

2021 Annual Progress Report (APR) Workshop Agenda January 4, 5, 11, 12, and 19 2021

**Facilitators and Instructors: Trey White, Christina Perez, David Sutton,
and Amy Katcher**

Introductions and Statutory and Regulatory Overview for Annual Reporting Presenter: T. White

Begin the workshop with opening statements and introductions. Introduce the workshop topics and future updates from the Division of Solid Waste Management (the Division). Share "Tennessee at a Glance" information from Annual Report to Governor and the Legislature.

Objective: To present a clear understanding of the workshop goals. The counties and regions will see one of the ways that their submitted data is used to report to the executive and legislation branches.

Why We Do This and 2020 Data at a Glance Presenter: T. White

Reviewing the statutory requirements of the relevant TCA and Rules and responsibilities of the municipal solid waste regions.

Objective: For the solid waste stakeholder to understand their responsibilities as they relate to the Solid Waste Management Act of 1991, its amendments, and pertinent Rule.

Setting Expectations for QA/QC (Qualitative Assurance of the Plan Update) Data Verification and Analysis Process.

Presenter: D. Sutton

Review and demonstrate TDEC's internal QA/QC process to evaluate data accuracy across county recycling, diversion, and disposal reports. Review best practices for regional data gathering and verification across those same reports.

Objective: Have a clear understanding of the various reporting features, how to QA/QC data before submitting by March 31, and TDEC's internal QA/QC process.

***Overview of Re-TRAC Connect System, APR login, data entry, analytics,
and more!***

Presenter: C. Perez

Learn to access the system and become familiar with components and functionality within each user account. Review and demonstrate the data entry system in Re-TRAC Connect. Workshop participants should bring a laptop if they have one so DSWM staff can work one-on-one with you. However, DSWM staff will have their laptops as well.

Objective: To develop a clear understanding of the system's functionality, including an awareness of the APR author, County Mayor, and MSW Board Chair account roles. Demonstrate and teach attendees how to enter data for the recycling, waste diversion, and disposal reports. Overview of Re-TRAC Connect System and numerical entry for new authors.