



**STATE OF MISSISSIPPI**

TATE REEVES  
GOVERNOR

**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY**

CHRIS WELLS, EXECUTIVE DIRECTOR

**MEMORANDUM**

TO: Owners/Operators of Solid Waste Processing 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 commercial solid waste processing facilities **no later than February 28, 2026**. This annual report is required pursuant to the Mississippi Code Annotated §17-17-219 and may also be required by the conditions of the approved solid waste management permit for the facility.

All owners/operators of solid waste processing 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 processing facilities new to the Re-TRAC program)**

New processing 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 processing facilities currently in the Re-TRAC program)**

For cases where new users are requesting access for processing 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.

## **ANNUAL REPORT CONTENT**

The annual report for solid waste processing 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. List the total amount of waste received at the facility 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 received 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. List the total amount of waste processed at the facility **in tons.**

5. For processing facilities which managed materials for disposal, please list the solid waste disposal or other solid waste management site(s) where the waste materials were sent for final disposal after processing and the total amount **in tons** sent to each site. Processing facilities that produce a product for sale or distribution, such as mulch, may provide only location and total tonnage information for where materials were distributed.
6. Attach other information that may be required by the conditions of the solid waste management permit for the facility such as analytical testing or other required submittals.
7. If the owner or contract operator of the processing 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.

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**

<b><u>TYPE OF WASTE*</u></b>	<b><u>TONS / CUBIC YARD</u></b>
<b>UNCOMPACTED GARBAGE</b> (commercial, residential, or industrial)	<b>0.143</b>
<b>COMPACTED GARBAGE</b> (commercial residential or industrial)	<b>0.25</b>
<b>LIGHT LANDSCAPING WASTE</b> (leaves, grass clippings and prunings)	<b>0.2</b>
<b>LAND CLEARING VEGETATIVE DEBRIS</b> (large limbs, stumps, tree trunks)	<b>0.5</b>
<b>LIGHT CONSTRUCTION &amp; DEMOLITION DEBRIS</b> (mixed glass, metal, drywall, sawdust, etc.)	<b>0.25</b>
<b>HEAVY CONSTRUCTION &amp; DEMOLITION DEBRIS</b> (concrete, asphalt, brick, demolition rubble, etc.)	<b>1.0</b>

\* Sites that receive loads of single stream materials not adequately described by the conversion factors listed above, may work with MDEQ to develop an appropriate conversion factor for that waste stream. Any alternate conversion factor must be approved by MDEQ prior to use.

**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 cubic yards x 0.2 tons/cubic yard = 3.00 tons. Note that the tonnage should be shown to the nearest two decimals.