



# Reporting/Record Keeping

**On-line Reporting:** You are required to report on a monthly basis the events where the equipment was used, the volumes and types of materials collected, and identify where the recyclable materials were taken. An on-line electronic reporting form will be available through Georgia ReTrac at [http://survey.re-trac.com/ga\\_recycling\\_events](http://survey.re-trac.com/ga_recycling_events). To access the site you must register to create a new account. We encourage you to complete the form on a monthly basis, but your requirement is to submit the requested information every six months for a period of two (2) years. The on-line form will look substantially like the following:

## Away From Home Recycling Program Event Completion Form

Community: <b>City of Baxley</b>	Name: <b>Dan Butcher</b>
Month and year: <b>January 2008</b>	Email Address: <b>dbutcher@emergeknowledge.com</b>

A \* indicates a required field

Remember to click the **Submit** button after entering data or your changes will be lost.

For each event hosted by your community in January, click the **Add an Event** button and fill in the requested information.

**Event #1** Remove this event

\* Event Name:

\* Event Host:

\* Event type:  Community Activity  Concert  Conference  Sporting  Other

\* Event Location / Address:

Date(s) of event:

**From:**

**To:**

\* Estimated total attendance:

\* Was weather a factor?  Yes  No

Total number of hours of the event:

Type of beverage containers/products used/sold at the event:

Aluminum  Plastic  Glass  Paper  Other

---

\* Number of Recycling Collection Containers used during Event:

\* Number of Recycling Collection bags used during Event:

\* Number of Recycling volunteers/people working Event:

\* Type of material(s) collected during Event:

Aluminum  Plastic  Glass  Paper  Other

\* How was the material collected?

Co-collected (bottles and cans mixed together)

Source-Separated (bottles in one container, cans in another, etc)

\* Is this the first time that recycling was provided at this event?  Yes  No

\* Was community recycling promoted during the event?  Yes  No

\* Was litter prevention promoted during the event?  Yes  No

---

**Amount of Recyclable Material Collected**

Material	¼ bags	½ bags	¾ bags	Full bags	Full bags equivalent	Pounds per bag	Total Pounds
<b>Total weight</b>							

\* Where was the collected material processed?

Comments/Notes

Add an event