

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

Waste Reduction and Recycling Support
Environment and Climate
Box 37 - 14 Fultz Blvd
Winnipeg, Manitoba R3Y 0L6
recyclemb@gov.mb.ca
Website: www.gov.mb.ca/sd/wastewise

WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM

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1. INTRODUCTION

This program guide provides information on the Waste Reduction and Recycling Support (WRARS) Program. The guide was developed to assist landfill owners in remitting the WRARS Levy and municipal and Northern Affairs community recycling program operators in reporting recycling to receive the Recycling Rebate.

2. BACKGROUND

The WRARS levy was established in 2009 under The Waste Reduction and Prevention Act to help discourage waste generation and encourage recycling and waste diversion activities. The levy is collected by Environment and Climate.

All Class 1, Class 2 and Class 3 landfills in Manitoba are required to pay the \$10 per tonne WRARS Levy on waste disposed.

Class 2 and 3 landfills that do not have a weigh scale are able to determine the amount of waste disposed by measuring the volume of waste disposed or using population data. See Section 6 and Appendix C: Guide to Waste Estimation at Landfills without Weigh Scales for more details.

3. LANDFILL REGISTRATION REQUIREMENTS (WRARS LEVY REMITTANCE)

Landfill owners must register new and operating landfills with Environment and Climate using the Landfill/Waste Transfer Station Registration Form.

4. LANDFILL CLOSURE/CONVERSION TO WASTE TRANSFER STATION REQUIREMENTS

If a landfill is no longer accepting waste and is closed or converted to a waste transfer station, the owner/operator of the landfill or authorized contact person must inform Environment and Climate by submitting the Landfill Closure Confirmation and Waste Transfer Station Registration Form.

5. LANDFILL REPORTING REQUIREMENTS

Landfill owners must remit the \$10.00 per tonne WRARS Levy to Environment and Climate for each six-month period per year:

- a) January 1 to June 30, to be paid no later than July 31 of that year; and
- b) July 1 to December 31, to be paid no later than January 31 of the following calendar year.

The WRARS Levy is applicable to all municipal solid waste: residential waste; industrial, commercial and institutional waste (ICI); construction, renovation and demolition waste (CR&D); and all other waste (see Appendix A for definitions).

Burning waste is considered disposal and, therefore, subject to levy payment.

5.1 Exemptions from WRARS Levy

The following exemptions apply to the payment of the WRARS Levy:

- Single-use private/industrial landfills that do not accept waste from other generators or from municipal sources are exempt.
- First Nation waste disposal grounds that do not accept waste from other generators are exempt.
- Northern Affairs community landfills are exempt from paying the levy on waste disposed by First Nations.

First Nations may voluntarily participate in the WRARS Program to receive the Recycling Rebate based on the same recycling tonnages reported to Multi-Material Stewardship Manitoba.

5.2 Waste Transfer Stations

Waste transfer station owners must register operating waste transfer stations with Environment and Climate using the Landfill/Waste Transfer Station Registration Form. Waste delivered to a waste transfer station for transport to a landfill is exempt from the WRARS Levy. If burning of waste occurs at the waste transfer station under the authority of a burning permit, the owner must report the weight of waste disposed through burning and remit the \$10 per tonne WRARS Levy.

5.3 Eligible Diversion Activities

Recycling, composting and wood waste processing/chipping are all considered diversion activities that reduce waste and are exempt from the WRARS Levy.

6. MEASURING WASTE WITHOUT SCALES

Class 2 and 3 landfills that do not have a weigh scale have two options for determining the amount of waste disposed that the \$10 per tonne WRARS Levy shall apply to: a) Volume to Weight Factor or b) Per Capita Waste Factor. Additional guidance on measuring waste without scales and methods for volume-based measurement and reporting is provided in Appendix C: Waste Estimation at Landfills without Weigh Scales.

- a) Volume to Weight Factor – The WRARS Levy can be calculated by converting the volume (in cubic metres or yards) of waste disposed into weight. The volume to weight conversion factor for uncompacted waste is one cubic metre (m³) = 190 kilograms or one cubic yard (yd³) = 320 pounds.

Example: 1,000 m³ of waste = 190,000 kg or 190 tonnes of waste

$$\text{WRARS Levy} = 190 \times \$10/\text{tonne} = \$1,900.00$$

- b) Per Capita Waste Factor – The WRARS Levy can be calculated using an annual per capita waste factor of 660 kilograms (0.66 tonnes). This rate is based on the measured average annual per capita waste disposed at landfills outside of the Capital Region and Brandon. Reporting entities are required to use the most recent population census applicable to the reporting period under consideration.

Example: 1,000 population \times 0.66 = 660 tonnes of waste

$$\text{Annual WRARS Levy} = 660 \text{ tonnes} \times \$10/\text{tonne} = \$6,600.00$$

All landfill operators are encouraged to measure their waste using a scale. 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.

7. 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 owner to establish an appropriate system to measure the weight of all 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.

8. MAINTENANCE OF RECORDS AND AUDIT PROVISIONS

Program participants are required to maintain records that identify the type and quantity of waste disposed and diverted for a period of at least five (5) years in support of all data submitted to the WRARS Program. Data reports are subject to audit by Environment and Climate on a periodic basis.

9. WEIGH SCALES

Weigh scales are required at all Class 1 landfills. Landfill owners needing financial assistance for weigh scale purchases and installations are encouraged to contact Environment and Climate for assistance in applying for and obtaining financial support.

10. LEVY REMITTANCE

Waste disposed must be reported to Environment and Climate through the Levy Remittance Form.

WRARS Levy payments are made payable to: Minister of Finance

Remit payments to:
WRARS Program
Environment and Climate
Box 37 - 14 Fultz Blvd
Winnipeg, Manitoba R3Y 0L6

11. CONVERSIONS

- 1 litre (L) = 0.0013 cubic yards (yd³)
- 1 cubic foot = 0.037 cubic yards (yd³)
- 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

12. RECYCLING REBATE

The Recycling Rebate is available to municipalities and Northern Affairs communities that operate a WRARS Registered Landfill and/or have a contract with a WRARS Registered Landfill for disposal of municipal solid waste. Only recyclable materials accepted by Multi-Material Stewardship Manitoba (www.stewardshipmanitoba.org) are eligible for the Recycling Rebate. These include:

- Newsprint and flyers
- Boxboard
- Aseptic containers
- Gable top containers
- Corrugated cardboard
- Steel food and beverage containers
- Aluminum food and beverage containers
- PET plastic bottles (#1)
- HDPE Coloured Bottles (#2)
- HDPE Natural Bottles (#2)
- Mixed HDPE (#2) – Natural and Coloured
- Household plastics (#3, #4, #5, #7)
- Residential plastic film and carry out bags
- Glass

Recycling rates reported to Environment and Climate must be consistent with the eligible material recycling tonnages reported to Multi-Material Stewardship Manitoba.

Recycling Rebate program participants must pay their WRARS Levy and submit their Recycling Rebate Report to Environment and Climate to be eligible for the rebate. The Recycling Rebate will be paid to the eligible pool of recycling programs for a given six (6) month period.

The Recycling Rebate will be issued to eligible program participants within 60 days following the WRARS Levy remittance date unless there is not 100 per cent compliance with remitting the levy, in which case there will be delays in rebate payment.

12.1 Recycling Program Registration Requirements

Municipalities and Northern Affairs communities must be registered with Environment and Climate to receive the Recycling Rebate and must deliver waste to a WRARS registered landfill.

Program participants must register with Environment and Climate using the Recycling Program Registration Form.

12.2 Recycling Reporting Requirements

The Recycling Rebate is based on recycling tonnages that are also reported to Multi-Material Stewardship Manitoba.

Program participants shall submit a Recycling Rebate Report to Environment and Climate for each of the following six-month periods per year to be eligible for the Recycling Rebate:

- a) January 1 to June 30, to be submitted no later than July 31 of that year; and
- b) July 1 to December 31, to be submitted no later than January 31 of the following calendar year.

Recycling must be reported to Environment and Climate using the Recycling Program Rebate Report.

12.3 Recycling Rebate Calculations

The rebate amount for individual program participants is calculated as follows:

$$\text{Rebate (\$)} = \frac{\text{Total Amount to be Rebated (\$)}}{\text{Total Recycling Reported (Tonnes)}} \times \text{Recycling Reported by a Program Participant (Tonnes)}$$

Eligible program participants will receive rebate summary reports outlining the amount they are to receive prior to the rebates being disbursed.

13. NOTICE OF CHANGE OF AUTHORIZED CONTACT

Any changes in the authorized contact information for landfills, waste transfer stations and recycling programs shall be sent in writing to the WRARS Program using the Authorized Contact Update Form.

14. ANNUAL REPORTING REQUIREMENTS

For each fiscal year, an annual report of levy revenue and recycling rebates issued will be prepared and made publicly available.

15. NOTICE WITH RESPECT TO REPORTING

Information collected is required for the administration of the WRARS Program. Environment and Climate may publish the information collected for the program. If you have any questions about the use of the collected information, please contact the program administrator in Winnipeg by email at recycleMB@gov.mb.ca.

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 email cws-fippa@gov.mb.ca.

16. PROGRAM CONTACT INFORMATION

All correspondence, questions and comments may be submitted to:

WRARS Program
Environment and Climate
Box 37 - 14 Fultz Blvd
Winnipeg, Manitoba R3Y 0L6
Email: recycleMB@gov.mb.ca
Website: www.gov.mb.ca/sd/wastewise

APPENDIX A: WASTE REDUCTION AND RECYCLING SUPPORT PROGRAM DEFINITIONS

DEFINITIONS ¹

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 industrial, commercial and institutional (ICI) and agricultural wastes including manures, food processing wastes and biodegradable industrial process by-products.

Construction, Renovation and Demolition Waste (CR&D)

Construction, renovation and demolition (CR&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.

Diversion

Diversion 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

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.

Incentive

Payment received as a reward for undertaking waste diversion activities of various waste streams that would have otherwise been disposed at a landfill site.

Incineration

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

¹ Definitions (except for "Incentive") are based on Statistics Canada definitions found in the Waste Management Industry Survey: Business and Government Sectors, 2006 (June 2008).

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
- 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

This 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

Residential waste is solid waste from residential sources, which includes all households. This 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 waste transported by vehicles involved in collection is transferred to other vehicles that will transport the waste 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 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](#).

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).

This 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
FORMS**

WRARS Program
 Box 37 - 14 Fultz Blvd
 Winnipeg, Manitoba R3Y 0L6
recyclemb@gov.mb.ca
www.manitoba.ca



**WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM
 AUTHORIZED CONTACT UPDATE FORM**

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

- Landfill(s): _____
- Waste Transfer Station(s): _____
- Recycling Program

Information collected using this form is required for the administration of the WRARS Program. Environment and Climate may publish the information collected. If you have any questions about the use of the collected information, please contact the program administrator in Winnipeg by email at recycleMB@gov.mb.ca.

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 email at cws-fippa@gov.mb.ca.

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

 Authorized Contact Signature Date

Send Completed Form to:
 Environment and Climate
 Box 37 - 14 Fultz Blvd
 Winnipeg, MB R3Y 0L6
 Email: RecycleMB@gov.mb.ca

<i>For Environment and Climate's Use Only</i>	
Date Processed:	Approved By:

WRARS Program
 Environment and Climate
 Box 37 - 14 Fultz Blvd
 Winnipeg, MB R3Y 0L6
RecycleMB@gov.mb.ca
www.manitoba.ca



**WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM
 LANDFILL AND/OR WASTE TRANSFER STATION REGISTRATION FORM**

CONTACT INFORMATION

Landfill/Waste Transfer Station Owner:	
Authorized Contact:	Title:
Address:	
Town/City:	Postal Code:
Phone:	Fax:
Email Address:	

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 Class	Facility Name	Operating Permit / Env. Licence #	Weigh Scale Present	Waste Disposed (Tonnes)
<input type="checkbox"/> Landfill	1 <input type="checkbox"/> 2 <input type="checkbox"/> 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
Waste Disposal Ground Used:					

Information collected using this form is required for the administration of the WRARS Program. Environment and Climate may publish the information collected. If you have any questions about the use of the collected information, please contact the program administrator in Winnipeg by email at recycleMB@gov.mb.ca.

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The authorized contact 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
Environment and Climate
Box 37 - 14 Fultz Blvd
Winnipeg, MB R3Y 0L6
Email: RecycleMB@gov.mb.ca

<i>For Environment and Climate's Use Only</i>	
Date Processed:	Approved By:

WRARS Program
 Environment and Climate
 Box 37 - 14 Fultz Blvd
 Winnipeg, MB R3Y 0L6
RecycleMB@gov.mb.ca
www.manitoba.ca



**WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM
 LANDFILL CLOSURE CONFIRMATION AND WASTE TRANSFER STATION REGISTRATION
 FORM**

CONTACT INFORMATION

Landfill/Waste Transfer Station Owner:	
Authorized Contact:	Title:
Address:	
Town/City:	Postal Code:
Phone Number:	Fax Number:
Email Address:	

Landfill Name: _____ WRARS Registration #: _____

<input type="checkbox"/> Closed	Effective Date:
---------------------------------	-----------------

I hereby confirm that the landfill identified above has been closed and is no longer receiving solid waste for disposal or permitted waste for burning that may be subject to the WRARS Levy.

 Authorized Contact Signature Date

<input type="checkbox"/> Converted to a Waste Transfer Station	Effective Date:
Waste Transfer Station Name: _____	
Landfill Where Waste is Disposed: _____	

I hereby confirm that the landfill identified above has been converted to a Waste Transfer Station and is no longer receiving solid waste for disposal that may be subject to the WRARS Levy.

 Authorized Contact Signature Date

Information collected using this form is required for the administration of the Waste Reduction and Recycling Support Program. Environment and Climate may publish the information collected. If you have any questions about the use of the collected information, please contact the program administrator in Winnipeg by email at recycleMB@gov.mb.ca.

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

Send Completed Form to:

WRARS Program
Environment and Climate
Box 37 - 14 Fultz Blvd
Winnipeg, MB R3Y 0L6
Email: RecycleMB@gov.mb.ca

For Environment and Climate's Use Only

Date Processed:

Approved By:

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 Winnipeg, MB R3Y 0L6
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www.manitoba.ca



**WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM
 LANDFILL LEVY REMITTANCE FORM**

FORM A: LANDFILLS WITH WEIGH SCALES (Measured Waste)

WRARS Registration Number: _____

CONTACT INFORMATION	
Landfill(s) Owner:	
Authorized Contact:	Title:
Address:	
Town/City:	Postal Code:
Phone:	Fax:
Email Address:	

REPORTING PERIOD:		Year _____		<input type="checkbox"/> Jan 1 to Jun 30	<input type="checkbox"/> Jul 1 to Dec 31
For each disposal facility owned, please identify the facility class and the source and amount of waste disposed in the landfill for the appropriate reporting period. If applicable, disposal amounts <i>must</i> include the amount of waste burned on site and at waste transfer stations.					
Landfill Name	Facility Class	Approximate Percent (%) of Waste Disposed by Source			Total Waste Disposed (Tonnes)
		Residential	Industrial, Commercial & Institutional	Construction, Renovation & Demolition	Waste Quantity Weighed
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3				
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3				
TOTAL WASTE DISPOSED (TONNES)					
TOTAL WRARS LEVY REMITTED (Total Tonnes of Waste Disposed x \$10)					\$
<i>Please make cheques payable to: Minister of Finance Please send the cheque together with the completed form.</i>					

Communities Using the Landfill(s) and Population Served

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

Other Landfills These Communities Use and Population Served

1.	2.
----	----

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 Environment and Climate for each six (6) month period, as set out in the WRARS Program 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 Environment and Climate upon request.
3. All reported landfill data may be subject to an independent audit on a periodic basis.

Information collected using this form is required for the administration of the WRARS Program. Environment and Climate may publish the information collected for each disposal facility. If you have any questions about the use of the collected information, please contact the program administrator in Winnipeg by email at recycleMB@gov.mb.ca.

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 email at cws-fippa@gov.mb.ca.

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

Authorized Contact Signature

Date

Send Completed Form to:

WRARS Program
 Environment and Climate
 Box 37 - 14 Fultz Blvd
 Winnipeg, MB R3Y 0L6
 Email: RecycleMB@gov.mb.ca

For Environment and Climate's Use Only

Date Processed:	Approved By:
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WRARS Program
 Environment and Climate
 Box 37 - 14 Fultz Blvd
 Winnipeg, MB R3Y 0L6
RecycleMB@gov.mb.ca
www.manitoba.ca



**WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM
 LANDFILL LEVY REMITTANCE FORM**

FORM B: LANDFILLS USING THE VOLUME TO WEIGHT CONVERSION FACTOR (Estimated Waste)

WRARS Registration Number: _____

CONTACT INFORMATION	
Landfill(s) Owner:	
Authorized Contact:	Title:
Address:	
Town/City:	Postal Code:
Phone:	Fax:
Email Address:	

REPORTING PERIOD:		Year _____		<input type="checkbox"/> Jan 1 to Jun 30	<input type="checkbox"/> Jul 1 to Dec 31	
For each disposal facility owned, please identify the facility class and the 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 on site and at waste transfer stations.						
Landfill Name	Facility Class	Population Served (2016 Census)	Total Volume (m ³)	Conversion Factor (190 kg / m ³ or other approved conversion factor)	Total Weight (Tonnes)	WRARS Levy (Total Weight x \$10)
	<input type="checkbox"/> 2 <input type="checkbox"/> 3					\$
	<input type="checkbox"/> 2 <input type="checkbox"/> 3					\$
	<input type="checkbox"/> 2 <input type="checkbox"/> 3					\$
TOTAL						\$
		Total Population	Total Volume		Total Weight	Total Levy Remitted
<i>Please make cheques payable to: Minister of Finance Please send the cheque together with the completed form.</i>						

Please describe the conversion factor used if it is not 190 kg / m³:

Approximate Percent (%) of Waste Disposed by Source		
Residential	Industrial, Commercial & Institutional	Construction, Renovation & Demolition

Communities Using the Landfill(s) and Population Served

1.	2.
3.	4.

Other Landfills These Communities Use and Population Served

1.	2.
----	----

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 Environment and Climate for each six (6) month period, as set out in the WRARS Program 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 Environment and Climate upon request.
3. All reported landfill data may be subject to an independent audit on a periodic basis.

Information collected using this form is required for the administration of the WRARS Program. Environment and Climate may publish the information collected for each disposal facility. If you have any questions about the use of the collected information, please contact the program administrator in Winnipeg by email at recycleMB@gov.mb.ca.

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

Authorized Contact Signature
Date

Send Completed Form to:
 WRARS Program
 Environment and Climate
 Box 37 - 14 Fultz Blvd
 Winnipeg, MB R3Y 0L6
 Email: RecycleMB@gov.mb.ca

For Environment and Climate's Use Only	
Date Processed:	Approved By:

WRARS Program
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 Box 37 - 14 Fultz Blvd
 Winnipeg, MB R3Y 0L6
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www.manitoba.ca



**WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM
 LANDFILL LEVY REMITTANCE FORM**

FORM C: LANDFILLS USING THE PER CAPITA WASTE FACTOR (Per Capita Waste)

WRARS Registration Number: _____

CONTACT INFORMATION	
Landfill(s) Owner:	
Authorized Contact:	Title:
Address:	
Town/City:	Postal Code:
Phone:	Fax:
Email Address:	

REPORTING PERIOD:	Year _____	<input type="checkbox"/> Jan 1 to Jun 30	<input type="checkbox"/> Jul 1 to Dec 31	
For each disposal facility owned, please identify the facility class and the source and amount of waste disposed in the landfill for the appropriate reporting period. If applicable, disposal amounts <i>must</i> include the amount of waste burned on site and at waste transfer stations.				
Landfill Name	Facility Class	Population Served (2016 Census)	Total Weight (T) (Population Served x Per Capita Waste Factor of 0.33 Tonnes)	WRARS Levy (Total Weight x \$10)
	<input type="checkbox"/> 2 <input type="checkbox"/> 3			
	<input type="checkbox"/> 2 <input type="checkbox"/> 3			
	<input type="checkbox"/> 2 <input type="checkbox"/> 3			
TOTAL				\$
		Total Population	Total Weight (T)	Total Levy Remitted
<i>Please make cheques payable to: Minister of Finance Please send the cheque together with the completed form.</i>				

Approximate Percentage (%) of Waste Disposed by Source		
Residential	Industrial, Commercial & Institutional	Construction, Renovation & Demolition

Communities Using the Landfill(s) and Population Served

1.	2.
3.	4.

Other Landfills These Communities Use and Population Served

1.	2.
----	----

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 Environment and Climate for each six (6) month period, as set out in the WRARS Program 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 Environment and Climate upon request.
3. All reported landfill data may be subject to an independent audit on a periodic basis.

Information collected using this form is required for the administration of the WRARS Program. Environment and Climate may publish the information collected for each disposal facility. If you have any questions about the use of the collected information, please contact the program administrator in Winnipeg by email at recycleMB@gov.mb.ca.

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 email at cws-fippa@gov.mb.ca.

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

Authorized Contact Signature _____ Date _____

Send Completed Form to:
 WRARS Program
 Environment and Climate
 Box 37 - 14 Fultz Blvd
 Winnipeg, MB R3Y 0L6
 Email: RecycleMB@gov.mb.ca

<i>For Environment and Climate's Use Only</i>	
Date Processed:	Approved By:

WRARS Program
 Environment and Climate
 Box 37 - 14 Fultz Blvd
 Winnipeg, MB R3Y 0L6
RecycleMB@gov.mb.ca
www.manitoba.ca



**WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM
 RECYCLING PROGRAM REGISTRATION FORM**

CONTACT INFORMATION

Municipality/Northern Affairs Community Name:	
Authorized Contact:	Title:
Address:	
Town/City:	Postal Code:
Phone:	Fax:
Email Address:	

WASTE DISPOSAL

Landfill(s) Used:	Landfill Owner(s):
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RECYCLING PROGRAM

Recycling Program Operator:		
Curbside recycling system:	<input type="checkbox"/> Bag collection	<input type="checkbox"/> Box collection
Depot recycling system:	<input type="checkbox"/> Central depot	<input type="checkbox"/> Multiple depots

Authorized Contact Signature	Date
------------------------------	------

Send Completed Form to:
 WRARS Program
 Environment and Climate
 Box 37 - 14 Fultz Blvd
 Winnipeg, MB R3Y 0L6
 Email: RecycleMB@gov.mb.ca

Information collected using this form is required for the administration of the WRARS Program. Environment and Climate may publish the information collected. If you have any questions about the use of the collected information, please contact the program administrator in Winnipeg by email at recycleMB@gov.mb.ca.

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For Environment and Climate's Use Only

Date Processed:	Approved By:
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WRARS Program
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RecycleMB@gov.mb.ca
www.manitoba.ca



**WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM
 RECYCLING PROGRAM REBATE REPORT**

WRARS Registration Number: _____

CONTACT INFORMATION	
All fields required	
Municipality/Northern Affairs Community Name:	
Elected Municipal/Community Official (first and last name):	
Title of Elected Municipal/Community Official:	
Address:	Town/City:
Postal Code:	Phone:
Email Address:	
Chief Administrative Officer (CAO) (first and last name):	
CAO's Email Address:	CAO's Phone:

REPORTING PERIOD:	Year _____	<input type="checkbox"/> Jan 1 to Jun 30	<input type="checkbox"/> Jul 1 to Dec 31
--------------------------	------------	--	--

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 Eligible: _____			
Residue (Ineligible):			
TOTAL:			

This Recycling Report includes the Communities of:

1.	2.
----	----

Recycling Rebate Requirements & Agreement of Terms

The Recycling Rebate is set annually and calculated based on 80 per cent of budgeted funds. The Rebate is allocated to participating municipalities and Northern Affairs communities based on their percentage share of total eligible recycling tonnages reported in a six (6) month period. The rebate is only available to municipal and Northern Affairs community governments registered with the WRARS Program. Reported recycling rates must be consistent with the eligible material recycling tonnages reported to Multi-Material Stewardship Manitoba. The conditions of this agreement include:

Records must be maintained on file for a five (5) year period.

Records will be provided to an agent of Environment and Climate upon request.

All reported recovery reports may be subject to an independent audit.

The recycling program must be registered with Multi-Material Stewardship Manitoba.

Information collected using this form is required for the administration of the WRARS Program. Environment and Climate may publish the information collected for each municipality. If you have any questions about the use of the collected information, please contact the program administrator in Winnipeg by email at recycleMB@gov.mb.ca.

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 email at cws-fippa@gov.mb.ca.

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

Authorized Contact Signature Date

Send Completed Form to:
WRARS Program
Environment and Climate
Box 37 - 14 Fultz Blvd
Winnipeg, MB R3Y 0L6
Email: RecycleMB@gov.mb.ca

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APPENDIX C: GUIDE TO WASTE ESTIMATION AT LANDFILLS WITHOUT WEIGH SCALES

WASTE REDUCTION AND RECYCLING SUPPORT (WRARS) PROGRAM

1. INTRODUCTION

This guide provides information for landfill operators on the use of volume-based methods to measure waste at landfills without weigh scales. The target audience for this guide is Class 2 and 3 landfill operators that need to measure waste in order to remit the Waste Reduction and Recycling Support (WRARS) Levy. The WRARS Levy is \$10 per tonne of waste landfilled.

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. Landfill owners shall retain data reports showing the type of waste (e.g. residential; industrial, commercial and institutional [ICI]; and construction, renovation and demolition [CR&D]) and the quantity for five (5) years. These data reports are subject to audit by Environment and Climate on a periodic basis.

2. VOLUME TO WEIGHT CONVERSION FACTOR

Landfill operators can use a volume to weight conversion factor to calculate the weight of waste landfilled as set out in Table A. The accepted conversion factor for uncompacted waste is one cubic meter (m³) weighs 190 kilograms or one cubic yard (yd³) weighs 320 pounds.

Table A: Volume to Weight Conversion Factors

Waste Type	Tons / Cubic yard (yd ³)	Tonnes / Cubic Meter (m ³)
Uncompacted Waste	0.160	0.190

Note: These factors may change from time to time as new information is obtained.

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 0.160 tons per cubic yard = 2.4 tons (2.4/1.1) = 2.18 tonnes.

Landfill operators may establish a set of standard volumes for trucks, trailers and other containers. Examples of container volume measurements are provided in Table B.

Table B: Examples of Standard Measurements

Vehicle Type or Waste Container	Volume Cubic Yards(yd³)	Weight Tonnes (T)
Plastic trash bag (75 Litres)	0.098	0.016
Compact Pickup (4'x6' bed) to top of bed	1.33	0.193
Compact Pickup (4'x6' bed) to top of cab	2.66	0.387
Compact Pickup (4'x7' bed) to top of bed	1.56	0.227
Compact Pickup (4'x7' bed) to top of cab	3.11	0.452
Full Size Pickup (5'x7' bed) to top of bed	1.94	0.282
Full Size Pickup (5'x7' bed) to top of cab	3.89	0.566
Full Size Pickup (5'x8' bed) to top of bed	2.22	0.323
Full Size Pickup (5'x8' bed) to top of cab	4.44	0.646
Utility Trailer (4'x8'x2')	2.37	0.345
Utility Trailer (4'x8'x4')	4.74	0.689

The volume of any vehicle or container can be measured using the formula: length (l) x width (w) x height (h) = volume (ft³, yd³ or m³). For vehicles, the maximum weight that the vehicle can hold can also be used for the weight estimate. However, this may over or underestimate the actual amount of waste depending on how waste is loaded into the vehicle.

3. WASTE VOLUME SURVEY METHODS

There are several methods of measuring the volume of waste landfilled. A landfill operator may conduct a survey to measure the volume and weight of waste landfilled.

Survey methods that can be used to estimate waste quantities include:

- Trench volume estimation
- Loader bucket and truck counting
- Random weighing and traffic counting
- Site survey and in-situ density test

All of these methods except for the site survey and in-situ density test require initial weighing of material to establish a baseline weight to volume ratio. Operators may consider using provincial highway weigh scales or scales at commercial operations (e.g. gravel pits, concrete plants) that are available to them.

3.1. TRENCH VOLUME ESTIMATION

This method requires measuring and monitoring of the waste receiving cell.

Steps involved:

- Excavate a trench for waste disposal.
- Measure the volume of the excavated trench (volume = length x width x height).
- Fill the trench with waste.
- Estimate the volume of waste in the trench by measuring its depth (h).
- Cover the waste as necessary and repeat measurement for each new lift (level).

3.2. LOADER BUCKET AND TRUCK COUNTING

This method may be used at landfills with residential waste drop-off facilities. This method requires the use of a loader to move waste from one section of the landfill (e.g. a drop off area) to another area.

Steps involved:

- Estimate the number of bucket loads required to move waste into the landfill each day during the survey period.
- Weigh a number of typical loads using a weigh scale to establish a baseline weight measure for each load type and volume of waste.
- Keep a daily record of each load type and its estimated volume.

3.3. RANDOM WEIGHING AND TRUCK COUNTING

This method may provide a more accurate means of estimating the quantity of waste landfilled.

Steps involved:

- Obtain an average weight of waste for commercial loads received from the companies.
- Randomly weigh pickup trucks or trailers to obtain an average weight for each load type and its volume of waste.
- Keep a daily record of each load type and its estimated volume.

3.4. SITE SURVEY AND IN-SITU DENSITY TEST

If a topographic survey of the site and vicinity has been conducted, another site survey can be conducted to estimate the landfill volume added since the first survey.

Steps involved:

- Survey the site to determine the current landfill volume.
- Acquire information on the amount and density of cover materials used in the landfill.
- Conduct an in situ waste density test to convert the volume to waste density: weigh a known volume of waste (exclude cover materials) to determine the density (mass per unit volume) of waste.
- Compare the results with the previous study, accounting for the volume of cover material.

4. OTHER ACCEPTED MEASUREMENT OPTIONS

For landfill operators that cannot measure the volume of waste received, a per capita waste factor may be used.

4.1. Per Capita Waste Factor

Class 2 and 3 landfills that are unable to measure waste may pay the WRARS Levy based on a per capita waste factor of 660 kilograms (0.66 Tonnes). The basis of this rate is the measured waste disposal rate for communities outside of the Capital Region and Brandon (based on actual reporting for the six (6) month period from January 2010 – June 2010).

5. MUNICIPALITIES OPERATING MULTIPLE LANDFILLS

Municipalities that own and operate two or more Class 2 or 3 landfills must register each landfill with the WRARS Program. However, a municipality may submit one payment for the total waste disposed at multiple landfills based on the waste measurement procedures adopted.

6. REPORTING AND WRARS LEVY REMITTANCE

In order to accommodate the ability of landfill operators to measure and report the amount of waste landfilled, the WRARS Program has established a tiered reporting process that provides a set of options for landfill operators to comply with the WRARS Levy remittance requirement. Accepted reporting methods include:

- 1) Weigh waste with a scale; or
- 2) Estimate waste using the volume to metric conversion factor set by the program and a recognized methodology (Section 3); or
- 3) Estimate waste based on the WRARS per capita waste factor (Section 4.1).

7. CONVERSIONS

- 1 litre (L) = 0.0013 cubic yards (yd³)
- 1 cubic foot = 0.037 cubic yards (yd³)
- 1 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