

# Seattle Public Utilities Recycler Reporting App

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## Recycler Report App URL

[HTTP://web8.seattle.gov/CE\\_RecycleReportClient/](http://web8.seattle.gov/CE_RecycleReportClient/)

## Register

Open the [Recycler Report App](#) and open the registration form by clicking [click here to register](#). New users must register.

The screenshot shows the Seattle Public Utilities website header with the city logo and name. Below the header, the page title is "Seattle Annual Recycling and Reuse Online Report Form for 2025". A green recycling symbol is to the left of the title. Below the title, a paragraph states: "This website is intended for recycling processors, collectors, and haulers operating in Seattle, WA to submit the required 2025 Seattle Annual Recycling and Reuse Report online in order to obtain a 2026 Recycler License (SMC 6.250.020)." Below this, a bold instruction reads: "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](#)." Underneath is a search box with the label "Search for Your Company" and a dropdown menu showing "Choose an option...". At the bottom, a link says "If you have any questions or have problems accessing your account [Contact Us](#)."

Enter company name and contact information. Required information is 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 email address entered.

## Recycle Report Registration Form

### Business/Company Information

[Frequently Asked Questions](#)

\*Company Name

SPU Recyc

FAS-ID (if applicable)

\*Contact's Name

Although the company name and contact information are only required when registering, they should be verified and edited, if required, annually.

### Business Role (select one or both)

Are you a Collector? [\(Collector Definition\)](#)

☐

Are you a Processor? [\(Processor Definition\)](#)

☐

[Confidentiality Notice](#)

Register

Check whether you are a **Collector** and/or **Processor**. Click the **Register** button to complete registration. Once registration is complete, you can log in.

## Log In

If you have never used the Recycler Reporting App, please **Register**.


For registered users, log in using your Company Name or 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.

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**

Find Company by Name

**Enter Company Name**

 Find by Company Name

If you have any questions or have problems accessing your account [✉ Contact Us](#).

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 “recycl”, rather than the full business name. If you have not registered for your business, go to the **Register** 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** box. If your contact information has changed, please contact us at [SPU\\_recyclerlicense@seattle.gov](mailto:SPU_recyclerlicense@seattle.gov) to update the email address on file before logging in.

## Verification Email

We sent a verification code to the email on record beginning with "arye.....", please check the email and enter the verification code below.

**Enter Verification Code**

Type Verification Code Here

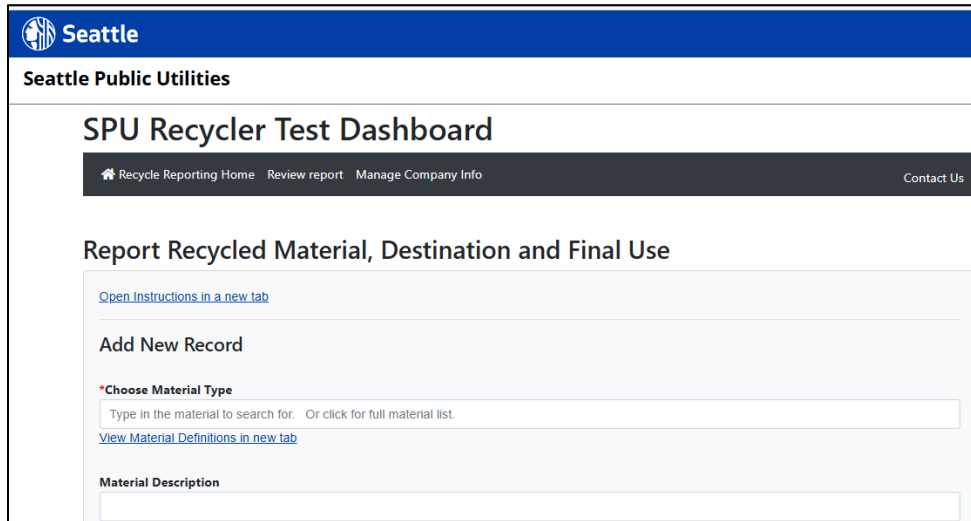
Submit

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.

If you cannot access the email address on file, email [SPU\\_recyclerlicense@seattle.gov](mailto:SPU_recyclerlicense@seattle.gov).

## Reporting in Dashboard

The screenshot shows the 'SPU Recycler Test Dashboard' for Seattle Public Utilities. At the top is a blue header with the Seattle logo and 'Seattle Public Utilities'. Below this is a dark navigation bar with links: 'Recycle Reporting Home', 'Review report', 'Manage Company Info', and 'Contact Us'. The main title is 'SPU Recycler Test Dashboard'. The primary heading is 'Report Recycled Material, Destination and Final Use'. Below this heading is a light blue box containing a link 'Open Instructions in a new tab'. The section 'Add New Record' features a red asterisk and the text '\*Choose Material Type'. It includes a search input field with the placeholder 'Type in the material to search for. Or click for full material list.' and a link 'View Material Definitions in new tab'. At the bottom of this section is a 'Material Description' label and an empty text input field.

Once logged in, the report dashboard will open.

Hyperlinks to instructions, material definitions, and unit conversion table are embedded in the report dashboard.

Fill out the dashboard once for each unique combination of “Material Type”, “Final Use”, and “Destination”. For example, 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

[Open Instructions in a new tab](#)

### 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: pulp, burned for energy recovery, etc. Note that painted and treated wood is listed separately.

Mattresses: Box springs, wood or steel frame material and fabric from mattresses.

Painted and/or treated wood waste: Dimensional wood waste that is painted, treated, or unusable.

**\*Tons**

[Convert Pounds to Tons](#) [Open Volume/Count to Pounds in a new tab](#)

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

**\*Final Use**

Choose...

[Open Final Use Definitions in a new tab](#)

**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 comingled mix must be recorded separately.

Next, record the tons of the material type. Use the hyperlinked [Convert Pounds to Tons](#) to convert pounds into tons. Click [Use this Amount](#) to enter this amount into the report form.

Convert Pounds to Tons

×

Calculate Pounds to Tons

Enter Pounds

465

Equivalent in Tons

0.23

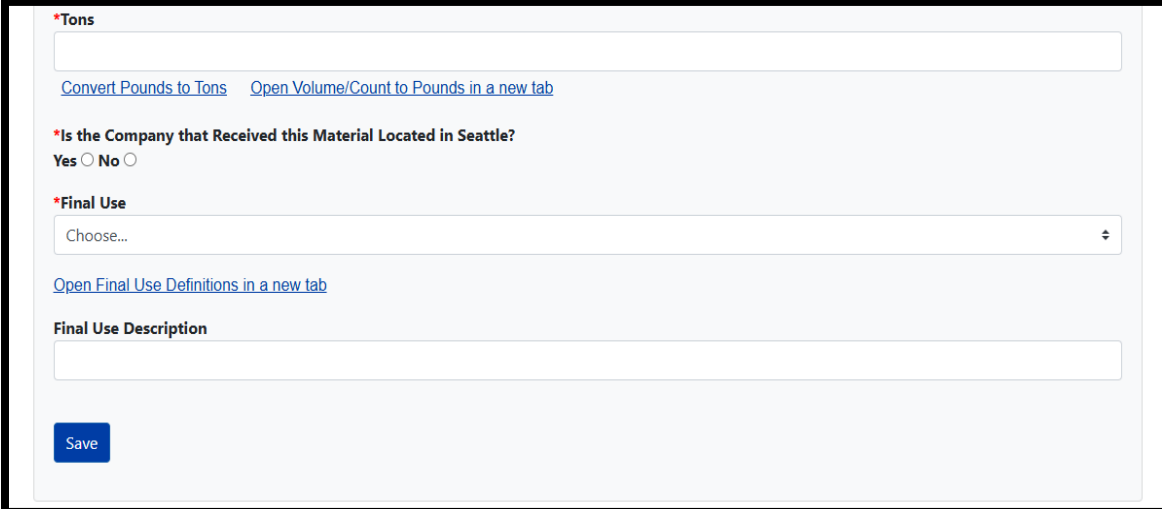
[Use this Amount](#)

Close

If converting to tons from units or volumes, open the hyperlinked [Open Volume/Count to Pounds in a new tab](#). You will need to enter the converted number into the report form.

Next, report where the material was sent. Click “Yes” or “No” on whether the company that received the material is in Seattle or not. Then start typing a keyword to get a short list of companies that match

the keyword. If the company receiving the materials is in the list, select the name from the dropdown menu. If the company is not in the list, select “*Other- Not in List. Please enter name of Receiving Company below*”. A receiving company must be entered.

A screenshot of a web form with a light blue background and a black border. The form contains several sections: a text input field labeled '\*Tons' with a red asterisk; two blue links below it, 'Convert Pounds to Tons' and 'Open Volume/Count to Pounds in a new tab'; a question '\*Is the Company that Received this Material Located in Seattle?' with 'Yes' and 'No' radio buttons; another section labeled '\*Final Use' with a red asterisk and a dropdown menu showing 'Choose...'; a blue link 'Open Final Use Definitions in a new tab'; a text input field labeled 'Final Use Description'; and a blue 'Save' button at the bottom left.

If your company did not send the material to another company, then enter your company name as the receiving company.

Finally, select the **Final Use** of the material and enter a **Final Use Description** if appropriate. When this record is complete, click the blue **Save** button.

Repeat these steps for each material type/receiving company/final use combination.

## Submitting the Report

Once all material types have been saved for each receiving company, click the green **Submit** button.

Note that you can edit report items until March 31<sup>st</sup> by clicking Edit next to the saved report item at the end of the report form.

## Obtaining Reports

Submit your report

Submit

Successfully Submitted 2025 Reporting (for calendar year 2024)

Save and Log Out | Add Another Record/Material

Material Type:	Tons Reported:	Receiving Company:	Final Use:	Actions:
Aluminum cans	200	Yap Enterprises	Recycle	<a href="#">Edit</a> <a href="#">Delete</a>
Aluminum cans	10	Binford Metals, LLC.	Recycle	<a href="#">Edit</a> <a href="#">Delete</a>

[Email me my report](#)

The saved records are displayed at the bottom of the dashboard. Click [Email me my report](#) to receive the report at 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 you are finished, click [Save and Log Out](#).