



STATE OF MISSISSIPPI
TATE REEVES
GOVERNOR

MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY
CHRIS WELLS, EXECUTIVE DIRECTOR

MEMORANDUM

TO: Owners/Operators of Land Application Facilities

FROM: MDEQ Waste Division

SUBJECT: Annual Report for the Calendar Year 2023

DATE: January 15, 2024

An annual report on the solid waste disposal activities and other relevant facility operations conducted during Calendar Year 2023 is due to the Mississippi Department of Environmental Quality (MDEQ) from the owners and/or operators of all land application facilities **no later than February 28, 2024 (unless otherwise stated in your facility permit)**. This annual report is required pursuant to Mississippi Code Annotated §17-17-219 and the conditions of your solid waste management permit and must contain the information required under the permit(s).

All owner/operators of land application facilities shall 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 2023 activities. CY2023 reporting forms will be available through the online system beginning January 01, 2024. Links to register for and log into 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.

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:

- 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(s) 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, an authorized signatory for the facility in accordance with Rule 1.2.G of the [MS Nonhazardous Solid Waste Management Regulations](#) must also register for the Re-TRAC program 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 2023. 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, save the document and select the option to “Mark Complete” to lock your report and signify your official submittal of the annual report. **Note that your report will not be considered submitted by MDEQ if the “Mark Complete” 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.

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