

A guide to joining the Michigan Department of Environment, Great Lakes, and Energy (EGLE)

# MATERIALS MANAGEMENT AUTHORIZATION PROGRAMS



Re-TRAC Connect is the web-based software that transforms the way organizations manage and measure their waste and recycling programs.

Track your organization's waste diversion progress, contribute to recycling directories, and participate in programs delivered by leading organizations across North America.

Enter your email to get started

NEXT →

## Create a Re-TRAC Connect account.

Visit [Connect.Re-TRAC.com](https://connect.re-trac.com) and enter your email address that will be used as your login.

It is recommended to use a generic organizational email address that multiple staff can access, if possible. Fill out the prompts to create your account.

## Login to Re-TRAC Connect.

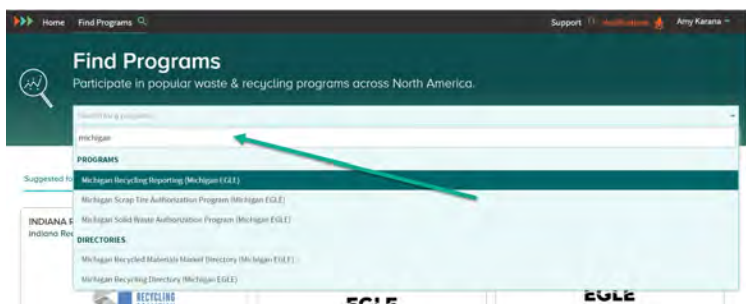
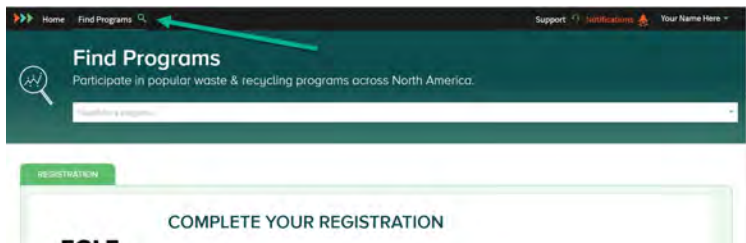
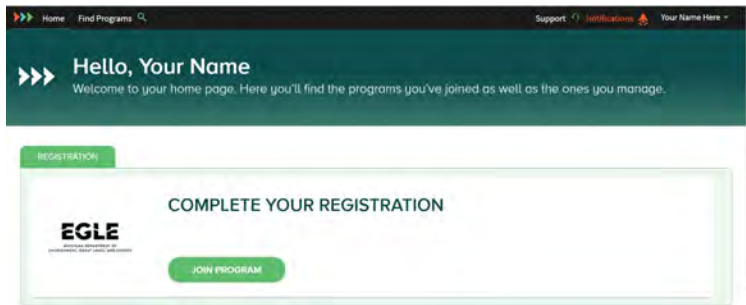
Once you have an account, login to Re-TRAC Connect using your email and password.

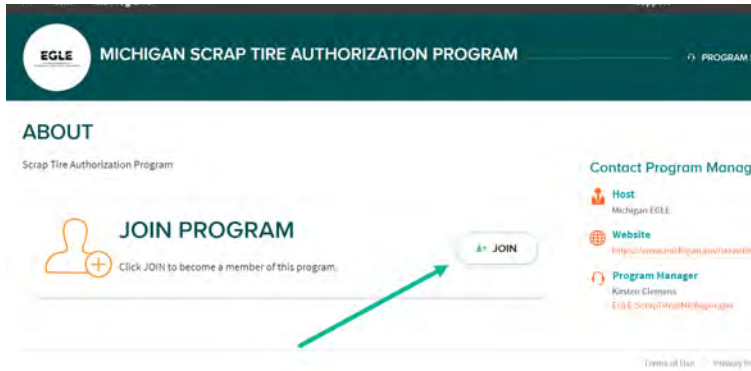
## Find the EGLE Program you want to join.

Click "Find Programs" at the top left-hand side of the page.

## Search for your Program.

Programs include the Michigan Scrap Tire Authorization Program, the Michigan Solid Waste Authorization Program, and others hosted by Michigan EGLE.





## Click Join and identify your organization.

Click “Join.”

If you already use Re-TRAC Connect for other Programs, look for your information under the “Existing organization” column. Otherwise, click “Create New.”

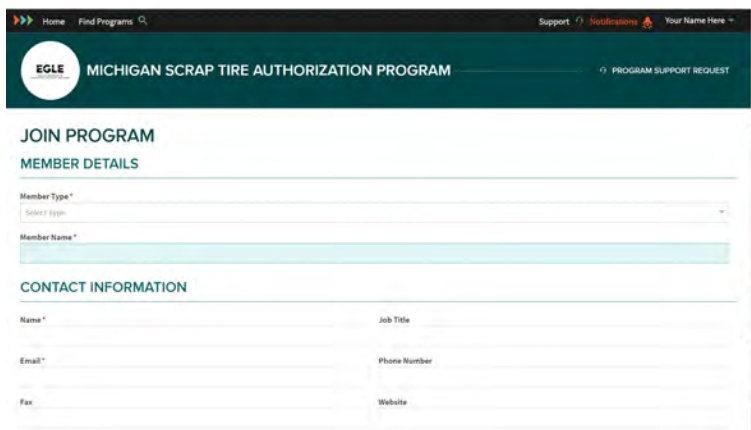


## Fill in your information.

Complete and review the fields regarding your contact information, location, and other details about your organization.

Click “Join” at the bottom of the page.

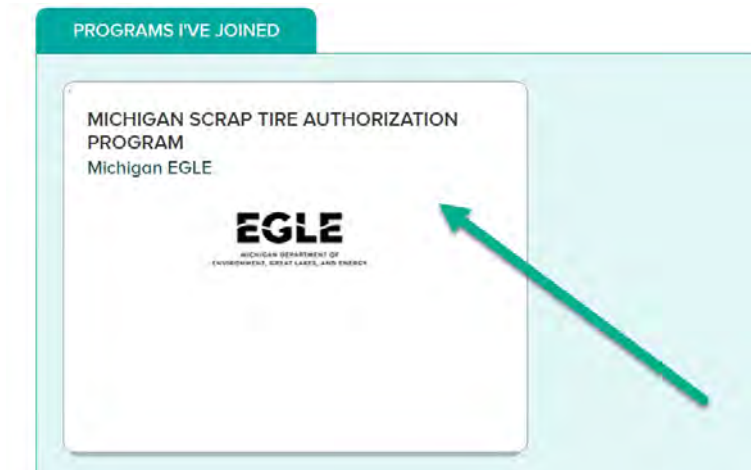
Repeat these steps as many times as necessary for all of your locations/organizations.

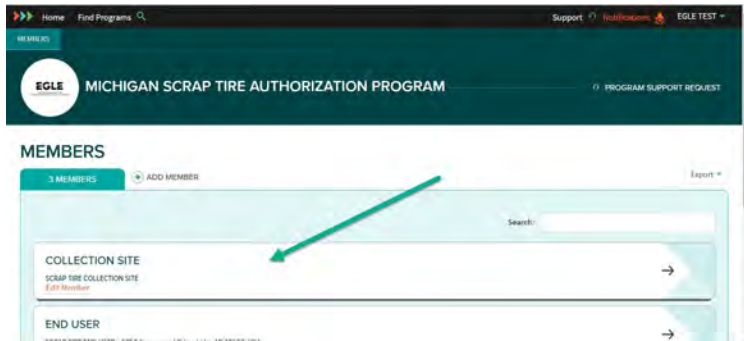


## IF YOUR ACCOUNT HAS BEEN CREATED FOR YOU BY EGLE: START HERE

### Return to the Homepage.

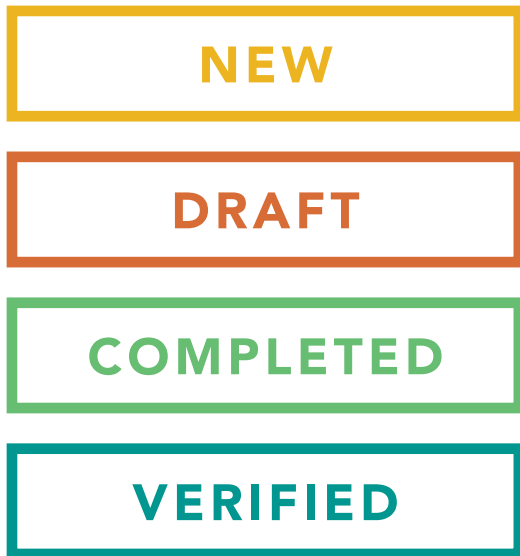
Click “Home” at the left-hand top of the page and click “Michigan Scrap Tire Authorization Program,” “Michigan Solid Waste Authorization Program,” or whichever Program you participate in under “Programs I’ve Joined.”





## Click your organization name.

Click your Member name to complete your survey.



## Review your Workspace.

Your workspace is where you view all surveys that you will need to complete. Each survey will be marked as one of four statuses:

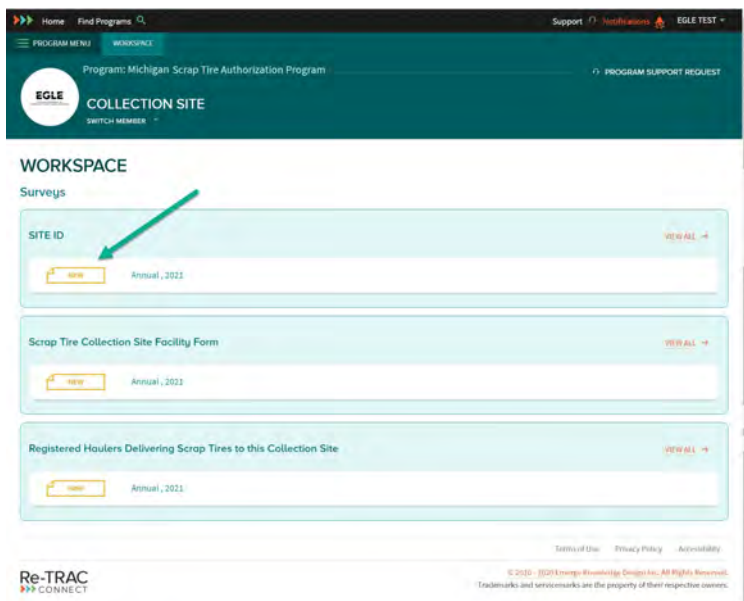
**New:** You have not started your survey.

**Draft:** You have started your survey, but have not submitted it.

**Completed:** Your survey has been submitted.

**Verified:** EGLE staff has reviewed your submission.

**PLEASE NOTE** some surveys may already be in draft form, as some information has already been added for you.



## Open your site ID first.

Click next to the survey you would like to open. Begin with reviewing all information in the Site ID, make changes as necessary, and click “Save” at the bottom of the page. If there are any errors, the site will identify them for you to fix before submitting to EGLE.

On-Site Processing Operation: Annual Amount of Materials Marketed by Ty

	TYPE OF PRODUCT *	AMOUNT *	UNITS *
1	-Select-		-Select-

+ ADD

### SCRAP TIRE HAULER ANNUAL REPORT

Annual | 2021

New Response for:

PAGES: 1 2 3 4

Reporting is required under authority of Part 109, Scrap Tires, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Failure to comply with the pr in fines and/or imprisonment. For additional information, review [Scrap Tire Program and Contact Information](#) document, [Scrap Tire FAQ](#), or contact [EGLE-ScrapTire@michigan.gov](mailto:EGLE-ScrapTire@michigan.gov)

List registration numbers or license numbers of COMPLIANT SITES. If site is out-of-state, list address and phone number of facility and provide documentation of home state's app registration as a collection site; list the basis for exemption.

### SCRAP TIRE HAULER ANNUAL REPORT

Annual | 2021

**WARNING** A response has been saved with errors.

Response By: Hauler

Response History

Attachments

FILE ATTACHMENTS

Click the 'Upload File' button to attach supporting documents as required.  
\* Maximum file size is 5 MB.

## Complete your other surveys.

Once you have completed your Site ID, you may move onto other surveys in your Workspace.

Some surveys contain questions that require users to add rows to list multiple entries as a response. To add a row simply click "Add" underneath the table.

Some surveys have multiple pages. You will see the numbered pages at the top of the survey. In this case, be sure to review each page. **You will need to click "Save" for each page, even if you do not add any information, in order to complete the survey.**

Some surveys will require certain uploads or attachments. **YOU WILL NOT SEE AN UPLOAD OPTION UNTIL AFTER CLICKING "SAVE."** After clicking "Save," you can review all attachments in the survey by clicking the "Attachments" dropdown at the top of the survey.



## Mark as complete once you are finished.

You can also choose "Save draft" to finish at another time.

Once you have made it through the entire survey, clicked "Save" for each page, and uploaded any necessary attachments, you may submit your survey.

Once you select "Mark Complete," your responses will be locked and submitted to EGLE.

EGLE will review your responses for administrative completeness and contact you with any questions or concerns.

Repeat for all surveys in your workspace until all have been successfully submitted.

**That's it! You have submitted your survey to EGLE staff.**  
**For questions, contact program staff at [EGLE-M3@Michigan.gov](mailto:EGLE-M3@Michigan.gov) or 517-242-8324.**



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