



STATE OF MISSISSIPPI
PHIL BRYANT
GOVERNOR

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

MEMORANDUM

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

Please be advised that the Mississippi Code Annotated §17-17-219 states that “*each year the operator of a commercial nonhazardous solid waste management facility managing municipal solid waste shall file with the ... department a statement, verified by oath, showing the total amounts of nonhazardous solid waste managed at the facility during the preceding calendar year.*” This annual report may also be required by the conditions of the approved solid waste management permit for the facility.

Therefore, the Mississippi Department of Environmental Quality (MDEQ) is requesting that the owners and/or operators of solid waste transfer stations submit an annual report on solid waste management activities conducted during the previous calendar year. MDEQ is requesting that the Calendar Year 2018 report for solid waste transfer stations be submitted by **no later than February 28, 2019**.

This year MDEQ is requesting transfer stations 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 transfer station 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/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

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 the quantity was determined:

1. List the total amount of waste managed at the facility by source (in-state vs. out-of-state). For those facilities that do not have access to weight scales, the quantity of waste received should be converted from cubic yards to tons at the time of delivery using appropriate conversion factors shown below for the type of waste processed or another method of conversion approved by MDEQ. 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.
2. List the sources of waste managed by county and state of origin and indicate the total amount of waste received from each county/state in tons.
3. List the solid waste disposal site(s) where waste materials were sent for final disposal or other management and the total tons sent to each site.
4. If applicable, 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 transferred to a solid waste disposal site.
5. 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.
6. If the owner or contract operator of the transfer station 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.

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

MDEQ SOLID WASTE VOLUME TO WEIGHT CONVERSION FACTORS

<u>TYPE OF WASTE*</u>	<u>TONS / CUBIC YARD</u>
UNCOMPACTED GARBAGE (commercial, residential, or industrial)	0.143
COMPACTED GARBAGE (commercial residential or industrial)	0.25
LIGHT LANDSCAPING WASTE (leaves, grass clippings and prunings)	0.2
LAND CLEARING VEGETATIVE DEBRIS (large limbs, stumps, tree trunks)	0.5
LIGHT CONSTRUCTION & DEMOLITION DEBRIS (mixed glass, metal, drywall, sawdust, etc.)	0.25
HEAVY CONSTRUCTION & DEMOLITION DEBRIS (concrete, asphalt, brick, demolition rubble, etc.)	1.0

* Sites that receive loads of single stream materials not adequately described by the conversion factors listed above, may work with MDEQ to develop an appropriate conversion factor for that waste stream. Any alternate conversion factor must be approved by MDEQ prior to use.

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 two decimals.