



STATE OF MISSISSIPPI  
PHIL BRYANT  
GOVERNOR

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

**MEMORANDUM**

TO: Owners/Operators of Commercial Rubbish Sites  
FROM: MDEQ Waste Division  
SUBJECT: Annual Report for the Calendar Year 2019  
DATE: January 2, 2020

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An annual report on the solid waste disposal activities and other relevant facility operations conducted during Calendar Year 2019 is due to the Mississippi Department of Environmental Quality (MDEQ) from the owners and/or operators of all commercial rubbish disposal facilities **no later than Friday, February 28, 2020**. This annual report is required pursuant to the Mississippi Code Annotated §17-17-219 and Rule 1.6.E(17) of the Mississippi Nonhazardous Solid Waste Management Regulations. This report is also required under the Statewide General Permits for class I rubbish disposal facilities (SWGP-R1) and for class II rubbish disposal facilities (SWGP-R2).

MDEQ has transitioned from the use of paper and PDF forms for solid waste annual reports to an online data entry 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. Therefore, MDEQ will now require all commercial rubbish disposal facilities to electronically submit their annual report using the Mississippi DEQ Solid Waste Facility Reporting Program via the Re-TRAC Connect (Re-TRAC) software platform for Calendar Year 2019 activities. CY2019 reporting forms will be available through the online system beginning January 01, 2020. Links to access and register for this program are available on the MDEQ Solid Waste Facilities Reporting Program page ([www.mdeq.ms.gov/solid-waste-reporting](http://www.mdeq.ms.gov/solid-waste-reporting)) along with a guidance document on navigating the online reporting system. Those that registered and used the online system for CY2018 reporting need not register again and may simply login to the system where they can enter data for CY2019 as well as access previous years' reporting data.

For those that have not yet registered for the online reporting program, 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 for each person responsible for completion/submittal of the annual report(s)
- Name and type of each facility for which the user(s) 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(s), assign the facilities and associated reporting forms, and provide the user(s) with the login credentials to access the program.

**If you have a consultant or 3<sup>rd</sup> party representative that needs access to your electronic reporting form to help input or prepare the electronic submittal, you will need to provide a written request to MDEQ to grant access to that person(s). However, a duly authorized representative (DAR) of 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 facility you owned and/or operated during Calendar Year 2019. 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, select the option to “submit” at the bottom of the reporting form on the last page, which will signify your official submittal of the annual report. **Note that your report will not be considered as received by MDEQ if the “submit” option has not been selected.**

The form should be completed and submitted even if the facility was inactive during the calendar year. Once the form has been electronically submitted for MDEQ verification, the submitted form will become “read-only,” and you will only be able to print or save a copy of the completed form for your records at this point. If the form requires editing after electronic submittal, please contact MDEQ and we will work with you to make the necessary changes.

If you are for any reason unable to complete the annual report in this required electronic format by the methods described in this memorandum, you should contact MDEQ as soon as possible to discuss arrangements to accomplish the electronic report development and submittal.

**ANNUAL REPORT CONTENT**

The annual report for commercial rubbish disposal facilities 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 source (in-state vs. out-of-state) in units of tons.
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

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each county or state.

3. Indicate how the tonnage of waste disposed at your facility was determined (weight scales, converted each load using MDEQ conversion factors, or other methods).
4. Describe how your facility calculated the tonnage in the absence of a weight scale. For those facilities that do not have access to weight scales, each load of waste received should have been converted from cubic yards to tons at the time of delivery using the MDEQ conversion factors (see table below) or another method of conversion approved by MDEQ prior to use. 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. Records of each load received and its conversion from cubic yards to tons are not required to be submitted as a part of the annual report, but must be available for review by MDEQ inspectors.
5. 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 on-site in the rubbish site.
6. 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.
7. Indicate the estimated remaining unused permitted disposal capacity at the facility in terms of acreage and cubic yards.
8. Indicate the estimated remaining life of the facility in terms of years and describe how the estimated remaining life of the facility was determined.
9. If the owner or the contract operator of a commercial rubbish disposal facility is a private concern, updated disclosure information should be submitted separately. If all information from the previously submitted disclosure statement or from the previous year's update remains unchanged, a letter or a signed statement indicating such should be included in lieu of an updated disclosure statement.
10. 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 MDEQ Waste Division's Planning, Policy, and Special Programs Branch at (601) 961-5171.