TurnerTalk Online Waste Tracking System
User's Guide for Reviewers and Haulers

Version **3.0** Date: **May 15, 2009**
Turner Construction Company

Turner ≡ Green Buildings

Turner ≡ Talk

Philosophy

"Our goal at Turner is for every project to be a green project."
--Peter Davoren, CEO, Turner Construction Company

Construction and Demolition (C&D) waste accounts for 40% of annual solid waste globally. Turner is leading the construction industry to be more responsible by reporting all waste on every project, then by diverting as much waste as possible from landfills. Our goal is to report waste on every Turner project and recycle a minimum of 50% over all.

Overview

The Online Waste Tracking application in TurnerTalk integrates waste reporting into every project and provides an easy interface between project staff and subcontractors. The system is simple. Turner employees activate new projects and subcontractors sign up for TurnerTalk accounts. Subcontractors fill out waste tickets for every waste container that leaves the job site. These tickets are then submitted to Turner staff for review. Tickets that have accurate data are approved and submitted into our company wide database. Tickets with mistakes and/or questionable data are rejected and sent back to the subcontractor's TurnerTalk account for correction and resubmission.

The following is a step by step user's guide for the Online Waste Tracking application. Subcontractors responsible for submitting waste data should pay particular attention to pages 4-6 and pages 13-23.

Set-Up Checklist

Operations Manager, please fill in all blanks on this page. This Checklist illustrates the process of setting up OWT user accounts and should be used by each business unit to identify the parties responsible for the required actions.

Action (underline indicates new task)	Fill in Responsible Party	Notes
☐ Set up project in TurnerTalk (if not set up already) and ensure project status is set to "Construction" in Portfolio Manager – General tab	_____ _____ (Territory Super User or Portfolio Admin)	
☐ Populate project start and completion dates in the Portfolio Manager – General tab.	_____ _____ (Territory Super User or Project Engineer)	
☐ Identify project Reviewer and direct them to download *OWT User's Guides* from TKN Green Buildings Portal.	_____ _____ (Project Manager)	The Reviewer should be a Turner jobsite staff person familiar with waste removal process.
☐ Ensure that hauler's company information, email and subcontract are set up in TurnerTalk when hauler is awarded contract	_____ _____ (Purchasing Admin)	Hauler's reporting person should be identified in **Company Setup** when contract is awarded. Requirement to report must be included in **3A pages.**
☐ Fill in the blanks on pg. 4 of *User's Guide for Haulers* and send it to Hauler.	_____ _____ (Project Reviewer)	To download, go to TKN> Sites> Green Buildings> Green Documents> Construction Waste Management
☐ In Advanced Company Setup, check box labeled "Will this company haul C & D waste?" to indicate that hauler will use Online Waste Tracking	_____ _____ (Purchasing Admin)	This is a very important step. Do this when contract is awarded.
☐ If Reviewer has **no** TurnerTalk account, complete Become a Member process on TurnerTalk. If Reviewer **has** TurnerTalk account, email TurnerTalkMCA@tcco.com to request Collab. and OWT access.	_____ _____ (Project Reviewer)	Request Online Waste Tracking and Collaboration account access.
☐ Grant account access to user when TurnerTalkMCA sends notification of new user.	_____ _____ (Super User or Portfolio Admin)	
☐ Set up security permissions for the user in Security Manager.	_____ _____ (Super User or Portfolio Admin)	In Advanced Company Setup, set user group to Jobsite Support (or copy Jobsite Support settings for a new Online Waste Tracking group)
☐ Train hauler to use Online Waste Tracking system	_____ _____ (OWT Super User / Project Reviewer)	

Getting Access to Online Waste Tracking

The following section outlines how Turner Reviewers and Haulers gain access to the Online Waste Tracking system within TurnerTalk. Note: the TurnerTalk environment is only compatible with Internet Explorer. It may not function correctly with other browsers.

For Existing Accounts

Send an email to **turnertalkmca@tcco.com** requesting access to the Online Waste Tracking system. If user is a Turner employee, request access to the Reviewer screen to be able to review data. If user is a hauler, access will be granted to the Hauler screen only.

For New Accounts

The user (Turner User or Hauler) should:
1. Go to **www.turnertalk.com** and click on the **Become a Member** button on the left hand side of the screen.

2. On the first screen, if user is a Turner employee, select **Turner** as the User Type; if user is a hauler, select **Other** as the User Type.

3. On the second screen (User Information), fill out all required information. *It is critical to pick the primary Turner office the user is working with in order for the account setup notifications to reach the appropriate parties.* Haulers that service multiple Turner offices should email the Turner Purchasing Agent at the other office(s) to ask to be listed as a contact in the **Advanced Company Setup** module, and to be given access to the appropriate projects for that office.

4. On the third screen (Applications), select the **Collaboration** and **Online Waste Tracking** applications. Other applications are unnecessary for entering or reviewing waste management information. TurnerTalk will assess a monthly fee of $50 per user account.

5. On the fourth screen, (End User License Agreement), accept the terms.

The user has now completed the registration process. The user's account will be processed and approved by the appropriate parties. Once the approval process is complete, the user will receive an **email notification with his or her login information**. This may take two to three days.

The following information is only relevant for Turner Reviewers and Super Users, Haulers can skip ahead to page 13.

Confirming Project Setup in Prolog (Super User / Portfolio Admin)

Set up project in TurnerTalk (if not set up already) and ensure project status is set to "Construction" in Portfolio Manager – General tab.

Please be sure that the Building Type and Square Footage of the project are filled out appropriately.
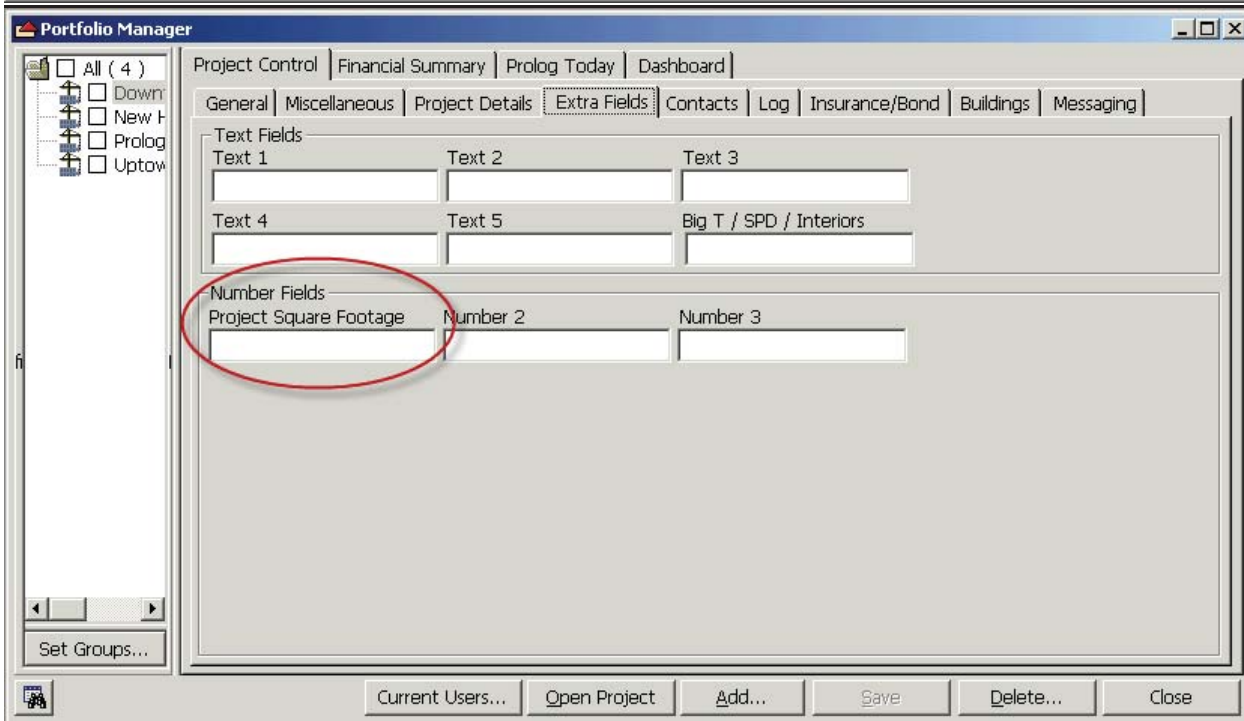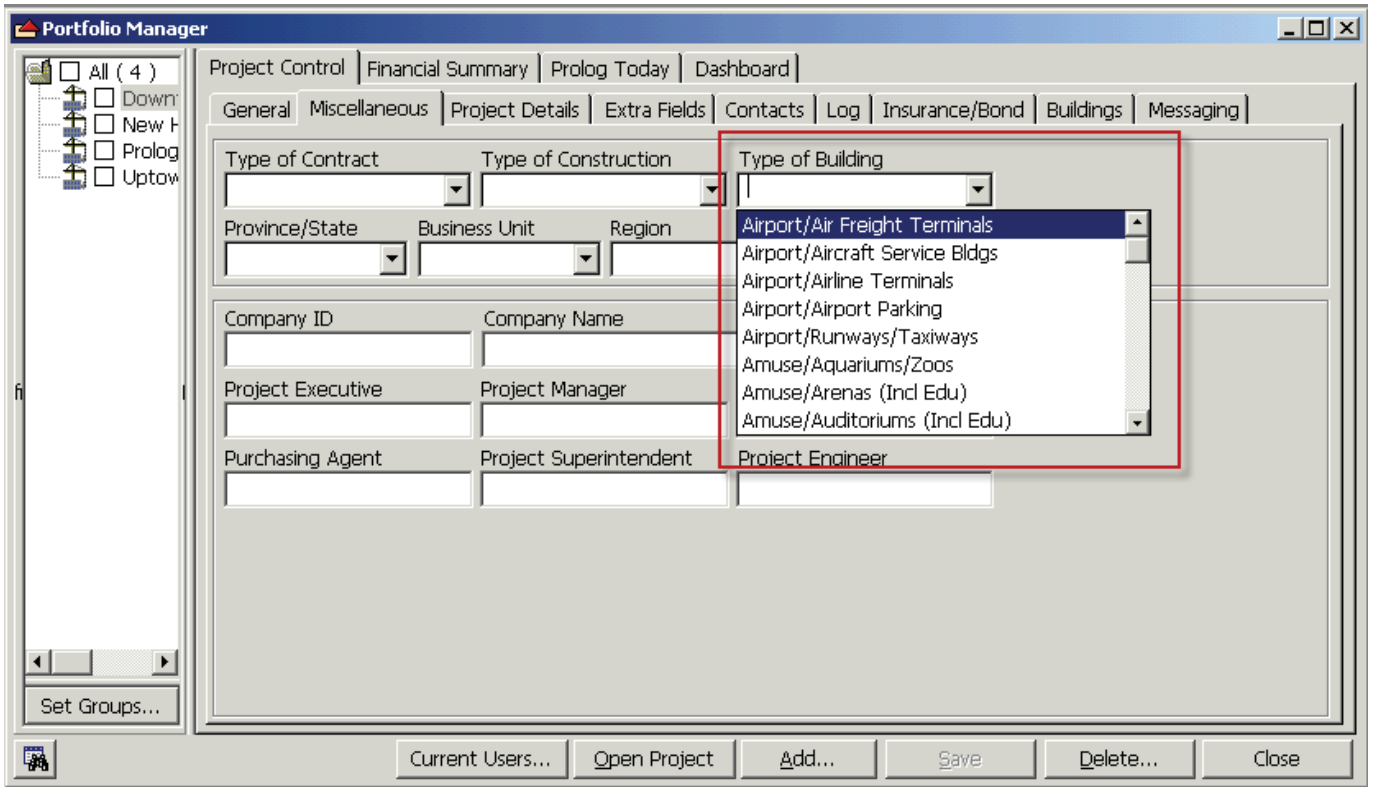
Setting up Haulers in Prolog (Super User / Portfolio Admin)

The Super User or Portfolio Administrator should:

1. Setup the user within Prolog when email notification arrives from the system saying a new hauler has been setup in the TurnerTalk portal.
   a. Double check that the user is listed as a contact in the **Advanced Company Setup** form. If the user is not listed, add them as a contact. If the company is not listed, work with the appropriate Purchasing and/or jobsite personnel to add the company to **Advanced Company Setup.**

b. On the **Advanced Company Setup**|**Current Financials** tab (3.0 template) or **Advanced Company Setup**|**Vital Statistics** tab (4.0 template) of the Hauler's company, check the box marked **"Will this company haul C&D waste?"**
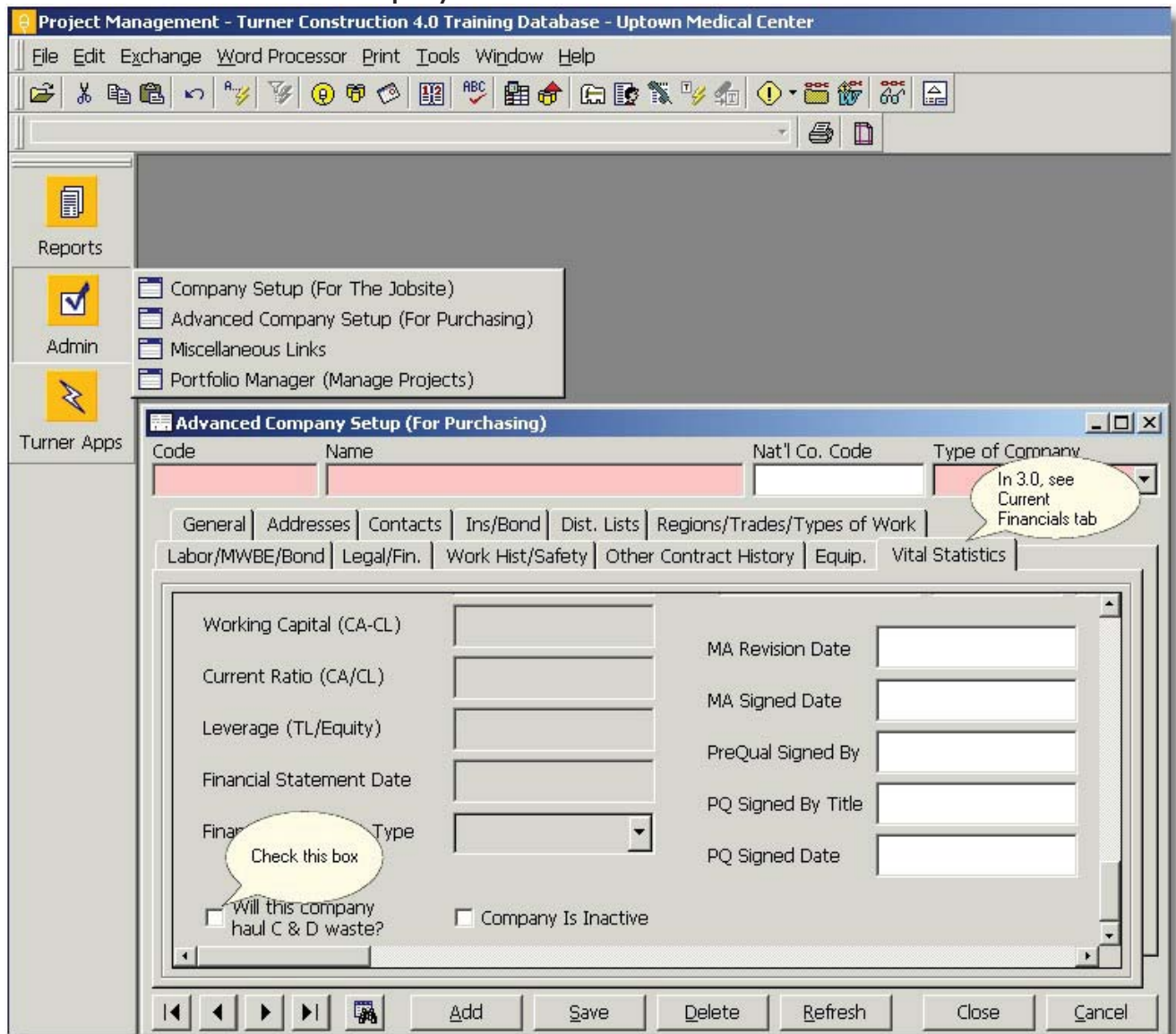
2. In Prolog **Security Manager**, the Super User / Portfolio Admin sets up the Hauler with a **Collaboration** login type and uses the **TCCo-Website Subcontractor** security group to restrict them from all Feature, Record Set or Data Group permissions. A hauler account does not need access to any of the project data within Prolog Manager or Collaboration. A Turner Reviewer account should be set up with whatever security permissions the Super User / Portfolio Admin deems appropriate, given the Reviewer's other job responsibilities.
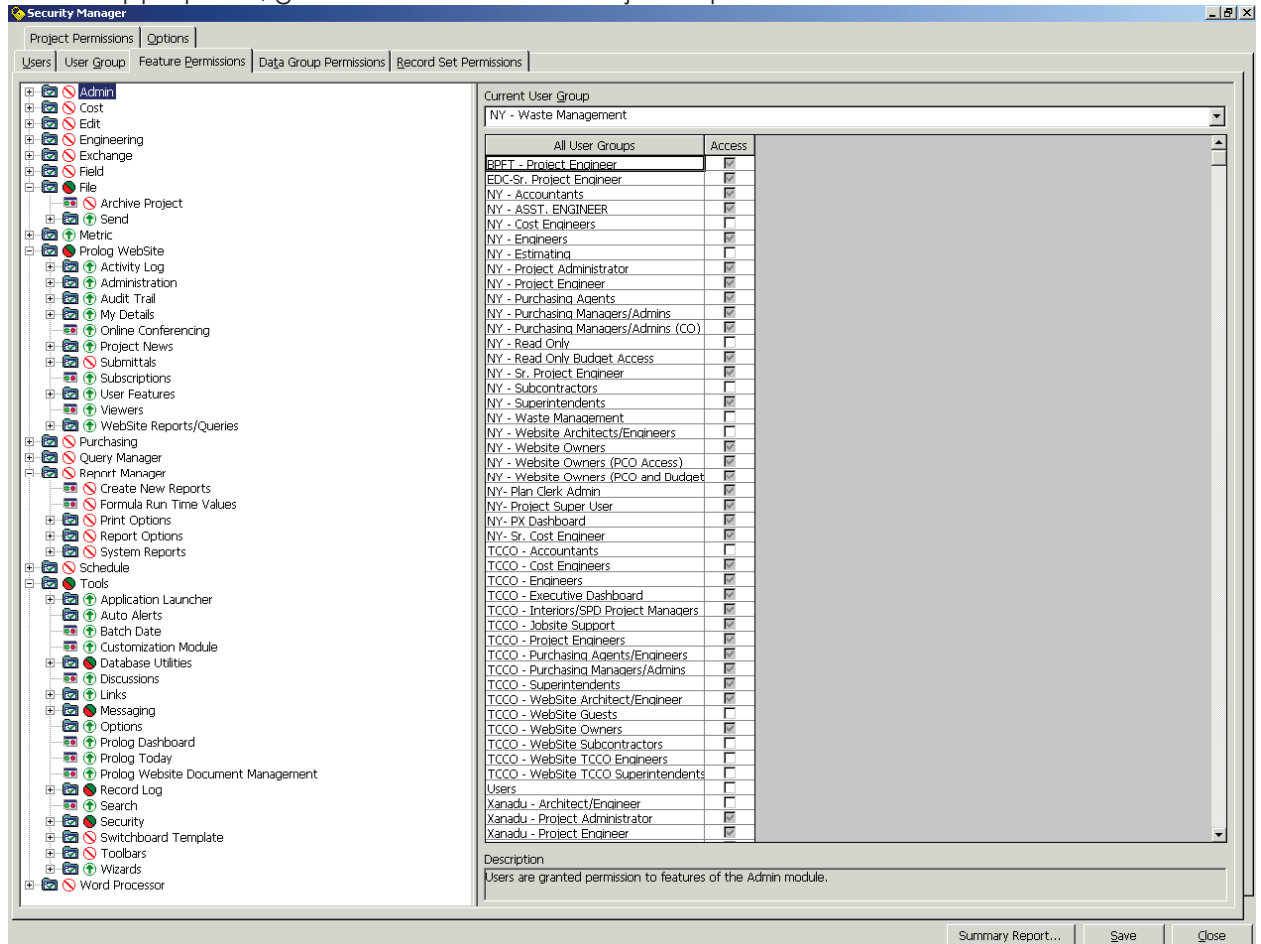
3. In **Security Manager,** select the hauler's username and then check the boxes on the right to give them access to the appropriate project(s).

Security Manager

Project Permissions | Options

Users | User Group | Feature Permissions | Data Group Permissions | Record Set Permissions

User List

User	Display Name	First Name	Last Name	Company	Default Group
Evadne	Evadne	Evadne	Bryce	Ecker Window	NY - Subcontractors
Janet	Janet Noone	Janet	Noone	Ecker Window	NY - Subcontractors
Julieann	Julieann	Julieann	Fogelman	Roadway	NY - Subcontractors
Mark Green	Mark Green	Mark	Green	Felix	NY - Subcontractors
Derek	Derek	Derek	Chanler-Bera	Turner	NY - Superintendents
Dexter	Dexter	Dexter	Hendricks	Turner	NY - Superintendents
Frank	Frank	Frank	McGowan	Turner	NY - Superintendents
Joe Paradiso	Joe Paradiso	Joe	Paradiso	Turner	NY - Superintendents
John	John	John	Brzozowski	Turner	NY - Superintendents
Justin Bosi	Justin Bosi	Justin	Bosi	Turner	NY - Superintendents
Kevin	Kevin	Kevin	Novobilski	Turner	NY - Superintendents
Lawrence	Lawrence	Lawrence	Mohns	Turner	NY - Superintendents
Marc	Marc	Marc	Orlandino	Turner	NY - Superintendents
Mike Nolan	Mike Nolan	Mike	Nolan	Turner	NY - Superintendents
Ralph Dillon	Ralph Dillon	Ralph	Dillon	Turner	NY - Superintendents
Robert	Robert	Robert	Vilsack	Turner	NY - Superintendents
Rocco Nigro	Rocco Nigro	Rocco	Nigro	Turner	NY - Superintendents
Scott	Scott Wilson	Scott	Wilson	Turner	NY - Superintendents
Tony Rapillo	Tony Rapillo	Tony	Rapillo	Turner	NY - Superintendents
Chris	Chris Cardella	Chris	Cardella	Cardella	NY - Waste Management
Mark Trojan	Mark Trojan	Mark	Trojan	Nacirema	NY - Waste Management
Mike Herro	Mike Herro	Mike	Herro	Turner	NY - Waste Management
- Building 2	Building 2	Building 2		Gehry Partners	NY - Website
-, Building 1	Building 1	Building 1		Gehry Partners	NY - Website
-,Arena	Arena	Arena		Gehry Partners	NY - Website
Adrian	Adrian	Adrian	Tuluca	Steven Winter	NY - Website
Adriana	Adriana	Adriana	Sangeorzan	ARUP	NY - Website
Aine Brazil	Aine Brazil	Aine	Brazil	Thornton	NY - Website
AJ LaBelle	A.J. LaBelle	A.J.	LaBelle	Israel Berger &	NY - Website
Akshay	Akshay Shah	Akshay	Shah	ARUP	NY - Website
Alan	Alan Poeppel	Alan	Poeppel	Langan	NY - Website
Albert Zirino	Albert Zirino	Albert	Zirino	Flack + Kurtz	NY - Website
Alejandro	Alejandro	Alejandro	Zulas	Corgan	NY - Website
Alex	Alex Alijewicz	Alex	Alijewicz	Cosentini	NY - Website
Alexander	Alex Richter	Alex	Richter	Adamson	NY - Website
Anderson	Anderson	Anderson	Persad	Charles Rizzo &	NY - Website
Andrew	Andrew	Andrew	Borglum	Lovett	NY - Website
Andrew	Andrew	Andrew	Cleary	Kohn	NY - Website
Andy	Andrew	Andrew	Zumwalt-Ha	Steven Winter	NY - Website
Ann Daniel	Ann Daniel	Ann	Daniel	Adamson	NY - Website
Anthony	Anthony	Anthony	Lafazia	The Phillips	NY - Website
Anton	Anton Wong	Anton	Wong	Gensler	NY - Website
Asif Syed	Asif Syed	Asif	Syed	Flack + Kurtz	NY - Website
Audrey	Audrey	Audrey	Lauriola	Cosentini	NY - Website
Brad	Bradley	Bradley	Williams	Edwards &	NY - Website
Brian	Brian	Brian	McIntyre	George	NY - Website
Charles	Charles	Charles	Hyden	Flack + Kurtz	NY - Website

Name: Chris Cardella
Password: ************ [Add User]
Expires on: 1/1/2010
Login Type: Collaboration (Prok [Delete User]

User Project Permission

Company	Project	Project Number	User Group	Access
Turner Construction Com	Montefiore-Moses Campus	10485M	NY - Waste Managem	☑
Turner Construction Com	Rockefeller University - Ga	7613E	NY - Waste Managem	☑
Turner Construction Com	Memorial Sloan Kettering	1233800	NY - Waste Managem	☑
Turner Construction Com	Haworth NYC Showroom	1368200	NY - Waste Managem	☑
Turner Construction Com	John Jay College	10090M	NY - Waste Managem	☑
Turner Construction Com	East River Science Park	1232400	NY - Waste Managem	☑
Turner Construction Com	Citigroup LIC II	11848	NY - Waste Managem	☑
Turner Construction Com	Memorial Sloan-Kettering	8133A-B	NY - Waste Managem	☑
Turner Construction Com	Montefiore-Weiler Campu	10485W	NY - Waste Managem	☑
Turner Construction Com	New York Cruise Termina	10753B0	NY - Waste Managem	☑
Turner Construction Com	SOLO	INT-32	NY - Waste Managem	☑
Turner Construction Com	Battery Park City - Site 3	1216500	NY - Waste Managem	☑
Turner Construction Com	Avalon on the Sound II	12253MO	NY - Waste Managem	☑
Turner Construction Com	NYU Smilow Research Bui	8771	NY - Waste Managem	☑
Turner Construction Com	Rockefeller University - Cr	13554P1	NY - Waste Managem	☑
Turner Construction Com	New York Cruise Termina	10753B0B	NY - Waste Managem	☑
Turner Construction Com	375 Hudson St - 7th Floo	INT-96	NY - Waste Managem	☐
Turner Construction Com	Winthrop Hospital - North	8366	NY - Waste Managem	☐
Turner Construction Com	45 Rockefeller Plaza - 8th	INT-113	NY - Waste Managem	☐
Turner Construction Com	50 Rockefeller Plaza Dem	1080600	NY - Waste Managem	☐
Turner Construction Com	7 World Trade Center Su	1330101	NY - Waste Managem	☐
Turner Construction Com	90 Church - 6th Flr	INT-111	NY - Waste Managem	☐
Turner Construction Com	90 Church 3rd Floor Dem	INT-79	NY - Waste Managem	☐
Turner Construction Com	90 CLP-4th Floor Put Bac	10038A0	NY - Waste Managem	☐
Turner Construction Com	90 CLP-Put Back Work	1003800	NY - Waste Managem	☐
Turner Construction Com	WaMu Capital Corp Tradir	9434	NY - Waste Managem	☐
Turner Construction Com	Abatement Work at 245	1003700	NY - Waste Managem	☐
Turner Construction Com	ABC Digital Media Center	INT-43	NY - Waste Managem	☐
Turner Construction Com	ADIDAS	INT-72	NY - Waste Managem	☐
Turner Construction Com	Aeropostale	9577	NY - Waste Managem	☐
Turner Construction Com	Aeropostale LI-Roosevelt	9969A0	NY - Waste Managem	☐
Turner Construction Com	USTA Indoor Tennis Facili	13724	NY - Waste Managem	☐
Turner Construction Com	Alianza Dominicana - The	INT-119	NY - Waste Managem	☐
Turner Construction Com	AmeriChoice	1052900	NY - Waste Managem	☐
Turner Construction Com	AMEX - 5th Floor	1111503	NY - Waste Managem	☐
Turner Construction Com	AMEX - 6th Floor & 7th Fl	1111501	NY - Waste Managem	☐
Turner Construction Com	AMEX - 7th Floor Briefing	1111502	NY - Waste Managem	☐

[Summary Report...] [Save] [Close]

Tab by Tab Definitions

TurnerTalk Main Page – Logging In as a Hauler

In this box	Do this
Portal Login	Enter your email address.
Password	Enter your password.
Log In	Click this button.

TurnerTalk Portal Home Page – Access Application

In this box	Do this
Other Applications (upper right)	Click the green Online Waste Tracking icon.

Project Selection

In this box	Do this
Enter Hauler Information	Click this beside the project for which you want to enter waste ticket data.

Entering Waste Tickets

In this box / column	Do this
Container/Ticket Number	Enter the container or ticket number.
Haul Date	Enter the date this container was removed from the job.
Unit Of Measure	Select the unit (tons or cubic yards) used to measure this container.

In this box / column	Do this
Comments	Enter a description of the material input as **Other** (recycled) and/or **Non-Recycled** material.
Quantity: Concrete, Metal, Wood, Paper, Gypsum, Other	Enter the quantity of each material that was **recycled**. "Recycled" in this case means recycled, reused, salvaged, donated, or sold to another user. Excavation soil and hazardous waste should NOT be tracked with OWT.
Quantity: Non-Recycled Material	Enter the quantity of material that was sent to a landfill.
Final Destination	If material was sent to a destination that you have used before select the name from the dropdown list. This should not be the name of a Transfer facility but rather the destination where the material was recycled for future use. If the final destination is not in the drop down list, select **New Destination** and type in the new destination name.
Save	Click the save box before going to another screen **or your data will be lost**. Once you save a ticket, a new blank ticket opens for you to fill in.
View Monthly Summary	Click View Monthly Summary to view all saved tickets for a selected month
Clear	Click this to clear the current ticket.

Submitting Waste Tickets

In this box	Do this
CWM Contractor	The contractor's name will appear in this box
Monthly View	Select the for which you are submitting tickets
Ticket Summary	This grid displays information for each ticket submitted for the selected month and indicates the status of each tickets, i.e. Submitted, Not Submitted, etc.
Sort by (Enter Date / Container # / Haul Date / Approval)	Optional: select sorting method of your choice.
Monthly Summary	This grid displays a summary of all tickets saved for the selected month.

In this box	Do this
Prepared By Date	Select today's date.
Prepared By Name	Enter your name.
Prepared By Title	Enter your title.
Submit selected ticket(s) to Turner	After checking to make sure data is correct, click this button to submit tickets to Turner. Once you do, ticket status changes to **Submitted**.
Export Data	To extract data for further review, click this button to export data. A window will appear (See screen shot below.) Select the year and month and then click **View Report**. The spreadsheet can be viewed and printed from within the browser or exported by selecting the appropriate format and clicking **Export**.
Enter New Ticket	Click this button to open a blank ticket.

The submittal process is now complete. You may return to complete the same process on new tickets, or to review ticket approvals and rejections made by the Turner reviewer to tickets you submitted.

If the reviewer rejects submitted tickets the hauler will receive an email notification of the rejection. If you receive such an email, log back in to fix and resubmit the tickets.

If an error is discovered after a ticket has been approved by a Turner Reviewer, the ticket will be reversed. When this happens, the hauling company will receive an email notification of a re-opened ticket and the ticket's status will change from Approved to Re-Opened in the Hauler Monthly Summary page. When a ticket is reverse, 'R2' will be added to the end of the container number to identify it as a reversed ticket. See below for instructions on dealing with rejected and reversed tickets.

Fixing a Rejected/Reversed Ticket

In this box	Do this
Monthly View	Select the month that the container was removed from the job site
Reviewer Comments	For Rejected or Reopened tickets, read the reviewer's comments
Container/Ticket #	Click the ticket number to modify a rejected, reversed, or un-submitted ticket. The ticket details screen will open.

Ticket Details

In this box	Do this
Ticket Details	Make the necessary corrections to the ticket in the appropriate field(s).
Save	Click Save to update and save changes to the ticket.
View Monthly Summary	Click to view ticket and submit changes. (Resubmit ticket as before by filling out the Prepared By box and clicking Submit Selected Tickets to Turner)

When a hauler submits new tickets, the Turner project contact(s) will receive an email notification.
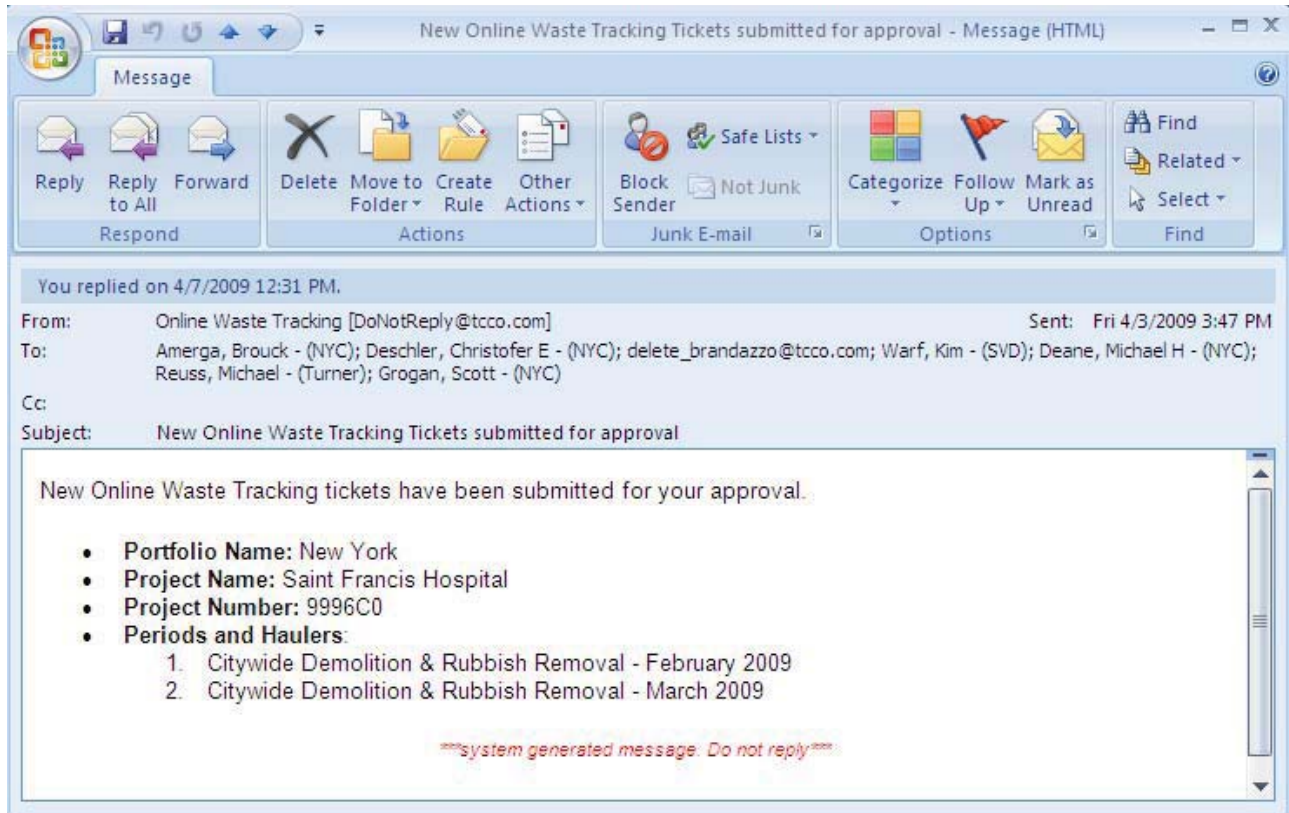
This concludes the Hauler's section of the user's guide. The following features are only applicable to users within Turner.

TurnerTalk Main Page – Logging in as a Reviewer

When a Reviewer for the project receives a notification email, go to www.TurnerTalk.com and log in.

In this box	Do this
Portal Login	Enter your email address.
Password	Enter your password.
Log In	Click the button

In this box	Do this
Other Applications (upper right)	Click the green Online Waste Tracking icon.

Project Selection

In this box	Do this
Enter Hauler Information	Click Enter Hauler Information to modify hauler tickets yourself.
Review Hauler Information	Click this if you want to review the hauler's submitted tickets. Note: Haulers will only see the Enter Hauler Information box.

Reviewing Hauler Data

In this box	Do this
CWM Contractor	Select CWM contractor from the drop down list.
Monthly View	Select the month for which you want to see tickets. The monthly data will appear.

Turner:: Online Waste Tracking - Windows Internet Explorer

http://owt.turnertalk.com/reviewData.aspx

Live Search

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Hello Scott, today's date is Thursday, April 09, 2009

Online Waste Tracking > Review Data   Show Projects | Hauler Entry | Hauler Monthly Summary | Review Data | Reports | Log Out

Period & Hauler

CWM Contractor Citywide Demolition & Rubbish Removal

Monthly View April 2009

Project Information

Project Title: Saint Francis Hospital
Project Address: 100 Port Washington Blvd. Roslyn, NY 11576
Project Number: 9996C0
Gross Sq. Ft: 0
Building Type: Healthcare/Hospitals

Monthly Data

Approved Rejected Resubmitted Reversed Submitted Saved

Status	Status	Reviewer Comment	Container Number	Haul Date	Total Tonnage	Concrete Tonnage (Recycled)	Metal Tonnage (Recycled)	Wood Tonnage (Recycled)	Paper Tonnage (Recycled)	Gypsum Tonnage (Recycled)	Other Tonnage (Recycled)	Total Recycled	NonRecycled Tonnage	% Recycled	Hauler Comment	Submitted By	Submitted Title	Submitted Date
○ Approve ○ Reject	Submitted		0002	4/1/2009	4.00	1.00	1.00	0.00	0.00	0.00	0.00	2.00	2.00	50.00		Scott Grogan	Field Engineer	4/9/2009
	Rejected	Too much concrete for once container	0004	4/1/2009	101.00	99.00	1.00	1.00	0.00	0.00	0.00	101.00	0.00	100.00		Scott Grogan	Field Engineer	4/9/2009
	Approved		0003	4/1/2009	7.50	2.50	3.40	0.00	0.00	0.00	0.00	5.90	1.60	78.67		Scott Grogan	Field Engineer	4/9/2009
	Total				112.50							108.90	97.00					

Verified By

Date 04/09/2009

Name

Title

Save Ticket(s)   Approve/Reject ticket(s)   Reverse ticket

In this box	Do this
Approve	If the ticket data is accurate and contains appropriate Hauler comments, check approve. Haulers MUST explain what "Other" material consists of.
Reject	If ticket does not show accurate data or haulers did not make appropriately complete comments explaining Other and Non-Recycled amounts as described above, check Reject. You will be prompted to provide a rejections reason (see page 28.)
Save Ticket(s)	This button saves work without submitting it.
Reviewer Comments	If you check the Reject ticket box, a reviewer's comments box appears. You must type in the reason in order to reject the ticket (see page 28.)
Verified By	Enter your name and title
Approve/Reject Ticket(s)	This button completes the approval or rejection of the tickets as selected above. The application will not allow you to perform this function unless the date, your name, and your title have been entered in the Verified By box.

Reviewer's comments on a rejected ticket:

Your review is complete. You will see approved tickets, as below.

You may return to this screen to review new tickets as they are submitted, or to review any corrections made by the hauler to rejected tickets.

Reversing approved tickets:

If you must reverse a ticket that has been previously submitted and approved go to the review data screen.

In this box	Do this
Reverse ticket	Click the Reverse ticket button at the bottom of the screen. A reverse ticket box will appear.
Ticket/container #	Enter the ticket # of the ticket that you would like to reverse
Comment	Enter the reason for the ticket reversal in the comments box
Reverse	Click the reverse button. This will send the ticket back to the hauler with your comment and will notify the hauler via email that the ticket has been reversed.

When the ticket is resubmitted, 'R2' will be added to the end of the ticket number. This will identify the ticket as reversed. The tickets should be reviewed as a new submission and approved or rejected as appropriate.

Viewing/Exporting Data

Reviewer's accounts will have a "Reports" link in the header of the main. These reports can be used to view company wide or project specific data. The reports can be exported into Excel or viewed in a spreadsheet within the web browser. To view company wide data simply click the "Reports" link in the right had side of the header. To view project specific data you must select a project by clicking "Enter Hauler Information" or "Review Hauler Information" and then click the "Reports" link from within the Hauler Entry or Review Data screens.
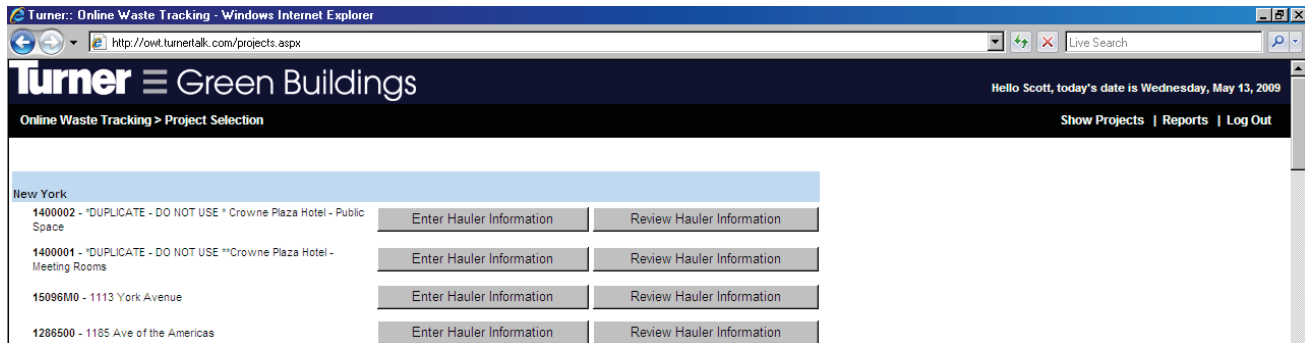

In the header	Do this
Reports	To view and/or export data click on the **Reports** link on the top right of the page. This will bring you to a page where you can select the report you would like to view.
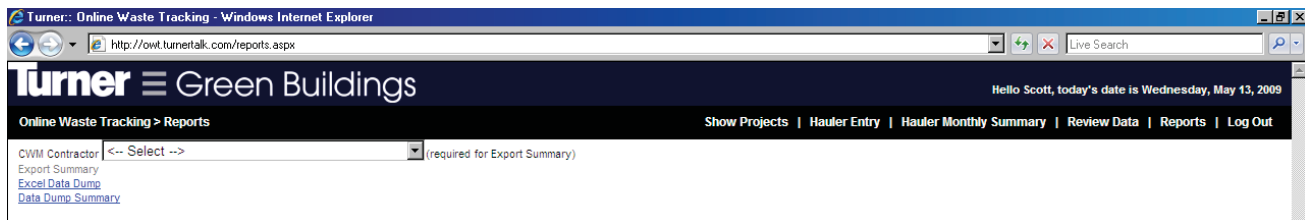
In this box	Do this
CWM Contractor	From the dropdown menu, select the contractor whose summary you would like to see/export. Then select **Export Summary.**
Export Summary	Click this button to see/export project specific reports. You will only see the **Export Summary** link and the **CWM Contractor** dropdown if you have logged into a specific project before selecting the **Reports** link.
Excel Data Dump	Click this button to see/export a spreadsheet of every approved ticket company wide for a given time frame.
Data Dump Summary	Click this button to see/export a spreadsheet that shows the projects reporting in each business unit.

Clicking the Export Summary, Excel Data Dump, or Data Dump Summary links will bring you to the following screen.   From this screen, select the desired timeframe and then click View Report.
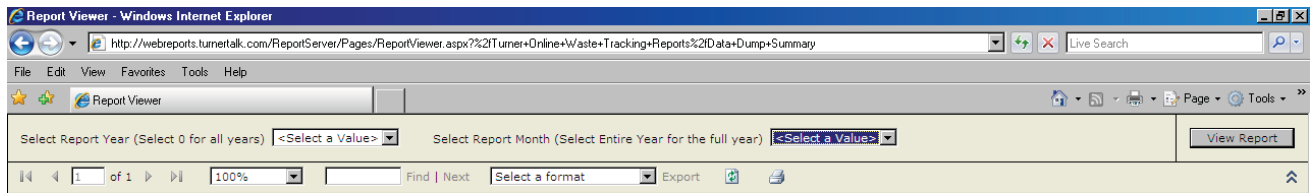
In this box	Do this
Select Report Year	For the Export Summary, the Excel Data Dump, and the Data Dump summary you will need to select the year and month of the report you would like to generate.
View Report	Click **View Report** to generate the report for the date specified
Select a format	If you would like to export the spreadsheet to another format, select the desired format from this dropdown menu

Thank you for using Turner's Online Waste Tracking system!