



STATE OF MISSISSIPPI

TATE REEVES
GOVERNOR

MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY

CHRIS WELLS, EXECUTIVE DIRECTOR

MEMORANDUM

TO: Owners/Operators of Non-Commercial Solid Waste Landfills

FROM: MDEQ Waste Division

SUBJECT: Annual Report for the Calendar Year 2025

DATE: December 29, 2025

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 non-commercial solid waste landfills **no later than February 28, 2026**. This annual report is required pursuant to Rule 1.4.B(15) of the Mississippi Nonhazardous Solid Waste Management Regulations.

All owners/operators of non-commercial solid waste landfills 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) 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 landfills new to the Re-TRAC program)

New landfill 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 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 (for new users associated with landfills currently in the Re-TRAC program)

For cases where new users are requesting access for landfills already set up in the Re-TRAC program, the following information must be submitted via email to Charlie Bock at 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 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 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.

ANNUAL REPORT CONTENT

The annual report for non-commercial solid waste landfills should contain the following information as well as any supporting information and examples on how each quantity and/or capacity was determined. 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. List the amounts of waste disposed by type (residential vs non-residential) **in units of tons**. It is assumed that most non-commercial landfills in the state receive primarily non-residential waste; however, state law requires landfills to report the amount of residential wastes disposed, if any. For those facilities that do not have access to weight scales, the amounts of waste received should be recorded in cubic yards and also in tons (converted from cubic yards) by using an appropriate conversion rate. This conversion rate may be established by weighing representative samples of wastes accepted at the facility, by using an approved MDEQ conversion factor, or by another method approved by MDEQ. Facilities that use conversion should attach sample calculations and clearly indicate the conversion factor used.
2. List the individual counties from which the wastes originated with a clear indication of those wastes originating from out-of-state communities, if applicable, and the total amount of waste received from each county or state **in tons**.

3. Indicate the estimated remaining capacity at the landfill in terms of airspace (cubic yards).
4. Indicate the estimated remaining life of the landfill in years and indicate how this remaining life was calculated;
5. Attach a contour drawing of the landfill depicting areas filled during the reporting year and total cumulative areas filled from the initial date of waste receipt through December 31st;
6. If applicable for your facility, include the following information on financial assurance:
 - a. an updated/adjusted closure and post-closure cost estimate,
 - b. an audit of the financial assurance document and the end-of-year value of the financial assurance mechanism, and
 - c. an updated financial assurance document, where necessary.

This section is only applicable to those noncommercial facilities whose permit requires financial assurance documentation.

7. Include any other information listed under the annual reporting requirement conditions of the solid waste management permit for your facility.

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