



STATE OF MISSISSIPPI
PHIL BRYANT
GOVERNOR

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

MEMORANDUM

TO: Owners/Operators of Vegetative Debris and Untreated Wood Waste Composting Facilities
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 (MDEQ) from the owners and/or operators of commercial yard waste and/or rubbish composting facilities **no later than February 28, 2019**. This annual report is required pursuant to the Mississippi Code Annotated §17-17-219, Rule 1.9.B(6) of the Mississippi Nonhazardous Solid Waste Management Regulations, the Statewide General Permit for vegetative debris and untreated wood waste composting facilities (SWG-P-C1), and/or the authorization to operate a pilot composting facility.

This year MDEQ is requesting composting facilities 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 composting facility 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 total amount, in units of tons or cubic yards, of solid waste received at your facility for composting;
2. List the amount, in units of tons or cubic yards, of solid waste originating in-state and out-of-state sources being reported separately;
3. List the sources of waste by county of origin with a clear indication of those wastes originating from out-of-state communities;
4. Include the total quantity, in units of tons or cubic yards, of the finished compost produced at the facility;
5. Include the total quantity, in units of tons or cubic yards, of the finished compost removed from the facility and a description of how the compost was distributed or used;
6. List the total quantity, in units of tons or cubic yards, of all non-compostable residuals and recyclables separated from the incoming waste and/or finished compost, and a description of how the materials were disposed of or managed;
7. Include the estimated remaining capacity, in units of tons or cubic yards, for storage of the finished compost at the facility based upon the amount of compost on-site at the beginning of the year, the amount of the finished compost produced, and the amount of compost removed during the year; and
8. If the owner *or* contract operator of the composting facility 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. Composting sites that are currently part of the MDEQ pilot composting program are not required to submit disclosure.

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