

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:

Brett Eckstein
Phone #: (204) 661-3242
E-mail: info@tsmb.ca

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-TRAC™ administrator and click the "Login" button.

Re-TRAC™ - A Recycling and Solid Waste Data Management Tool

[Contact Us](#)


Re-TRAC™

Log in

Please supply your user name and password for access to Re-TRAC™

Username:

Password:

Log me in automatically each time I connect to Re-TRAC

[Forgot Password](#)

Copyright © 2003 - 2007 Emerge Knowledge Design Inc. All rights reserved. Version 3.09 P2 (2007-10-09)

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.

Recycling	
 Municipal Scrap Tire Inventory and Recycling	
 January	 Entered
 February	 Entered
 March	 To be entered
 April	 To be entered
 May	 To be entered
 June	 To be entered
 July	 To be entered
 August	 To be entered
 September	 To be entered
 October	 To be entered
 November	 To be entered
 December	 To be entered
 Material Information	 Entered

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.

* Business/Municipality name	<input type="text" value="Business ABC"/>		
Registered business address	<input type="text"/>		
* Mailing address	<input type="text"/>		
* City	<input type="text" value="Altona"/>	* Postal code	<input type="text"/>
* Contact Name	<input type="text" value="Dan Butcher"/>	* Phone	<input type="text"/>
Email	<input type="text" value="dbutcher@abc.com"/>	Fax	<input type="text"/>

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.

Please identify the amount of tires you have on hand as of the end of March 2007:

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

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.

Please identify the amount of tires you sent to recycling during the month of March 2007:

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

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™ system.



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