



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. 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: City of Baxley	Name: Dan Butcher
Month and year: January 2008	Email Address: dbutcher@emergeknowledge.com

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
Total weight							

* Where was the collected material processed?

Comments/Notes

Add an event