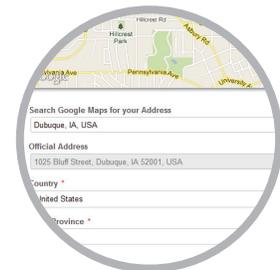


Create an Account & Complete your Listing

1. Click on **'Add Facility'**
You will be directed to the Iowa DNR Directory Registration Page.
2. Choose your organization from the options located on the left side of the web page under the Registration heading.
3. Fill out your Account Information
 - Name
 - Email
 - Password*Remember these details. You will require this information to log in to Re-TRAC Connect, and to edit your listing in the future.*
4. Provide the details for your listing
 - Name
 - Address
 - Hours of operation
 - Materials collected
5. After reviewing for accuracy, click **'Register'** at the bottom of the page.

- **Listing Definition**

Similar to a Yellow Pages listing, a listing in Re-TRAC Connect contains the organization name, address, hours of operation, and materials collected. Listings will appear after a search in the Iowa DNR Directory.



Activate Account

1. You will be directed to a page that reminds you to “Check your email!”. Be sure to check your email for an email sent from ‘Re-TRAC Connect’.
2. Click on the activation link included in the email to finish creating an account with Re-TRAC Connect.
3. Once your listing has been approved by the Directory Managers of Iowa DNR, you will receive a second email from Re-TRAC Connect as notification or the approval.

If your listing is not approved, or you have any questions regarding the approval process, contact the Directory Manager directly.

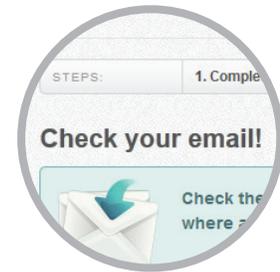
AFTER APPROVAL

Edit and View Listing

1. Visit <http://connect.re-trac.com> to log in to your account.
2. Your listing will be visible on the Dashboard under **Iowa Resource Management Directory**. Click on **‘Go’** and you will be directed to the Directory Profile for your listing.
3. You can edit your listing details by clicking on the green checkmark. *Changes are published immediately.*
4. You can view your listing details below, in the **‘Listing Preview’**.
5. Try searching for your listing on the Iowa DNR website.
<http://www.iowadnr.gov/Environment/LandStewardship/WasteManagement/IowaGreenList.aspx>
Click on the red pin on the map to view your listing details.

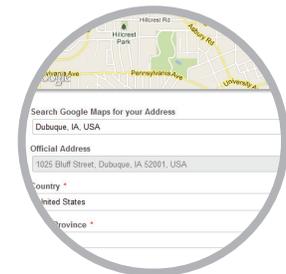
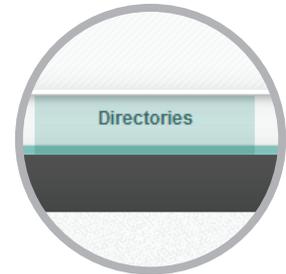
Add another Listing

1. Visit <http://connect.re-trac.com> to log in to your account.
2. Scroll down to find ‘Add/View Listings’. Click this - this will take you to the ‘Directories’ page.
3. Create new by choosing organization.
4. Repeat steps 4 + 5 in ‘Create an Account and Complete your Listing’
5. Click **‘Join’**
6. Click **‘Submit History’**



Enter the Directory & Complete your Listing

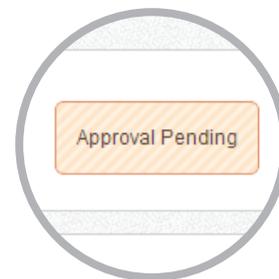
1. Visit <http://connect.re-trac.com> to log in to your account
2. Click on the '**Directories**' tab.
You will be directed to the list of all directories in Re-TRAC Connect
3. Locate the '**DNR Iowa Resource Management Directory**' and click on '**Details**'.
4. To create a new listing for the directory, select '**Join**' and add a new organization.
5. Provide the details for your listing:
 - Organization Name
 - Organization Type
 - Address
 - Contact Info
 - Hours of Operation
6. After reviewing for accuracy, click the '**Save**' button at the bottom of the page.
7. Complete the Materials Collected Survey on the next page and submit your listing.



Listing Approval

1. Your listing will be visible on the Directory Details page. This particular directory requires each listing to be approved before it will be published.
2. Once your listing has been approved by the Directory Managers of Iowa DNR, you will receive an email from Re-TRAC Connect as notification of the approval.

If your listing is not approved, or you have any questions regarding the approval process, contact the Directory Manager directly.



Edit and View Listing

1. On the Directory Details page you will notice a 'Go' button next to your Organization name.
2. Click on 'Go' and you will be directed to the Directory Profile for your listing.
3. You can edit your listing details by clicking on the green checkmark. *Changes are published immediately.*
4. You can view your listing details below, in the '**Listing Preview**'.
5. Try searching for your listing on the Iowa DNR website.
<http://www.iagreenlist.com>
Click on the red pin on the map to view your listing details.



List of Materials to Search

Aerosols & Pressurized Cylinders

- Aerosol Cans - Flammable
- Aerosol Cans - Pesticides
- Compressed Air Tanks
- Freon Cylinders
- Other Aerosols & Gas Cylinders
- Propane Cylinders
- Propane Tank

Batteries

- Automotive Batteries
- Batteries
- Batteries - Alkaline
- Batteries - Lead-Acid
- Batteries - Li-Ion
- Batteries - Ni-Cad
- Batteries - Ni-Mh
- Mercury Batteries
- Other Batteries
- Rechargeable Batteries
- Rechargeable Batteries (non-NiCad)

Commingled - Recycling

- Commingled - All Residential Recyclables
- Commingled - Containers
- Commingled - Metal/Plastic
- Commingled - Paper/Metal/Plastic

Construction & Demolition

- Asphalt Concrete
- Block
- Brick
- Carpet
- Carpet Padding
- Ceiling Tiles
- Ceramic Tile
- Chipboard
- Concrete
- Construction Materials (Non-Reusable)
- Construction Materials (Reusable)
- Fiberglass Insulation
- Gypsum Drywall
- Linoleum
- Medium-density Fiberboard
- Mixed C&D
- Natural Disaster Debris
- Roof Tar
- Roofing Materials
- Sawdust
- Shingles (Asphalt)
- Stone
- Vinyl Flooring
- Vinyl Siding
- Wood Flooring

List of Materials to Search cont.

Electronic Scrap

- Cell Phones
- Compact Discs (CDs)/DVDs
- Computer Equipment
- Computer Floppy Disks
- Computers
- CPU
- CRT Monitors
- Digital Music Player (e.g. iPod)
- DVD Player
- Fax Machine
- Hard Drives
- Hearing Aids
- Inkjet Cartridge
- Laser Cartridges
- LCD Monitors
- Mixed Electronics
- Office Machines
- Printers
- Scanners
- Smoke Detectors
- Televisions (TV)
- Toner Cartridges
- VCR Players
- Video Tapes

Glass

- Blue Glass
- Brown Glass
- Clear Glass
- Colored Glass
- Eyeglasses
- Glass Containers
- Green Glass
- Mixed Glass
- Other Glass
- Plate Glass
- Windows

Hazardous Waste

- Acids
- Adhesives
- Antifreeze
- Asbestos
- Brake Fluid
- Caustics
- Degreasers
- Elemental Mercury
- Farmers Oil Tank
- Fertilizers
- Freon
- Fungicides
- Gasoline and Unwanted Fuels
- Herbicides
- HHW (Household Hazardous Waste)
- Household Cleaners
- Insecticides
- Light Bulbs Containing Mercury
- Medications
- Mercury Containing Items
- Mercury Containing Thermostat
- Mercury Thermometer
- Motor Oil
- Oil Gasoline Mixture
- Oxidizers
- Paint - Latex
- Paint - Oil Based
- Paint Thinners
- Pesticides
- Photographic Chemicals
- Pool Chemicals
- Solvents
- Transmission Fluid
- Used Oil
- Used Oil Filters
- Used Oil Products

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List of Materials to Search cont.

Light Bulbs

- Compact Fluorescent Light Bulbs
- Fluorescent Bulbs
- Other Light Bulbs

Medical Waste

- Infectious Waste
- Sharps

Metals

- Aluminum
- Aluminum Can Pull Tabs
- Aluminum Cans
- Aluminum Foil
- Ammunition
- Appliances
- Auto Bodies
- Auto Parts
- Brass
- Bulky Waste
- Copper
- Copper Wire
- Drum Steel
- Ferrous Metals
- Iron
- Lead
- Metal Hangers
- Mixed Cans
- Mixed Metals
- Nickel
- Non Ferrous Metal
- Other Metal
- Scrap Metal
- Stainless Steel
- Steel
- Steel Cans
- Tin
- Tin Cans
- Tools
- Vehicles
- Wire/Cable

Organics

- Animal Carcasses
- Branches
- Brush
- Christmas Trees
- Clean Soil
- Cooking Oil/Grease
- Food Scraps
- Grass Clippings
- Leaves
- Mixed Organics
- Oyster Shells
- Sludge
- Spent Grease
- Tree Stumps
- Tree Trimmings
- Waste Soil
- Wood
- Wood Pallets
- Wood Waste
- Yard Trimmings/Debris

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List of Materials to Search cont.

Other Recycling

- Art Supplies
- Baby Gear
- Bicycles
- Flares
- Furniture
- Mattresses
- Medical Equipment
- Musical Instruments
- Office Supplies
- Porcelain Products
- School Supplies
- Small Household Appliances
- Used Sporting Equipment

Paper

- Aseptic Containers/Drink Boxes
- Books
- Boxboard
- Brown Paper Bags
- Cardboard
- Cartons
- Catalogs
- Computer Paper
- Gable Top Cartons
- Junk Mail
- Magazines
- Mixed Paper
- Newspaper
- Office Paper
- Other Paper
- Paper
- Paper Bags
- Paperboard
- Pop and Beer Carriers/Cartons
- Roll Cores
- Shredded Office Paper
- Telephone Directories/Phone Books
- Textbooks
- White Office Paper

Plastic

- Foam Blocks & Shapes (Rigid)
- Foam Food Service & Other Containers
- Plastic (1) PET Bottles & Jars
- Plastic (1) PET Containers & Lids
- Plastic (2) HDPE Bottles & Jars
- Plastic (2) HDPE Containers & Lids
- Plastic (5) PP Bottles
- Plastic (5) PP Containers & Lids
- Plastic Bags (Retail)
- Plastic Bags, Wraps & Film (bag in bag)
- Plastic Buckets
- Plastic Bulky Items
- Plastic Flower Pots
- Plastic Food & Household Bottles/Jars
- Plastic Non-food Containers & Packaging
- Plastic Produce, Deli & Bakery Containers, Cups, Trays
- Plastic Soda, Water & Other Drink Bottles
- Plastic Toys
- Plastic Tubs
- Plastic Tubs & Lids
- Bubble Wrap
- Bulky Rigid Plastic (Crates, Lawn Furniture Toys, Carts, Storage Bins)
- Film Plastics
- Film Plastics (Plastic Film, Bags and Wraps)
- Mixed Plastic (1 thru 7)
- Other Plastics
- Plastic
- Plastic #1 (PETE)
- Plastic #2 (HDPE Clear)
- Plastic #2 (HDPE Colored)
- Plastic #2 (HDPE Mixed)
- Plastic #3 (PVC and Plastic Pipe)
- Plastic #4 (LDPE)
- Plastic #5 (Polypropylene)
- Plastic #6 (Polystyrene)
- Plastic #7 (Other)

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List of Materials to Search cont.

Plastic continued

- Plastic Bags
- Plastic Bottles (PET #1, HDPE #2)
- Polystyrene (Food Service, Packaging Shapes)
- Polystyrene (Packing Peanuts)
- Styrofoam
- Toys

Solid Waste

- Boiler Slag
- Bottom Ash
- Flue Gas desulfurized gypsum (FGD Gypsum)
- Fly Ash
- Mixed MSW
- Residue
- Solid Waste

Textiles

- Clothing
- Textiles

Tires

- Drive Farm Tires
- Free Rolling Farm Tires
- Giant Off the Road Tires
- Large Off the Road Tires
- Medium Off the Road Tires
- Other Tires
- Passenger Tires
- Semi Truck Tires
- Small Off the Road Tires
- Tractor Tires
- Truck Tires