



**STATE OF MISSISSIPPI**

PHIL BRYANT  
GOVERNOR

**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY**

GARY C. RIKARD, EXECUTIVE DIRECTOR

**MEMORANDUM**

TO: Owners/Operators of Land Application Facilities  
FROM: MDEQ Waste Division  
SUBJECT: Annual Report for the Calendar Year 2018  
DATE: January 23, 2019

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 land application facilities **no later than February 28, 2019**. This annual report is required pursuant to Mississippi Code Annotated §17-17-219 and the conditions of your solid waste management permit and must contain the information required under the permit(s).

This year MDEQ is requesting land application facilities 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 land application 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<br>8 County Road 413<br>Oxford, MS 38655              | Tuesday<br>February 5, 2019   | 10:00am; 10:45am; 11:30am;<br>12:45pm; 1:30pm; 2:15pm |
| MDEQ Jackson Office<br>515 East Amite Street<br>Jackson, MS 39201                | Wednesday<br>February 6, 2019 | 10:00am; 10:45am; 11:30am;<br>12:45pm; 1:30pm; 2:15pm |
| MDEQ South Regional Office<br>1141 Bayview Avenue, Suite 208<br>Biloxi, MS 39530 | Wednesday<br>February 6, 2019 | 10:00am; 10:45am; 11:30am;<br>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 or if you have any questions regarding this memo, 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).