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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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**TO:** Solid Waste Management Districts

**FROM:** Geoff Kuester, Director of Data Analysis

**RE:** Reporting Requirement for Solid Waste Management Districts

**DATE:** January 7, 2016

The purpose of this memorandum is to remind solid waste management districts about their reporting requirement established by IC 13-21-3-13.5.

Solid waste management districts have until March 1, 2016 to submit the required financial and programmatic information into the Gateway SB131 application and upload any necessary supporting documentation. Gateway can be accessed at <https://gateway.ifionline.org/login.aspx>.

District officials will access this Gateway application using the same username and password used to access the other Gateway applications. For new user requests or other account requests, please contact [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).

The Department has prepared a user guide that provides solid waste management districts with step-by-step instructions on completing this reporting requirement through Gateway. User guides may be found at <https://gateway.ifionline.org/help.aspx>.

Indiana Code 13-21-3-13.5 also requires a solid waste management district to publish this report either on a website maintained by the district or on the websites maintained by the counties that are members of the district. A district may use the "SB 131 Reporting for SWMD" application in Gateway to generate a PDF of the district's completed report and post this document to the appropriate website(s).

If you have any questions regarding this information, please feel free to contact Director of Data Analysis Geoff Kuester at [GKuester@dlgf.in.gov](mailto:GKuester@dlgf.in.gov) or (317) 233-8347 or the Gateway support team at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or (317) 234-4480.