

# Tonnage Tracker Version 2008

User Guide revision 03.06.09



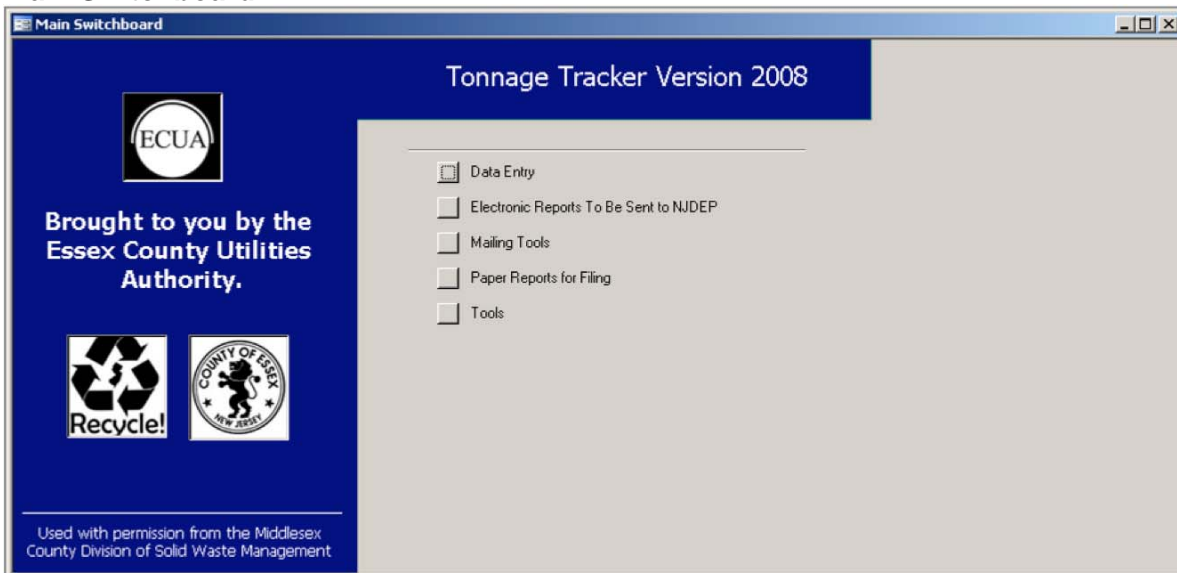
## INTRODUCTION

Tonnage Tracker is a convenient free tool that municipalities may use on an ongoing basis to:

- Maintain Generator and Market inventories
- Enter, sort, and track tonnage slips from Vendors
- Convert materials into reportable quantities (leaves, commingled, etc.)
- Identify non-compliant Generators
- Print labels and letters to Generators and Markets
- Generate Tonnage Reports for submittal to NJDEP
- Generate Tonnage Summary Reports for submittal to ECUA
- Etc.

## MENUS

### Main Switchboard



## Sub-Menus

### Data Entry

- Add/Edit Generator
- Add/Edit Market
- Commingled Percentage Breakdown
- Enter Tonnage Data
- Enter Municipal Information (One Time Only)
- Check/Edit Duplicates
- Go Back

### Electronic Reports to be Sent to NJDEP

- County Summary Report
- Miscellaneous Materials Report
- NJDEP Report
- Go Back

### Mailing Tools

- Market Labels (Not Reported)
- Generator Labels (Not Reported)
- Market Letter
- Go Back

### Paper Reports for Filing

- Bonus Grant
- County Summary Sheet
- Generator Report
- DEP Report
- Duplicates Report
- Miscellaneous Materials Report
- Non-Compliant Generators
- Go Back

### Tools

- Commingled Ratio
- Conversion Factors
- Import Generators
- Import Markets
- Export Generators
- Export Markets
- Go Back

# BASIC FUNCTIONS

## ENTERING TONNAGE INFORMATION

### STEP 1 – Municipal Information

1. Save the Tonnage Tracker application to your hard drive.  
**Note:** You may wish to save two copies (with different file names) in order to have a blank copy in the following year; however, the blank copy will not contain the information that you have entered this year. See “Annual Database Transition” below for assistance with transition to the new year.
2. From the Main Switchboard, click on “Data Entry” and then “Enter Municipal Information (One Time Only).”
3. Enter your Municipal information.
4. Close the Window.

### STEP 2 – Generator Information

1. From the Data Entry submenu, click on “Add/Edit Generator.”
2. Fill in the information for one generator in your municipality.
3. Click on the “▶” or “▶▶” button at the bottom of the window to enter another Generator. (The “ID Number” will update automatically – do not alter this number.)

**Tip:** The “Reported” field will default to “No.” When you receive a report from a Generator, change this answer to “Yes” so that they will not get a reminder letter (sent from your mailing tools in a later section).

**Tip:** The “Compliance Status” is an optional field which can be used to track who is in compliance with the County Plan and Local ordinances (printed as a report in a later section).

4. When all Generators have been entered, close the Window.

### STEP 3 – Materials & Markets Information

1. From the Data Entry submenu, click on “Enter Tonnage Data.” One of the Generators that was entered in STEP 2 will appear.
2. Enter available data using the drop-down arrows when necessary to enter the transaction date, Generator, Material/Misc. Material, Market and Sector. (Ignore the Bonus Grant entry.)
3. Click on the “▶” or “▶▶” button at the bottom of the window to enter another Material generated by this or any other Generator that you have entered in Step 2. You may only enter one material per screen in this Step. (The “ID Number” will update automatically as you switch materials – do not alter this number.)  
**Note:** If the Market is not listed for any material, go to STEP 4, and return to this point.

**Note:** If “commingled” is reported to you, you may enter this tonnage as “commingled,” and the application will automatically convert your value to the proper ratio and tonnages of glass, aluminum, steel and plastic when you close the window or advance to the next Material.

**Note:** If any number is reported to you in any unit of measure other than Tons, click the “Conversion Factor Tool” button. A new window will open that will convert your value to the appropriate tonnage and will automatically update the original window. Available options for conversion to tons include the following:

Corrugated-Uncompacted	Antifreeze
Corrugated-Compacted	Batteries-Lead Acid
Mixed Office Paper-Uncompacted	Tires-Passenger
Mixed Office Paper-Compacted	Tires-Truck
Newspaper-Uncompacted	Used Motor Oil
Newspaper-Compacted	Brush-Chipped
Loose Glass-Uncompacted	Brush-Unchipped
Loose Glass-Compacted	Grass-Compacted
Broken Glass-Uncompacted	Grass-Uncompacted
Broken Glass-Compacted	Leaves-Compacted
Aluminum Cans-Uncompacted	Leaves-Vacuumed
Aluminum Cans-Compacted	Leaves-Loose
Steel Cans-Uncompacted	Stumps
Steel Cans-Compacted	Concrete
PETE-Uncompacted	Asphalt
PETE-Compacted	Food Waste
HDPE-Uncompacted	Wood Scraps/Pallets
HDPE-Compacted	Wood Scraps/Other

5. When all Materials from all Generators have been entered, close the Window.

#### STEP 4 – Market Information

Market Information has been pre-populated based on Tonnage Grant information submitted by various municipalities in 2006 and 2007 as well as other data as it becomes available. However, new markets may be added by following these steps.

1. From the Data Entry submenu, click on “Add/Edit Market.”
2. Click on the “▶” or “▶▶” button at the bottom of the window to enter another Generator.
3. Enter applicable data. (The “ID Number” will update automatically – do not alter this number.)
4. To delete a Market that is not required, click on the “✖” button on the top toolbar.
5. When all Markets have been entered or deleted, close the Window.

At this point, your database is ready to receive and store all your Municipality's tonnage records.

## REPORTING

### Electronic Reports

The Tonnage Tracker is capable of generating the followings electronic reports by using the “Paper Reports for Filing” button on the Main Switchboard:

- County Summary Report – Tonnage by Material and Sector (Commercial/Residential)

Materials	ID	<>	C	R
Aluminum Containers	6		67.5	3.74
Anti-freeze	12		3	1
Automobile Scrap	14		1250	25
Batteries (Automobile)	13			3
Brush/Tree Parts	17		466	19
Concrete/Asphalt/Brick/Block	22		6350	
Consumer Electronics	21		805	88
Corrugated	1		35	99
Food Waste	23			
Glass Containers	5		70	52.29
Grass Clippings	18			
Heavy Iron	9		560.1	
Leaves	19			1980
Mixed Office Paper	2		123	
Newspaper	3		5	

- Miscellaneous Materials Report –Tonnage by Misc. Material and Market

Transaction Date	ID	Generator	Tonnage	Material	Miscellaneous Material	Market
31-Dec-06	19	East Orange DPW	2.00	Other Material Not Listed	CFLs	Veolia ES Technical Solutions, LLC

- NJDEP Report (Tonnage Query) – NJDEP Tonnage Report

County Code	Municipal Code	Mat_ID	MarketEmpty	SumOfTonnage	Sector	Material	DEP ID	County	Municipality	Market
07	xx			35.00	C	Corrugated	01	Essex	xx	INTEGRITY RECYCLING & WASTE SOLUTIONS
07	xx			101.00	C	Mixed Office Paper	02	Essex	xx	G & F RECYCLING
07	xx			22.00	C	Mixed Office Paper	02	Essex	xx	PATSY RAGONESE & SONS
07	xx			5.00	C	Newspaper	03	Essex	xx	GARDEN STATE RECYCLING
07	xx			70.00	C	Glass Containers	05	Essex	xx	ACE MANZO
07	xx			5.00	C	Aluminum Containers	06	Essex	xx	ACE MANZO
07	xx			62.50	C	Aluminum Containers	06	Essex	xx	ZOZZARO BROTHERS
07	xx			10.00	C	Steel Cans	07	Essex	xx	ACE MANZO
07	xx			15.00	C	Plastic Containers	08	Essex	xx	ACE MANZO
07	xx			560.10	C	Heavy Iron	09	Essex	xx	ADELPHIA DEMOLITION AND RECYCLING
07	xx			99.00	R	Corrugated	01	Essex	xx	AMERICAN BOX AND RECYCLING

These reports may be saved to your hard drive for electronic submittal to NJDEP, ECUA, etc.

## Paper Reports for Filing

The Tonnage Tracker is capable of generating the followings paper reports by using the “Electronic Reports to be Sent to NJDEP” button on the Main Switchboard:

- Bonus Grant (Ignore – This is not currently available from NJDEP)
- County Summary Report

**County Summary Report**

<i>Muni. Code</i>	<i>Material</i>	<i>ID</i>	<i>Commercial</i>	<i>Residential</i>	<i>Total</i>
07 xx	Aluminum Containers	6	67.5	3.74	71.24
07 xx	Anti-freeze	12	0	0	0
07 xx	Automobile Scrap	14	0	0	0
07 xx	Batteries (Automobile)	13	0	0	0
07 xx	Brush/Tree Parts	17	0	0	0
07 xx	Concrete/Asphalt/Brick/Block	22	0	0	0
07 xx	Consumer Electronics	21	0	88	88
07 xx	Corrugated	1	35	99	134

- Generator Report

**Generator Materials Breakdown**

<i>Tonnage</i>	<i>Material</i>	<i>Misc. Material</i>	<i>Market</i>
Generator			
99	Corrugated		AMERICAN BOX AND RECYCLING
22	Mixed Office Paper		PATSY RAGONESE & SONS
88	Consumer Electronics		NEWTECH RECYCLING
209	<b>Total Tonnage</b>		

- NJDEP Report

**NJDEP Report**

<i>Muni. Code</i>	<i>Tonnage</i>	<i>Sector</i>	<i>Material</i>	<i>NJDEP ID</i>	<i>County</i>	<i>Municipality</i>	<i>Market:</i>
07 xx	35.00	C	Corrugated	01	Essex	East Orange	INTEGRITY RECYCLING & WASTE SOLUTIONS
07 xx	101.00	C	Mixed Office Paper	02	Essex	East Orange	G & F RECYCLING
07 xx	22.00	C	Mixed Office Paper	02	Essex	East Orange	PATSY RAGONESE & SONS
07 xx	5.00	C	Newspaper	03	Essex	East Orange	GARDEN STATE RECYCLING
07 xx	70.00	C	Glass Containers	05	Essex	East Orange	ACE MANZO
07 xx	5.00	C	Aluminum Containers	06	Essex	East Orange	ACE MANZO
07 xx	62.50	C	Aluminum Containers	06	Essex	East Orange	ZOZZARO BROTHERS
07 xx	10.00	C	Steel Cans	07	Essex	East Orange	ACE MANZO
07 xx	15.00	C	Plastic Containers	08	Essex	East Orange	ACE MANZO
07 xx	560.10	C	Heavy Iron	09	Essex	East Orange	ADELPHIA DEMOLITION AND RECYCLING
07 xx	99.00	R	Corrugated	01	Essex	East Orange	AMERICAN BOX AND RECYCLING
07 xx	52.29	R	Glass Containers	05	Essex	East Orange	

- Duplicates Report
- Miscellaneous Materials Report
- Non-Compliant Generators

These reports may be printed and filed or saved to your hard drive for electronic storage.

## **MAILING TOOLS**

For easy-to-use tools to stay in touch with all of the generators, and markets in your database, go to the Main Switchboard and click on "Mailing Tools."

### **Market Labels**

This tool will generate a list of mailing labels (30 per page) that can be used to address letters to each of the Markets in your database.

### **Generator Labels**

This tool will generate a list of mailing labels (30 per page) that can be used to address letters to each of the Generators in your database.

### **Market Letter**

This tool will generate a letter to each Generator (commercial, institutional, recycling facility and/or transfer station in your database to alert them to their obligation under NJDEP regulations to report their annual recycling tonnage totals to the municipality of generation.

This letter will contain your municipality's contact information once you populate the "Enter Municipal Information (One Time Only)" feature in Step 1 above.

**Note:** If you would like assistance to customize this letter, please contact  
Michael Onysko  
Essex County Utilities Authority  
973-857-2350 x140  
[monysko@essexutil.com](mailto:monysko@essexutil.com).

## **TROUBLESHOOTING**

For assistance or training contact:

Michael Onysko  
Essex County Utilities  
Authority  
973-857-2350 x140  
[monysko@essexutil.com](mailto:monysko@essexutil.com).

Original Instruction Manual:  
Middlesex County Division of Solid Waste Management  
<http://co.middlesex.nj.us/planningboard/Tonnage%20Tracker%20Instructions.pdf>

## **ADVANCED FUNCTIONS**

The following tools will probably not be required during normal usage of Tonnage Tracker, but are placed here to perform background operations and transitional functions if needed.

From the Main Switchboard, click on "Tools."

### **Background Operations**

**Commingled Ratio** – From this window, you can alter the ratio of commingled materials if your recycling center gives you this information. It will default to the NJDEP accepted ratio. This tool will operate in the background when you enter a commingled tonnage into the "Enter Tonnage Data" screen. The tonnage you enter will automatically be calculated and listed on separate lines in the appropriate ratios under the same Generator.

**Conversion Factors** - This tool is also available in the "Enter Tonnage Data" screen and will automatically calculate and populate the tonnage field of the subject material when you are given cubic yards, pounds or gallons on a weigh slip or tonnage report.

### **Transitional Operations**

The following transitional tools will allow you transfer your existing Generators and Markets to future versions of Tonnage Tracker, or allow you to import Generators and Markets from other users of Tonnage Tracker.

**Import Generators** - This tool is currently deactivated.

**Import Markets** - This tool is currently deactivated.

**Export Generators** - This tool is currently deactivated.

**Export Markets** - This tool is currently deactivated.

## **ANNUAL DATABASE TRANSITION**

By the end of the year, you will have added numerous new bits of information into Tonnage Tracker. If you wish to continue to use Tonnage Tracker the next year as well, and did not save an additional copy of Tonnage Tracker to your computer, there are two easy options to depopulate the tonnage data from the prior year.

FIRST SAVE THE TONNAGE TRACKER WITH A DIFFERENT FILENAME TO SAVE YOUR DATA ON YOUR COMPUTER. THEN IN THE NEW VERSION, EITHER...

1. Change the view of the "Enter Tonnage Data" screen from FORM VIEW to DATASHEET VIEW to delete the existing records. This copy will retain any additional Generators or Markets that you have added since the previous version of Tonnage Tracker was issued; or
2. Request an additional copy from Michael Onysko, ECUA. This copy will not contain the information that you have entered in the previous year.