



Green Manitoba

An Agency of the Manitoba Government

***Waste Reduction and Recycling
Support (WRARS)
Program Guide***

December 2009

Version: 1.1

Green Manitoba
1200 – 155 Carlton Street
Winnipeg, Manitoba R3C 3H8

www.greenmanitoba.ca

WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM

1. INTRODUCTION

Amendments to the Waste Reduction and Prevention (WRAP) Act establishing the Waste Reduction and Recycling Support (WRARS) Fund were introduced as part of the Manitoba Budget Address on March 25, 2009. Commencing July 1, 2009, a Waste Reduction and Recycling Support (WRARS) Levy of \$10 per Tonne will be introduced on waste disposed at Manitoba landfills. All WRARS Levy revenue will be placed in the WRARS Fund.

The WRARS Levy is intended to help discourage waste generation and encourage increased recycling and waste diversion activities. WRARS Program objectives include:

- improving Manitoba's waste diversion rate;
- encouraging sustainable waste management practices; and
- improving municipal waste diversion activities such as recycling and composting.

The WRARS Levy will be introduced in three (3) phases:

- Phase 1 – Beginning July 1, 2009, all Class 1 landfills receiving more than 30,000 Tonnes of waste per year will be required to pay the \$10 per Tonne WRARS Levy on waste disposed;
- Phase 2 - Beginning January 1, 2010, the remaining Class 1 landfill operators will be required to pay the WRARS Levy; and
- Phase 3 – Beginning January 1, 2011, Class 2 and Class 3 landfill operators will begin to pay the WRARS Levy.

Eighty percent (80%) of the revenue collected from the WRARS Levy will be rebated to municipalities to further promote recycling in Manitoba, with the remainder of the funding to be used for increased support for provincial e-waste and hazardous waste collection programs across Manitoba. The WRARS Fund will be managed by Green Manitoba, a special operating agency of the Province of Manitoba.

2. WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) FUND

The Waste Reduction and Recycling Support (WRARS) Fund was established under the Waste Reduction and Prevention (WRAP) Act, as a separate fund, to be administered by Green Manitoba, for the following purposes:

- (a) providing support or incentives to municipalities and local government districts for recycling;
- (b) supporting recycling programs and improvements to waste management, including the management of electronic waste and household hazardous waste.

2.1 Payments to Fund

The following amounts are to be paid or credited to the WRARS Fund:

- (a) all amounts paid to the government on account of the WRARS Levy;
- (b) any amounts authorized by an Act of the Legislature; and
- (c) interest and other income earned on the amounts paid or credited to the Fund.

2.2 Payments from the WRARS Fund

Payments from the fund may be made:

- (a) for the purposes of the fund; and
- (b) to pay administrative expenses of operating the fund.

For Fiscal Year 2009/10, 80% of the WRARS Fund revenues will be rebated to eligible municipalities (See Section 4) based on recycling tonnages reported to the Manitoba Product Stewardship Corporation (MPSC), or a future industry operated stewardship program developed to replace MPSC.

Twenty percent (20%) of the WRARS Fund revenue will be used to provide additional support to provincial household hazardous waste (HHW) and electronic waste (E-waste) management programs, and to pay administrative expenses.

2.3 WRARS Fund Annual Report

For each fiscal year an annual report of the accounts and transactions of the WRARS Fund will be prepared and will be publicly available.

3. LANDFILL REGISTRATION REQUIREMENTS (WRARS LEVY REMITTANCE)

Subject to the WRARS Levy commencement date landfill operators must register with Green Manitoba. See Appendix B for The WRARS Landfill Registration and Reporting Forms.

3.1. Reporting Requirements

Subject to WRARS Levy commencement dates the operator of a Class 1, Class 2 or Class 3 landfill must pay to Green Manitoba an amount equal to \$10 times the number of Tonnes of municipal solid waste received for disposal, for each of the following 6 month periods each year:

(a) January 1 to June 30; and

(b) July 1 to December 31.

Municipal solid waste for which the WRARS Levy is applicable includes residential waste, industrial commercial and institutional waste, construction and demolition waste, and other waste (see Definitions: Appendix A).

The WRARS Levy must be paid on or before the last day of the first month after the end of the period for which it is payable (see Schedule in Section 5).

3.2 Commencement Dates

The first six-month period for which the WRARS Levy is payable in the case of:

1. a Class 1 landfill that received more than 30,000 tonnes of waste in 2008, the period from July 1 to December 31, 2009;
2. any other Class 1 landfills, the period from January 1 to June 30, 2010; and
3. Class 2 or Class 3 landfills, the period from January 1 to June 30, 2011.

3.3 Exemptions from WRARS Levy

The following landfill operations are exempt from paying the WRARS Levy:

- Single-use private/industrial landfills that do not accept waste from other generators or from municipal sources.
- First Nation waste disposal grounds that do not accept waste from other generators. However, First Nations may voluntarily participate in the program in order to receive the WRARS Recycling Support Rebate based on community recycling tonnages.

3.4 Waste Transfer Stations

Waste delivered to a waste transfer station for transport to final disposal at a landfill is exempt from the WRARS levy unless burning of waste occurs at the waste transfer site. If burning of waste occurs periodically, the waste transfer station operator must register the transfer station operation and report the weight of waste disposed. The WRARS Levy is remitted for the first six month period as a Class 2 or Class 3 landfill.

3.5 Eligible Diversion Activities

Recycling, composting, and wood waste processing/chipping are all considered diversion activities that will reduce waste and are exempt from the WRARS Levy. However, for the first year of program operation ending June 30, 2010 only MPSC reported recyclables are eligible for the WRARS Rebate payments. Beginning July 1, 2010 additional municipal diversion activities, such as composting and wood waste processing will be eligible for inclusion in calculating WRARS Rebate payments. Waste diversion activities other than residential recycling should be preapproved by the WRARS Program Manager.

4. MUNICIPAL RECYCLING PROGRAM REGISTRATION REQUIREMENTS (WRARS RECYCLING REBATE)

Municipalities must be registered with Green Manitoba in order to receive the recycling rebate payments and must deliver waste to a WRARS registered landfill. See Appendix C for The Recycling Rebate Registration and Agreement Form.

4.1. Reporting Requirements

The WRARS Recycling Rebate is based on recycling tonnage reported to the Manitoba Product Stewardship Corporation (MPSC), or future industry operated stewardship program. The WRARS Rebate is available to municipalities that either operate a WRARS Registered Landfill and/or have a contract with a WRARS Registered Landfill for disposal of municipal solid waste.

The recycling report will be submitted for each of the following 6 month periods each year:

(a) January 1 to June 30; and

(b) July 1 to December 31.

The WRARS Rebate will be issued to registered municipalities within 30 days following the WRARS Levy Remittance date.

4.2. Example of Recycling Rebate Calculations

The following example shows how the WRARS Recycling Rebate will be calculated based on the eligible pool of municipal recycling programs for a given six (6) month period:

Example: Municipal Recycling Share Calculation (Year 1)			
Municipality	MPSC Recycling Tonnes	% Share	\$ Rebate
Municipality A	2,000	52.63%	\$421,053
Municipality B	900	23.68%	\$189,474
Municipality C	500	13.16%	\$105,263
Municipality D	150	3.95%	\$31,579
Municipality E	50	1.32%	\$10,526
Municipality F	200	5.26%	\$42,105
TOTAL	3,800		\$800,000

Revenue: \$1,000,000

Municipal Fund (80%) \$800,000

5. SUMMARY OF WRARS PROGRAM MILESTONE DATES

The WRARS Program Milestone Dates are as follows:

▪ July 1, 2009	Phase I WRARS Levy commences at Class 1 landfills receiving more than 30,000 tonnes
▪ January 1, 2010	Phase II WRARS Levy commences at all Class 1 landfills
▪ January 31, 2010	Phase I WRARS Levy Remittance Deadline (First 6 month period)
▪ March 1, 2010	Phase I WRARS Municipal Rebate Payments Issued (First 6 month period)
▪ July 31, 2010	Class 1 landfills WRARS Levy Remittance Deadline
▪ September 1, 2010	Class 1 WRARS Municipal Rebate Payments Issued
▪ January 1, 2011	Phase III WRARS Levy commences at all Class 2 and 3 landfills
▪ January 31, 2011	Class 1 WRARS Levy Remittance Deadline
▪ March 1, 2011	WRARS Municipal Rebate Payment Issued
▪ July 31, 2011	WRARS Levy Remittance Deadline (All)
▪ September 1, 2011	WRARS Municipal Rebate Payments Issued (All)

6. AUDIT PROVISIONS

Landfill operators and municipalities will be required to maintain records related to WRARS Reports for a period of at least five (5) years in support of all data submitted to the WRARS Program. These data reports will be subject to audit by Green Manitoba on a periodic basis. Audit procedures will be developed in year one of the program.

7. WEIGH SCALE SUPPORT

Weigh scales are required at all Class 1 landfills. Green Manitoba will work with Class 1 landfill operators needing assistance with the financing of weigh scale purchases through a loan program. An advance against future WRARS rebate payments may be available to assist municipalities with the cost of weigh scale purchase and installation.

In addition, landfill operators may apply to Manitoba Conservation's Waste Reduction and Pollution Prevention (WRAPP) Fund for funding support for projects that will reduce waste and prevent pollution, including organic waste management. Limited grant funding support for weigh scale installation may also be considered. Grant applications can be coordinated with a request for weigh scale funding assistance through Green Manitoba. Further information on the WRAPP Fund is available at www.gov.mb.ca/conservation/pollutionprevention.

8. VOLUME BASED REPORTING (CLASS 2 AND 3 LANDFILLS)

Additional guidance will be provided to Class 2 and Class 3 landfill operators to estimate waste quantities without weigh scales. Many Class 2 and 3 landfills do not typically have scales or track the weight or types of waste received. In recognition of the challenge to meet the reporting requirements, a guideline on measuring waste quantities based on volume to weight conversion factors will be developed. Consultations with landfill operators will be conducted to ensure this guideline meets operator needs. A calculator tool will be developed by Green Manitoba to aid operators with the weight of waste estimation process.

All quantities of waste received at a landfill should be recorded in both volume and weight, unless scales are available and used to weigh a specific load.

Records showing the type of waste and the quantity shall be retained by the facility owner for at least five (5) years.

Alternative waste quantity estimate methods that will be proposed include:

- Trench volume estimation
- Loader bucket and truck counting
- Random Weighing and Traffic Counting
- Site Survey and In-situ Density Test

8.1 Waste Conversion Examples

Examples of volume to weight conversion factors¹ are provided in Table A:

Table A

Waste Type	Tons/Cubic yard	Tonnes / Cubic Meter
Uncompacted Waste (ICI)	0.143	0.190
Compacted waste (ICI)	0.25	0.332
Uncompacted limbs and leaves	0.083	0.110
Construction or demolition Debris (mixed)	1.0	1.328

- Example of a truck volume to weight conversion: a truck is estimated to contain 15 cubic yards of uncompacted waste. The estimated weight would be (15 cubic yards x 0.143 tons per cubic yard = 2.145 tons (2.145÷2.2) = .98 tonnes rounding to the nearest 2 decimals.

9. SMALL RESIDENTIAL/COMMERCIAL WASTE LOADS

The WRARS Levy is to be collected on all waste that is landfilled. It is the responsibility of the landfill operator to establish an appropriate system to measure the weight of small waste loads and, if desired, the separation of the weight of recyclable materials from mixed waste loads. An aggregate of the weight of eligible materials recovered for recycling may be deducted from the weight of landfilled waste if mixed loads are weighed in. In addition, weight to volume estimates may be used once a standard conversion factor has been determined.

10. LEVY REMITTANCE

- WRARS Levy payments are made payable to: Green Manitoba
- Please remit payments to:

WRARS Program
c/o Green Manitoba
1200 - 155 Carlton
Winnipeg MB R3C 3H8

11. CONVERSIONS

- One cubic yard (yd³) = 0.765 cubic metres (m³)
- 1 kilogram (kg) = 2.2 pounds (lbs)
- 1 tonne (T) = 1,000 kgs = 2,200 lbs
- 1 tonne = 1.1 tons
- 1 ton = 2000 lbs

¹ Source: Mississippi Department of Environmental Quality, Solid Waste Management Branch

12. PROGRAM CONTACT INFORMATION

- All correspondence, questions and comments may be submitted to:

Jim Ferguson, Manager
WRARS Program
c/o Green Manitoba
1200-155 Carlton
Winnipeg MB R3C 3H8

Phone: (204) 945-7042

Fax: (204) 943-0031

E-mail: Jim.Ferguson@gov.mb.ca

Web-site: www.greenmanitoba.ca

APPENDIX A

WASTE REDUCTION AND RECYCLING SUPPORT PROGRAM

DEFINITIONS

DEFINITIONS ²

Composting

Composting is an aerobic biological treatment process used for management of biodegradable residential waste, such as leaf and yard waste or food wastes, and for ICI and agricultural wastes including manures, food processing wastes and biodegradable industrial process byproducts.

Construction and Demolition Waste

Construction and Demolition (C&D) Waste is generated by residential and ICI construction, renovation and demolition activities. It includes materials such as wood, drywall, certain metals, cardboard, doors, windows, wiring, etc. It excludes materials from land clearing on areas not previously developed, as well as materials that include asphalt, concrete, bricks and clean sand or gravel.

Waste Disposal Ground

A facility at which waste is landfilled for final disposal and is a Class 1, Class 2 or Class 3 waste disposal ground (landfill) as determined by regulation under The Environment Act.

Diversification

Diversification represents the quantity of materials diverted from disposal facilities and represents the sum of all materials processed for recycling at a recycling or composting facility.

Hazardous waste

Includes all materials designated as hazardous, due to their nature or quantity, and requiring special handling techniques as specified by legislation or regulation.

Incineration

Incineration, in the context of waste, refers to the burning of waste.

Industrial, Commercial and Institutional Waste (ICI)

Industrial, Commercial, and Institutional (ICI) waste is the waste generated by all non-residential sources in a municipality, and is excluded from the residential waste stream. This includes:

- industrial waste, which is generated by manufacturing, and primary and secondary industries, and is managed off-site from the manufacturing operation, and is generally picked up under contract by the private sector;
- commercial waste is generated by commercial operations such as shopping centres, restaurants, offices, etc. Some commercial waste (from small street-front stores, etc.) may be picked up by the municipal collection system along with the residential waste; and

² Definitions are based on Statistics Canada definitions found in the Waste Management Industry Survey: Business and Government Sectors, 2006 (June 2008).

- institutional waste is generated by institutional facilities such as schools, hospitals, government facilities, seniors homes, universities, etc. This waste is generally picked up under contract with the private sector.

Non-residential Waste

Includes municipal solid non-hazardous waste generated by ICI sources as well as waste generated by construction and demolition activities.

Recyclable material

Any material that has reached the end of its useful life in the form or purpose for which it was initially made and that can be recycled into a material that has value as a feedstock in another production process.

Recycling

Recycling is the process whereby a material (for example: glass, metal, plastic, or paper) is diverted from the waste stream and remanufactured into a new product or is used as a raw material substitute.

Residential Waste

Includes solid waste from residential sources, which includes all households, and includes waste that is picked up by the municipality (either using its own staff or through contracting firms) and waste from residential sources that is taken by the generator to depots, transfer stations and disposal facilities.

Transfer Station

A facility at which wastes transported by vehicles involved in collection are transferred to other vehicles that will transport the wastes to a disposal or recycling facility.

Waste

Waste is a material that is unwanted by its producer. The unwanted materials may be by-products of a production process or products that have been consumed from the perspective of the current holder or have lost their original inherent value from the consumer's perspective.

Waste for Disposal

All materials not wanted by their generator and which are discarded for disposal at a waste disposal ground (excludes materials destined for recycling and composting).

Does not include any material used as landfill cover or contaminated soils processed for later reuse or landfill cover.

APPENDIX B

WASTE REDUCTION AND RECYCLING SUPPORT PROGRAM

PART A: LANDFILL REGISTRATION FORM

PART B: WRARS LEVY REMITTANCE FORM

WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM

PART A: LANDFILL REGISTRATION FORM

CONTACT INFORMATION	
Landfill Operator:	
Authorized Contact:	
Title:	
Address:	
Town/City:	Postal Code:
Phone Number:	Fax Number:
Email Address:	Web Site:

Please complete one form for each disposal facility or transfer station that you operate in the Province of Manitoba and provide the following information:

Facility Type	Facility Name	Operating Permit / Env. Licence #	Weigh Scale Present?	Waste Disposed 2008 (Tonnes)
<input type="checkbox"/> Landfill: - Class 1 <input type="checkbox"/> - Class 2 <input type="checkbox"/> - Class 3 <input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Measured _____ <input type="checkbox"/> Estimated _____
<input type="checkbox"/> Transfer Station:			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Measured _____ <input type="checkbox"/> Estimated _____

Authorized Signature _____

Date _____

Send Completed Form to:
 WRARS Program, c/o Green Manitoba
 1200-155 Carlton Street
 Winnipeg, MB R3C 3H8
 Fax: 204.943.0031 Phone: 204.945.7042
 E-mail: Jim.Ferguson@gov.mb.ca

For Green Manitoba Use Only	
Date Processed:	WRARS Registration Number:
Approved By:	

WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM

PART B: WRARS LEVY REMITTANCE FORM

WRARS Reg. Number: _____

CONTACT INFORMATION

Landfill Operator: _____

Authorized Contact: _____

Title: _____

Address: _____

Town/City: _____	Postal Code: _____
Phone Number: _____	Fax Number: _____
Email Address: _____	Web Site: _____

REPORTING PERIOD

- July 1, 2009 to December 31, 2009
- January 1, 2010 to June 30, 2010

For each disposal facility that you operate, please indicate below the facility type, source and amount of waste disposed in the landfill for the appropriate reporting period. If applicable, disposal amounts *must* include the amount of waste burned at a Waste Transfer Station.

Facility Type	Facility Name	Approximate % of waste disposed by source			Total Waste Disposed (Tonnes)
		Residential	Industrial, Commercial & Institutional	Construction & Demolition	Waste Quantity Measured / Estimated
Landfill: <input type="checkbox"/> - Class: <input type="checkbox"/> 1, <input type="checkbox"/> 2 or <input type="checkbox"/> 3 Transfer Station: <input type="checkbox"/>					<input type="checkbox"/> Measured _____ <input type="checkbox"/> Estimated _____
Landfill: <input type="checkbox"/> - Class: <input type="checkbox"/> 1, <input type="checkbox"/> 2 or <input type="checkbox"/> 3 Transfer Station: <input type="checkbox"/>					<input type="checkbox"/> Measured _____ <input type="checkbox"/> Estimated _____
Landfill: <input type="checkbox"/> - Class: <input type="checkbox"/> 1, <input type="checkbox"/> 2 or <input type="checkbox"/> 3 Transfer Station: <input type="checkbox"/>					<input type="checkbox"/> Measured _____ <input type="checkbox"/> Estimated _____
TOTAL WASTE DISPOSED (TONNES)					
TOTAL WRARS LEVY REMITTED (Total Tonnes of Waste Disposed x \$10)					\$

DECLARATION

The WRARS Levy is equal to \$10 times the total tonnes of waste disposed at a Class 1, Class 2 or Class 3 landfill site and must be paid to Green Manitoba for each 6 month period, as set out in the *Waste Reduction and Recycling Support (WRARS) Program Registration Guide*. The conditions of this agreement include:

1. Records must be maintained on file for a five (5) year period.
2. Records will be provided to an agent of Green Manitoba upon request.
3. All reported landfill data may be subject to an independent audit on a periodic basis.

The Landfill Operator understands the requirements for the WRARS Program and agrees to cooperate with all WRARS policies and procedures.

Authorized Signature

Date

Send Completed Form to:

WRARS Program
c/o Green Manitoba
1200-155 Carlton Street
Winnipeg, MB R3C 3H8
Fax: 204.943.0031
Phone: 204.945.7042

E-mail: Jim.Ferguson@gov.mb.ca

<i>For Green Manitoba Use Only</i>	
Date Processed:	WRARS Registration Number:
Approved By:	

APPENDIX C

WASTE REDUCTION AND RECYCLING SUPPORT PROGRAM

PART A: MUNICIPAL RECYCLING PROGRAM REGISTRATION FORM

PART B: RECYCLING PROGRAM REBATE FORM

WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM

PART A: RECYCLING PROGRAM REGISTRATION (YEAR 1)

Municipality Name:

Contact Information

Authorized Contact Name:

Title:

Address:

Town/City:

Postal Code:

Phone Number:

Fax Number:

Email Address:

Web Site:

Waste Disposal

Landfill Name:

Landfill Operator:

RECYCLING PROGRAM TYPE

Curbside recycling system

Bag collection

Box collection

Depot recycling system

Central depot

Multiple depot locations

TOTAL TONNES OF MPSC RECYCLABLES REPORTED in 2008: _____ Tonnes

TOTAL TONNES OF ORGANIC WASTE COMPOSTED in 2008: _____ Tonnes

TOTAL TONNES OF WOOD WASTE PROCESSED in 2008: _____ Tonnes

TOTAL WASTE DISPOSED in 2008: _____ Tonnes

Authorized Signature

Date

Send Completed Form to:
Green Manitoba c/o WRARS Program
1200-155 Carlton Street
Winnipeg, MB R3C 3H8
Fax: 204.943.0031 Phone: 204.945.7042
E-mail: Jim.Ferguson@gov.mb.ca

For Green Manitoba Use Only

Date Processed:

WRARS Municipal Registration Number:

Approved By:

WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM

PART B: RECYCLING PROGRAM REBATE REPORT (YEAR 1)

WRARS Reg. Number: _____

Municipality Name: _____

<i>Contact Information</i>	
Authorized Contact Name: _____	
Title: _____	
Address: _____	
Town/City: _____	Postal Code: _____
Phone Number: _____	Fax Number: _____
Email Address: _____	Web Site: _____

<i>Reporting Period</i>	
<input type="checkbox"/>	July 1, 2009 to December 31, 2009
<input type="checkbox"/>	January 1, 2010 to June 30, 2010

Material	Curbside (<input type="checkbox"/> Tonnes/ <input type="checkbox"/> Kgs)	Depots (<input type="checkbox"/> Tonnes/ <input type="checkbox"/> Kgs)	TOTAL (<input type="checkbox"/> Tonnes/ <input type="checkbox"/> Kgs)
Newsprint & Flyers (ONP)			
Magazines (OMG)			
Telephone Directories (OTD)			
Boxboard (OBB)			
Gable Top Cartons			
Aseptic Containers			
Steel Food and Beverage Containers			
Aluminum Beverage Containers			
PET #1 Plastic Bottles			
HDPE #2 Plastic Containers			
#4, 5 & 7 Plastic Containers			
Glass Containers			
Old Corrugated Cardboard (OCC)			
Other(s):			
TOTALS:			

WRARS Recycling Rebate Requirements & Agreement of Terms

The WRARS Recycling Rebate is set annually and calculated based on 80% of the WRARS Fund revenues. The Rebate is allocated to participating municipalities based on the municipality's percentage share of total eligible recycling tonnages reported in a 6 month period. The rebate is only available to municipal governments registered with the WRARS Program. Reported recycling rates must be consistent with the eligible material recycling tonnages reported to the Manitoba Product Stewardship Corporation, or future industry operated stewardship program. The conditions of this agreement include:

1. Records must be maintained on file for a five (5) year period.
2. Records will be provided to an agent of Green Manitoba upon request.
3. All reported recovery reports may be subject to an independent audit.
4. The municipal recycling program must be registered with the Manitoba Product Stewardship Program, or future industry operated program.

The Municipality of _____ understands the requirements for the WRARS Program and agrees to cooperate with all WRARS policies and procedures.

Authorized Signature

Date

Send Completed Form to:
Green Manitoba
c/o WRARS Program
1200-155 Carlton Street
Winnipeg, MB R3C 3H8
Fax: 204.943.0031
Phone: 204.945.7042
E-mail: Jim.Ferguson@gov.mb.ca

For Green Manitoba Use Only		
Date Processed:		WRARS Municipal Registration Number:
Approved By:		