



STATE OF MISSISSIPPI
PHIL BRYANT
GOVERNOR

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

MEMORANDUM

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

An annual report on solid waste disposal activities conducted during Calendar Year 2018 is due to the Mississippi Department of Environmental Quality (Department) by owners and/or operators of non-commercial solid waste landfills **no later than February 28, 2019**. This annual report is required pursuant to Rule 1.4.B(15) of the Mississippi Nonhazardous Solid Waste Management Regulations.

This year MDEQ is requesting non-commercial solid waste landfills 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:

- 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 3rd 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.

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 or Collin Selman at 601-961-5035/ 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

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 or Collin Selman at 601-961-5035/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 type (residential vs non-residential) in units of tons. It is assumed that most non-commercial landfills in the state receive primarily non-residential waste, however state law requires landfills to report the amount of residential wastes disposed, if any. For those facilities that do not have access to weight scales, the amounts of waste received should be recorded in cubic yards and also in tons (converted from cubic yards) by using an appropriate conversion rate. This conversion rate may be established by weighing representative samples of wastes accepted at the facility, by using an approved MDEQ conversion factor, or by another method approved by MDEQ. Facilities that use conversion should attach sample calculations and clearly indicate the conversion factor used.
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. Include any other information listed under the annual reporting requirement conditions of the solid waste management permit for your facility.
4. Indicate the estimated remaining capacity at the landfill in terms of airspace (cubic yards).
5. Indicate the estimated remaining life of the landfill in years and indicate how this remaining life was calculated;
6. Attach a 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 31st;
7. If applicable for your facility, 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, where necessary.

This section is only applicable to those noncommercial facilities whose permit requires financial assurance documentation.

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