



STATE OF MISSISSIPPI

TATE REEVES
GOVERNOR

MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY

CHRIS WELLS, EXECUTIVE DIRECTOR

MEMORANDUM

TO: Owners/Operators of Non-Commercial Rubbish Sites
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 rubbish disposal facilities **no later than February 28, 2026**. This annual report is required pursuant to Rule 1.6.E(17) of the [Mississippi Nonhazardous Solid Waste Management Regulations](#). This report is also required under the Statewide General Permits for class I rubbish disposal facilities (SWGP-R1) and for class II rubbish disposal facilities (SWGP-R2).

All owners/operators of non-commercial rubbish disposal 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) 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 rubbish sites new to the Re-TRAC program)

New rubbish site 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 rubbish sites currently in the Re-TRAC program)

For cases where new users are requesting access for rubbish sites 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 rubbish disposal facilities 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 source (in-state vs. out-of-state) **in units of tons**.
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 how the tonnage of waste disposed at your facility was determined (weight scales, converted each load using MDEQ conversion factors, or other methods). For those facilities that do not have access to weight scales, each load of waste received should have been converted from cubic yards to tons at the time of delivery using the MDEQ conversion factors (see table below) or another method of conversion approved by MDEQ prior to use. All facilities using conversion factors should show sample calculations and indicate the conversion factors used to determine tonnage on the form or on an attached sheet. Records of each load received and its conversion from cubic yards to tons are not required to be submitted as a part of the annual report but must be available for review by MDEQ inspectors.

4. Indicate the estimated remaining unused permitted disposal capacity at the facility in terms of acreage and cubic yards.
5. Indicate the estimated remaining life of the facility in terms of years and describe how the estimated remaining life of the facility was determined.
6. Attach any other information that may be required by the conditions of the facility permit.

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

**MDEQ SOLID WASTE VOLUME TO WEIGHT
CONVERSION FACTORS FOR RUBBISH WASTES**

<u>TYPE OF RUBBISH WASTE</u>	<u>TONS/CUBIC YARDS</u>
LIGHT LANDSCAPING WASTE (leaves, grass clippings, and prunings)	0.2
LAND CLEARING VEGETATIVE DEBRIS (large limbs, stumps, tree trunks)	0.5
LIGHT CONSTRUCTION & DEMOLITION DEBRIS (mixed glass, metal, drywall, sawdust, etc.)	0.25
HEAVY CONSTRUCTION & DEMOLITION DEBRIS (concrete, asphalt, brick, demolition rubble, etc.)	1.0

CONVERSION EXAMPLE:

A truck is estimated to contain 15 cubic yards of light landscaping waste. The estimated weight of this light landscaping waste should be $15 \text{ cubic yards} \times 0.2 \text{ tons/cubic yard} = 3.00 \text{ tons}$. Note that the tonnage should be shown to the nearest 2 decimals.