



STATE OF MISSISSIPPI  
TATE REEVES  
GOVERNOR

MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY  
CHRIS WELLS, EXECUTIVE DIRECTOR

**MEMORANDUM**

TO: Owners/Operators of Putrescible Waste Composting Facilities  
FROM: MDEQ Waste Division  
SUBJECT: Annual Report for the Calendar Year 2024  
DATE: January 15, 2025

---

An annual report on solid waste disposal activities conducted during Calendar Year 2024 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, 2025**. 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.

All owners/operators of putrescible waste composting 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 2024 activities. CY2024 reporting forms will be available through the online system beginning January 01, 2025. 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](http://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](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(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 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, 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 2024. 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.

## **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. Include the total amount, in units of tons or cubic yards, of solid waste **received** at your facility for composting;
2. Include the amount, in units of tons or cubic yards, of **received** solid waste with waste originating from in-state and out-of-state sources being reported separately;
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 waste **actually placed in the active composting process**;
5. Include the total quantity, in units of tons or cubic yards, of the **finished compost produced** at the facility as well as the total quantity that met the standards for distribution;
6. Include the total quantity, in units of tons or cubic yards, of all residuals and/or recyclables not able

- to be composted that was separated from the incoming waste and/or finished compost, and a description of how the materials were disposed of or managed;
7. Include the total quantity of finished compost **removed from the facility** for distribution or use and describe how it was distributed or reused;
  8. Include the total quantity of compost that **did not meet the standards for distribution**, including the quantity disposed or returned to the active composting process;
  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.
  12. Attach other information that may be required by the conditions of your permit or authorization. Such information may include QA/QC reports, required analytical testing, or other required submittals.

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