select -
Commercial	<input type="text"/>	<input type="text"/>	Tons	<input type="text"/>	- Select -

Total Tons of Single Stream Recycling

- g. At the bottom of the survey form you have the option to 'Save' or 'Submit to Program'. **Note: You must click Submit in order for your form to be considered complete. Once you submit, you will not be able to edit the data. Saving allows you to return at a later date to edit and submit.** If you have not completed all required fields, a pop-up notification box will appear to inform you and you will be required to fill in those fields before you can submit.

For your convenience, there is a checkbox right above the Save and Submit buttons to allow you to quickly begin a new blank reporting form for another municipality/region. Check this box when you save or submit, if you would like to be directed to a new blank form. Uncheck it when you have completed all entries for that form.

The screenshot shows the bottom portion of a survey form. At the top of this section is a light gray bar with the text: "Check the box below before submitting to create another Regularly Scheduled Service response." Below this bar is a checkbox with the label "Create a new response after saving/submitting." To the right of the checkbox, a red arrow points to it with the text "Checkbox added for convenience". Below the checkbox are two yellow buttons: "Save" and "Submit to Program". A red oval is drawn around both buttons.

4. Boulder (Colorado) Annual Reporting – completing forms (Annual Service Summary and Special One Time Service)

Download video: [https://s3.amazonaws.com/boulder-colorado/Logging+In+and+Completing+Forms+\(SOTS\).mp4](https://s3.amazonaws.com/boulder-colorado/Logging+In+and+Completing+Forms+(SOTS).mp4)

YouTube Link: https://www.youtube.com/watch?v=h8rNwh3E_sc&feature=youtu.be



- a. On the Boulder (Colorado) Annual Report Status page, you will only see a link to the 'Annual Service Summary' form to begin with. Click on the blue plus sign for the applicable year.

Boulder (Colorado) Annual Report Status
Member: JOE'S HAULING

Step 1: Complete the Annual Service Summary. Once you complete, **and submit** the Annual Service Summary, the remaining service forms will become available.

Step 2: Complete the service forms. For each service, please complete one form for each municipality/region serviced. For example, if you provided Regularly Scheduled Service to two municipalities and Special One-time Service to one municipality, you must fill out the Regularly Scheduled Service twice, and the Special One-time Service once.

To report, please click on the blue plus sign corresponding to the applicable reporting form.

Annual Service Summary  2015 

[Unsubscribe from this reporting.](#)


Program Details


Member Information:
[Status](#)

Host:
Boulder County

Website:

Program Manager
Boulder County
wastereporting@bouldercolorado.gov
303-441-4060





- b. Complete the Annual Service Summary form, indicating ALL of the services your business provided in the year you are reporting for *regardless of who will be entering data for those services*. Data entry forms will only be available for the services you select. An explanation of services/forms follows:
- Regularly Scheduled Service – these are accounts with regular collection service on a weekly, bi-weekly or monthly basis. Basic neighborhood residential garbage or recycling pick up would be an example of data reported on the Regularly Scheduled Service form.
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 - Special One-time Only Service – this is a one-off pick up. A garage clean-out requiring a one-time pick up of mixed materials would be an example of data reported on the Special One-time Only Service form. This category does NOT include Roll Off containers placed for one-time service.
 - Drop-off Center and Transfer Station – this is to be used only by waste businesses that receive materials at their facility. *Specific locations include ReSource, Boulder County Recycling Center (BCRC), Hazardous Materials Management Facility (HMMF), Eco-Cycle's Center For Hard to Recycle Materials (CHaRM), and the Western Disposal Transfer Station. Only these businesses will use this form.*

Annual Service Summary

Member: **SAMPLE HAULER** | Year: **2015** | Cycle: **ANNUAL**

Instructions:

Select the services that your company provided in the previous year. For each service, select which communities the service was provided in.

Did you provide Regularly Scheduled Service in 2015? *

☐ Yes

☒ No

Did you provide Roll-off Service in 2015? *

☐ Yes

☒ No

Did you provide Special One-time Only Service in 2015? *

☒ Yes

☐ No

For which municipalities/regions did you provide Special One-time Service? (Check all that apply) *

☐ City of Boulder

☐ City of Lafayette

☐ City of Longmont

☒ City of Louisville

☐ Town of Erie

☐ Town of Jamestown

☐ Town of Lyons

☐ Town of Nederland

☐ Town of Superior

☐ Town of Ward

☐ Unincorporated Boulder County

Did you provide Drop Off Center & Transfer Station Services in 2015? *


☐ Yes

☒ No

Save

Submit to Program

- Once finished, click 'Submit to Program' at the bottom. **Note: Saving allows you to return at a later date to edit. You must click submit in order to access the data collection forms. Once you submit, you will not be able to edit which data collection forms you can access and must contact your program manager to make changes.**
- Once the Annual Service Summary has been submitted, you will be directed back to the Status page where you will now see the reporting forms for the services you selected in the Annual Service Summary.



Program Details

Member Information:

- Status
- Reports
- Diversion Rate Report

Host:
Boulder County

Website:

Program Manager
Boulder County
wastereporting@bouldercolorado.gov
303-441-4060

Boulder (Colorado) Annual Report Status

Member: **SAMPLE HAULER**

Legend

Step 1: Complete the Annual Service Summary. Once you complete, **and submit** the Annual Service Summary, the remaining service forms will become available.

Step 2: Complete the service forms. For each service, please complete one form for each municipality/region serviced. For example, if you provided Regularly Scheduled Service to two municipalities and Special One-time Service to one municipality, you must fill out the Regularly Scheduled Service twice, and the

Show ▼

	2015
Annual Service Summary	
Special One-time Service	

[Unsubscribe from this reporting.](#)

- c. Click on the blue plus sign corresponding to the survey you would like to complete first (pictured above). You will be brought to a page where you can click 'New' to complete the survey.

Special One-time Service Records
Member: **SAMPLE HAULER**

New [Filter Options](#) SORT: Date Descending Search

↑ No transactions have been added for the selected period.
Add a transaction using the 'New' button

Program Details

Member Information:
[Status](#)
► [Special One-time Service](#)

NOTE: If you serviced both the City of Boulder and unincorporated Boulder County, please complete a separate form for each municipality/region serviced. For example, if you provided Regularly Scheduled Service to the city and county and Special One-time Service to the city, you must fill out the Regularly Scheduled Service form twice and the Special One-time Service form once.

- c. Once on the form, complete all questions. If you did not provide service for a sector or material, you may use the 'Tab' key on your keyboard to move through the fields, entering zeros for those that do not apply until you reach the next applicable field for your business.

Special One-time Service

Member: **SAMPLE HAULER** | Year: **2015** | Cycle: **ANNUAL**

Please complete the tables below

Please select the municipality/region for which you are completing this form: **City of Louisville**

Landfill

SECTOR	# OF PICKUPS*	AMOUNT*	UNITS*	CONVERTED TO TONS	DESTINATION
Single Family Residential	<input type="text"/>	<input type="text"/>	Tons <input type="button" value="v"/>	<input type="text"/>	- Select - <input type="button" value="v"/>
Multi-Family Residential	<input type="text"/>	<input type="text"/>	Tons <input type="button" value="v"/>	<input type="text"/>	- Select - <input type="button" value="v"/>
Commercial	<input type="text"/>	<input type="text"/>	Tons <input type="button" value="v"/>	<input type="text"/>	- Select - <input type="button" value="v"/>

Total Tons of Material Landfilled

Total Landfill Pickups

Scrap Metal Recycling

SECTOR	# OF PICKUPS*	AMOUNT*	UNITS*	CONVERTED TO TONS	DESTINATION
Single Family Residential	<input type="text"/>	<input type="text"/>	Tons <input type="button" value="v"/>	<input type="text"/>	- Select - <input type="button" value="v"/>
Multi-Family	<input type="text"/>	<input type="text"/>	Tons <input type="button" value="v"/>	<input type="text"/>	- Select - <input type="button" value="v"/>

- d. After the last material table, you will see a question asking if you have 'Additional Recycled Material' that you did not report in the above tables. If you do, click 'Yes'.

Additional Recycled Material

Do you have additional recycled material not reported above?

☒ Yes ☐ No

Do you have actual weights or estimates for the amount of additional material?

☐ Actual Weights ☐ Estimates

- e. You will then be asked if you have actual weights or estimates, click the appropriate response. If you have estimates, you will see a blank text box appear for you to describe the materials and corresponding estimates of weights or amounts (ex. 18 yoga mats). If you have actual weights, you will see a table appear that allows you to enter the sector, material, amount and unit.

Additional Recycled Material

Do you have additional recycled material not reported above?

☒ Yes ☐ No

Do you have actual weights or estimates for the amount of additional material?

☒ Actual Weights ☐ Estimates

Please enter material name, unit of measure, amount, and destination for additional material not reported above. Click the 'Add' button to necessary rows to the table.

SECTOR	MATERIAL	AMOUNT	UNIT	CONVERTED TO TONS	
- Select -			Tons		Remove

Add

Note: Click the 'Add' button below the table to add additional rows.

- f. At the bottom of the survey form you have the option to 'Save' or 'Submit to Program'. **Note: You must click Submit in order for the form to be considered complete. Once you submit, you will not be able to edit the data. Saving allows you to return at a later date to edit and submit.** If you have not completed all required fields, a pop-up notification box will appear to inform you and you will be required to fill in those fields before you can submit.

For your convenience, there is a checkbox right above the Save and Submit buttons to allow you to quickly begin a new blank reporting form for another municipality/region serviced. Check this box when you save or submit, if you would like to be directed to a new blank form. Uncheck it when you have completed all entries for that form. (See below.)

Check the box below before submitting to create another Special One-time Service response.

☐ Create a new response after saving/submitting.

**Checkbox added for
convenience**

Save

Submit to Program

5. Accessing the Diversion Rate Report

Download video: <https://s3.amazonaws.com/boulder-colorado/Diversion+Rate+Report.mp4>

YouTube Link: <https://www.youtube.com/watch?v=NilRenOjEX4&feature=youtu.be>

- a. Once you have entered data in Re-TRAC Connect, you will be able to analyze your data using the Diversion Rate Report. The Diversion Rate Report is accessible on the left of your Boulder (Colorado) Annual Report Status page.

Boulder (Colorado) Annual Report Status
Member: **SAMPLE HAULER**

Step 1: Complete the Annual Service Summary. Once you complete, **and submit** the Annual Service Summary, the remaining service forms will become available.

Step 2: Complete the service forms. For each service, please complete one form for each municipality/region serviced. For example, if you provided Regularly Scheduled Service to two municipalities and Special One-time Service to one municipality, you must fill out the Regularly Scheduled Service

▼ Show ▼

	2015
Annual Service Summary	
Regularly Scheduled Service	
Roll-off Service	
Special One-time Service	
Drop Off Center & Transfer Station Services	

- b. Once you have clicked on the Diversion Rate Report, you will see some configuration options. You can choose:
1. Which year to analyze (only 2015 will be available this year)
 2. Which communities to include (ex. if you would like to analyze your services for the City of Boulder, just select that community)
 3. Which 'Group By' option you would like (Choices include 'Material Category' – MSW, recycling, organics or 'Service Type' – regularly scheduled, roll-off, special one-time, drop-off center)

Diversion Rate Report
Member: **SAMPLE HAULER**

Configure:
Configure the report options

Year: 2015

Community:
☒ City of Boulder
☒ City of Lafayette
☒ City of Longmont
☒ City of Louisville

Group By: Material Category

Generate reports for:
☒ Sample Hauler

- c. Once you have set your configuration options, you can click 'Generate Report'.

Diversion Rate Report

Member: **SAMPLE HAULER**

Configure:

Configure the report options

Year: 2015

Group By: Material Category

Community:

- ☐ Town of Erie
- ☒ Town of Jamestown
- ☒ Town of Lyons
- ☒ Town of Madawaska

Generate reports for:

☒ Sample Hauler

Generate Report

- d. Once the report has generated you will see your results below. You are provided with a chart and a table. Each of these can be exported using the buttons provided.

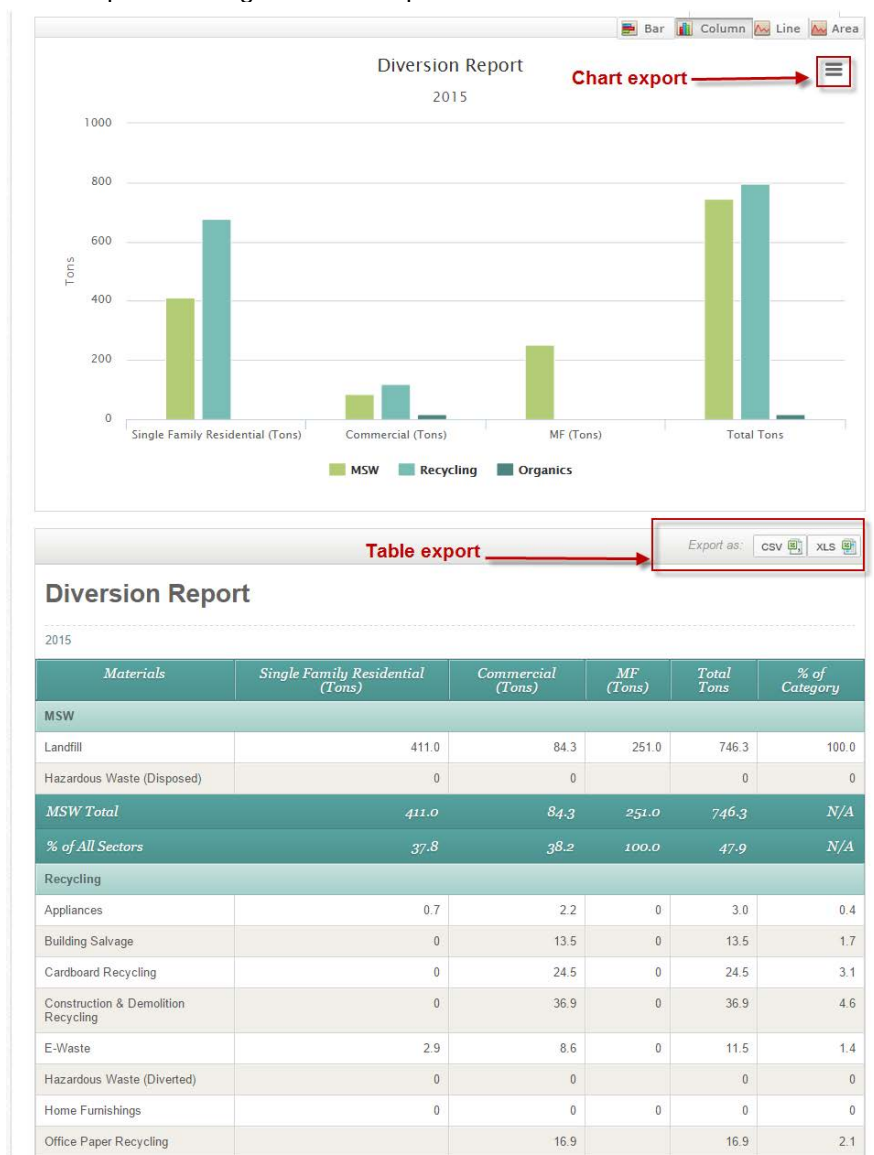
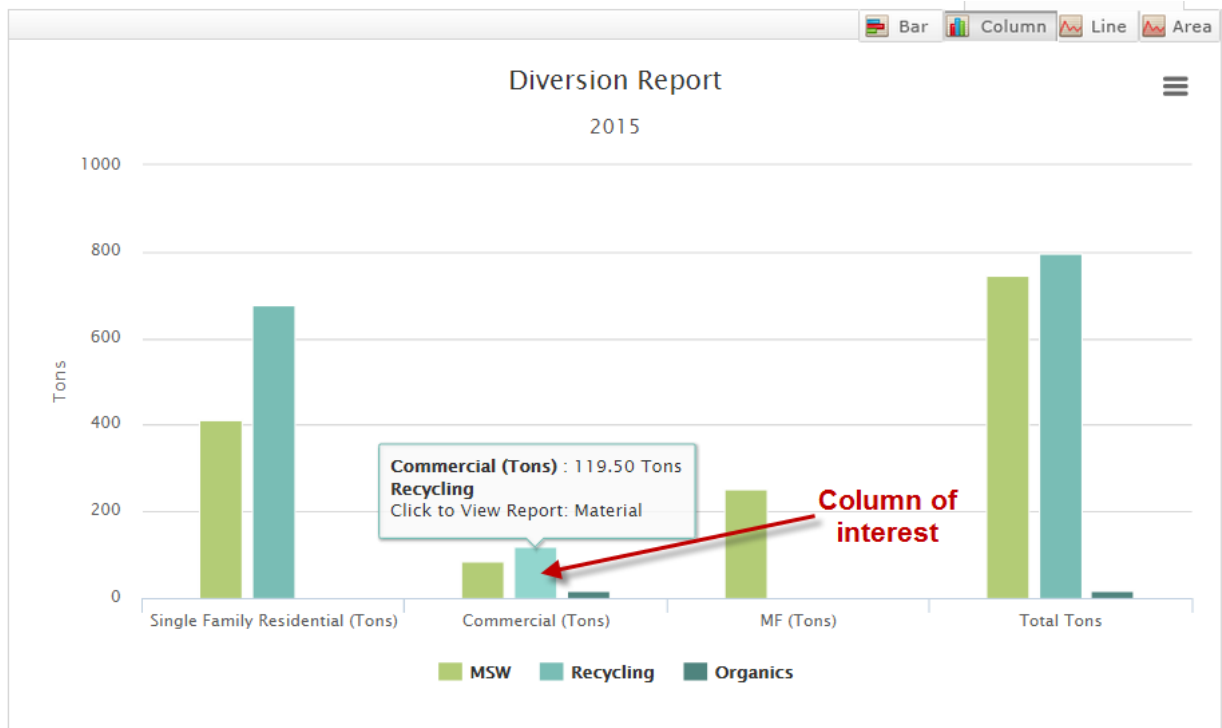


Table export →

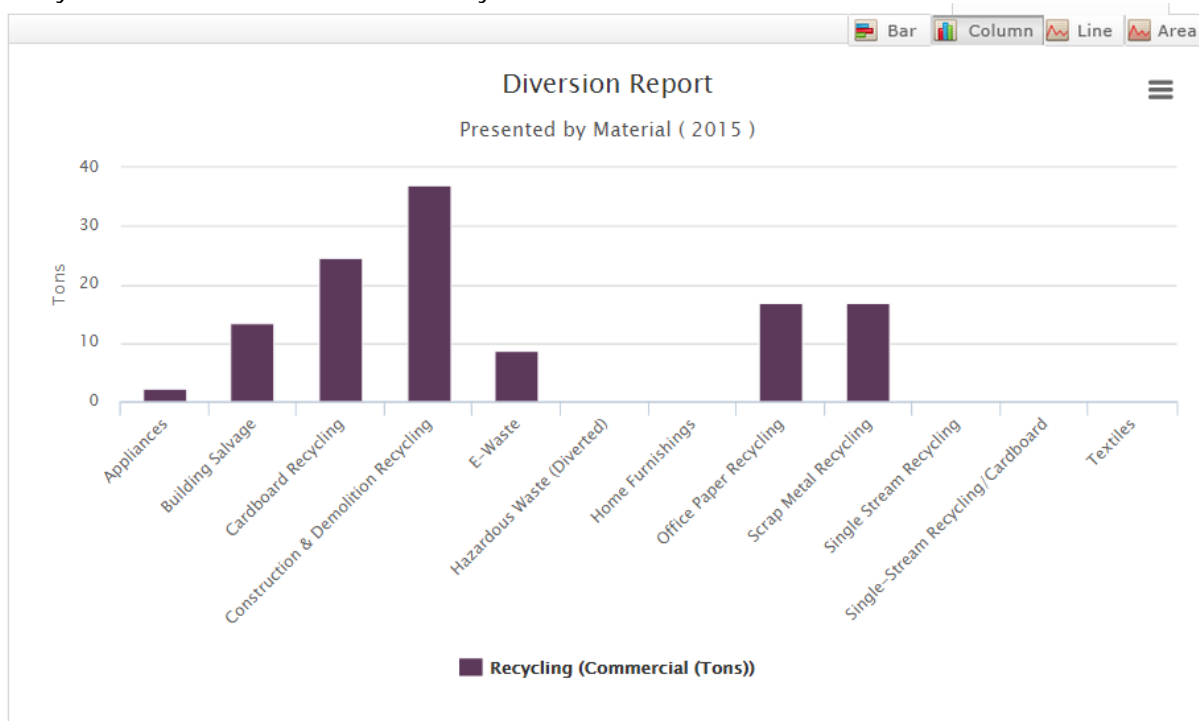
Export as: CSV XLS

Report Note: In the chart, you can click on a column to see what materials are included in it (This is referred to as the 'Drilldown'). Once you drill down, simply click on any of the columns to return to the overview.

Initial view:



When you click on the column of interest, you will see the drilldown:



Click on any of the columns to return to the overview.