

MANITOBA COMPOSTS SUPPORT PAYMENT GUIDELINES

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BACKGROUND AND PURPOSE

It is estimated that organic waste accounts for up to 40 per cent of Manitoba's waste stream and that provincial greenhouse gas emissions from its decomposition amount to an average of over 700,000 tonnes of carbon dioxide equivalent annually. Increasing diversion of organic material from landfills is a priority. Manitoba Composts Support Payments (MCSP) support public and private sector composting operations to encourage the diversion of organic waste from landfills.

In 2022/23, nine compost facilities participated in MCSP and collectively reported processing over 77,000 tonnes of organic waste in 2021. The goal of the support payment is to encourage diversion of 100,000 tonnes of organic waste from Manitoba landfills annually.

MANITOBA COMPOSTS SUPPORT PAYMENT (MCSP)

MCSP is a funding program for public and private sector composting facilities providing processing services for eligible organic waste from the residential and the industrial, commercial, and institutional (ICI) sectors.

Basis of MCSP

Support payments are paid out based on tonnes of eligible feedstock material processed by compost facilities on an annual basis.

- Compost facilities processing **2,500 tonnes or more** of incoming eligible organic waste per year are eligible for up to **\$10 per tonne*** in support to a maximum payment of \$500,000 annually.
- Compost facilities processing **less than 2,500 tonnes** of incoming eligible organic waste are eligible for up to **\$25 per tonne*** in support to a maximum payment of \$25,000 annually.
- Organic waste diverted to composting facilities is exempt from the \$10 per tonne Waste Reduction and Recycling Support Landfill Levy.

* As organics diversion increases, the support payment rate may be amended based on annual budget and waste diversion forecasts. Facilities participating in MCSP will be notified accordingly.

Registration

All composting facilities interested in receiving Manitoba Composts Support Payments must register. Refer to **Form A: MCSP Registration Form** in Appendix A of this guideline to register.

Grant Funding Agreement

Registered facilities interested in receiving support payments must meet all MCSP criteria and enter into a grant funding agreement with Environment and Climate Change. Entitlement to support is at the sole discretion of Environment and Climate Change.

MCSP Eligibility Criteria

1. Environmental Approvals and Compliance

Compost facilities must have all necessary environmental approvals in place and maintain good standing with environment licence/permit requirements. If a licence or permit is not currently in place, please contact Environment and Climate Change's Environmental Approvals Branch to determine if an environmental licence or permit is required for the composting facility.

Environmental Approvals
Environment and Climate Change
Box 35 - 14 Fultz Blvd
Winnipeg, MB R3Y 0L6
EABDirector@gov.mb.ca
Internet: http://www.gov.mb.ca/sd/permits_licenses_approvals/eal/

Entitlement to support is dependent on compliance with all applicable laws and land use restrictions and a report from the Environmental Compliance and Enforcement Branch as to satisfactory compliance with all terms and conditions of its operating licence/permit.

Should Environment and Climate Change identify compliance concerns with a compost facility, the Government of Manitoba will enter into a grant funding agreement once an acceptable plan has been provided to address concerns. The plan must be received by December 31 of the applicable fiscal year and the government, in its sole discretion, will determine if the plan is satisfactory for addressing all compliance concerns.

2. Compost Facility Operator Certification

Compost facilities must have a certified compost facility operator responsible for on-site operations. The compost facility operator must submit a scan/photocopy/fax of a Compost Facility Operator certificate to Environment and Climate Change after completing a valid Compost Operator Certification program:

Manitoba Composts Support Payments
Environment and Climate Change
Box 37 - 14 Fultz Blvd
Winnipeg, MB R3Y 0L6
Email: RecycleMB@gov.mb.ca

For information about upcoming training opportunities, contact the Compost Council of Canada or Solid Waste Association of North America (SWANA) Northern Lights Chapter:

The Compost Council of Canada
16, rue Northumberland Street
Toronto ON M6H 1P7
Phone: 416-535-0240
877-571-GROW (4769)
Email: info@compost.org
Internet: www.compost.org

SWANA Northern Lights Chapter
Phone: 877-333-0622
Internet: <https://swananorthernlights.org>

3. Equipment and Tools

Compost facilities must have standard operating equipment, tools and appropriate personal protective equipment to actively manage, monitor and process organic waste.

4. Health and Safety

It is recommended compost facilities develop and maintain a health and safety plan that includes safe work operating procedures and health and safety training. Contact Safe Work Manitoba for information and training opportunities:

SAFE Work Manitoba
16-363 Broadway
Winnipeg MB R3C 3N9
Phone: 204-957-SAFE (7233) in Winnipeg / 1-855-957-SAFE (7233) Outside Winnipeg
Email: information@safeworkmanitoba.ca
Internet: <https://www.safemanitoba.com/>

5. Monitoring and Record Keeping

It is recommended compost facilities conduct a compost monitoring program that includes measurement of compost parameters such as temperature, moisture and oxygen. Typically, operational and monitoring records are regularly maintained and include details of incoming and outgoing materials, composting time, turning and/or aeration frequency, monitoring results, samples taken, results of laboratory analysis, complaints received, and corrective actions taken.

6. Marketing Plan

Compost facilities are expected to develop and submit a plan for the use/distribution and/or marketing of the final product. Compost facilities may submit a marketing plan they have developed or use **Form B: MCSP Marketing Plan** (Appendix A).

7. Compost Quality

Compost facilities are expected to produce compost that meets Canadian Council of Ministers of the Environment (CCME) Guidelines for Compost Quality Category A end use parameters. For CCME Guidelines for Compost Quality (2005) visit: ccme.ca/en/resources/waste/compost.html. All compost facilities must have at least one sample tested at a Compost Quality Alliance (CQA) accredited laboratory. Analysis results must be submitted to Environment and Climate Change

with annual MCSP reports. Frequency of CQA testing is determined by the annual compost produced by each facility as detailed in Table 1.

Table 1. Frequency of CQA testing

Annual Compost Production	Frequency of Testing
> 1,000 tonnes	1 sample during production season
1,000 to 5,000 tonnes	4 samples during production season
5,000 to 15,000 tonnes	6 samples during production season
More than 15,000 tonnes	12 samples during production season

Compost that fails to meet analytical requirements may be reworked and resubmitted for further testing with the new test results submitted to Manitoba Environment and Climate Change by the reporting form due date as noted in the Reporting and Payment Schedule (Table 2). Compost that fails to meet Category A end use parameters may not be eligible for the MCSP. **Facilities are encouraged to ensure samples are properly prepared and compost has reached maturity prior to testing as the MCSP amount will correspond directly to the percentage of Category A test results.**

8. Reporting

A report on tonnage of all organic waste processed and compost produced must be submitted to Manitoba Environment and Climate Change using **Form C: MCSP Reporting Form** (Appendix A) per the reporting schedule noted in Table 2.

Table 2. Reporting Schedule

Activity	Timing
<i>Reporting Period: January 1, 2021 – December 31, 2021</i>	
Reporting Form Sent Out	September 1, 2022
Reporting Form Due	November 1, 2022
<i>Reporting Period: January 1, 2022 – December 31, 2022</i>	
Reporting Form Sent Out	April 1, 2023
Reporting Form Due	August 1, 2023

Note that all materials used in the composting process and their sources must be reported to Environment and Climate Change. If a scale is not available to weigh eligible incoming organic materials and/or compost produced, the compost facility may submit volume to weight conversions using the volume to weight conversions detailed in Table 3.

Table 3. Volume to Weight Conversions

Material	Volume to weight conversion (kg/m ³ as-is basis)
Food waste	400
Leaf and yard waste	150
Chipped untreated wood waste	250
Animal manure and bedding	250
Finished compost	500

9. Eligible Organic Waste

Compost facilities can only receive MCSP for eligible organic materials received for processing (Table 4). Eligibility of organic waste streams will be approved as part of the MCSP registration process. To have additional materials considered for approval after registering for the MCSP refer to **Form D: MCSP Additional Feedstock Material** (Appendix A).

Table 4. Eligible and Ineligible Feedstock Materials

Eligible Feedstock Materials	Ineligible Feedstock Materials
Food waste	Animal mortalities*
Leaf and yard waste	Meat processing by-products*
Chipped untreated wood waste	Biosolids**
Animal manure and bedding (from ICI sources)	Animal manure and bedding or crop residues (from on-farm sources)
Drywall (to a maximum 5% of total feedstock)	Cardboard

* Should composted or non-composted **animal mortalities and/or meat processing by-products** be mixed with materials eligible for MCSP, all materials (feedstock and/or compost) will be considered ineligible for MCSP.

** Should composted or non-composted **biosolids** be mixed with materials eligible for MCSP, an analysis indicating all compost meets CCME Category A end use parameters must be provided. Prior to composting biosolids, appropriate environmental approvals from Manitoba Environment and Climate Change must be in place.

FEEDBACK

Comments and questions regarding the Manitoba Composts Support Payment Guidelines are welcome. MCSP guidelines and definitions may be amended as necessary.

ACRONYMS

MCSP	Manitoba Compost Support Payments
CCME	Canadian Council of Ministers of the Environment
CQA	Compost Quality Alliance
ICI	Industrial, commercial, and institutional

DEFINITIONS

Animal manure and bedding or crop residues	Includes animal manure and bedding or crop residues from ICI sources. Description does not include animal manure and bedding or crop residues that are directly from on-farm sources.
Biosolids	Includes sewage sludge from a waste water treatment facility or lagoon.
Compost	A mature solid product that can be used as a soil amendment without causing environmental harm that has undergone the process of composting.
Composting	The biological decomposition of organic material carried out under controlled aerobic conditions, undergoing a thermophilic phase that produces compost. Exposure under non-controlled conditions resulting in uncontrolled decay is not considered composting.
Compost Facility	A facility at which composting is carried out.
Food waste	Includes organics materials such as food processing by-products and post-consumer food waste including certified compostable products from residential and ICI sources. The description does not include meat processing by-products and/or animal mortalities or waste that is in the form of liquids, fats, or oils.
Industrial, commercial, and institutional (ICI) sources	Includes materials from ICI sectors such as food processing plants, restaurants, hotels, shopping malls, cafeterias, grocery stores, office buildings, schools, nursing homes, parks, or public spaces and events.
Leaf and yard waste	Includes organic materials such as tree and shrub trimmings, leaves, vegetable or fruit plant residues, and grass clippings from residential or ICI sources.

Meat processing by-products and/or animal mortalities	Includes Specified Risk Material and Prohibited Material as defined by T-4-120 - Regulation of Compost under the Fertilizers Act and Regulations as well as any animal mortalities and/or any animal parts that are not used as part of the food processing activities such as tissues, feathers, bones, blood or blood products, milk or milk products, gelatins, and rendered fats from on-farm or industrial sources.
Residential sources	Includes materials from residents in single and multi-family dwellings.
Untreated chipped wood waste	Includes untreated chipped wood waste such as pallets or lumber from residential or ICI sources. Description does not include wood that is contaminated with paint, metal, or glass; or treated with water repellents, insecticides, fungicides, flame retardants; or a composite wood product that contains glues, waxes, resins, laminate, or plastic fibres.

APPENDIX A: Manitoba Compost Support Payment Forms



FORM A: MANITOBA COMPOSTS SUPPORT PAYMENT REGISTRATION

CONTACT INFORMATION

Authorized Contact:

Title:

Facility Name:

Address:

Phone Number:

Town/City:

Email Address:

Postal Code:

Fax Number:

FACILITY INFORMATION

Facility Address:

Compost Processing Start Date:

Environmental License or Permit #:

Date of License or Permit:

Date of Last Inspection:

Name of Certified Compost Facility Operator:

Name of Certified Compost Facility Operator Course:

Date Compost Facility Operator Certificate Issued:

Are you a member of the Compost Quality Alliance program?

☐ Yes

☐ No

Type of collection system (Check all that apply):

☐ Curbside Collection

☐ Drop Off

☐ Automated Pick up

☐ Manual Pick Up

☐ Certified Compostable Bags

☐ Paper Bags

☐ Plastic Bags

☐ No Bags (rigid container)

Type of facility/infrastructure (Check all that apply):

☐ Static Pile

☐ Bunker

☐ Turned Windrow

☐ Turned Mass Bed

☐ Passively Aerated
Windrow

☐ Aerated Static Pile

☐ Enclosed Aerated
Static Pile (Tunnel)

☐ Static Container

☐ Agitated Container

☐ Channel

☐ Agitated Bed

☐ Rotating Drum

For each type of compost produced complete the following page:

Name/Type of compost produced:				
Name of Feedstock Material Processed	Source of Feedstock Materials (Residential, Industrial, Commercial, Institutional, or Farm, etc.)		Proposed Amount Processed (Tonnes)	
Proposed Compost Use (Specify): Examples include: residential, municipal, commercial, agriculture, final landfill cover	Stored (Tonnes)	Sold (Tonnes)	Given Away (Tonnes)	Used (Tonnes)
Is all incoming organic material weighed?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Is finished compost screened?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Is finished compost weighed?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Is labelling for compost sold compliant with the Canadian Food Inspection Agency Fertilizer Act and Regulation T-4-120?	<input type="checkbox"/> Yes* *Supply label		<input type="checkbox"/> N/A	
Frequency of finished compost produced (per year):				
Number of finished compost samples analyzed (per year):				
Estimated amount of residual material screened out (Tonnes):				
Management of residual material:				

Estimated residential population base served (if applicable): _____

Name of clients served (municipalities and/or ICI facilities, etc.):

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

If more space is required, use a blank sheet and submit with registration form

ADDITIONAL SUPPORTING DOCUMENTATION (Attach copies if available)

- a) Compost Facility Operator Certificate
- b) Marketing plan compost facility has developed or Form B: MCSP Marketing Plan
- c) Analysis of compost produced that meets Canadian Council of Ministers of the Environment Guidelines for Compost Quality Category A end use.

Collection and use of personal information is protected by the privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection and use of personal information under FIPPA, please contact the Access and Privacy Officer in Winnipeg by phone at 204-945-4170 or by email at cws-fippa@gov.mb.ca.

Signature of Authorized Contact

Date (dd/mm/yyyy)

Send completed form and documentation to:

Manitoba Composts Support Payments
Manitoba Environment and Climate Change
Box 37 - 14 Fultz Blvd
Winnipeg, MB R3Y 0L6
Email: RecycleMB@gov.mb.ca



FORM B: MANITOBA COMPOSTS SUPPORT PAYMENT MARKETING PLAN

CONTACT INFORMATION

Authorized Contact:

Title:

Facility Name:

Address:

Phone Number:

Town/City:

Email Address:

Postal Code:

Fax Number:

CUSTOMER ANALYSIS

Customer	Compost Name/Type	Quality	Particle Size	Amount (Tonnes)	Packaging	Delivery Mechanism	Retail Value
Residential							
Municipal							
Commercial							
Horticulture							
Agriculture							
Remediation							
Final landfill cover							

PROPOSED ADVERTISING AND PROMOTIONAL ACTIVITIES

COST ANALYSIS			
Identify Revenues	\$/Tonne	Identify Costs	\$/Tonne
Collection		Transportation	
Tipping fee		Compost Management Equipment	
Avoided landfill tipping fee		Turning	
Compost sales		Adding Water	
		Screening	
		Labour	
		Bagging	
		Delivery	
Total Revenues		Total Costs	
Net Value (= Costs-Revenues)			

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Signature of Authorized Contact

Date (dd/mm/yyyy)

Send completed form and documentation to:
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 Winnipeg, MB R3Y 0L6
 Email: RecycleMB@gov.mb.ca

Manitoba Composts Support Payments
 Box 37 - 14 Fultz Blvd
 Winnipeg, MB R3Y 0L6
 Email: RecycleMB@gov.mb.ca
<https://www.gov.mb.ca/sd/wastewise>



FORM C: MANITOBA COMPOSTS SUPPORT PAYMENT REPORTING

CONTACT INFORMATION	
Authorized Contact:	
Title:	
Facility Name:	
Address:	Phone Number:
Town/City:	Fax Number:
Postal Code:	Email Address:

Year Feedstock was Received:

REPORT ALL INCOMING MATERIALS THAT WERE PROCESSED		
Name/Type of compost produced:		
Name of Feedstock Material Processed (Leaf and Yard Waste, Manure, Food Waste, etc.)	Source of Feedstock Materials (Residential, Industrial, Commercial, Institutional, or Farm, etc.)	Amount Processed (Tonnes)
Total		

REPORT COMPOST THAT HAS BEEN PRODUCED					
Name/Type of compost produced:					
Purpose of Compost Use	Stored (Tonnes)	Sold (Tonnes)	Given Away (Tonnes)	Used (Tonnes)	Total (Tonnes)
Residential					
Municipal					
Commercial					
Horticulture					
Agriculture					
Remediation					
Final landfill cover					
Other:					
Other:					
Total					
Approximate residual material screened out from finished compost (Tonnes):					
Method of residual management:					
End Use Details – Please describe details pertaining to compost sold, used or given away (purposes, uses, clients, etc.):					

Along with this report, please submit the required number of Compost Quality Alliance laboratory analyses of compost produced.

If more than one type of compost is produced, use additional reporting tables.

If any information has changed from the registration form please notify Manitoba Environment and Climate Change.

DECLARATION

The conditions of this agreement include:

1. Records must be maintained on file for a three (3) year period.
2. Records will be provided to an agent of Manitoba Environment and Climate Change upon request.
3. All reported data may be subject to an independent audit on a periodic basis or at the request of Manitoba Environment and Climate Change.

Collection and use of personal information is protected by the privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection and use of personal information under FIPPA, please contact the Access and Privacy Officer in Winnipeg by phone at 204-945-4170 or by email at cws-fippa@gov.mb.ca.

The authorized contact understands the requirements for Manitoba Composts Support Payments (MCSP), agrees to cooperate with all MCSP policies and procedures, and verifies the information submitted.

Signature of Authorized Contact

Date (dd/mm/yyyy)

Send Completed Form to:

Manitoba Composts Support Payments
Environment and Climate Change
Box 37 - 14 Fultz Blvd
Winnipeg, MB R3Y 0L6
Email: RecycleMB@gov.mb.ca



FORM D: MANITOBA COMPOSTS SUPPORT PAYMENT – ADDITIONAL FEEDSTOCK MATERIAL

If there have been changes since registering for the Manitoba Composts Support Payments, complete this form to have additional materials considered for the MCSP or to submit an additional type of compost.

CONTACT INFORMATION	
Authorized Contact:	
Title:	
Facility Name:	
Address:	Phone Number:
Town/City:	Email Address:
Postal Code:	Fax Number:

Name/Type of compost produced:				
Name of Feedstock Material Processed	Source of Feedstock Materials (Residential, Industrial, Commercial, Institutional, or Farm, etc.)		Proposed Amount Processed (Tonnes)	
Proposed Compost Use (Specify): Examples include: residential, municipal, commercial, agriculture, final landfill cover	Stored (Tonnes)	Sold (Tonnes)	Given Away (Tonnes)	Used (Tonnes)

Is all incoming organic material weighed?	Yes	No		
Is finished compost screened?	Yes	No		
Is finished compost weighed?	Yes	No		
Is labelling for compost sold compliant with the Canadian Food Inspection Agency Fertilizer Act and Regulation T-4-120?	Yes*	Not		
Frequency of finished compost produced (per year):	*Supply label	Applicable		
Number of finished compost samples analyzed (per year):				
Estimated amount of residual material screened out (Tonnes):				
Management of residual material:				

Name of clients served (municipalities and/or ICI facilities, etc.):

1.	4.
2.	5.
3.	6.

If available, submit an analysis of the compost produced that meets the Canadian Council of Ministers of the Environment Guidelines for Compost Quality Category A end use.

Collection and use of personal information is protected by the privacy provisions of The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection and use of personal information under FIPPA, please contact the Access and Privacy Officer in Winnipeg by phone at 204-945-4170 or by email at cws-fippa@gov.mb.ca.

Signature of Authorized Contact

Date (dd/mm/yyyy)

Send completed form and documentation to:

Manitoba Composts Support Payments
Environment and Climate Change
Box 37 - 14 Fultz Blvd
Winnipeg, MB R3Y 0L6
Email: RecycleMB@gov.mb.ca