

Many communities want to start a residential recycling program perhaps because the 'blue box' is familiar and visible. While important, collection of blue box materials can be challenging to set up and operate. It will also require a budget, given it does *not* generate revenue as some might expect.

Multi-Material Stewardship Manitoba (MMSM) is the industry funded stewardship organization responsible for residential recycling materials. They provide funding for up to 80% of the net costs to operate a community's residential recycling program. This funding is available after the community is registered with MMSM and has completed its first full year of collecting materials.

1. REGISTRATION

Once your community decides it wants to start a residential recycling program, you should:

- Contact MMSM for a copy of the Registration Guide. It can also be found here at: https://stewardshipmanitoba.org/wp-content/uploads/2022/02/MMSM-Registration-Guide-Forms_2022.pdf
- Fill out and submit the Registration Form. Even if your recycling program is still in the planning stages, use this form to register with MMSM.
- Once the Registration Form has been received, the community will then receive copies of their funding agreements for signature. At this time, your community will also be asked to provide insurance documents as outlined in the funding agreement.
- Once your community has fully completed their registration and the program is operational, you will receive login information for Municipal Online Reporting System (MORS). A MMSM staff member will walk you through the online portal and teach you how to upload your scale tickets.
- Municipal Recycling Funding Payments are paid out quarterly to communities that have met all of the criteria outlined in the funding agreement. Payments will be provided only for materials collected after the date the completed registration form is received by MMSM.

Mandatory materials include:

- Newspapers and flyers
- Magazines and catalogues
- Telephone directories
- Aluminum food and beverage containers
- Glass food and beverage containers
- Steel food and beverage containers
- PET (#1 plastic bottles)
- Gable top containers (e.g. milk and juice cartons)
- Boxboard (e.g. cereal boxes)
- Residential corrugated cardboard
- Aseptic packing (e.g. juice boxes)
- HDPE (#2 plastic) containers
- #4, #5 and #7 household plastic containers

2. COLLECTION & TRAINING

There are three options for collecting residential recycling:

- 1) Door-to-door pick up at each community member's home;
- 2) Central collection depot where community members drop off their residential recycling; or
- 3) Community members drop off residential recycling at a designated area in the landfill.

Option 1: Door-to-Door Collection

Will likely result in more community members recycling as it is the most convenient.

Decide whether to pick up residential recycling at the same time as trash collection or on alternate weeks (for example, collect recycling one week and trash the next).

Determine what type of container residents will use for residential recycling (to separate it from trash), such as a different colour plastic bag, a plastic box or a cardboard box.

Compare the pros and cons of different types of containers:

- **Plastic recycling bin** ("blue box") – will last a long time and can be washed out but costs more at the start and does not have a lid to keep out animals or protect from wind blowing things around and rain getting it wet.
- **Clear plastic bag** – makes it easy for the truck driver to tell the difference between a bag of recycling from a black plastic bag of trash if picking up both at the same time but requires an ongoing supply of recycling bags, and animals/birds can tear the bags apart.
- **Cardboard box** – no or low cost and convenient to use but can fall apart if it gets wet and animals can get into it.

Decide who will pay for the bags or box/bin – community members or the Band.

Option 2: Central Collection Depot

May cost less to operate than door-to-door pick up, especially if you can use a section of an existing building.

Determine whether there is space in an existing building (such as a store, school or recreation facility) to use as the collection depot or if a new building is needed.

Find a central location that is easy for community members to access, which will help increase the number of community members who recycle.

Decide whether it will be staffed and if so, during what times and by who (e.g. paid staff or volunteers).

It is recommended that the depot be supervised in order to capture the correct materials and avoid illegal dumping.

Option 3: Drop Off at Landfill

Fewer community members are likely to participate as it requires more effort on their part and access to a vehicle.

On the positive side, it is an inexpensive way to start collecting residential recycling. Note that it is recommended that the landfill be staffed to capture the correct materials and avoid illegal dumping..

What to expect for volumes of residential recycling:

- The recovery rate for residential recycling in Manitoba is 60 kilograms per person each year.
- For winter road access communities, you can expect a smaller volume of glass and bulky items, and a recovery rate of 25 kilograms per person each year.

There is no training required for landfill staff to handle blue box materials, as they should not include any hazardous materials. It is always recommended that landfill staff wear personal protective equipment, such as safety glasses.

3. STORAGE & EQUIPMENT

Large tote bags are recommended to store residential recycling. The tote bags can be stored at the landfill if you are doing door-to-door collection or at the central collection depot. The tote bags should be stored in a waterproof shed or sea container. The tote bags can be double-stacked in the shipping container or shed. Other materials, such as batteries and electronic waste, can also be stored in the container.

Locate the shed or sea container to allow space for a truck to pull up and for a pallet jack or skid steer to get in to pull out the tote bags.

The amount of storage needed will depend on the volume of residential recycling collected (for all weather road access communities, assume 60 kilograms per person, per year). To ensure you have enough space, assume the residential recycling will be stored in tote bags and will not be compacted. (If your community has a compactor or baler, this will allow more materials to be stored in a given space.) The tote bags measure approximately 4' x 4' x 4'. Commingled (mixed) materials stored in tote bags weigh about 50 lbs.

Tote bags are available through:

Cascades Recovery
100 Omands Creek, Winnipeg
Telephone: 204-632-4457

Portage and District Recycling
Telephone: 204-856-3798 | Email: pdri@mymts.net

Recommended equipment at the landfill for residential recycling includes a skid steer or pallet jack, and (if volumes warrant) a baler.

4. TRANSPORT & REMOVAL

Residential recycling does not need any special packaging for transport, as the tote bags or bales should include only non-hazardous materials. The tote bags or bales need to be loaded onto a trailer for transport according to the hauler's requirements.

Find a list of processors and brokers in Manitoba here:

<https://stewardshipmanitoba.org/municipalities/resources/>

Current as of January 20, 2022:

<https://stewardshipmanitoba.org/wp-content/uploads/2022/01/Processors-and-Brokers-Operating-in-Manitoba-01-25-2022.pdf>

5. RECORD KEEPING

Once your community has fully registered with MMSM and materials have been shipped to a processor, you will need to start submitting scale tickets through the Municipal Online Reporting System (MORS). Scale tickets are to be submitted monthly or quarterly.

Digital scale tickets are provided from the licensed processing facility. Scale tickets will be provided to the driver who will then give to the community contact. Tickets will then be scanned and uploaded into MORS to document the weight of the materials collected. A comprehensive guide to using MORS can be found here: <https://stewardshipmanitoba.org/wp-content/uploads/2013/10/MMSM-MORS-GuideBook.pdf>

Participating communities must complete the annual cost monitoring survey provided by MMSM each spring.

6. INSURANCE REQUIREMENTS

Each year, communities participating in the MMSM program must provide Certificates of Insurance naming MMSM for the amount indicated, including both Commercial General Liability Insurance and Automobile Liability Insurance. Details on the insurance requirements can be found in the funding agreement once your community is fully registered with MMSM.

7. CONTACT INFORMATION

Multi-Material Stewardship Manitoba (MMSM)

Tel: Municipal Services Program 1-877-952-2010 (toll-free)

Email: info@stewardshipmanitoba.org

Website: www.stewardshipmanitoba.org

Residents: www.simplyrecycle.ca

Additional resources from the Municipal Services Program include:

- Municipal Communications Toolkit
- Municipal Recycling Guide
- Municipal Recycling Poster

To educate community residents on what is and isn't accepted in their recycling program, encourage them to use the Recyclepedia on SimplyRecycle.ca or download the free Recyclepedia app.

<https://simplyrecycle.ca/recyclepedia/>

You can access all of these resources here: <https://stewardshipmanitoba.org/municipalities/resources/>

RESIDENTIAL RECYCLING EXAMPLE - BUFFALO POINT FIRST NATION

Buffalo Point First Nation has been recycling for a few years through pickups from Eastman Recycling Services. They have recently transitioned to a partnership with the Rural Municipalities of Piney and Stuartburn to haul their residential recycling to the recycling depot in St. Malo.



Recycling Shed



Beverage containers, such as cans and bottles, are common items that community members dispose of in public spaces like schools, recreation centres, arenas, Band Offices, parks and other shared space areas.

The Canadian Beverage Container Recycling Association (CBCRA) operates the **Recycle Everywhere** program. **If your community already operates a residential recycling program**, you can apply for free beverage container collection bins through the Recycle Everywhere program. They will also provide posters to promote the program to community members along with guidance on how to implement a successful program.

1. REGISTRATION

It is not necessary to register with the CBCRA Recycle Everywhere program, however, you will want to **be registered to collect residential recycling through Multi-Material Stewardship Manitoba (MMSM)**.

You can apply for the free beverage container collection bins through the CBCRA website:
www.recycleeverywhere.ca.

2. COLLECTION & TRAINING

- 1) Set up a system to identify where the bins will be placed in the community, how the bins will be emptied, and how the containers will be transported to the landfill.
- 2) Ensure each Recycle Everywhere bin is paired with a waste bin and use clear bags (or no bags) to collect the recyclable beverage containers.
- 3) Once the Recycle Everywhere bins are full, you can transport the materials to your landfill to combine with other residential recycling materials.

3. STORAGE AND EQUIPMENT

The beverage containers collected from the Recycle Everywhere bins can be combined with those collected from community members' homes.

4. TRANSPORT / REMOVAL

Once the beverage containers from the Recycle Everywhere bins are taken to the landfill, follow the transport guidance provided for residential recycling.

5. RECORD KEEPING

No record keeping is required to collect beverage containers in public spaces other than knowing where the Recycle Everywhere bins are to be placed in the community.

6. CONTACT INFORMATION

Canadian Beverage Container Recycling Association (CBCRA)

Recycle Everywhere Program

Tel: 1-877-810-7362

Email: info@recycleeverywhere.ca

Website: www.recycleeverywhere.ca