



STATE OF MISSISSIPPI  
TATE REEVES  
GOVERNOR

MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY  
CHRIS WELLS, EXECUTIVE DIRECTOR

**MEMORANDUM**

TO: Beneficial Use Determination Holders  
FROM: MDEQ Waste Division  
SUBJECT: Annual Report for the Calendar Year 2020  
DATE: January 8, 2020

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An annual report on the beneficial use of by-product materials conducted during Calendar Year 2020 is due to the Mississippi Department of Environmental Quality (MDEQ) from all holders of MDEQ issued Beneficial Use Determinations (BUDs) **no later than February 28, 2021**. This annual report is required pursuant to Section IV of the Mississippi Regulations for the Beneficial Use of Nonhazardous Solid Waste and the conditions of the individual Beneficial Use Determinations.

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 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 holders of BUDs 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 2020 activities. CY2020 reporting forms will be available through the online system beginning January 01, 2021. 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 CY2019 reporting need not register again and may simply login to the system where they can enter data for CY2020 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 BUD)**

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 BUDs)**

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 under each BUD you held during Calendar Year 2020. 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 there was no activity under the BUD 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 holders of BUDs 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.

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1. Indicate whether the process generating the by-product or the raw material feedstock to the process changed during the preceding calendar year;
2. Provide an updated analysis of the by-product material if required as stipulated in the conditions of the Beneficial Use Determination;
3. Provide a description of how the material was distributed (bulk, retail packaged etc.) during the calendar year and a general description of the end-uses;
4. Provide an estimate of the amount of by-product distributed for beneficial use in units of tons. Also describe the method used to estimate tonnage such as the use of weight scales or volume to weight conversion factors.
5. Include any other information that may be required by the conditions of the individual Beneficial Use Determination. For example, Beneficial Use Determinations issued for the distribution of exceptional quality biosolids must submit a copy of the annual report submitted to EPA based on 40 CFR 503 requirements.

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