



STATE OF MISSISSIPPI  
PHIL BRYANT  
GOVERNOR

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

**MEMORANDUM**

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

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An annual report on the 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 all municipal solid waste landfills and other commercial solid waste landfills **no later than February 28, 2019**. This annual report is required pursuant to Mississippi Code Annotated §17-17-219 and Rule 1.4.B(15) of the Mississippi Nonhazardous Solid Waste Management Regulations.

This year MDEQ is requesting municipal solid waste landfills and other commercial solid waste landfills to electronically submit their annual report via the Re-TRAC Connect (Re-TRAC) software 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 landfill 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.

<b>Addresses</b>	<b>Session Date</b>	<b>Session Times</b>
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/2Crdxdm> .

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).

The annual report for commercial municipal solid waste landfills and other commercial landfills should contain the following information as well as any supporting information and examples on how each quantity and/or capacity was determined. The electronic form will prompt you to either enter the following information or to attach additional documents in the system that contains the appropriate information.

1. List the amounts of waste disposed by type (residential vs. nonresidential) and source (in-state vs. out-of-state) in units of tons. For those facilities that do not have access to weight scales, the amount of waste disposed should be reported in cubic yards and also in tons converted from cubic yards by using an appropriate conversion rate approved by MDEQ.
2. Indicate the year the facility began receiving waste and provide the total waste in place since the facility opened.
3. List the sources of waste by the individual counties of origin with a clear indication of those wastes originating from out-of-state communities. Please note that if your landfill received wastes from a transfer station, the source of that waste should be reported as the originating community and not the location of the transfer station.
4. 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 in the landfill.
5. Indicate the types of materials that were segregated and if known, provide an estimate of the amount of each material segregated in tons.
6. Provide the estimated remaining capacity of the landfill in terms of airspace (cubic yards).
7. Provide an estimate of the remaining life of the landfill in years and indicate how this remaining life was calculated.
8. Attach an updated contour drawing of the landfill depicting areas filled during the reporting year and total cumulative areas filled from the initial date of waste receipt through December 31<sup>st</sup>.
9. Indicate whether the facility has a landfill gas collection system in place.
10. If available, provide the amount of landfill gas collected or generated during the Calendar Year.
11. If the owner *or* contract operator of the landfill is a private concern, an updated disclosure statement should be submitted separately. The updated disclosure information must be provided on the [MDEQ Disclosure Form](#) (available on the solid waste permitting webpage). Only those pages that are modified or added must be submitted. If no changes have been made to the disclosure statement already on file with MDEQ, then checking the appropriate box on the annual reporting form will be accepted in lieu of submitting an updated form. Public agencies such as cities and counties are not required to submit disclosure statements unless a contract operator is employed, in which case an updated disclosure statement on the contract operator is required.
12. Include the following information on financial assurance
  - a. An updated/adjusted closure and post-closure cost estimate;
  - b. An audit of the financial assurance document and the end-of-year value of the financial assurance mechanism; and
  - c. An updated financial assurance document should be provided separately, where necessary.
13. Attach any other information that may be required by the conditions of the facility permit.

Should you have any questions concerning this memo, please contact Collin Selman at (601) 961-5035 or [cselman@mdeq.ms.gov](mailto:cselman@mdeq.ms.gov).