Re-TRAC™ User Guide

Manitoba Scrap Tire Inventory and Recycling Survey (Municipalities)

This document is intended to help guide the municipalities in Manitoba through the process of reporting their monthly tire inventory levels. If you have any additional questions that are not covered in this document, please contact:

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Step 1 - Logging In

Go to the log-in screen at **http://my.re-trac.com**. Insert the user name and password that was provided to you by your Re-TRACTM administrator and click the "Login" button.



Step 2 - Selecting a Survey

After logging in the screen below will appear. This screen lists the available months the survey can be submitted for. Click on the appropriate month to begin filling out the survey.

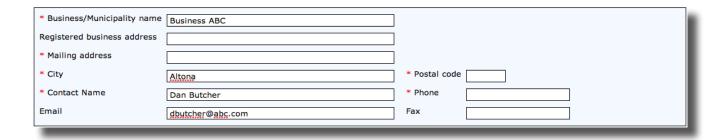


Step 3 - Entering Your Information

The Manitoba Scrap Tire Inventory and Recycling Survey consists of three sections.

- 1. Contact Information
- 2. Tires on-hand
- 3. Tires sent to recycling

Contact Information - In this section of the survey fill out information about your business. Some fields in this section have already been populated. Update any fields that may be inaccurate.



Tires on-hand - In this section of the survey, report the number of tires currently on-hand at your landfill. The number entered in this section will help the Manitoba Tire Stewardship board coordinate tire pick-ups.

Tire Type	Tire Type	Average weight (lb)	PTEs	Units	PTEs	Tonnes
Passenger / Light Truck Tires	Various	20	1			
Medium Truck Tires	Up to 24.5"	100	5			
Free Rolling Farm & Industrial / Construction / Utility	Less than 24"	0	0			
Drive Farm	Various	260	13			
Small OTR	1300R24 - 23.5R25	470	23.5			
Medium OTR	Above 23.5R25 to 33"	1100	55			
Large OTR	Above 33" to 39"	1800	90			
Giant OTR	Above 39"	0	0			
Totals				[]	[]	[

Note: Re-TRAC™ will calculate the number of PTE's and the tonnes based on the number that is entered in the "Units" column.

Tires sent to recycling - In this section of the survey, report the number of tires you have sent to be recycled. The numbers entered in this section will help determine tire recycling rates for the province of Manitoba.

Tire Type	Tire Type	Average weight (lb)	PTEs	Units	PTEs	Tonnes
Passenger / Light Truck Tires	Various	20	1			[
Medium Truck Tires	Up to 24.5"	100	5			
Free Rolling Farm & Industrial / Construction / Utility	Less than 24"	0	0			
Drive Farm	Various	260	13			
Small OTR	1300R24 - 23.5R25	470	23.5			
Medium OTR	Above 23.5R25 to 33"	1100	55			
Large OTR	Above 33" to 39"	1800	90			
Giant OTR	Above 39"	0	0			
Totals				[[[]]]	[]	[

Note: Re-TRAC™ will calculate the number of PTE's and the tonnes based on the number that is entered in the "Units" column.

Step 4 - Submitting your Survey

After completing the survey and reviewing it for accuracy, click the "Submit" button on the bottom of the survey. Clicking the "Submit" button will save your survey in the Re-TRAC $^{\text{TM}}$ system.



Note: You must click on the "Submit" button to save your survey