



RecoTrace User Guide

For recyclers and converters

Good to know

- RecoTrace works on all browsers. However, for optimal performance avoid using Internet Explorer.
- RecoTrace complies with the Circular Plastic Alliance (CPA) requirements for data collection.
- For the definitions of recycling, converting and waste, please refer to the CPA Methodology: https://ec.europa.eu/growth/industry/policy/circular-plastics-alliance_en
- You will encounter the word 'Europe' in some of the questions. Under the definitions of CPA, Europe is EU + UK.
- Building a secure, robust, well performant and user-friendly system is a continuous process. Therefore, the layout and contents of the forms presented in this guide might be a subject to change.

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RecoTrace POLYREC

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Submitting data on recycling activity

Although homepage for recyclers and converters looks different, when it comes to recycling activity, the type of information that must be submitted and the submission forms are the same.

RecoTrace POLYREC

Converting activity



Submitting data on converting activity

Relevant for converters only

RecoTrace POLYREC

Managing your data & profile



Managing your data, users and plants

RecoTrace POLYREC

Forgot your password?

In case of questions, comment or feedback

Please contact: info@polyrec.eu

RecoTrace POLYREC



Registration on RecoTrace

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POLYREC
Recording Europe's Circular Polymers

Registration – requesting an account

www.recotrace.com

To request an account, click on 'Register' button.

RecoTrace
RECORDING & TRACING POLYMER CIRCULARITY

English

Welcome to RecoTrace

Login

Email address

Password

I don't remember password

Register

Log in →

Need help with registration?

Contact Privacy Policy & Data Protection Additional information

recoviny! | POLYREC

Registration – requesting an account

The screenshot shows the 'Create account' page on the RecoTrace website. The page has a light blue background with a circular arrow graphic. At the top left is the RecoTrace logo and tagline 'RECORDING & TRACING POLYMER CIRCULARITY'. At the top right is a language dropdown menu set to 'English'. The main heading is 'Create account'. The form fields are: 'Company (*)' with a dropdown arrow, 'Vat Number' (disabled), 'Company Name' (disabled), 'Choose a role / activity (*)' with a dropdown menu showing 'Recycling', 'Full name (*)', 'Email address (*)', 'Password (*)', and 'Confirm password (*)'. There is a 'Login' button with a left arrow and a 'Submit' button with a right arrow. At the bottom left are logos for 'recovinyl' and 'POLYREC'. At the bottom center are links for 'Contact', 'Privacy Policy & Data Protection', and 'Additional information'. Three callout boxes on the right point to the role dropdown, the name and email fields, and the submit button.

Select the appropriate role. If you are a converter with a recycling plant or activity, select 'Converter with recycling'

Account is per user – physical person. Here, enter your name and e-mail.

! After your registration is submitted, it might take a couple of days for it to be approved - we verify the identity of every applicant before approving an account.

Once your account has been approved, you will receive an e-mail.

You can then login to finish your registration.

You will notice that some fields must be filled in again (e.g. company information).

The information you filled in to request an account serves verification purposes only and is not stored.

That helps us to ensure safety of your data.

Registration – final steps

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RECORDING & TRACING POLYMER CIRCULARITY

English

New Test

Company data

Country (*)

Select...

VAT without country code and dots (*)

Company Name (*) (i)

Activity (*)

Recycling

Polymer(s) processed (*)

Select...

Address (*)

Name of CEO

Email of CEO

Company Website

Company name and website can appear on the PolyREC and Recovinyl websites

I have read, fully understood and agree to the PolyREC's [terms and conditions](#)

Next →

Select all polymers you process


Fill in your company details here


Registration – adding more plants

- If you have more than one plant, you can add them immediately by responding ‘Yes’. You can add more plants also after registration is complete.
- If you have only one plant, select ‘No’. Your company information will be used as a plant information.

Hello Please finish registration

Are you submitting on behalf more than one plant?


Yes


No

Registration – adding more plants II

Hello Pineapple. Please finish registration

Register Plant

Name (*)	<input type="text" value="Coco"/>
Choose a role / activity (*)	<input type="text" value="Recycling"/>
Polymer(s) processed (*)	<input type="text" value="All items are selected."/>
Country (*)	<input type="text" value="Belgium"/>
Address (*)	<input type="text" value="Rainbowland"/>
<input type="checkbox"/> Has same VAT number as company	
Vat Number	<input type="text" value="0446891668"/>
Capacities (i)	<input type="text" value="0"/>

Add plant and create new +

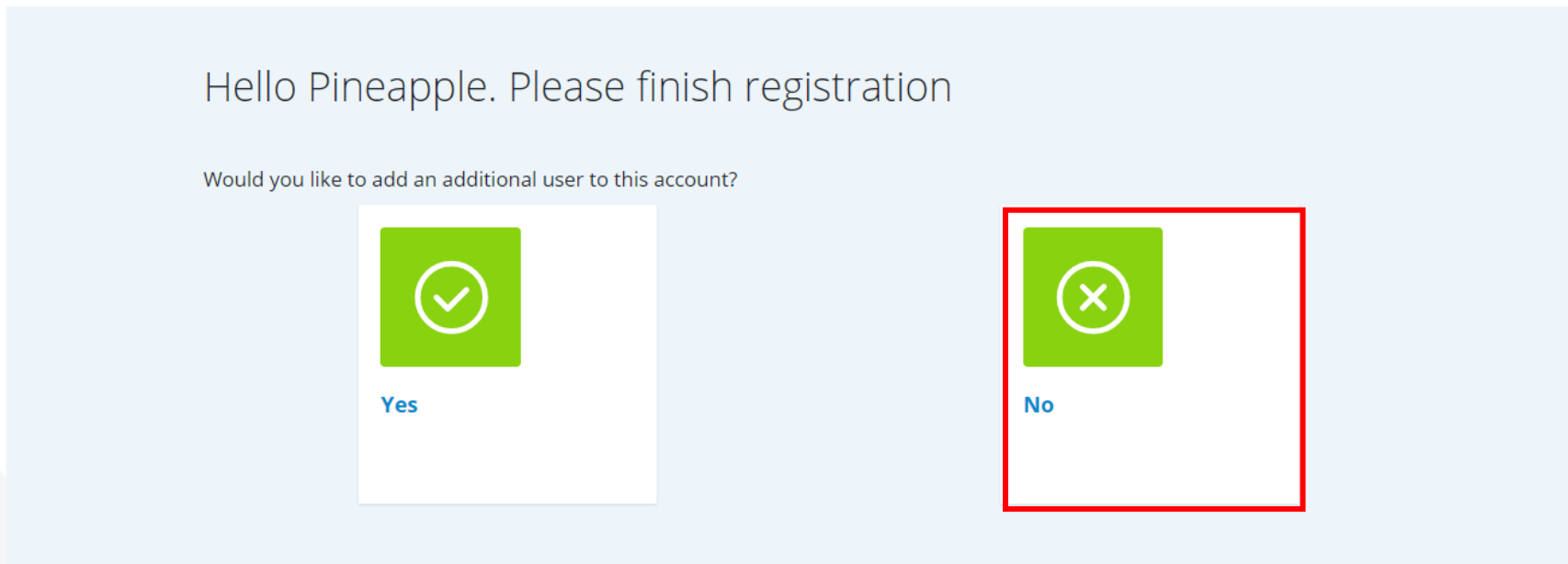
Add plant and next →

- If you are a recycler, the only possible activity for your new plant is 'Recycling'.
- If you are a converter, your choices of activities for the new plant are:
Recycling,
Converting,
Recycling and Converting

To add this plant and continue with registration click this button

Registration – adding more users

- If you would like to add more users, you can do it at this or a later stage. Selecting 'No' at this stage will finalize your registration.
- Please make sure to add new users from your account if you want them to be entering data on behalf of your company.



Using RecoTrace - Homepage

After finishing your registration, you will land on the homepage. This is also the page you will see every time after logging in.



Logging in and forgotten password

- To login, enter your e-mail address and your password.
- If you have forgotten your password, click on 'I don't remember password'.
- If you have forgotten the e-mail you used to register, contact PolyREC to get it restored.

RecoTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English

Welcome to RecoTrace

Login

Email address

Password

I don't remember password

Register

Log in →

Need help with registration?

Contact Privacy Policy & Data Protection Additional information

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Homepage

- What you see on the homepage depends on whether you are a recycler, a converter or a converter with a recycling activity.

Homepage for converters with recycling activity

The screenshot shows the RecoTrace user interface. At the top left is the RecoTrace logo with the tagline 'RECORDING & TRACING POLYMER CIRCULARITY'. To the right are dropdown menus for 'English' and 'Barbara Cole', and a help icon. The main content area features a welcome message 'Welcome Barbara Cole' and five interactive cards: 'Recycling Activity', 'Converting Activity', 'Manage submitted data', 'Dashboards', and 'Manage plant'. Each card has a green icon representing its function. The background is light blue with large, faint circular arrows. At the bottom, there are logos for 'recovinyl' and 'POLYREC', and a footer with links for 'Contact', 'Privacy Policy & Data Protection', and 'Additional information'.

Homepage - details

Welcome Barbara Cole



Recycling Activity



Converting Activity



Manage submitted data



Dashboards

2



Manage plant

3

1. Edit your account, add more users, change type of activity, etc.

2. Consult dashboards for a high level data overview.

! Dashboards become available within 14 days after your data registration.

3. Change plant(s) information through here

Submitting data on recycling activity

Although homepage for recyclers and converters looks different, when it comes to recycling activity, the type of information that must be submitted and the submission forms are the same.



Submitting data on recycling activity - input

The screenshot shows the RecoTrace user interface. At the top left is the RecoTrace logo with the tagline "RECORDING & TRACING POLYMER CIRCULARITY". To the right of the logo are two dropdown menus: "English" and "Barbara Cole". A help icon (?) is in the top right corner. Below the header, the text "Welcome Barbara Cole" is displayed. The main area contains five menu items, each with a green icon and a label: "Recycling Activity" (highlighted with a red box), "Converting Activity", "Manage submitted data", "Dashboards", and "Manage plant". The background features a large, light blue circular arrow graphic. At the bottom, there are logos for "recoviny| plus" and "POLYREC" (Recording Europe's Circular Polymers), along with links for "Contact", "Privacy Policy & Data Protection", and "Additional information".

Submitting data on recycling activity - input

! Data submission is per plant, per country of origin and per waste origin (and/or) type. Please note that output data must be submitted as well.

The screenshot shows the RecoTrace web interface for submitting recycling data. At the top left is the RecoTrace logo with the tagline 'RECORDING & TRACING POLYMER CIRCULARITY'. To the right are dropdown menus for 'English' and 'Barbara Cole'. The form fields are as follows:

- Plant name (*): B Processing
- Month Received (*): 01/2022
- Waste origin (*): A button labeled 'Add New Waste' and a dropdown menu showing 'Select...'
- Waste received from (*): Belgium
- Total incoming waste (kg) (*): [Empty text input]
- Contamination: 0 %
- Input into the final recycling operation (kg): 0
- Extra Information: Administration Number (i) [Empty text input]

At the bottom are three buttons: 'Cancel', 'Save and Add new Submission', and 'Save'.

- If you are reporting monthly data, select the month you are reporting for.
- If you are reporting for a longer period of time in one go, date should correspond to the end of the reporting period.

For example, if you report in July for the first 6 months of the year, July has to be selected and total weight for all 6 months reported.

This dropdown will display previously selected waste origin(s) for this plant. If this dropdown is empty or you would like to add new waste origin to the dropdown, click on 'Add New Waste' button and follow the steps.

Submitting data on recycling activity - input

! Data submission is per plant, per country of origin and per waste origin (and/or) type. Please note that output data must be submitted as well.

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English Barbara Cole

Homepage > Recycling Activity > Submit output data

Plant name (*) B Processing

Date sold (recycler) / Date used in production (converter) (i) 01/2022

Polymer PET

Net output recycled material to EU + UK (kg) (*) (i) 0

Net output recycled material exported non-EU (kg) (*) (i) 0

Extra Information

Administration Number (i)

Cancel Save and Add new Submission Save

- If you are reporting monthly data, select the month you are reporting for.
- If you are reporting for a longer period of time in one go, date should correspond to the end of the reporting period.

For example, if you report in July for the first 6 months of the year, July has to be selected and total weight for all 6 months reported.



Submitting data on converting activity

Relevant for converters only

Submitting data on converting activity - input

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RECORDING & TRACING POLYMER CIRCULARITY

English ▾ Barbara Cole ▾ ?

Welcome Barbara Cole

- Recycling Activity
- Converting Activity**
- Manage submitted data
- Dashboards
- Manage plant

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Contact Privacy Policy & Data Protection Additional information

Submitting data on converting activity - input

The screenshot shows the RecoTrace web interface. At the top left is the RecoTrace logo with the tagline 'RECORDING & TRACING POLYMER CIRCULARITY'. To the right are dropdown menus for 'English' and 'Barbara Cole', and a help icon. The main content area has a breadcrumb 'Homepage > Converting Activity' and the text 'Select Submission type:'. Two buttons are visible: 'Submit input data' (with a right-pointing arrow icon) and 'Submit output data' (with a left-pointing arrow icon). The 'Submit input data' button is highlighted with a red border. A 'Back' button is located at the bottom left. The background features a large circular arrow graphic.

Submitting data on converting activity - input

! Data submission is per plant and per country of origin.

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RECORDING & TRACING POLYMER CIRCULARITY

English Barbara Cole

Homepage > Converting Activity > Submit input data

Input into converting activity

Plant name (*) B Processing

Date (*) 01/2022

Recycled plastic from (i) Belgium

Polymer (*) PET

Total recycled plastic (kg) (*) (i) 0

Cancel Save and Add new Submission Save

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- If you are reporting monthly data, select the month you are reporting for.
- If you are reporting for a longer period of time in one go, month should correspond to the end of the reporting period.

For example, if you report in July for the first 6 months of the year, July has to be selected and total for all 6 months reported.

- Total recycled plastic (for the selected polymer, plant and country of origin) that you have bought/used.
- If you both buy recycled plastic and use internally recycled plastic, provide a sum of both here.

Submitting data on converting activity – imported recycled plastics

Relevant for converters only

Submitting data on converting activity - input

! Data submission is per plant and per country of origin.

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English Barbara Cole

Homepage > Converting Activity > Submit input data

Input into converting activity

Plant name (*) B Processing

Date (*) 01/2022

Recycled plastic from (i) Other

Polymer (*) PET

Total recycled plastic (kg) (*) (i) 0

Please check the box if recycled plastic is imported ("Other" is selected above) and some/all of it is made from European waste and you can demonstrate it during auditing.

Cancel Save and Add new Submission Save →

Select 'Other' if you import recycled plastic from outside Europe (EU + UK) and read carefully the next 2 pages.

Tick this box if some (or all) of your imported recycled plastic was made from European waste and you have a proof of that*. If not, proceed with saving your submission.

* For example, you import recycled plastic from a recycler in Turkey and you know that this recycler is buying and recycling European waste. If you have a document supporting this (a delivery note), check the box.

Submitting data on converting activity (input) – if you import recycled plastic also from outside the EU+UK

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English Barbara Cole ?

Input into converting activity

Plant name (*) B Processing

Date (*) 01/2022

Polymer (*) PET

Total recycled plastic (kg) (*) (i) 0

Please check the box if recycled plastic is imported ("Other" is selected above) and some/all of it is made from European waste and you can demonstrate it during auditing.

Total imported recycled plastic made from European waste (kg) (*) (i) 0

Waste origin Select...

Waste Type Pre-consumer Post-consumer

Input the weight of recycled plastic made from European waste. Total weight of it can not be larger than the total imported.

Indicate country of origin and waste type.


Submitting data on converting activity - output


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English ▾ Barbara Cole ▾ ?

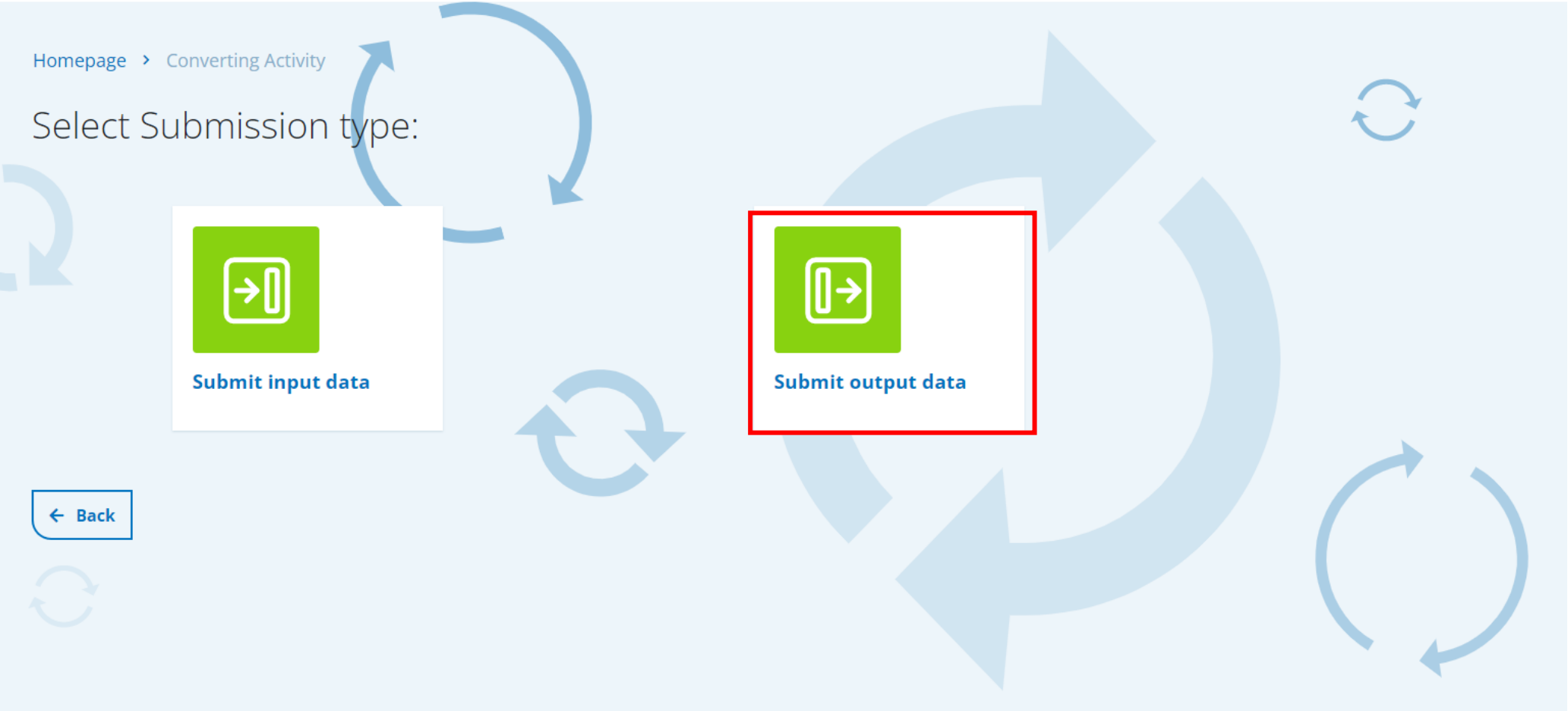
Homepage > Converting Activity

Select Submission type:

 Submit input data

 Submit output data

[← Back](#)



Submitting data on converting activity - output

! Data submission is per plant and per country of origin.

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English | Barbara Cole | ?

Homepage > Converting Activity > Submit output data

Output from converting activity

Plant name (*)

Date (*)

Polymer (*)

Used In (*)

Total weight of **recycled** plastic used (kg)

Estimated share of recycled plastic used in products exported to outside of EU, UK, Norway and Switzerland (%) %

Estimated share recycled plastic used in products exported to Norway and Switzerland (%) %

• If you are reporting monthly data, select the month you are reporting for.
• If you are reporting for a longer period of time in one go, date should correspond to the end of the reporting period.

For example, if you report in July for the first 6 months of the year, July has to be selected and total weight for all 6 months reported.

Indicate end application (product) here

Indicate how much of a total was exported to countries outside of EU and others than UK, Norway and Switzerland (CPA requirement).

Indicate how much of a total was exported to Norway and Switzerland (VinylPlus requirement).

Managing your data, users and plants



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Managing submitted data

The screenshot displays the RecoTrace user interface. At the top left is the RecoTrace logo with the tagline "RECORDING & TRACING POLYMER CIRCULARITY". To the right of the logo are two dropdown menus: "English" and "Barbara Cole". A help icon (question mark) is located in the top right corner. Below the header, a welcome message reads "Welcome Barbara Cole". The main content area features five navigation cards, each with a green icon and a label: "Recycling Activity", "Converting Activity", "Manage submitted data" (highlighted with a red border), "Dashboards", and "Manage plant". The background of the main area is light blue with large, faint circular arrows. At the bottom of the interface, there are logos for "recovinyl plus" and "POLYREC", along with a footer containing the text "Contact Privacy Policy & Data Protection Additional information".

Managing submitted data

RecoTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English Barbara Cole

Manage submitted data

Recycling Input Recycling Output

Add new submission
Assign End Applications

From: 01/2022 To: 02/2022 Company: B Processing

Polymer: All items are selected. Status: ALL STATUSES

Submission number ^	Reception date ^	Waste origin	Waste type ^	Waste received from	Plant Country	Net input	Status	Actions
6/2022	Jan 2022	PET - Bottles - Curbside (Post-consumer)	not-set			5188.48	PENDING	View submission Edit Remove

Per page limit: 5

Filter the data displayed below by date, polymer, plant and status. Status refers to the auditing status of your data and will be 'pending' up till the moment your data is audited

You can view submissions, edit and remove them. You have one month from submission date to edit your data.

Managing plants

RecTrace™

RECORDING & TRACING POLYMER CIRCULARITY

English

Barbara Cole



Welcome Barbara Cole



Recycling Activity



Converting Activity



Manage submitted data



Dashboards



Manage plant

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Managing plants

RecoTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English ▾ Barbara Cole ▾ ?

Homepage > Manage plant

Manage plants

Search

Name Address Vat Number Country

Plant name ▾	Activity / role	Country ▾	Actions
B Processing	Recycling		<ul style="list-style-type: none">+ New SubmissionsManage submitted dataEditDelete plant

← Back

Add new +

You can add new submission, manage data submitted on behalf of that plant, edit plant information and delete plant.

These actions can also be done through your profile setting.

Managing your profile

The screenshot displays the RecoTrace user interface. At the top left is the RecoTrace logo with the tagline "RECORDING & TRACING POLYMER CIRCULARITY". To the right of the logo is a language dropdown menu set to "English". Further right is a user profile dropdown menu for "Barbara Cole". This menu is open, showing two options: "Manage your profile" (highlighted with a red border and a mouse cursor) and "Revert impersonation" (highlighted in yellow). A help icon (?) is visible in the top right corner. Below the header, a welcome message reads "Welcome Barbara Cole". The main content area features five activity cards: "Recycling Activity", "Converting Activity", "Manage submitted data", "Dashboards", and "Manage plant". Each card has a green icon and a title. The background is light blue with large, faint circular arrows.

Managing your profile

RecTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English ▾ Barbara Cole ▾ ?

Username: Barbara Cole

Email address: demo@recotrace.com

[✎ Click to change password](#)

Save →

Company | Plants | Users

Name (*): B Processing

Country (*): Belgium ▾

Activity (*): Recycling and Converting ▾

Address (*): High Street 5

Vat number (*): 0402206045

CEO name (i):

CEO email (i):

Company Website:

You can change your company information, add or edit plant(s) and users.

Managing your profile – sector associations

RecTrace™
RECORDING & TRACING POLYMER CIRCULARITY

English ▾ Barbara Cole ▾ ?

Activity (*) Recycling and Converting ▾

Address (*) High Street 5

Vat number (*) 0402206045

CEO name (i)

CEO email (i)

Company Website

Company name and website can appear on the PolyREC and Recovinyl websites

If you are a member of the following sector associations, please select (i)

Select... ▾

All data can be shared with the selected sector association(s)

[← Back](#) [Update →](#)

If your company is a member of a sector association and you would like to grant them access to see your data, select the relevant sector association and check the box below.

Managing your profile – adding users and assigning plants

Profile demo@recotrace.com

Username: Barbara Cole

Email address: demo@recotrace.com

Click to change password

Save →

Company Plants **Users**

Users

Add user +

Email	Name	Plant(s)	Company(ies) address(es)	Actions
demo@recotrace.com	Barbara Cole	all plants	all plants	Attach/Unattach plant(s)

← Back

It is possible to limit access of different users within your company to certain plants. To do that, select 'Attach/Unattach plant(s)'. By default, any new user gets access to all plants.

In case of questions, comment or feedback

Please contact: info@polyrec.eu