

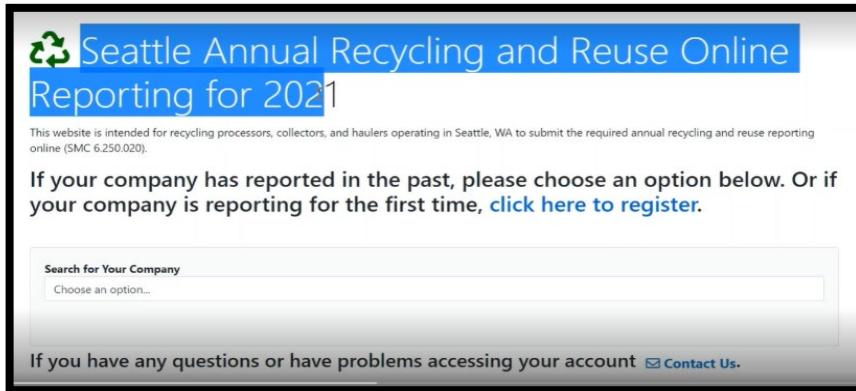
# Seattle Public Utilities Recycler Reporting App

## 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](#).



Seattle Annual Recycling and Reuse Online Reporting for 2021

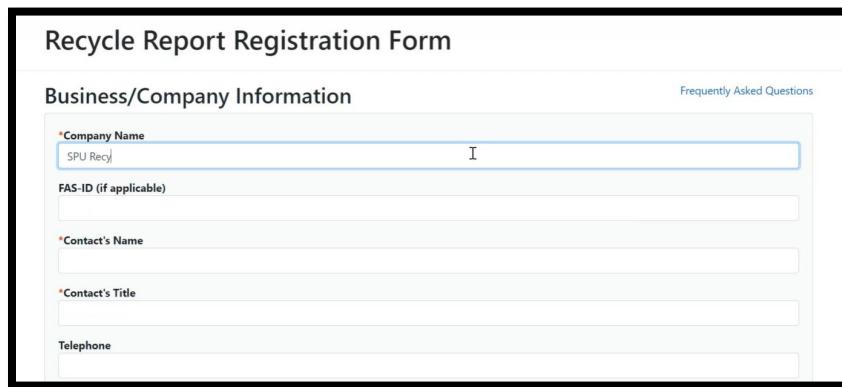
This website is intended for recycling processors, collectors, and haulers operating in Seattle, WA to submit the required annual recycling and reuse reporting online (SMC 6.250.020).

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](#).

Search for Your Company  
Choose an option...

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.



### Recycle Report Registration Form

Business/Company Information

Frequently Asked Questions

\*Company Name  
SPU Recyl

FAS-ID (if applicable)

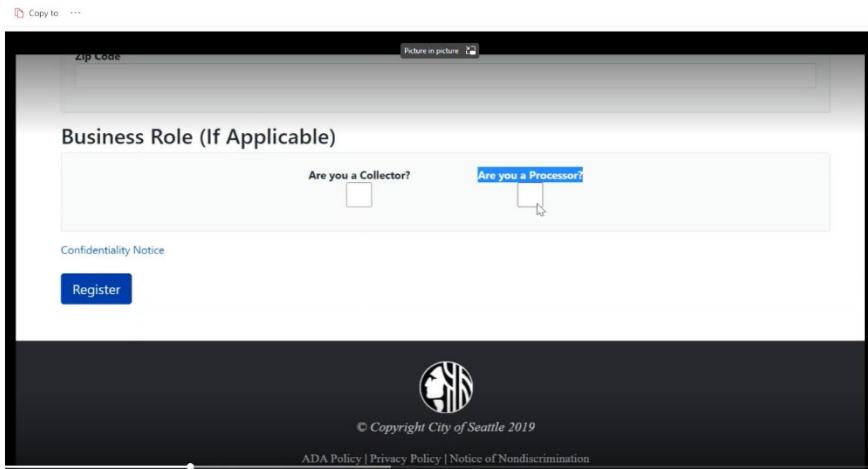
\*Contact's Name

\*Contact's Title

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.



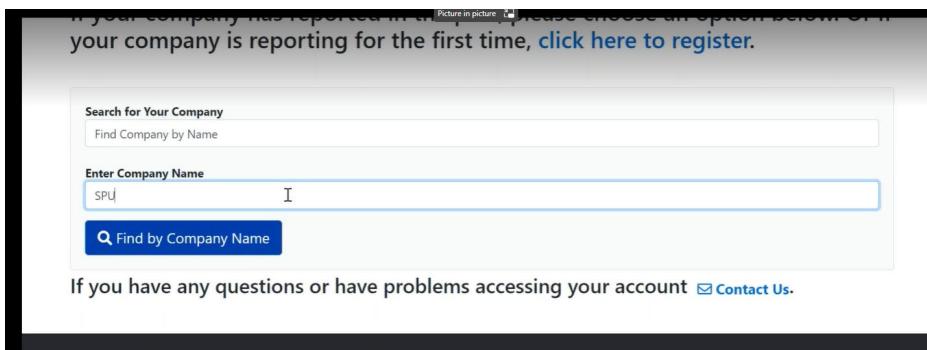
Once registration is complete, you can log in.

## 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.

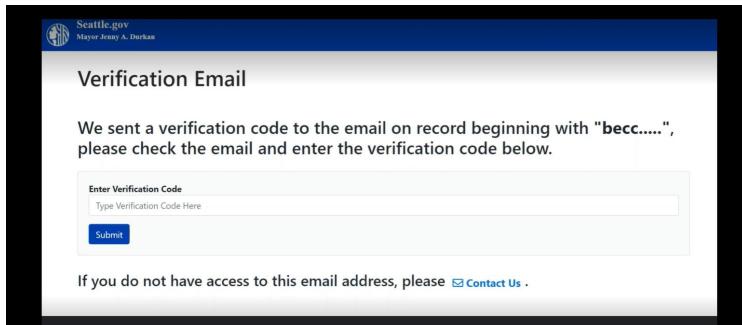
Click the blue *Find by Company Name/Find by FAS-ID* button.



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.



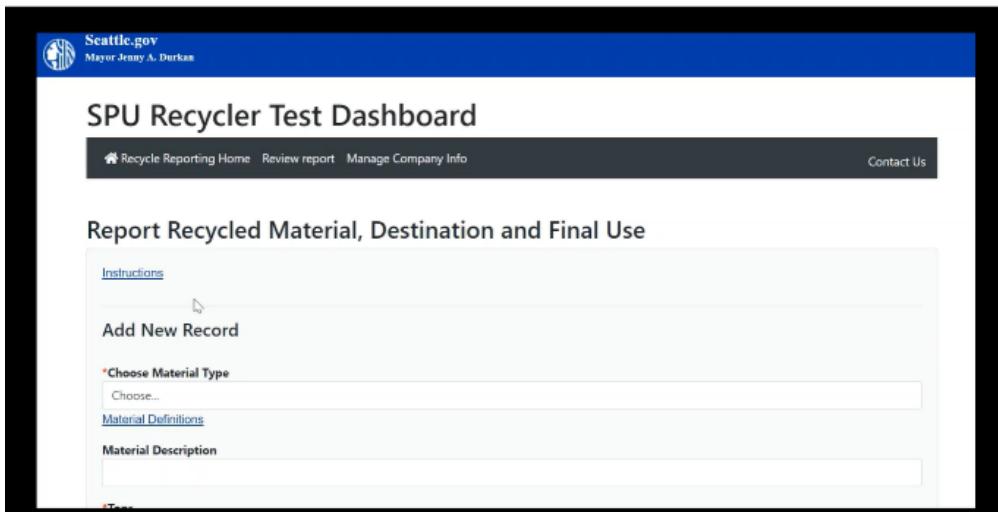
The screenshot shows a 'Verification Email' window with a dark blue header bar. The header contains the Seattle.gov logo and the Mayor Jenny A. Durkan name. The main content area has a white background and a dark blue border. It displays the following text: 'We sent a verification code to the email on record beginning with "becc.....", please check the email and enter the verification code below.' Below this is a form with a light gray background. It has a label 'Enter Verification Code' and a text input field with placeholder text 'Type Verification Code Here'. A blue 'Submit' button is located below the input field. At the bottom of the window, there is a note: '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' with a dark blue header bar. The header contains the Seattle.gov logo and the Mayor Jenny A. Durkan name. The main content area has a white background and a dark blue border. It displays the following text: 'SPU Recycler Test Dashboard'. Below this is a navigation bar with links: 'Recycle Reporting Home', 'Review report', 'Manage Company Info', and 'Contact Us'. The main content area has a white background and a dark blue border. It displays the following text: 'Report Recycled Material, Destination and Final Use'. Below this is a form with a light gray background. It has a label 'Instructions' with a link, a 'Add New Record' button, a 'Choose Material Type' section with a 'Choose...' button, a 'Material Definitions' section with a link, a 'Material Description' section with a text input field, and a 'Tons' section with a link.

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 list 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 comingle 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

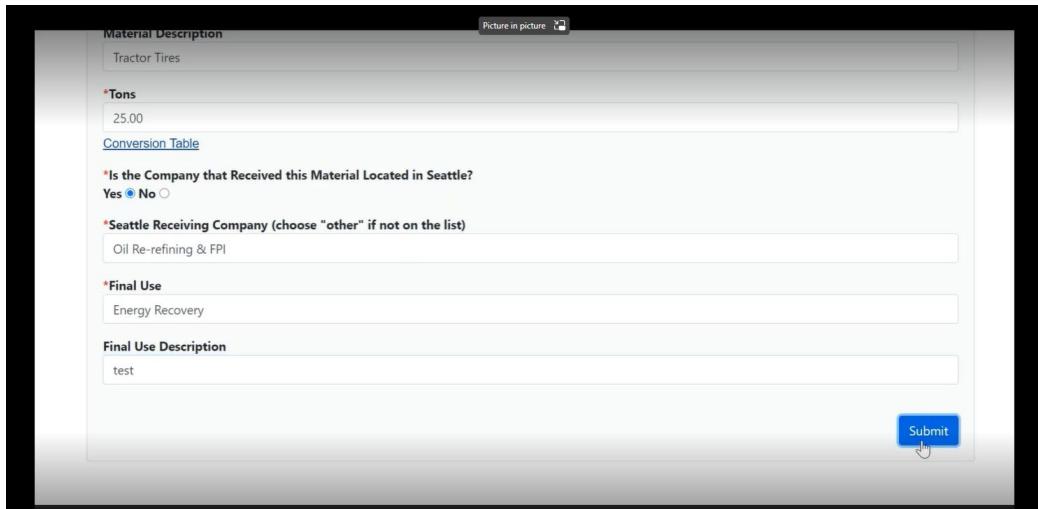
\*Is the Company that Received this Material Located in Seattle?  
Yes  No

\*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*.

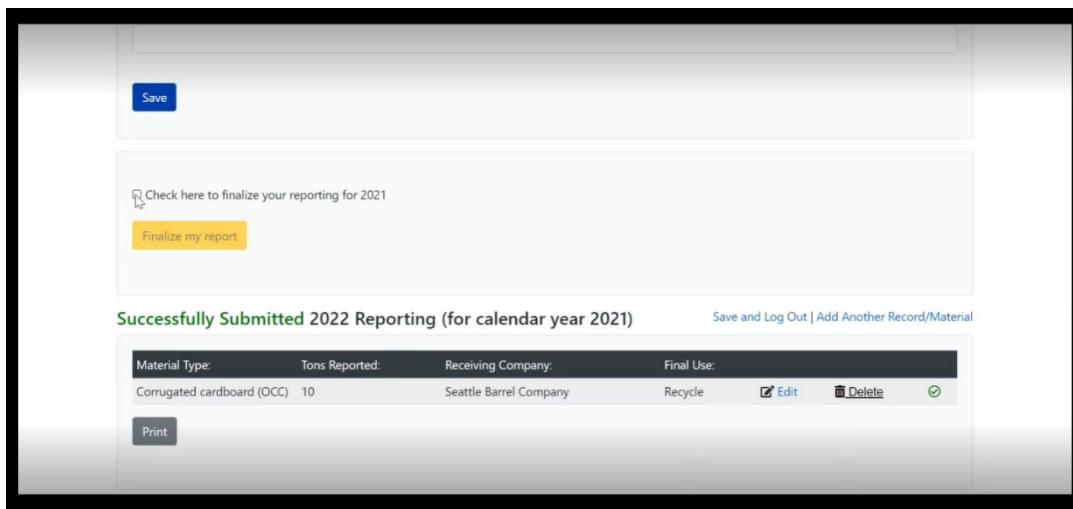
Save

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](#)

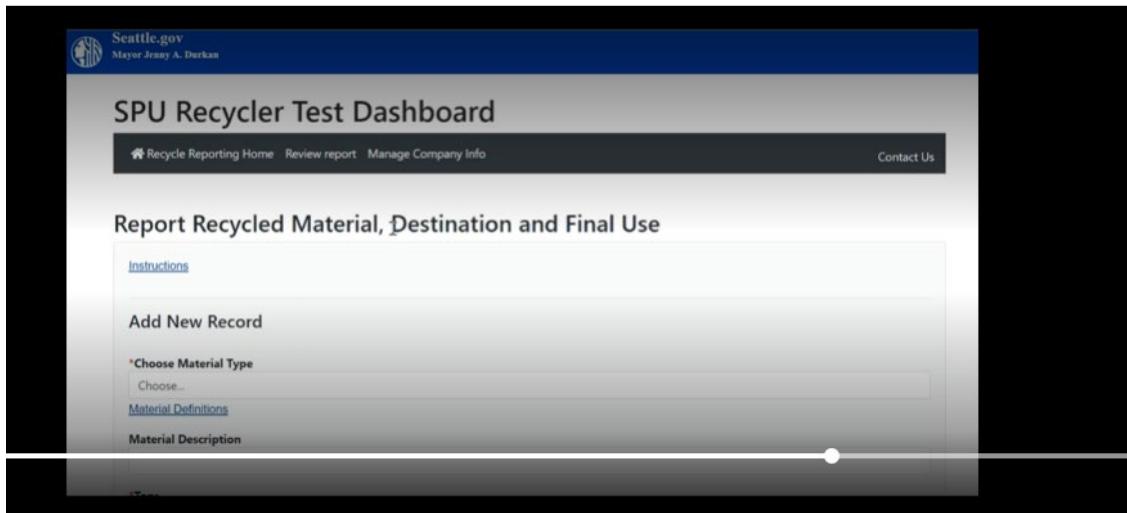
Material Type:	Tons Reported:	Receiving Company:	Final Use:	Actions
Corrugated cardboard (OCC)	10	Seattle Barrel Company	Recycle	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Delete <input checked="" type="checkbox"/>

**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.