

ANNUAL DIVERSION PLAN INSTRUCTIONS

STEP 1 REGISTRATION

www.austintexas.gov/diversionplan




Check Your E-Mail to Activate Account

Can't Find E-mail?
Check Junk Mail or Contact support@re-trac.com

Click **Join** when you have activated your account through email

STEP 2 ADDING A PROPERTY

Enter the property name as "Organization".

Choose the property type.

Type your property address in the box.
*Tab or click to move to next box.

Click "Save"

Good News! You will not need to repeat this step in subsequent years.

STEP 3 OPENING ANNUAL DIVERSION PLAN

Click Go

To ADD ANOTHER PROPERTY click on the 'Program Details' link below the Austin Resource Recovery logo on the left.

Click on the plus icon  below to begin reporting your information.

When the form is partially complete, the icon will be a progress bar  which you can click on to access the form.

Once saved, the icon will be a green check mark  which you can click on to access the form.

Once submitted, the icon will be a Lock  which you can click on to view the submitted form.

Note: You cannot edit a 'Submitted' form. Please contact Austin Resource Recovery at 512-974-9727 or email at CommercialRecycling@AustinTexas.gov if you need your plan unlocked.

For more information on icons, click on the 'Legend' button at the top right of these instructions.

	2016	2015
Austin Annual Diversion Plan		

City of Austin Administration Log (City Staff Only)

Date	Time Created	Type of Action	Staff	Outcome	Status
<div style="display: flex; justify-content: space-between;">   </div>					

Total Responses: 0

If you are reporting after October, 1 2015, you are reporting for the year 2016

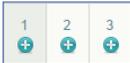
Click the 2016 blue icon.



STEP 4 COMPLETING ANNUAL DIVERSION PLAN

BEFORE YOU START HERE ARE A FEW HELPFUL HINTS AND DEFINITIONS:

Hints

- The Annual Diversion Plan is divided into 3 pages 
- All fields with a * must be completed
- Hover over any blue text with a dotted line for more information
- Save information before you leave any page - the save button is found at the bottom left of each page 
- Please use the Real Property ID#, identifying a facility's physical location, instead of the Business or Personal Property ID#, identifying individual businesses
- You can save information and come back at a later time
- You must submit your plan on the final page to complete the plan 
- To make edits to a submitted plan, contact Austin Resource Recovery: 512-974-9727, commercialrecycling@austintexas.gov

Definitions

Annual Diversion Plan (ADP) is a yearly requirement of the Universal Recycling Ordinance for all affected properties. It captures how each property is complying with the URO and allows inputs by weight and/or volume.

Commercial Property refers to any non-residential commercial property, such as offices, retail, hotels, motels, educational or religious facilities, industrial, warehouses or manufacturing facilities or properties.

Diversion means the act of redirecting material from disposal for a higher or best use. Examples include but are not limited to recycling, composting, donating, reusing, reducing, redesigning, repurposing or repairing.

Diversion Rate means the percentage of materials reduced, recycled, composted, or re-used instead of being sent to a landfill or incinerator to be buried or burned.

Multifamily Property refers to any property with four or more dwelling units where people reside for more than 30 days, for example apartments, condominiums, assisted living, dormitories, or mobile home parks.

Partial Property is when you are reporting for one business, tenant, or building within a parcel containing multiple businesses, tenants, or buildings.

Reduction or Reuse Credit may be given to properties who reduce waste due to process improvements. “Credits can be used to offset the recycling capacity and diversion performance standards and may be requested on the Annual Diversion Plan. Improvements must have resulted in waste reduction in the previous two calendar years from the date of request. Reductions may not be a result of economic conditions, sales, or product mix. Credits may be carried forward for up to five years, beginning on the date of improvement occurrence.” If requested by the City, all Responsible Parties requesting credit agree to conduct a third-party audit of the waste stream.

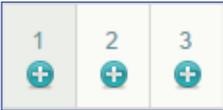
Responsible Party refers to any business or person responsible for providing solid waste services at the property, including the owner of the premises, an employee of the owner, the manager of the premises, an employee of the manager, a tenant or an employee of the tenant.

ReTRAC is the online program used to host the City of Austin’s Annual Diversion Plan, and is a product of Emerge Technology.

Service Capacity equals service frequency multiplied by container volume/size. Example: one 8 cubic yard container collected twice a week is 8 cu yd x 2 collections each week = 16 cu yd/week.

Total Recycling Service Capacity equals the total volume collected and diverted from the landfill (recycling, composting, etc.), divided by the total volume of all collection services (recycling, composting, etc. + landfill trash).

ANNUAL DIVERSION PLAN - PAGE 1



PROPERTY OR BUSINESS INFORMATION:

Note: Fields in this section are auto populated

- Select your property type.
- Enter your property ID.
- If your property has multiple Property IDs, click the “ADD” button to enter each ID individually + Add

Name of Property *

Property Street Address *

Property Zip Code * Example: 12345-6789 or 12345

Select which industry best describes your property? *

- Select -

Property ID

This property ID is the unique value used by the county appraisal districts to identify a specific property. 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

Enter the “REAL” Property ID for the building; do not enter the “Personal” Property ID unique to your business.

Is this submission for an entire property or part of the property? *

Entire Tax Parcel

Part of the Tax Parcel

If you are reporting for all buildings on the parcel, choose “Entire Tax Parcel”

If you are reporting for ONLY PART of the building, or one of many buildings, on a tax parcel, choose “Part of the Tax Parcel”

What is the size of the property in square feet? *

Additional Property Information

	Yes	No
Is your property owned by a federal, state, or local government entity? *	<input type="radio"/>	<input type="radio"/>
Are you reporting for a facility owned by the City of Austin? *	<input type="radio"/>	<input type="radio"/>
Are you located in the Downtown Trash and Recycling District or receive City of Austin trash and recycling services (Check DLA Map)? *	<input type="radio"/>	<input type="radio"/>
Is your property vacant? *	<input type="radio"/>	<input type="radio"/>

The Property ID is included on correspondence sent to you by ARR, or can be found by searching on your county appraisal district website.

If you have trouble locating your Property ID, contact commercialrecycling@austintexas.gov or call (512) 974-9727

For commercial properties, enter whether you are reporting for part of or the entire tax parcel. Enter the square footage and suite or building number for the portion for which you are reporting.

Is this submission for an entire property or part of the property? *

Entire Tax Parcel

Part of the Tax Parcel

For the location that this report covers:

What is the number of the building, unit, or suite? Separate by commas if multiple (i.e. - 131-B, 131-C, 132)

What is the size in square feet of the property?

CONTACT INFORMATION:

Local Management Contact

Name *

Title *

Organization *

Phone * Example: 123-456-7890

Email * Example: name@example.com

Enter the contact information for the person responsible for coordinating recycling services for the property.

1: MATERIALS COLLECTED

Minimum Required Materials: The Universal Recycling Ordinance requires that employees and tenants have opportunities to recycle the following five (5) materials. Which of these materials are collected at this location?

	Yes	No
Paper *	<input type="radio"/>	<input type="radio"/>
Cardboard *	<input type="radio"/>	<input type="radio"/>
Aluminum Cans *	<input type="radio"/>	<input type="radio"/>
Plastic bottles #1 and #2 *	<input type="radio"/>	<input checked="" type="radio"/>
Glass bottles and jars *	<input type="radio"/>	<input type="radio"/>

Additional materials may be reported on Page 2.

Waiver Request - Explain why location does not collect one or more of the materials above and document the proposed substitute materials in the Additional Material table on Page 2. *

By selecting "NO", you are requesting a Waiver for Material Substitution. Explain the substitution in the text box provided. **Note: You must document quantities for the requested "substitute material" on the next page.**

ANNUAL DIVERSION PLAN - PAGE 2

2: COLLECTION SERVICES AND ADDITIONAL MATERIALS

1 +	2 +	3 +
--------	--------	--------

Trash Collection Services

TYPE	NUMBER*	VOLUME*	UNIT*	SERVICE FREQUENCY*	UNIT*	COMPACTOR?	CUBIC YDS/WK	
1 - Select -			- Select -		Per Week	No	0	Remove

[Add](#)

Additional Trash by Weight (Optional)

MATERIAL	UNITS OF MEASURE	AMOUNT	FREQUENCY	EST. CUBIC YARDS/WEEK	EST. TONS/WEEK
Additional Trash by Weight	- Select -		- Select -		

Recycling Collection Services

TYPE	NUMBER*	VOLUME*	UNIT*	SERVICE FREQUENCY*	UNIT*	COMPACTOR?*	CUBIC YDS/WK	
1 - Select -			- Select -		Per Week	No	0	Remove

[Add](#)

Organics Collection Services

TYPE	NUMBER	VOLUME	UNIT	SERVICE FREQUENCY	UNIT	CUBIC YDS/WK	
1 - Select -		0	- Select -		Per Week	0	Remove

[Add](#)

How many dwelling units are at this location? *

For multifamily properties - enter # of units

Click on the arrows to select service details from the drop-down menus. **Note: if you are unsure of your service details, reference a service invoice or agreement, or contact your service provider.**

Reduction or Reuse Credit. This section is optional. Please contact ARR if you have questions or are interested in learning more.

Reduction or Reuse Credit (Optional)

Businesses may qualify for the Reduction or Reuse Credit if waste generation has been significantly reduced through reuse or process improvements during the past two calendar years. To request a Reduction or Reuse Credit, describe the process improvements or source reduction below. If you know the estimated weight or volume savings, enter those values in the Other Material (by Weight/Volume) row at the bottom of the Additional Diverted Materials by Volume, Weight or Quantity table below. [Hoverover for examples](#)

Do you qualify for a Reduction or Reuse Credit?

Check out [Austin Materials Marketplace](#) for material reuse opportunities in Austin.

Additional Diverted Materials by Volume, Weight, or Quantity (Optional)

Austin Resource Recovery staff will review this information and may request additional documentation.

MATERIAL	UNITS OF MEASURE	AMOUNT	FREQUENCY
Battery, general	- Select -		- Select -
Battery, motor vehicle	- Select -		- Select -
Cardboard, baled	- Select -		- Select -
Donated Food	- Select -		- Select -

Enter the quantities of the additional materials recycled at your property to have them count toward your total recycling capacity. **Note: This section is required if you do not collect all of the 5 required materials stated on page 1.**

CAPACITY COMPLIANCE SUMMARY

Option 1: Collection Service Calculations

The weekly recycling service capacity at this location is: gallons per week per dwelling
Service Capacity Requirement: **Met.**

OR

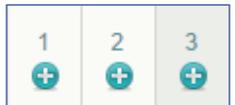
Option 2: Diversion Rate Calculations

Based on the information reported, your diversion rate is estimated to be:

Estimated Weekly Tons of Trash tons per week
Estimated Weekly Tons of Materials Diverted tons per week
Additional Tons of Materials Diverted tons per week
Additional Tons of Trash Landfilled tons per week
Total Estimated Diversion Rate % diversion by weight
Diversion Rate Requirement: **Not met.**

This section will calculate and let you know if your property is meeting the minimum capacity requirement. There are two options for meeting this requirement, only one must be met.

ANNUAL DIVERSION PLAN - PAGE 3



3: CONVENIENCE

Does this location meet the Convenience Requirement? *

Austin Resource Recovery staff will review waiver requests on a case-by-case basis and respond within 60 days, if waiver is not accepted. Waivers must be requested each year.

Waiver Request - Which of the following conditions apply to this location:

- Container would consume required parking space resulting in code violation.
- Property has no physical space for additional container.
- Container will restrict vehicle access.
- Collection vehicle would not be able to access the collection container.
- Placement requires concrete pad exceeding impermeable cover limits.
- Property has valet service for both trash and recycling.
- Other

If "NO" is selected complete the Waiver Request section. Include details in the text box.

4: SIGNS & EDUCATION

Does this location meet the Sign Requirements? *

[Click here](#) to access sample posters and signs or ask your recycling service provider for more information.

If no, click the link for resources for signage or educational materials. If yes, indicate the type of materials used.

5: GENERAL WAIVER REQUEST

A General Waiver Request may be granted on a case-by-case basis by the Director of Austin Resource Recovery in writing.

Do you have any additional documented waiver requests not previously noted in this plan to submit for review?

If yes is selected, describe the circumstances for which you are requesting a waiver in the box provided.

6: ADDITIONAL NOTES AND INFORMATION (OPTIONAL)

This section can be used to offer additional information about your property. Please note that if you have questions or concerns that need immediate attention, you should call Austin Resource Recovery at 512-974-9727 or email at CommercialRecycling@AustinTexas.gov

Would you like to submit additional information or comments on this plan?

Please enter additional information or comments: *

If you have any additional information you would like to add that does not pertain to any other section, please include it here.

7. E-SIGNATURE

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 true and agree to hold responsibility for the validity of the data.

Enter your information here.

STEP 5 SUBMIT THE ANNUAL DIVERSION PLAN

NOTE: THE ADP MUST BE SUBMITTED NO LATER THAN FEB 1st.

SUBMIT TO PROGRAM

Submit to Program

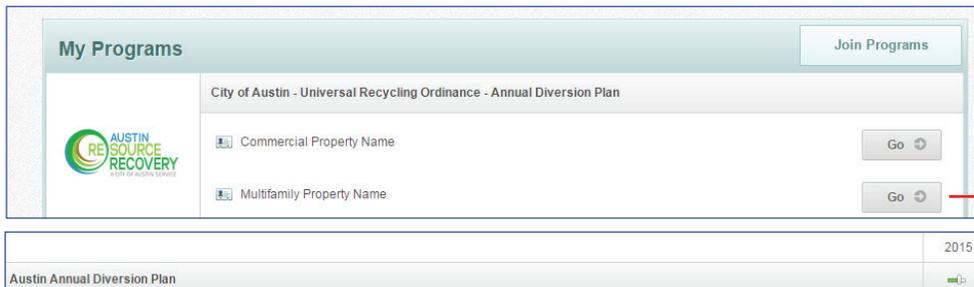
READY TO SUBMIT TO PROGRAM?
"Save" allows you to return to this form to make changes, but does NOT submit.
"Submit to Program" completes the Annual Diversion Plan and sends to staff for review. Form MUST be submitted annually between October 1 and February 1.
To update or edit this submission, contact Austin Resource Recovery at 512-974-9727 or email at CommercialRecycling@AustinTexas.gov

Save Submit to Program Delete Response

Once all data is complete and correct, use "Submit to Program" button to finalize the ADP.

ADDITIONAL INFORMATION

EDIT A SAVED PLAN



To edit a saved plan prior to submitting follow these steps:

1. Sign In
2. Select the property to edit that form 
3. Click the status icon  to open the form

"SAVE" allows you to return to the form to make changes at a later time. A "saved" form will show one of the following icons:

 Form in Progress – No Errors.  Form in Progress – Errors.  Single Form – Completed.

"SUBMIT" to Program will lock your response. A locked response can be re-opened by Austin Resource Recovery staff.

 Locked Form – Awaiting Verification. Your form has successfully been submitted to the Austin Resource Recovery for review. No additional action is required of you unless contacted by City Staff.

 Locked Form – Completed. Your form has successfully been submitted to the Austin Resource Recovery and has been officially reviewed. No additional action is required of you unless directed otherwise.

FREQUENTLY ASKED QUESTIONS

What is the purpose of the Annual Diversion Plan?

The Annual Diversion Plan describes the level of landfill and recycling services, as well as education and training, offered at properties that are affected by the City of Austin's Universal Recycling Ordinance. Learn more about the Universal Recycling Ordinance at www.austintexas.gov/uro

I clicked the "Submit to Program" button, but I need to make an edit. How do I make an edit?

Contact ARR staff at commercialrecycling@austintexas.gov to explain the issue. Staff will either make the change for you, or unlock the survey so that you may make the appropriate edits.

The person who reported last year no longer works at this business anymore. How do I get the account information?

Please send the new contact information, Property ID, and Property Address to commercialrecycling@austintexas.gov. Staff can move the account to the new person responsible for reporting.

I am reporting for a mixed use property. Do I report as a commercial or multifamily property, or both?

In the case of mixed use properties, you may either submit a plan for each use or report aggregate information on a single Annual Diversion Plan using the Commercial property recycling capacity requirements.