



EPA Food Recovery Challenge Data Management System User Tutorial

Background

The U.S. Environmental Protection Agency's (EPA) Food Recovery Challenge is a voluntary incentive program in which organizations and businesses set data-driven goals, implement targeted strategies to reduce wasted food in their operations, and report results to compete for annual recognition from EPA. Organizations and businesses can join as [participants or endorsers](#) and are encouraged to follow the [Food Recovery Hierarchy](#) to prioritize their actions to prevent and divert wasted food. Those actions include source reduction, donation, feeding animals, industrial uses, and composting.

The Food Recovery Challenge, as part of EPA's [Sustainable Materials Management Program](#), encourages organizations to use materials more productively over their entire lifecycle. Working together, we can promote the value of reducing wasted food and encourage organizations to make informed decisions and use approaches to divert and prevent food from entering landfills.

Purpose

This user tutorial offers general instructions on how to create a Food Recovery Challenge account in the data management system (currently hosted by Re-TRAC Connect™), navigate the system, and locate, complete, and submit applicable forms.

The following steps are included:


Step 1: Create an Account in Re-TRAC Connect™

Step 2: Join the Food Recovery Challenge

Step 3: Access Your Food Recovery Challenge Workspace

Step 4: Access, Complete, Save, and Submit your Food Recovery Challenge Forms: Participation Agreement, Participant Annual Data and/or Endorser Annual Data & Goal Form, and Food Recovery Challenge Awards Form

Step 1: Create an Account in Re-TRAC Connect™




Re-TRAC Connect is the web-based software that transforms the way organizations manage and measure their waste and recycling programs.

Track your organization's waste diversion progress, contribute to recycling directories, and participate in programs delivered by leading organizations across North America.

Enter your email to get started

NEXT

Go to <http://connect.re-trac.com>. If you are new to Re-TRAC Connect™, follow the instructions to create a new account by clicking on “**Create Account**.” If you already have an account in Re-TRAC Connect™, enter your e-mail address and password and click on the **Log In** button.



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You are registering a new account with username:
test.account@epa.gov

First Name * Last Name *

Create Password * ⓘ

Stay connected!

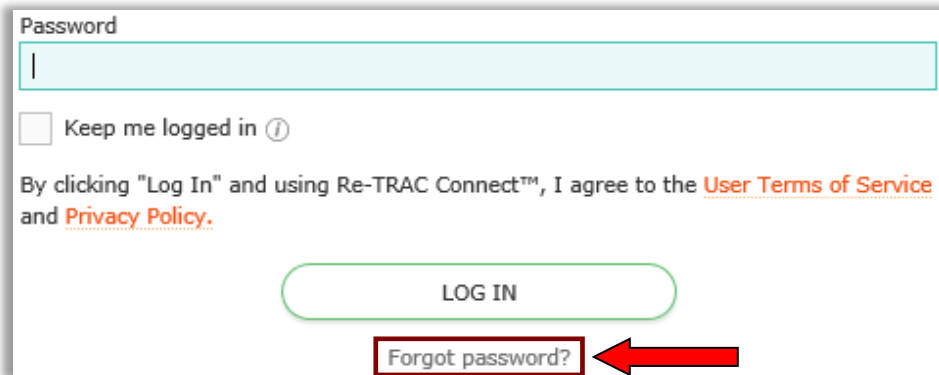
☐ Sign me up to receive Re-TRAC Connect's Monthly Update email.

You can unsubscribe from the monthly update email at any time using the "Unsubscribe from this list" link, found at the bottom of every email.

By clicking "Create Account" and using Re-TRAC Connect™, I agree to the [User Terms of Service](#) and [Privacy Policy](#).

CREATE ACCOUNT

If you have forgotten your password, you can create a new one by using the “[Forgot password?](#)” link on the login page then “[Send](#)” on the following page, and Re-TRAC Connect™ will send you instructions to set a new password.



Password

☐ Keep me logged in ⓘ

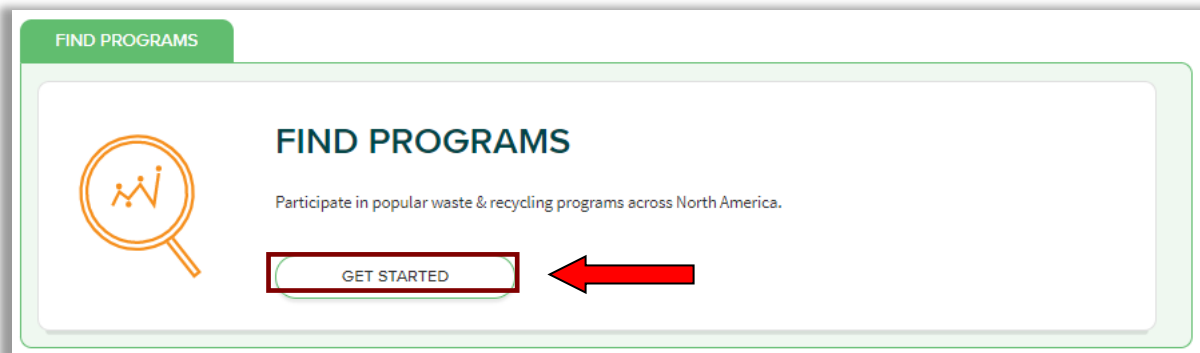
By clicking "Log In" and using Re-TRAC Connect™, I agree to the [User Terms of Service](#) and [Privacy Policy](#).

LOG IN


[Forgot password?](#)

Step 2: Join the Food Recovery Challenge

You will receive an e-mail to activate your Re-TRAC Connect™ account. After clicking the “[Activate](#)” button, you will be brought to the “Find Programs” page. Click on the “[Get Started](#)” button.



FIND PROGRAMS

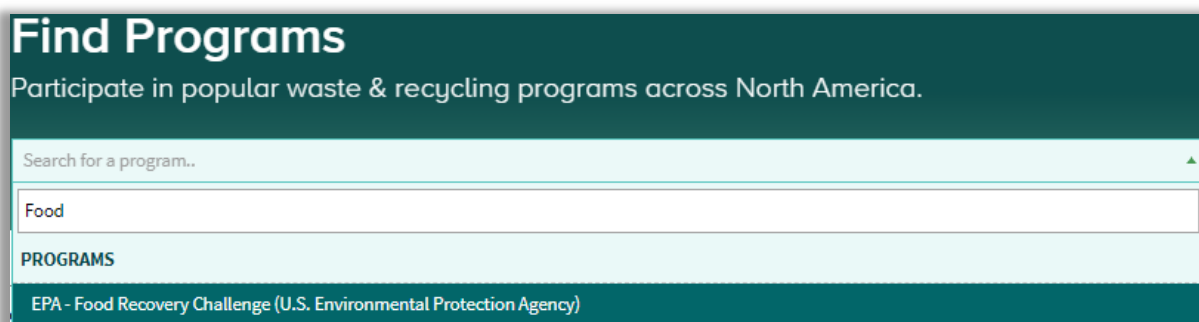


FIND PROGRAMS

Participate in popular waste & recycling programs across North America.

[GET STARTED](#)

Type “[Food](#)” in the “[Search for a program](#)” drop-down box and click on “[EPA – Food Recovery Challenge \(U.S. Environmental Protection Agency\)](#).”



Find Programs

Participate in popular waste & recycling programs across North America.

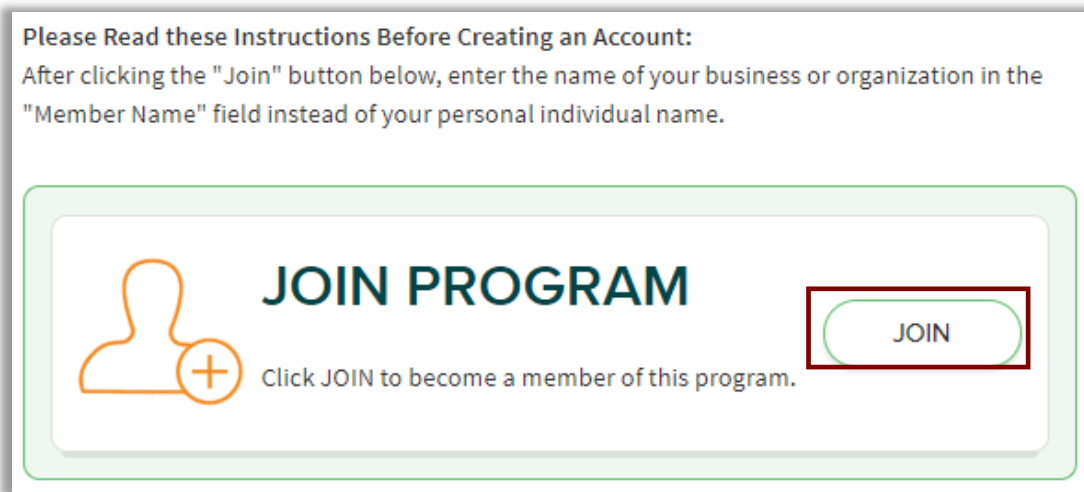
Search for a program.. ▲

Food

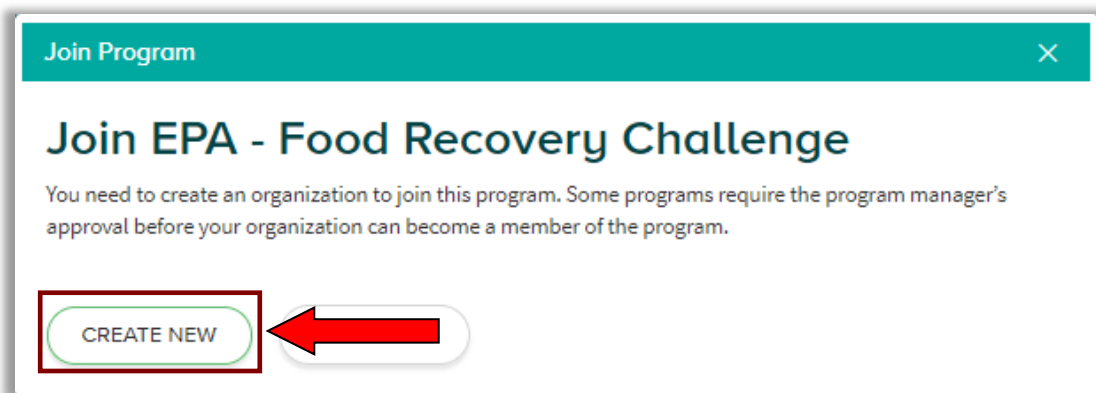
PROGRAMS

EPA - Food Recovery Challenge (U.S. Environmental Protection Agency)

Read the instructions and click on the “**Join**” button to become a member of the program.



Click the “**Create New**” button and enter the name of your organization or business to join the program.



On the “**Join Program**” page, enter your “Member Details” (information about your organization or business).

Note: In order to categorize Food Recovery Challenge awards properly, it is very important that the “Member Type” selected is accurate; please look thoroughly at the entire “Member Type” drop-down list to make the proper determination.

Member Details

Member Type *

Select Type

- College or University
- Communication
- Computer & Data Services
- Construction & Engineering
- Consultant
- Dry Cleaning & Laundering
- Electronics Manufacturer
- Electronics Recycler

Next, enter your “Contact Information,” “Location Details,” and confirm your location before clicking “[Join](#).” A message will appear that “Your request to join EPA - Food Recovery Challenge has been submitted to the U.S. Environmental Protection Agency.” Once EPA approves your registration, you’ll be able to enter data in Re-TRAC Connect™.

Step 3: Access Your Food Recovery Challenge Workspace

After your organization is approved to participate in the Food Recovery Challenge, you will receive an e-mail from support@re-trac.com with a link to access your Food Recovery Challenge account in Re-TRAC Connect™. After clicking on the “[Log in](#)” button in the approval e-mail, your organization will be listed under “[Members](#)” if you are still logged into your Re-TRAC Connect™ account.

EPA HQ TEST ACCOUNT

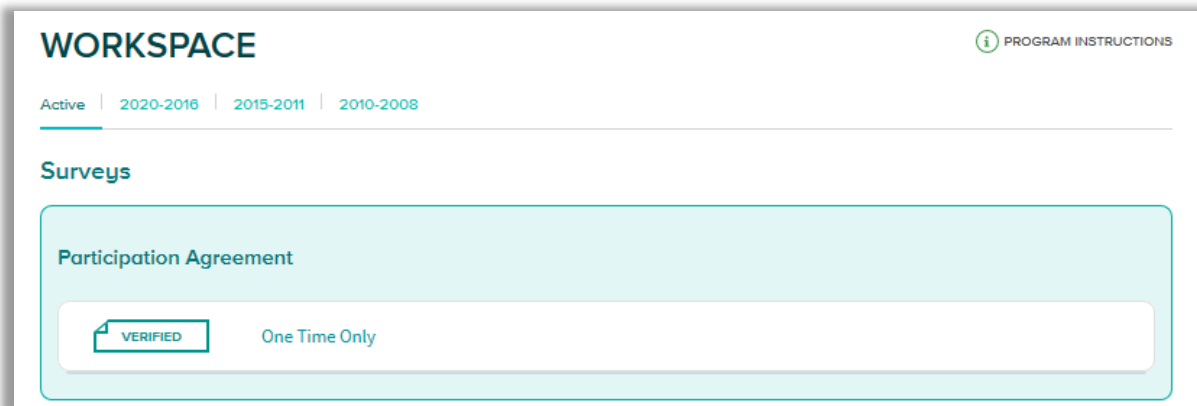
FEDERAL GOVERNMENT AGENCY US EPA Headquarters 7405M, 1200 Pennsylvania Ave NW, 4121F, Washington, DC 20460, USA

[Edit Member](#)

If you log in from the site directly after your account has been approved, you can also access your account from your Dashboard screen in Re-TRAC Connect™. To do this, click on the “[EPA-Food Recovery Challenge](#)” icon under “[Programs I’ve Joined](#).”



This action will take you to your “**Workspace**” (*example below*) where you’ll have access to see and fill out the available Food Recovery Challenge forms (“surveys”), starting with the Participation Agreement.



Note: In your Workspace, you will see the forms for the most recent reporting year. If you would like to access a form (“survey”) from a previous year, click on any of the tabs showing a range of years at the top of the page next to the “**Active**” tab.



Step 4: Access, Complete, Save, and Submit your Food Recovery Challenge Forms: Participation Agreement, Participant Annual Data and/or Endorser Annual Data & Goal Form, and Food Recovery Challenge Awards Form

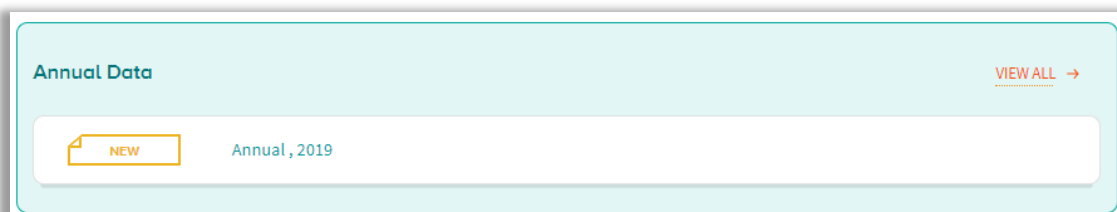
Be sure to read ALL instructions in each form carefully before you begin to fill them out, as important directions are given for entering data.

The required forms to fill out for [participants and endorsers](#) are:

- **Participation Agreement** in which you agree to abide by the general terms and disclaimers of the Food Recovery Challenge. *Note: The appropriate data form(s) appear once the participation agreement has been submitted.*
- **Data Form** ([Participant Annual Data Form](#) or [Endorser Annual Data and Goal Form](#)) in which you enter your food waste diversion or outreach activities for each year and set targets for the upcoming year.

After you complete your Participation Agreement, and it is verified by your [EPA regional representative](#), you will gain access to the participant and/or endorser forms.

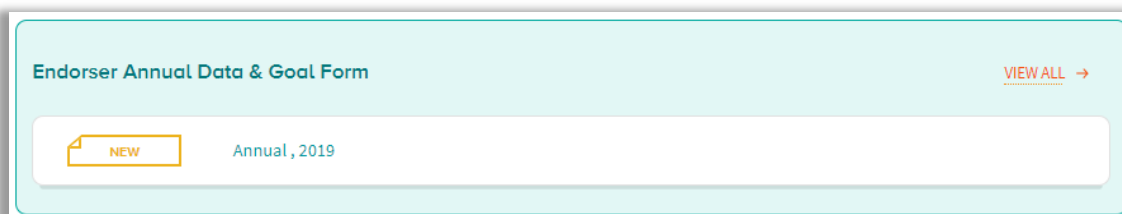
If you signed up as a [participant](#), you will need to complete two consecutive years of annual data to be considered for a data-driven award.



Annual Data [VIEW ALL →](#)

[NEW](#) Annual, 2019

If you signed up as an [endorser](#), you will need to complete the Endorser Annual Data & Goal Form each year.



Endorser Annual Data & Goal Form [VIEW ALL →](#)

[NEW](#) Annual, 2019

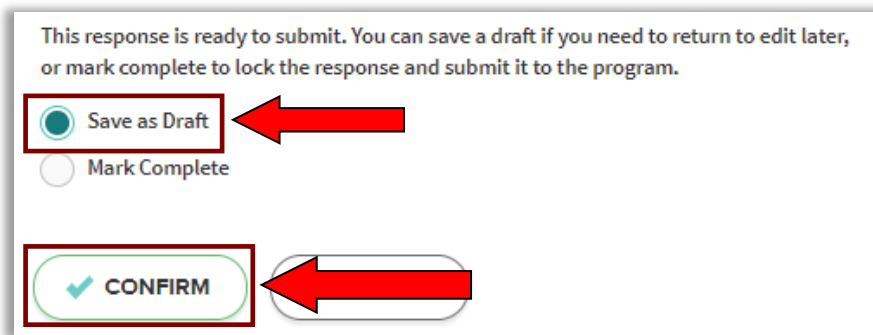
If you signed up as both a participant and endorser, you will have access to both data/goal forms.

Food Recovery Challenge Awards


Food Recovery Challenge awards are given in two categories – data-driven and narrative. Participants do not apply for the data-driven awards, as these awards are given based on the information submitted in the system and are based on percent changes comparing an organization's data to the previous year's data. Participants and endorsers can apply for narrative awards in the following areas: Source Reduction (participants only), Leadership, Innovation, Education and Outreach, and Endorsers (endorsers only). These forms should be completed during the reporting season and submitted by the designated deadline.

Filling Out, Saving, and Submitting Forms


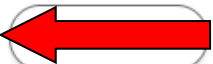
As you start to fill out a form, you may “[Save](#)” at any time. If you are not ready to submit it, you can save it as a draft by clicking “[Save as Draft](#)” and “[Confirm](#).”



This response is ready to submit. You can save a draft if you need to return to edit later, or mark complete to lock the response and submit it to the program.

☒ Save as Draft 

☐ Mark Complete

 CONFIRM 

When you are ready to submit a form, click “[Mark Complete](#)” and “[Confirm](#)” in the confirmation box after clicking “[Save](#)” at the bottom of the form. This action will lock your form, and no further changes can be made to it.

If you need to make further changes to your form after you have marked it complete and submitted it to the program, please contact your [EPA regional representative](#) to unlock it and allow for further editing.

To access a blank form, go to your [Workspace](#) and click on the “[New](#)” button next to the type of form that you want to fill out.

Annual Data

VIEW ALL →

NEW

Annual, 2019

Again, be sure to read ALL instructions in each form carefully before you begin to fill them out, as important directions are given for entering data.

Contact your [EPA regional representative](#) or email smmfood@epa.gov for questions.