

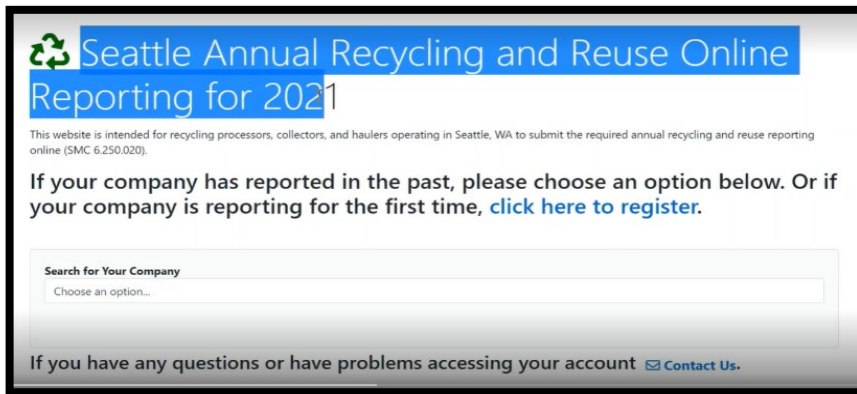
Seattle Public Utilities Recycler Reporting App

URL

[HTTP://web8.seattle.gov/CE_RecycleReportClient/](http://web8.seattle.gov/CE_RecycleReportClient/)

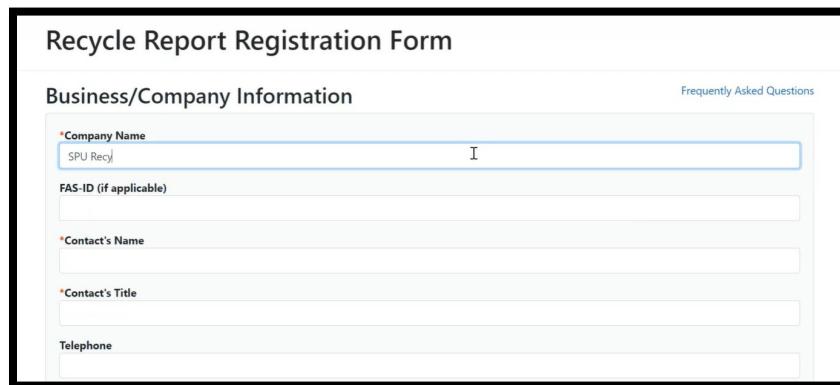
Registering

New users must register. Open the registration form by clicking *click here to register*.



The screenshot shows the homepage for the "Seattle Annual Recycling and Reuse Online Reporting for 2021". It features a blue header with a recycling symbol and the title. Below the header, a message states: "This website is intended for recycling processors, collectors, and haulers operating in Seattle, WA to submit the required annual recycling and reuse reporting online (SMC 6.250.020)." A main instruction reads: "If your company has reported in the past, please choose an option below. Or if your company is reporting for the first time, [click here to register](#)." Below this is a search bar labeled "Search for Your Company" with a dropdown menu showing "Choose an option...". At the bottom, there is a link: "If you have any questions or have problems accessing your account [Contact Us](#)."

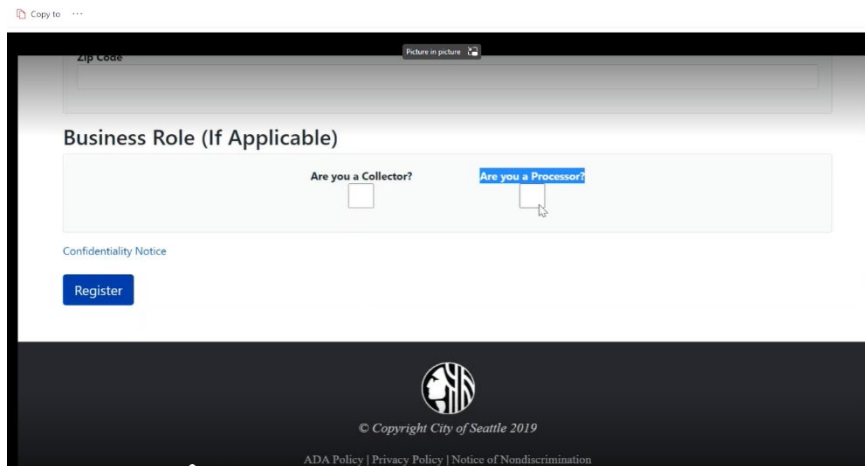
Fill out company and contact information. Required information are marked with a red asterisk. Ensure the entered email address is valid. Verification codes for logging into the reporting app will be sent to the provided email address.



The screenshot shows the "Recycle Report Registration Form". The form is titled "Recycle Report Registration Form" and has a link for "Frequently Asked Questions". The section "Business/Company Information" contains the following fields: "Company Name" (marked with a red asterisk, containing "SPU Recy"), "FAS-ID (if applicable)", "Contact's Name" (marked with a red asterisk), "Contact's Title" (marked with a red asterisk), and "Telephone".

The company and contact information only must provide when registering but should be verified and edited, if required, annually.

Check whether you are a collector or processor. Clicking the *Register* button to complete registration.



The screenshot shows a web form for registration. At the top, there are fields for 'Zip Code' and 'Picture in picture'. Below these is the 'Business Role (If Applicable)' section, which contains two checkboxes: 'Are you a Collector?' and 'Are you a Processor?'. The 'Are you a Processor?' checkbox is selected. Below the checkboxes is a 'Confidentiality Notice' link and a blue 'Register' button. At the bottom of the form, there is a logo for the City of Seattle, the copyright notice '© Copyright City of Seattle 2019', and links for 'ADA Policy | Privacy Policy | Notice of Nondiscrimination'.

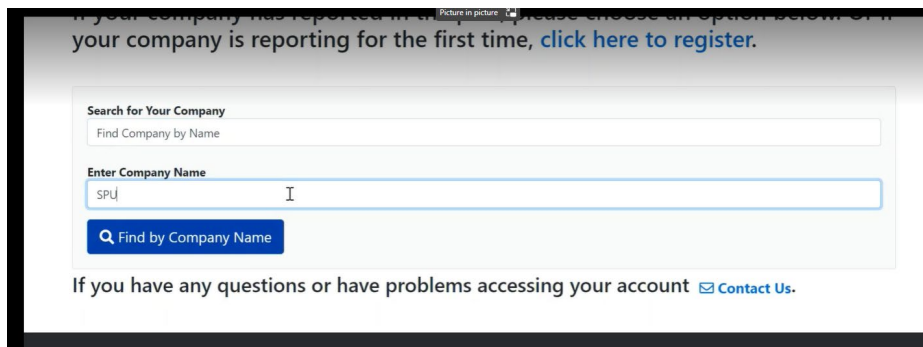
Once registration is complete, you can log in.

Logging In

If you have never used the Recycler Reporting App, please Register first.

For registered users, log in by company name. This can be done by searching by *Company Name* or by *FAS-ID*. Select your search method in the *Search for Your Company* box. In the next box, start typing your company name or FAS-ID.

Click the blue *Find by Company Name/Find by FAS-ID* button.

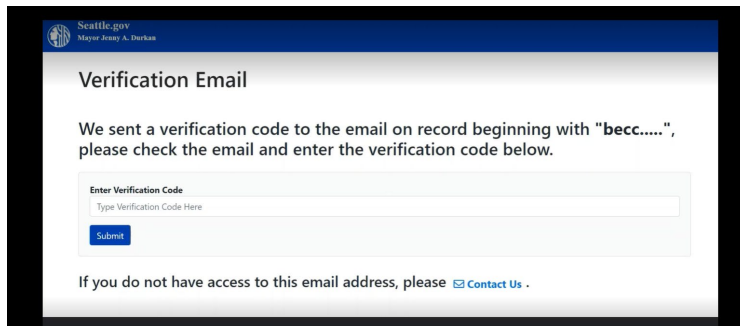


The screenshot shows a login form. At the top, there is a message: 'If your company has reported in the past, please choose an option below. If your company is reporting for the first time, [click here to register](#).' Below this is a 'Search for Your Company' section with a dropdown menu set to 'Find Company by Name'. Below the dropdown is a text input field labeled 'Enter Company Name' with the text 'SPU' entered. Below the input field is a blue button with a magnifying glass icon and the text 'Find by Company Name'. At the bottom of the form, there is a link: 'If you have any questions or have problems accessing your account [Contact Us](#)'.

A list of companies that match the information provided will appear. Click *Select* in the row corresponding to your business name.

If your business does not show up and you have registered, try using a keyword, such as “allied”, rather than the full business name. If you have not registered your business, go to the “Registering” section of this document.

Clicking *Select* will send a verification code to the email address stored for the selected business. Enter the verification code in the **Verification Email** window.

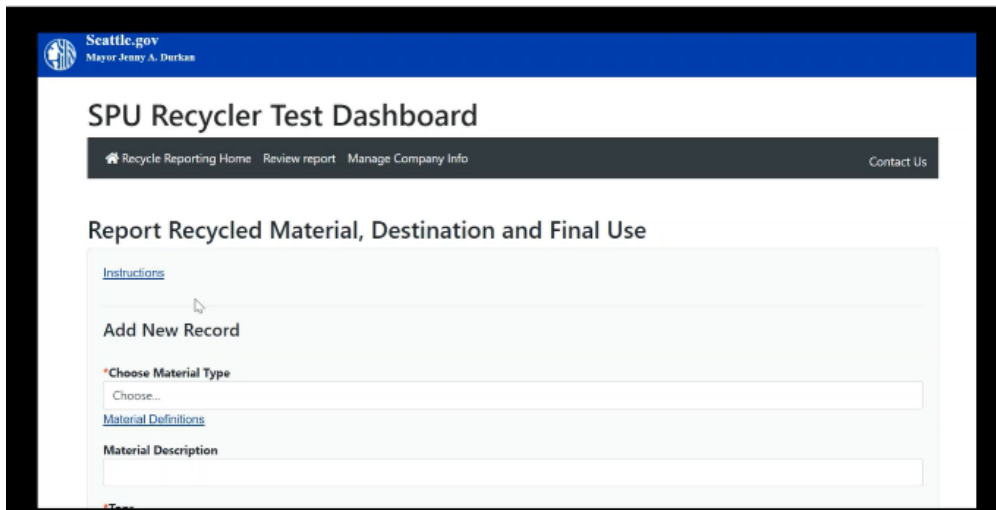
The screenshot shows the 'Verification Email' page on the Seattle.gov website. At the top, the Seattle.gov logo and Mayor Jerry A. Durkan's name are visible. The main heading is 'Verification Email'. Below it, a message states: 'We sent a verification code to the email on record beginning with "becc.....", please check the email and enter the verification code below.' There is a text input field labeled 'Enter Verification Code' with a placeholder 'Type Verification Code Here' and a blue 'Submit' button. At the bottom, a link says 'If you do not have access to this email address, please [Contact Us](#).'

If you do not receive a verification email, first check your spam folders. Next, verify you are checking the email address used to register the company. If you still do not receive a verification code, contact us using the *Contact Us* hyperlink at the bottom of the **Verification Email** page.

Report Dashboard

Once logged in, the report dashboard will open.

Hyperlinks to help documents, including instructions, material definitions, and tons calculator are embedded in the report dashboard.

The screenshot shows the 'SPU Recycler Test Dashboard' on the Seattle.gov website. The header includes the Seattle.gov logo and Mayor Jerry A. Durkan's name. Below the header, there's a navigation bar with links: 'Recycle Reporting Home', 'Review report', 'Manage Company Info', and 'Contact Us'. The main heading is 'SPU Recycler Test Dashboard'. Below it, there's a section titled 'Report Recycled Material, Destination and Final Use'. This section contains a link to 'Instructions', a button to 'Add New Record', a dropdown menu for 'Choose Material Type' with 'Choose...' selected, a link to 'Material Definitions', and a text input field for 'Material Description'.

This dashboard is used to create the report. Fill out the dashboard once for each material type. If a material is sold to multiple processors, fill out a record for each material type-processor combination. For instance, a collector that sold aluminum cans to different processors, would create one record for aluminum cans sent to ABC Recyclers in Seattle and another record for aluminum cans sent to XYZ Recyclers in Spokane, WA.

Filling in the Report Dashboard

First, select a material by typing the material name in the *Choose Material Type* box. You can use the full name or a keyword. A short like of materials that match the typed word will be displayed. Select the correct material type.

Report Recycled Material, Destination and Final Use

[Instructions](#)

Add New Record

***Choose Material Type**

wood

Clean NOT painted or treated dimensional wood waste (includes pallets and crates): Pallets, scrap lumber, wood toys, fencing, crates. Specify final use when known: Reuse lumber or pallets, recycling, composting, paper pulp, burned for energy recovery, etc. Note that painted and treated wood is listed separately.

Mattresses: Steel springs, wood frame material and/or fabric from mattresses.

Painted and/or treated wood waste: Dimensional wood waste that is either painted or treated or unusable.

***Tons**

[Tons calculator](#)

***Is the Company that Received this Material Located in Seattle?**

Yes ☐ No ☐

***Final Use**

Choose...

Final Use Description

[Save](#)

If the material type is not found, use one of the “Other” material types and write in a description in the *Material Description* box. There are no options for mixed or comingled materials. The names of the individual material types and tons for each material type making up the comingled mix must be recorded separately.

Next, record the tons of the material type. Use the hyperlinked *Tons calculator* to convert volume or pounds into tons.

Click on whether the company that received the material is in Seattle or not. Then select the name of the company from the dropdown menu.

Material Description
Tractor Tires

*Tons
25.00

[Conversion Table](#)

*Is the Company that Received this Material Located in Seattle?
Yes ☒ No ☐

*Seattle Receiving Company (choose "other" if not on the list)
Oil Re-refining & FPI

*Final Use
Energy Recovery

Final Use Description
test

Submit

Finally, select the final use of the material and a final use description if appropriate. When this record is complete, click the *Save* button.

Repeat these steps for each material type/receiving company combination.

Submitting the Report

Once all material types have been saved for each receiving company, check the box next to *Check here to finalize your reporting*. Then click the yellow *Finalize my report* button.

Your report will not be submitted until the *Finalize the report*.

Save

☐ Check here to finalize your reporting for 2021

Finalize my report

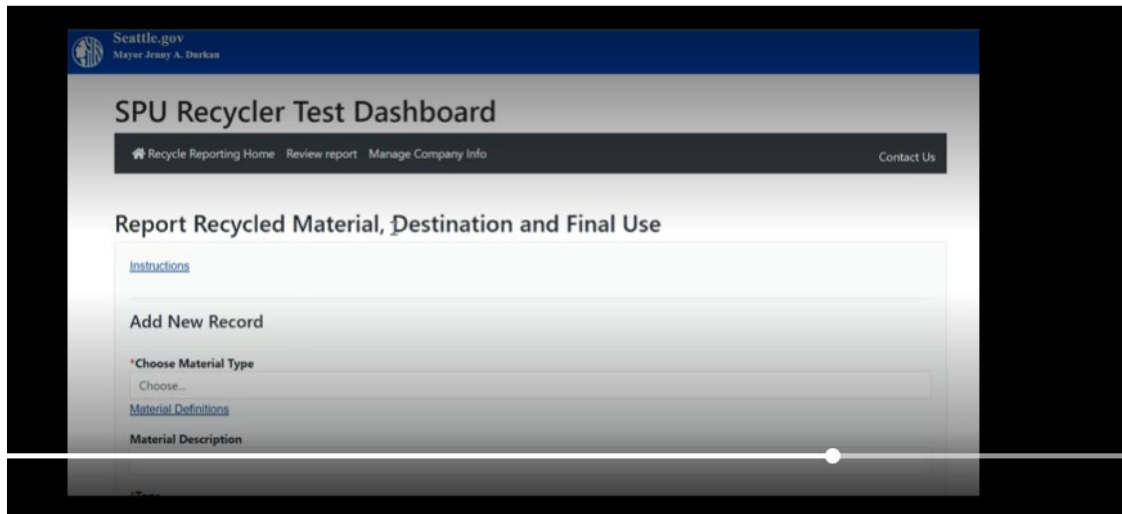
Successfully Submitted 2022 Reporting (for calendar year 2021) [Save and Log Out | Add Another Record/Material](#)

Material Type:	Tons Reported:	Receiving Company:	Final Use:	
Corrugated cardboard (OCC)	10	Seattle Barrel Company	Recycle	Edit Delete

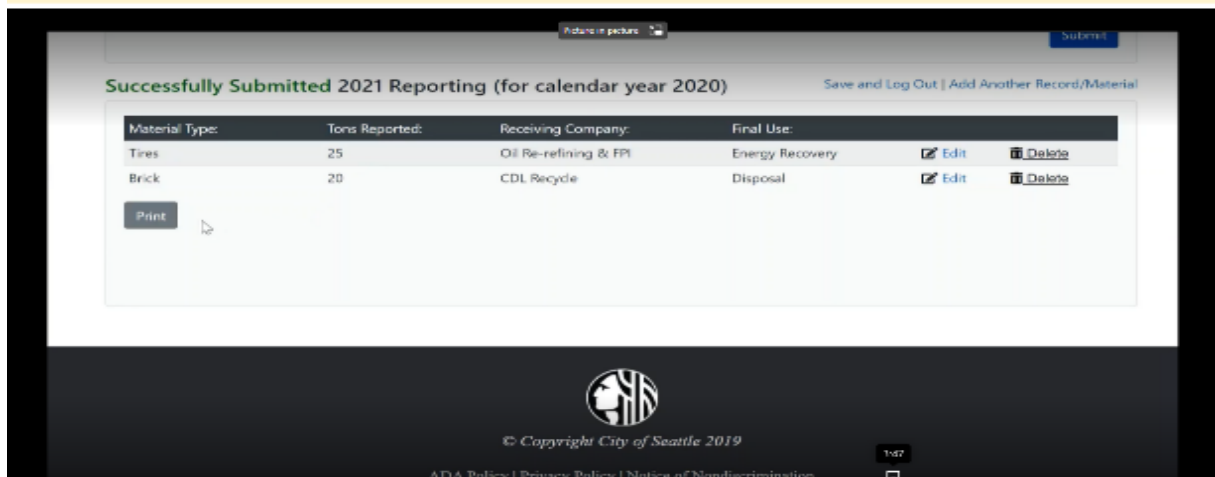
Print

Printing Reports

To print the completed report, click the *Review report* tab at the top of the dashboard or go to the bottom of the dashboard.



The saved records are displayed at the bottom of the dashboard. Click print. A copy of the report will also be sent to the registered email address.



Review and Edit Company Information

Review and update business and contact information from the dashboard using the *Manage Company Info* tab at the top of the dashboard. Click the *Edit Company Information* hyperlink to view and edit your company information. When finished click save.