



**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 2025

DATE: December 29, 2025

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An annual report on the solid waste disposal activities and other relevant facility operations conducted during Calendar Year 2025 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, 2026 (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 owners/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 2025 activities. CY2025 reporting forms will be available through the online system beginning January 01, 2026. 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.

New user registration can be accomplished using one of the two below methods:

**Method 1: Direct Registration (ONLY for land application facilities new to the Re-TRAC program)**

New land application facility permittees 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 then assign the appropriate reporting forms to you in the system.

<https://connect.re-trac.com/registration/mdeq>

**Method 2: Request Program Access from MDEQ (for new users associated with land application facilities currently in the Re-TRAC program)**

For cases where new users are requesting access for land application facilities already set up in the Re-TRAC program, 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 needing access to the facility annual report(s)
- Name of each facility for which the user(s) need access

- Permit/authorization number for each facility for which the user(s) need access

Upon receipt of this information, MDEQ will create the account(s) and provide the user(s) with the login credentials to access the program.

**Please note 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/certifying the draft report prior to electronic submittal. 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 these persons.**

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 2025. The electronic reporting form allows you to stop and save drafts of the report to complete 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.