



STATE OF MISSISSIPPI
PHIL BRYANT
GOVERNOR

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

MEMORANDUM

TO: Owners/Operators of Solid Waste Processing Facilities
FROM: MDEQ Waste Division
SUBJECT: Annual Report for the Calendar Year 2019
DATE: January 2, 2020

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 all solid waste processing facilities submit an annual report on solid waste management activities conducted during the previous calendar year. MDEQ is requesting that the Calendar Year 2019 report for solid waste processing facilities be submitted by **no later than February 28, 2020**.

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 solid waste processing 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) 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

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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 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 3rd 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 solid waste processing facilities should contain the following information as well as any supporting information. 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 total amount of waste processed 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

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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 processed by county and state of origin and indicate the total amount of waste received from each county/state in tons.
3. List the total amount of material processed for disposal or processed for recycling/reuse/other management.
4. For processing facilities which managed materials for disposal, please list the solid waste disposal or other solid waste management site(s) where the waste materials were sent for final disposal after processing and the total tons sent to each site. Processing facilities that produce a product for sale or distribution, such as mulch, may skip this section or provide only location and total tonnage information for where materials were distributed.
5. Attach other information that may be required by the conditions of the solid waste management permit for the facility. Such information may include QA/QC reports, required analytical testing, or other required submittals.
6. If the owner or contract operator of the processing 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.

Should you have any questions concerning this memo, please contact MDEQ Waste Division's Planning, Policy, and Special Programs Branch at (601) 961-5171.