Pennsylvania DEP Recycling & Compost Facility Directory User Guide



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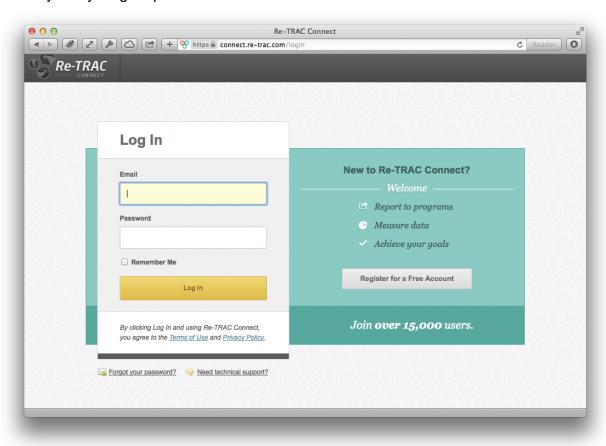
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Login

Go to Re-TRAC Connect at the below URL:

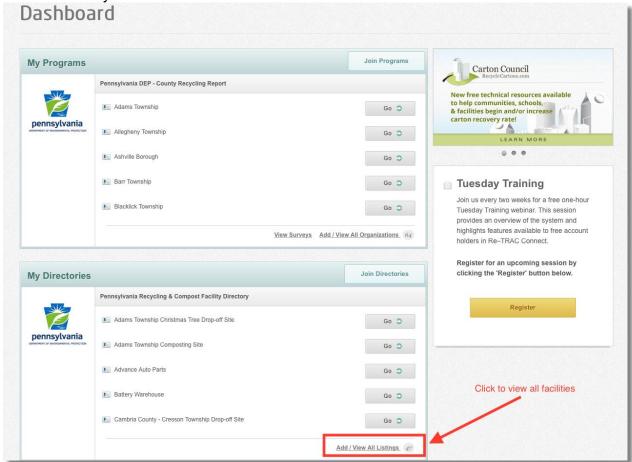
http://connect.re-trac.com

Login with the same email address and password used to submit the Pennsylvania DEP - County Recycling Report.



View Existing Recycling & Compost Facility Information

Click on "Add / View All Listings" to see all of the Recycling & Composting Facilities associated to your account.

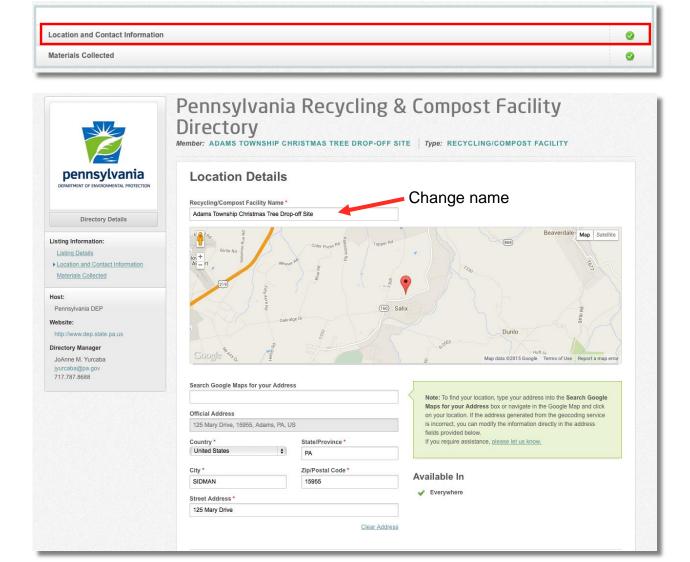


Edit Recycling & Compost Facility Information

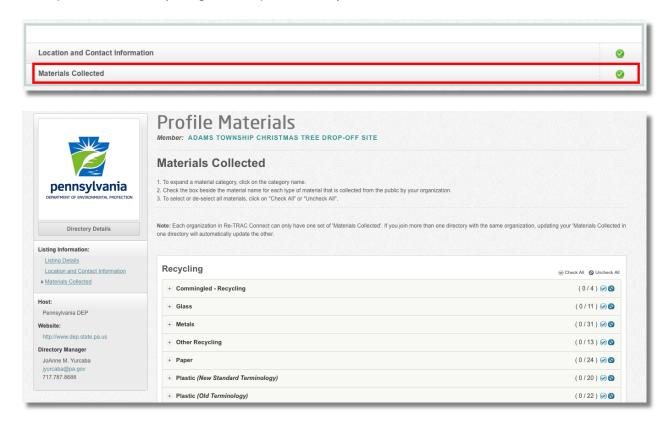
To edit a Recycling & Compost Facility click the "Go" button located beside the facility name.



Click on the green check mark beside "Location and Contact Information" to update the name, location or contact information of the Recycling & Compost Facility.

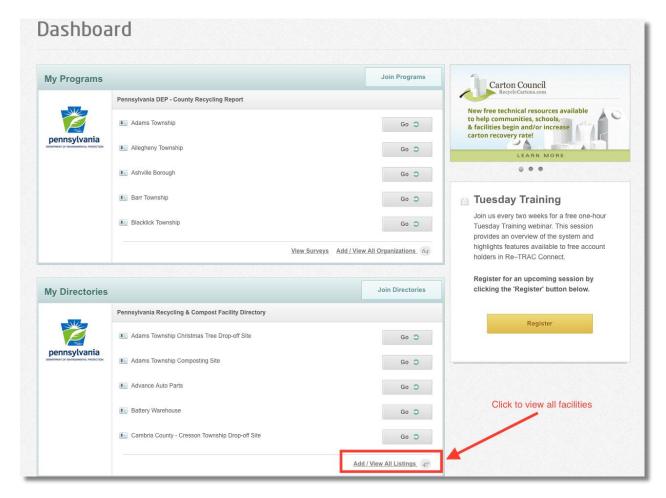


Click on the green check mark beside "Materials Collected" to update the materials accepted at the Recycling & Compost Facility.

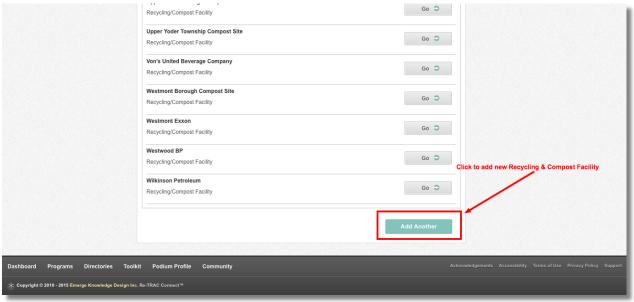


Add New Recycling & Compost Facility

Click on "Add / View All Listings" to add a new Recycling & Composting Facilities.



Click the "Add Another" button located at the bottom of the page to add a new facility.



Delete a Recycling & Compost Facility

Go to "My Organizations" page. Access this page by clicking on your name at the top left of the page. All the organizations under your name will appear in a list. Each facility will have a delete button (trash can icon) to the far left. Clicking the trash can icon will delete the corresponding facility.

