



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 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 non-commercial solid waste landfills **no later than Friday, February 28, 2020**. This annual report is required pursuant to Rule 1.4.B(15) of the Mississippi Nonhazardous Solid Waste Management Regulations.

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 non-commercial solid waste landfills 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>

January 2, 2020

Page 2 of 3

**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 non-commercial solid waste landfills 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 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

January 2, 2020

Page 3 of 3

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 31<sup>st</sup>;
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 MDEQ Waste Division's Planning, Policy, and Special Programs Branch at (601) 961-5171.