

Re-Trac Reporting Guidance

❖ Important to Note

- Access is given by emailing PWCRecycles@pwcgov.org
- **Submission Deadline: March 3, 2025**
- Instructional video to guide you while submitting your report.

Introduction to Annual Recycling & Refuse Report

Virginia Department of Environmental Quality regulations require that each locality with a population of at least 100,000 submit annual recycling data by April 30 for the preceding calendar year (9VAC20-130-165). To ensure compliance with State law, the Department of Public Works, Solid Waste Division is tasked with collecting and compiling recycling and refuse data from all companies generating, hauling, or processing solid waste or recyclable materials within Prince William County pursuant to Prince William County Code, Section 22-169.

Report Submission Requirements

All companies generating, hauling, or processing solid waste or recyclable materials within Prince William County must report their disposal and recycling activities for calendar year 2024 by March 3, 2025. To streamline the submission process and improve data quality, the Solid Waste Division has updated the reporting process. All Recycling & Refuse Reports must be submitted electronically through Re-TRAC Connect. Mailed or emailed reports will not be accepted. Failure to comply with this mandatory reporting requirement by the deadline of March 2, 2025, may result in penalties including, but not limited to, a Notice of Violation, temporary suspension of hauler permit, and/or suspension of access to County solid waste facilities.

In this report, please only include those materials managed in **Prince William County, including the incorporated towns of Dumfries, Haymarket, Occoquan, and Quantico**. **Do not** include materials managed within the independent cities of Manassas or Manassas Park; those activities must be reported directly to their respective localities. A list of County ZIP codes for which data should be reported is available on the County's website at: <https://www.pwcva.gov/businessrecycling>.

Annual Recycling and Refuse Report Re-Trac Guidance

This report is broken into five sections. Section A collects information about your business or company (Company Name, Point of Contact, Mailing Address, Contact Information, Nature of Business). It is important that your contact information is the most up to date since the County will be in touch if questions regarding reporting arise.

Sections B and C ask you to report on materials recycled. Sections D and E ask you to report on materials disposed of.

❖ Table Guidance

In the table, you will see five columns, these are described below:

Material *	Pounds Recycled *	Estimated or Actual *	Source *	Name of Recycling Processor *	
<input type="text" value="Select"/>	<input type="text"/>	<input type="radio"/> Estimated <input type="radio"/> Actual	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="button" value="REMOVE"/>

Column 1: Material

Materials are listed here; note that some materials have several options (e.g., mixed paper, cardboard, newspaper, shredded paper), so be as accurate as possible in your selection. If the material you are entering data for does not appear on the list, please select 'Other' and write a description in the box that appears.

Please note: At the end of each table, you'll find an **ADD** button. To report multiple materials, click the **ADD** button to generate an additional table for input.



If you **do not** have a specific material type to report, select "**No**" in response to the initial question for that section. This will close the material type and allow you to proceed with the report.

Do you have Other Principal Recycled Materials tonnage to report? *

Yes
 No

Section B - Total Tons Recycled:

Column 2: Amount Recycled/Disposed

The total recycled/disposed amount reported should reflect the entire quantity collected during the 2024 calendar year of the material you report in column 1.

Column 3: Unit of Measure

There are two unit types for you to select from (tons or pounds). The unit that you choose will be used to apply a conversion factor to the amount of material entered in Column 2. Be as accurate as possible in your selection.

Column 4: Estimated or Actual

To decide between reporting estimated or actual amounts:

Actual: Use when precise measurements (e.g., scale weights or detailed reports) are available.

Estimated: Use when exact data isn't practical, relying on visual assessments, past averages, or indirect methods.

Column 5: Name of Recycling Processor/Disposal Facility

Facilities are listed here alphabetically; if the location you are entering does not appear on the list, please select 'Other' and write a description in the box that appears.

Please note: If the same type of material is sent to multiple processing facilities, each facility must be listed separately, along with the corresponding data and material type.

❖ Page Navigation:

Note: To access Sections C–E, you must first complete Sections A and B to the best of your ability. Once finished, click **SAVE** to proceed to the next page.

The report allows you to save your progress as a draft and return to complete it at your convenience (**no later than March 2, 2025**). To do this, click the **SAVE** button at the bottom of the form. A pop-up will indicate whether all required fields have been completed, and you can select Save As Draft to save your progress.

Confirmation

Draft - Recycling & Refuse Report

Sample Reporter - Annual | 2025 Page 2 of 2

Nice Work!
This response is ready to submit. You can save a draft if you need to return to edit later, or mark complete to lock the response and submit it to the program.

Save as Draft
 Mark Complete

Upon completing the report, you must certify that, to the best of your knowledge, the information provided is true, accurate, and complete. This certification requires entering your name, title, and submission date.

Once certified, click the SAVE button at the bottom. A popup will indicate whether you have completed all required fields, and you can choose to 'Mark Complete'.

Confirmation

Draft - Recycling & Refuse Report

Sample Reporter - Annual | 2025 Page 2 of 2

Nice Work!
This response is ready to submit. You can save a draft if you need to return to edit later, or mark complete to lock the response and submit it to the program.

Save as Draft
 Mark Complete

❖ What Comes Next?

If the Solid Waste Division staff identifies an issue with your report, it will be returned to Drafts for your review. The program will email you an update notification.

To make the necessary changes, log into your Retrac Connect account, navigate to Drafts, and access your submitted report. There, you will find comments from Solid Waste staff outlining the required updates. Your report will be unlocked, allowing you to make the necessary edits. Once you've completed your revisions, simply resubmit the report.

After your report is confirmed to be valid and complete, you will receive an email notification as official confirmation that the Solid Waste Division has verified your annual refuse and recycling report.

❖ **Contact Information:**

If you have any questions about the report, feel free to contact the Solid Waste Division at (703) 792-4670 or via email at pwcrecycles@pwcgov.org

Thank you for your cooperation, Solid Waste Division