



STATE OF MISSISSIPPI  
PHIL BRYANT  
GOVERNOR

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

**MEMORANDUM**

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

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An annual report on solid waste disposal activities conducted during Calendar Year 2019 is due to the Mississippi Department of Environmental Quality (MDEQ) from the owners and/or operators of commercial putrescible composting facilities **no later than February 28, 2020**. This annual report is required pursuant to the Mississippi Code Annotated §17-17-219, Rule 1.9.C(4)(d) of the Mississippi Nonhazardous Solid Waste Management Regulations, and/or your authorization to operate a pilot composting facility.

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 putrescible waste composting 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 putrescible waste composting 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, 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;

January 2, 2020

Page 3 of 3

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. List the total quantity, in units of tons or cubic yards, of the finished compost produced at the facility that met the standards for distribution;
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. List the total quantity of finished compost removed from the facility for distribution or use and describe how the compost was distributed or reused.
8. List the total quantity of compost that did not meet the standards for distribution, including the quantity disposed or reused;
9. List 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;
10. Indicate whether other analytical information, if required by your permit/authorization, is included with the reporting form;
11. 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 MDEQ Waste Division's Planning, Policy, and Special Programs Branch at (601) 961-5171.