



STATE OF MISSISSIPPI  
PHIL BRYANT  
GOVERNOR

MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY  
GARY C. RIKARD, EXECUTIVE DIRECTOR

### MEMORANDUM

TO: Owners/Operators of Commercial Rubbish Sites  
FROM: MDEQ Waste Division  
SUBJECT: Annual Report for the Calendar Year 2018  
DATE: January 23, 2019

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An annual report on solid waste disposal activities conducted during Calendar Year 2018 is due to the Mississippi Department of Environmental Quality (MDEQ) from the owners and/or operators of commercial rubbish disposal facilities **no later than February 28, 2019**. This annual report is required pursuant to the Mississippi Code Annotated §17-17-219 and Rule 1.6.E(17) of the Mississippi Nonhazardous Solid Waste Management Regulations. This report is also required under the Statewide General Permits for class I rubbish disposal facilities (SWGP-R1) and for class II rubbish disposal facilities (SWGP-R2).

This year MDEQ is requesting commercial rubbish sites and other solid waste management facilities to submit their annual report via the Re-TRAC Connect (Re-TRAC) platform. MDEQ has partnered with Emerge Knowledge Design, Inc. to develop this electronic reporting system to improve consistency in facility reporting data, provide an easier method for timely submittal of reports, and streamline the annual reporting process for both the agency and regulated community.

Registration can be accomplished using one of the two below methods:

**Method 1: Direct Registration (suggested for users responsible for reporting for a single facility)**

Users can use the following link to join the Mississippi DEQ Solid Waste Facility Reporting Program in Re-TRAC. The link will guide you through the registration process. After you have registered, MDEQ will review the information entered and assign the appropriate reporting forms to you in the system.

<https://connect.re-trac.com/registration/mdeq>

**Method 2: Request Program Access from MDEQ (suggested for users responsible for reporting for multiple facilities)**

To assist MDEQ with setting up a user account with all the associated facilities for a single user, the following information must be submitted via email to Charlie Bock at [cbock@mdeq.ms.gov](mailto:cbock@mdeq.ms.gov):

- Name and email address of the person responsible for submittal of the annual report(s)
- Name and type of each facility for which the user is responsible for reporting
- Permit/authorization number for each facility for which the user is responsible

Upon receipt of this information, MDEQ will create the account, assign the facilities and associated reporting

forms, and provide the user with the login credentials to access the program. **Access to your facility reporting forms may be provided, at the permittee's request, to consultants or other 3<sup>rd</sup> party representatives for the purposes of preparing the information in the report. However, a responsible official or other annual report contact associated with the permittee must also register with the new online reporting system for the purposes of reviewing and signing the draft report prior to electronic submittal.**

Once you have registered and have been assigned the appropriate forms to complete, please provide the information as the electronic form requests for the activities conducted at each rubbish site you owned and/or operated during Calendar Year 2018. The electronic reporting form allows you to stop and save drafts of the report that can be taken up at a later time if necessary. Once you have completed entry of all the information on the reporting form, though, you will have the option to "submit" the report form. The form should be completed and submitted even if the facility was inactive during the calendar year. Once the form has been electronically submitted, MDEQ will verify the report and the submitted form will become "read-only." You will be able to print or save a copy of the completed form for your records at this point. If the form requires editing after MDEQ has verified the report, please contact us and we will work with you to make the necessary changes.

In order to serve the regulated community in transitioning to this new electronic reporting system, MDEQ is planning on hosting several brief help sessions across the state. Three locations have been selected to host these sessions and the addresses of those locations are listed below.

Addresses	Session Date	Session Times
MDEQ North Regional Office 8 County Road 413 Oxford, MS 38655	Tuesday February 5, 2019	10:00am; 10:45am; 11:30am; 12:45pm; 1:30pm; 2:15pm
MDEQ Jackson Office 515 East Amite Street Jackson, MS 39201	Wednesday February 6, 2019	10:00am; 10:45am; 11:30am; 12:45pm; 1:30pm; 2:15pm
MDEQ South Regional Office 1141 Bayview Avenue, Suite 208 Biloxi, MS 39530	Wednesday February 6, 2019	10:00am; 10:45am; 11:30am; 12:45pm; 1:30pm; 2:15pm

The help sessions at each location will include multiple 45-minute sessions which will each hold up to 4 attendees. This format will hopefully provide plenty of one-on-one time with MDEQ in order to adequately address any questions you may have. If you would like to attend one of these help sessions, please contact Charlie Bock at 601-961-5232/ [cbock@mdeq.ms.gov](mailto:cbock@mdeq.ms.gov) or Collin Selman at 601-961-5035/ [cselman@mdeq.ms.gov](mailto:cselman@mdeq.ms.gov) to reserve a spot. Availability is limited to 4 people per session and spots will be reserved on a first come, first served basis. Alternatively you can use this link to reserve your spot online: <https://bit.ly/2Crxdm> .

In addition to these help sessions, MDEQ's Waste Division has produced a guidance document on how to use the new electronic reporting system. This guidance document addresses topics such as navigation, formatting, question types, and more and can be found on the following webpage:

[www.mdeq.ms.gov/solid-waste-reporting](http://www.mdeq.ms.gov/solid-waste-reporting)

If you are unable to complete an electronic reporting form for reporting year 2018, you may request a hard copy form from MDEQ to complete. To request the hard copy form, please contact Charlie Bock at 601-961-5232/[cbock@mdeq.ms.gov](mailto:cbock@mdeq.ms.gov) or Collin Selman at 601-961-5035/[cselman@mdeq.ms.gov](mailto:cselman@mdeq.ms.gov).

As indicated on the form, the annual report should contain the following information as well as any supporting

information and examples on how each quantity and/or capacity was determined:

1. List the amounts of waste disposed by source (in-state vs. out-of-state) in units of tons.
2. List the individual counties from which the wastes originated with a clear indication of those wastes originating from out-of-state communities, if applicable, and the total amount of waste received from each county or state.
3. Indicate how the tonnage of waste disposed at your facility was determined (weight scales, converted each load using MDEQ conversion factors, or other methods).
4. Describe how your facility calculated the tonnage in the absence of a weight scale. For those facilities that do not have access to weight scales, each load of waste received should have been converted from cubic yards to tons at the time of delivery using the MDEQ conversion factors (see table below) or another method of conversion approved by MDEQ prior to use. All facilities using conversion factors should show sample calculations and indicate the conversion factors used to determine tonnage on the form or on an attached sheet. Records of each load received and its conversion from cubic yards to tons are not required to be submitted as a part of the annual report, but must be available for review by MDEQ inspectors.
5. List the total amount of material that was segregated at the facility for recycling, re-use, or other management purposes. These are materials that were *not* disposed on-site in the rubbish site.
6. Indicate the types of materials that were segregated and if known, provide an estimate of the amount of each material segregated in tons. We understand that an operator may not have complete information for these categories, so please report this information to the best of your ability.
7. Indicate the estimated remaining unused permitted disposal capacity at the facility in terms of acreage and cubic yards.
8. Indicate the estimated remaining life of the facility in terms of years and describe how the estimated remaining life of the facility was determined.
9. If the owner or the contract operator of a commercial rubbish disposal facility is a private concern, updated disclosure information should be submitted separately. If all information from the previously submitted disclosure statement or from the previous year's update remains unchanged, a letter or a signed statement indicating such should be included in lieu of an updated disclosure statement.
10. Attach any other information that may be required by the conditions of the facility permit.

**MDEQ SOLID WASTE VOLUME TO WEIGHT  
CONVERSION FACTORS FOR RUBBISH WASTES**

<b><u>TYPE OF RUBBISH WASTE</u></b>	<b><u>TONS/CUBIC YARDS</u></b>
<b>LIGHT LANDSCAPING WASTE</b> (leaves, grass clippings, and prunings)	<b>0.2</b>
<b>LAND CLEARING VEGETATIVE DEBRIS</b> (large limbs, stumps, tree trunks)	<b>0.5</b>
<b>LIGHT CONSTRUCTION &amp; DEMOLITION DEBRIS</b> (mixed glass, metal, drywall, sawdust, etc.)	<b>0.25</b>
<b>HEAVY CONSTRUCTION &amp; DEMOLITION DEBRIS</b> (concrete, asphalt, brick, demolition rubble, etc.)	<b>1.0</b>

**CONVERSION EXAMPLE:**

A truck is estimated to contain 15 cubic yards of light landscaping waste. The estimated weight of this light landscaping waste should be 15 cubic yards x 0.2 tons/cubic yard = 3.00 tons. Note that the tonnage should be shown to the nearest 2 decimals.