Starting a Recycling Program

A Toolkit for Manitoba First Nations and Northern Communities



How the Toolkit Came About

Starting or enhancing a waste management program can be daunting. Many communities express a sense of feeling overwhelmed by the number of organizations involved, amount of information, and disjointed resources.

That recognition led to the idea of a tookit to help communities assess their needs, guide them through the planning process, and provide an overview of how to implement a waste management program specific to their community and location.

The main focus of this toolkit is to help communities decide where to start and how to get started. It is intended to serve as a step-by-step guide that answers the same questions every community has about recycling but specific to their context.

Committee members helping to guide the toolkit's development include: Indigenous and Northern Affairs Canada, Manitoba Sustainable Development, Canadian Beverage Container Recycling Association (CBCRA), and Green Action Centre.

The toolkit is funded by Indigenous and Northern Affairs Canada, and prepared by Green Action Centre.

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Affaires autochtones et du Nord Canada

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A. HOW TO USE THE TOOLKIT

This toolkit will help you get started recycling in your community.

It will help you decide:

- what you want to recycle
- what you need to think about first
- how to get started
- what resources and funding are available
- who to contact

Take your time and go at the pace that your community is ready for.

If you're not ready to start a full recycling program, there are many other things your community can do. Look for the Action boxes throughout this booklet.

By working through the toolkit, you will become familiar with the different types of waste materials that can be recycled. You will find out what is involved with collecting, storing and transporting each type of recyclable material. You will also learn about the industry recycling organizations that deal with each type of material and how they can help you.

When you are ready, Section E provides even more detail on each type of recyclable material. Contact the industry organization that deals with that material to talk about your community's specific needs and situation. They are there to help your community start recycling.

The best piece of advice? Pick up the phone and talk to people.

In the toolkit you will find examples of what other communities are doing. Ask them how they did it and how you can do it too.

B. OVERVIEW OF RECYCLING

BENEFITS OF RECYCLING



THE FOUR R's

There was a time when everything we threw away was bio-degradable. Over time, it would break down and return to the Earth. We repaired items when they broke down and we used them for a long time. Food was whole and came from our back yard.

Now we throw away more and more every year. There are many reasons for this. Food is bagged in plastic and delivered from far away countries. Products do not last as long and often cannot be repaired. Or we want the latest in technology and fashion.

But a lot of what we throw away could be re-used or recycled into something new.

In fact, anywhere from **50 to 90%** of the things that are thrown away have value and could be recycled, recovered, re-used or reduced. From paper and pop bottles to used car tires and old cell phones.

Note that throughout this toolkit, we use the words 'waste site' (instead of dump or landfill) and 'waste' (instead of garbage or trash). That way we can start thinking about all those things that can be recycled or recovered as something with value. The rest we can try to reduce or re-use.



1)	less packaging can reduce the amount of things thrown away.
	For example, items can be purchased in bulk to reduce the amount of packaging. Cloth bags can be used instead of plastic bags, and re-usable coffee mugs instead of paper cups. Another way to reduce how much is thrown away is to repair things.
	What could you reduce in your community? Write down your ideas below.
2)	RE-USE: Many things can be used over and over again before they are thrown out.
	For example, gently used items such as toys, clothes and household goods can be shared with other community members. One person's leftover can of paint might be just what someone else wants.
	What items could be re-used in your community? Write down your ideas below.
3)	RECOVER: Parts of thrown away items can be worth money or still be usable. For example, the valuable parts of discarded items, like scrap metal or lead-acid
	batteries, can be sold. Parts from old or broken bikes can be used to make a new bike. What items could be recovered in your community? Write down your ideas below.
4)	RECYCLE: Some materials can be re-used to create new products.
	For example, plastic pop bottles can be used to make something totally different like polyester fleece sweaters.
	What items could be recycled in your community? Write down your ideas below.

THE RECYCLING PROCESS*

When you buy something...





the item could be recycled.

2) Dut the item in a bl





Put the item in a blue bin,

a cardboard box

or a bag.

3)

Have the recyclables picked up or dropped off at a collection bin or depot.



4)

From here they will be taken to be stored (like a shed, building, trailer)

5)

Transport the recyclables to a regional recycling centre to be sorted and sent to an end use company.



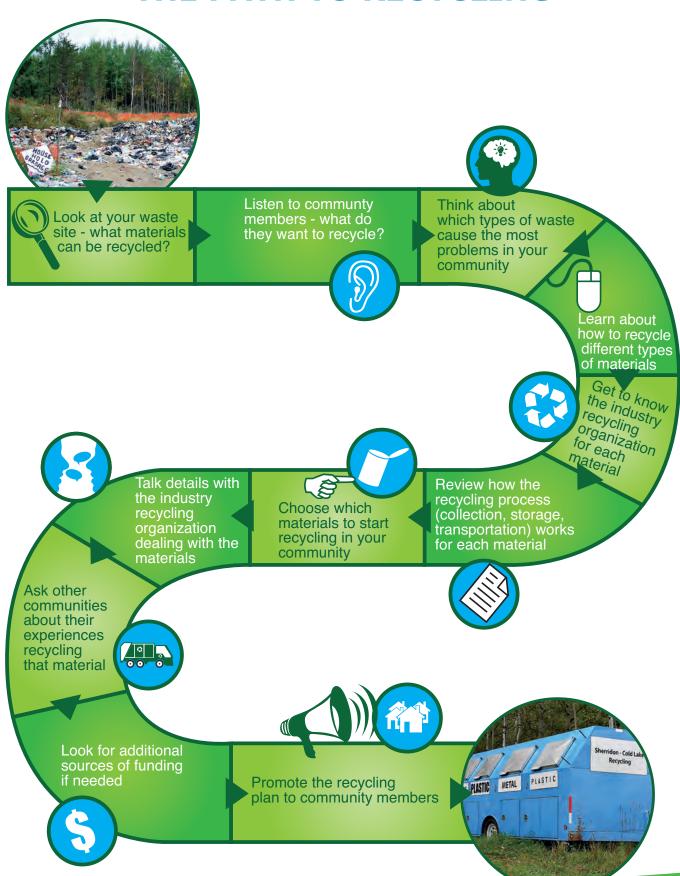
6)

The end use company makes a new product.



^{*} This process applies to household recycling as it includes only non-hazardous materials. Other materials, such as household hazardous waste, have specific requirements for collection, handling, storage, and transport.

THE PATH TO RECYCLING



C. RECYCLING IN MANITOBA

The Government of Manitoba has chosen an Extended Producer Responsibility (EPR) approach that engages industry to properly dispose, manage and recycle designated waste products.

Manitoba has established 12 programs to recycle:

- used oil and antifreeze, oil filters, and containers
- scrap vehicle tires
- beverage containers
- packaging and printed paper
- farm chemical containers
- single use and rechargeable batteries
- lead-acid batteries
- mercury thermostats
- medications
- electronic equipment
- cell phones
- household hazardous waste



These programs are managed by a network of Producer Responsibility Organizations, which are non-profit, industry-operated stewardship organizations.

This toolkit focuses on 8 of the 12 Producer Responsibility Organizations. They deal with the types of recyclable materials your community is most likely to start collecting.

For simplicity, they are referred to as 'industry recycling organizations' throughout this toolkit.

For general information on all 12 organizations, visit: www.gov.mb.ca/sd/mb_recycling

Why don't Manitobans get money back for recycling beverage containers?

The following is adapted from articles written by Deb Odegaard of the Flin Flon Recycling Centre.

Many Manitobans want to know why they don't receive cash when they return their pop containers to be recycled. The answer is because they didn't pay a deposit when the container was purchased.

Some provinces, like Saskatchewan, charge a deposit when consumers buy a beverage such as a can or bottle of pop. Why doesn't Manitoba collect a deposit? Because it is more expensive.

For example, when you buy a bottle of pop in Saskatchewan you are charged a 10 cent deposit and a 6 cent recycling levy. The deposit is higher for larger containers like 2-litre bottles.

If the can or bottle is returned to a recycling depot in Saskatchewan, the 10 cent deposit is returned. The 6 cents is not returned and is used to run the deposit program.

The Bottom Line

- 1. Taking used beverage containers from Manitoba and returning them for the deposit in other provinces is illegal.
- 2. Running a deposit system is more expensive.
- 3. When used beverage containers are returned for deposit in another province, it means the community collects fewer containers locally and receives less money to run the recycling program.

In Manitoba, a 2 cent Container Recycling Fee is charged for non-alcoholic beverage containers to support community recycling of the containers. (Beer containers can be returned to vendors for a deposit.)

Compared to Manitoba, the deposit system in Saskatchewan costs the consumer 4 cents more if the container is returned for deposit. If the consumer doesn't return the container to be recycled, they paid 14 cents more than in Manitoba.

Which system is better? It is difficult to say. Recycling rates for beverage containers are somewhat higher in Saskatchewan but Manitoba's system is less expensive for people buying beverages because it's less expensive to operate.

One reality is some people take beverage containers bought in Manitoba to recycling depots in Saskatchewan.

This cheats the consumers in Saskatchewan who have paid the deposit, their recycling program, and the Manitoba system.

It lowers recycling volumes in Manitoba community programs and reduces their recycling subsidy.

And it is illegal.

D. SIX STEPS TO START RECYCLING

STEP 1: BUILD A TEAM

STEP 2: CHOOSE WHAT TO RECYCLE

STEP 3: DECIDE HOW TO COLLECT RECYCLABLES

STEP 4: STORE AND TRANSPORT RECYCLABLES

STEP 5: PLAN TO REDUCE WASTE

STEP 6: GET COMMUNITY SUPPORT

BUILD A TEAM

program in your community?

Starting a recycling program is easier to do with a team of people. It's also more likely to be successful and last over time. A program that relies on one or two people can fall apart because they get burnt out or move out of the community.

1. Who are the local champions that will help start a recycling

	School representative:
	Community members:
	Band/Council representative:
	Others:
2.	What could or will be their roles?
2	Who will take the lead?
J.	
4.	How will you work as a team?
5.	How will you get support from decision makers such as Chief and Council?

One person is never enough it takes a team!

ACTION!

Find local champions who are passionate about the environment and the community.

- → Ask youth to help, especially kids who are already involved with other community issues, such as Junior Chief & Council.
- → Talk to people who are most unhappy about the current waste situation.
- → Ask those who come out to a presentation or express interest in recycling and reducing waste.

MEET TWO LOCAL CHAMPIONS

Solomon Mason has played a key role in St. Theresa Point First Nation for many years. He started a recycling program to haul scrap vehicles out of the community. This led to a project to burn used oil that now heats their fire truck garage.

Alvin Amos in Fisher River Cree Nation secured funding to set up a recycling program, including bins, a shed, trailers and a baler.

CHOOSE WHAT TO RECYCLE

What to consider for **household recycling:**

1.	Will residents drop off recyclables at a central depot of will you pick them up door-to-door from homes? Will you collect from businesses and community spaces, such as the school, recreation facility, Band office?
2.	If the Band picks up the recyclables, who will do this, how often, and using what vehicle?
3.	If you pick up door-to-door, will you use bins, boxes or clear bags for the recyclables? (Using a different type of container for recyclable items makes it easier to know they are not bags of waste.)
4.	If community members drop off recyclables at a centra depot, where will it be located? Will it be staffed (paid or volunteer)? How often will it be open?
5.	Who will pay for the bags or boxes – the community or residents?
6.	How will you educate community members about proper recycling practices?

Multi-Material Stewardship Manitoba (MMSM)

is the industry recycling organization that deals with household recycling. See Section E for details.

Household Recycling

Paper products, Glass, Metal and Plastic Food, Beverage and Other Containers



CHOOSE WHAT TO RECYCLE

What to think about when deciding whether to recycle **beverage containers**:

- 1. You must have a recycling collection program set up in your community to accept the beverage containers. If that's not possible yet, could you ask a neighbouring community that has a recycling program if you could bring your recyclable beverage containers to them? Who could you ask (name of community or person)?
- 2. Recycle Everywhere will provide free recycling bins for community spaces (school, streets, events, recreational facilities). Where could you place beverage container recycling bins in the community?

The Canadian Beverage Container Recycling Association (CBCRA) - Recycle Everywhere

is the industry recycling organization that deals with beverage containers. See Section E for details.



Beverage Containers



ACTION!

When deciding which materials to start recycling in your community:

- → Look around your waste site to see what types of items are being thrown away and how much of each. It can help you decide where to focus your recycling and education efforts. What types of recyclable materials do you see most of?
- → Listen to community members. What types of waste are they most concerned about?
- → Think about which types of waste are causing the most problems in your community.

An audit at

Brokenhead

Ojibway Nation's

waste site found

new clothing, toys

and other gently

used items had

been thrown away.

These items could

be shared with

others at a

drop-off depot or

a covered storage

area at the waste

site (see Step 5).

CHOOSE WHAT TO RECYCLE

What to think about when deciding whether to recycle scrap vehicle tires:

- 1. Tire Stewardship Manitoba will pick up tires from your community for free and pay fifty-cents per tire to registered communities that follow their guidelines.
- 2. You will need a separate and secured area to stack the tires in rows with enough space for a truck to pick them up. Where is there room at your waste site to stack rows of tires?
- 3. Records must be kept of the tires collected and then submitted to Tire Stewardship Manitoba to receive payment. Who will be responsible to keep the records?

payment. Who will be responsible to keep the records

is the industry recycling organization that deals with vehicle tires. See Section E for details.

Tire Stewardship Manitoba

Scrap Vehicle Tires



Looking to recycle old cars and trucks in your community?

Find guidance in "protecting the Land – A Practical Guide to ELV Recycling in the North" (http://scoutenvironmental.com/programs/tundra-take-back)



CHOOSE WHAT TO RECYCLE

What to think about when deciding whether to collect **used oil, antifreeze and filters:**

- 1. The community will need a licence and permit to operate a collection depot.
- 2. Manitoba's Used Oil Recycling Program will share in the cost of setting up and operating a collection depot.
- 3. Collection depot staff will need special training and certification. Training is provided for free.
- 4. Used oil needs to be stored in a tank while antifreeze uses a different type of storage container.
- 5. A building is needed to house the containers. Is there a building in your community that you could use?

Manitoba's Used Oil & Antifreeze Recycling Program

is the industry recycling organization that deals with used oil and antifreeze, containers and filters. See Section E for details.

STEP 2

Used Oil & Antifreeze, Containers and Filters



What to think about when deciding whether to collect **lead-acid (vehicle) batteries:**

- 1. The Canadian Battery Association can provide shrink wrap and labels. The community will need to provide wooden pallets and cardboard, and a heated building to store the batteries. Could you provide these?
- 2. The person responsible for handling and storing the lead-acid batteries will need special training. Who could be the person responsible for the batteries?

Canadian Battery Association

is the industry recycling organization that deals with lead-acid (vehicle) batteries. See Section E for details.

Lead-Acid Batteries

(Vehicles)



CHOOSE WHAT TO RECYCLE

What to think about when deciding whether to collect **household batteries** and **cell phones**:

- 1. Call2Recycle provides free collection boxes to display in monitored and easy-to-see locations. This could be at a store, Band Office, school or recreation facility. Where could you place them in your community?
- 2. Could you partner with another community to reach more people and increase the amount collected? Who?
- 3. To help increase awareness, could you also hold an annual collection event?

Call2Recycle

is the industry recycling organization that deals with household batteries and cell phones. See Section E for details.

Household Batteries & Cell Phones



Electronic Products



What to think about when deciding whether to recycle **electronic products**:

- 1. Your community could hold an annual collection event or become a registered depot to collect electronic waste year-round. Which would be the best fit?
- 2. Do you have (or could you get) the equipment needed to collect electronic waste? This includes: wooden pallets, shrink wrap, a forklift to load pallets onto a truck, and locked storage space till the electronic waste is picked up.

Electronic Products Recycling Association Manitoba

is the industry recycling organization that deals with electronic waste. See Section E for details.

CHOOSE WHAT TO RECYCLE

What to think about when deciding whether to collect **household hazardous waste**:

- 1. There are special requirements for handling household hazardous waste (see Section E for a list of what this includes). It cannot be collected at households, but must be dropped off by residents at designated locations, either a collection event or collection depot.
- 2. For permanent collection depots, a structure providing weather protection, licence, security, loading equipment, loading space, storage space, collection depot staff, and special handling procedures are required. Product Care Association of Canada (PCA) provides training for collection depot staff.
- 3. There are three possible approaches to collect paint and household hazardous waste:
 - a) Community collects and PCA picks up
 - b) One-time collection events
 - c) Permanent collection depots
- 4. If your community is approved to collect household hazardous waste, supplies and pick up of full containers is free.
- Another option is to collect only specific categories of products, such as: a) Paint and paint aerosols only, b) Fluorescent lights only, or c) Paint and paint aerosols, fluorescent lights and other household hazardous waste.

Product Care Association of Canada

is the industry recycling organization that deals with household hazardous waste. See Section E for details.



Household Hazardous Waste





Mother Earth Recycling - Mattress Recycling

Mother Earth Recycling's goal is to have all Manitoba mattresses diverted from landfills and recycled! Find out more at: www. motherearthrecycling.ca

DECIDE HOW TO COLLECT

STEP 3

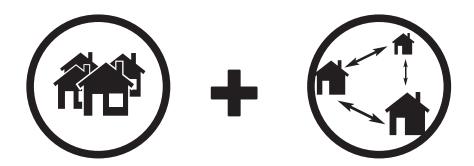
When your team is deciding how to collect recyclable items, keep in mind the following:



(1) Choose an approach that fits within the funding, equipment and number of staff or volunteers you have available to collect recycling.

What equipment do you have available (examples: truck, forklift)?

How many people do you have to collect recycling? Note their names and if they are a Band employee or volunteer.



(2) Think about the number of people who live in your community and how far apart they live.

How easy would it be to collect household recycling at each home? If the houses are too far apart, would it be better to have residents drop off their recyclable items at a central collection depot in the community?

DECIDE HOW TO COLLECT



(3) Some recyclables (such as cellphones, electronics, batteries and toxic materials) are best suited to be collected at a drop-off centre or a community collection event.



(4) Look at how similar communities are collecting their recycling. See if the same approach would work for your community.

What other communities similar to yours are collecting r	recycling? Who could you call
Could you partner with another nearby community to correcyclables (such as those listed in #3 above)?	ollect certain types of

DECIDE HOW TO COLLECT

Here are some benefits and challenges to keep in mind when deciding how to collect household recycling.

Options include: door-to-door pick-up, at a central drop-off depot, or at a community collection event.

	Option 1: DOOR-TO-DOOR PICK-UP	Option 2: CENTRAL DEPOT	Option 3: COLLECTION EVENT	NOTES
What is it	Community picks up recycling door-to-door from each resident's home.	Residents drop off their recycling at an easy to access, central depot.	Residents save up recycling and drop it off at a one-day collection event.	
REC	• Residents are more likely to recycle because it is convenient.	 Can collect more types of recyclable items. Can choose the size of containers that matches how much is dropped off. Then can increase size as more residents start recycling. Can house the containers at an existing building (store, school, recreation space). Convenient, onestop for residents to drop off their recycling. Could also serve as 'swap shop' for residents to pick up gently used items. Might cost less to 	 Collection event could be held once a year or more. Doesn't require permanent building or structure. Can collect more types of recyclables, which is convenient for community members. Can combine the collection event with a community garage sale or 'swap shop' for gently used items. Could be low cost. Look for donated space (at school, rec facility) and ask volunteer groups to help put on the event. 	
<u>. </u>		 operate than door-to-door pick-up. Can start with a central drop-off depot site and grow to door-to-door pick-up as more residents start recycling. 	Assistance for collection events is available from some industry recycling organizations (see Section E).	

DECIDE HOW TO COLLECT



	Option 1: DOOR-TO-DOOR	Option 2: CENTRAL	Option 3: COLLECTION	
	PICK-UP	DEPOT	EVENT	NOTES
Challenges	Additional cost to pick up recycling as well as waste from each house in the community. Possible solution: Pick up both recycling and waste at the same time. Provide clearly marked recycling bags or bins to make them easy to identify and keep separate from the bags of waste.	 Less convenient so fewer residents might recycle. Requires someone to staff the depot (either employee or volunteer). Needs to be in an easy to access, central location. 	 Requires a lot of volunteers. Residents have to store their recyclables till the collection event. 	
Works well for	Non-hazardous household recyclables like paper products and plastic, metal or glass food and drink containers.	Cell phones, batteries, electronics, used oil, antifreeze and filters, paint, aerosols, and other household hazardous wastes.	Cell phones, batteries, electronics, used oil, antifreeze and filters, paint, aerosols, and other household hazardous wastes.	



DECIDE HOW TO COLLECT

If you decide to pick up household recycling door-to-door, you will need to ask residents to put their recycling in a container that is different than their waste.

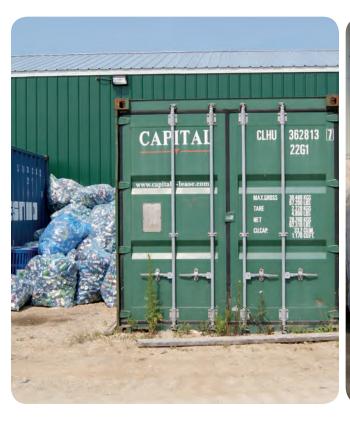
Container options include: plastic bin, clear bag, or a cardboard box.

	THE GOOD	THE BAD	NOTES
Plastic Recycling Bin ('blue box')	Will last a long time.Can be washed out.	 Cost to purchase the bins. Who will pay for the bins – Band or residents? 	
	Seeing the bins reminds people to recycle.	 No lid or cover, so materials can get wet and blow out of the bin or box, and animals can get into it. Can be heavy to lift when full. 	
Clear Plastic Bag	 Makes it easier to tell a bag of recycling from a bag of waste. Means waste and recycling could be picked up by a truck at the same time. Lighter and easier to pick up a bag than a bin. 	 Residents will need a new bag for each pick-up. Who will pay for the bags – Band or residents? If residents buy their own bags, they must be available in the community. Animals and birds can tear the bags apart. 	
Cardboard Box	 No or low cost – can use any empty box on hand. Convenient to use. 	 Not very strong if it gets wet. Can fall apart and animals can get into it. Will need to be replaced often. Requires a regular supply from a store or other source. 	

The type of containers used and how they are stored or transported will vary for different types of recyclable or hazardous material.

Some of the questions considered in the following pages include:

- 1. How do you store each type of recyclable or hazardous material?
- 2. What type of container is needed? Is there a cost?
- 3. Where should they be stored at your waste site or another location in your community?
- 4 How do you transport the materials out of your community? Is there a cost?
- 5. What special equipment (such as wooden pallets, bulk containers) will you need to store or transport different types of recyclable or hazardous material?
- 6. How much employee or volunteer time will it take and what special training is needed?
- 7. What assistance is available to help pay for the costs of storing and transporting the materials?







STORE AND TRANSPORT



Household Recycling

Paper products, Glass, Metal and Plastic Food, Beverage and Other Containers



STORAGE

- Large tote bags are preferred to store the materials.
- Trailer for storage and transport is helpful. It makes it easier to haul the materials o a regional recycling centre.

LOCATION

- Separate area of waste site or at centrally located drop-off depot.
- Store tote bags in a waterproof shed or sea container (if available).

TRANSPORT

materials do not need any special packaging for transport, as they should include only non-hazardous household

containers and

paper products.

Household

recyclable

 Shipping in tote bags is acceptable as long as they are loaded into the trailer according to the hauler requirements.

ASSISTANCE

Multi-Material Stewardship **Manitoba** (MMSM)

provides up to 80% funding for residential recycling services in your community if you meet the requirements of their program.

See Section E for details.

Beverage Containers



STORAGE

 The community will need to have a recycling collection program set up to accept the beverage containers.

LOCATION

 Same as household recycling above.

Same as household

recycling above.

TRANSPORT

ASSISTANCE CBCRA

(Recycle

Everywhere)

can provide free recycling bins for community spaces such as schools, on streets, at events, and rec facilities.

See Section E for details.

STORAGE	LOCATION	TRANSPORT	ASSISTANCE
• Sort by size and stack in rows.	 Separate area of waste site. Ensure there is enough space for a truck to get in to pick them up. 	 For collection of scrap tires, please contact Reliable Tire Recycling or OTR Recycling. Find contact information and more details in Section E. 	Tire Stewardship Manitoba may pick up tires from your community for free and pay fifty-cents per tire to registered communities that follow their guidelines. See Section E for details.

STEP 4

Scrap Vehicle Tires

STORAGE
Double-walled ULC licenced storage tank for used motor oil and separate
container for antifreeze.
■ Used oil tank

 Used oil tank must be on a pad.

LOCATION

 Indoors or outdoors with some sort of protection from the weather.

TRANSPORT

Small quantities

of used oil,
oil filters and
containers can
be dropped off
at one of the
79 approved
locations in
Manitoba:
http://usedoil
recycling.com/en
/mb/ecocentre
locations

ASSISTANCE

Manitoba's Used Oil & Antifreeze Recycling Program

may share in the cost of setting up and operating a collection depot for used motor oil and antifreeze, and provide training for staff.

See Section F.

See Section E for details.

Used Oil & Antifreeze, Containers and Filters





Creative Partnerships

Instead of shipping used oil out of their community, St. Theresa Point First Nation worked with Manitoba's Used Oil & Antifreeze Recycling Program to install a used oil burner. This burner now heats the fire truck garage with used oil collected in the community.

STEP

Lead-Acid **Batteries**

(Vehicles)



STORAGE LOCATION

On wooden pallets.



• Indoors in a semi-heated, locked structure.

TRANSPORT

- The Canadian Battery Association can provide shrink wrap and labels, and will transport the batteries at no charge if they are stored and packed to guidelines.
- Contact them first to ensure your shipment meets provincial and federal regulations. (See contact information in Section E.)

TRANSPORT

• Call2Recycle's

containers come

with a prepaid

pre-addressed

ASSISTANCE

The Canadian **Battery Association**

may provide funding to transport vehicle batteries from your community to the closest recycling location.

See Section E for details.

Household **Batteries** & Cell **Phones**



STORAGE

- All-in-one postpaid containers provided by Call2Recycle that can hold up to 30 kgs.
- These containers can be used for both collecting and shipping. Simply fill, close and ship.

LOCATION

• Indoors in a safe

- and monitored but easy to see locations such as schools, offices, recreation facilities.
 - shipping label, making it easy and free to send back used batteries for recycling. You can still
 - participate even if you don't have enough batteries to fill a collection container. Drop them off at other participating recycling locations in your area. Locate one here: www. call2recycle.ca/ locator/

ASSISTANCE

Call2Recycle

may provide postage-paid collection containers at no cost to communities. See Section E

for details.

STORAGE	LOCATION	TRANSPORT
 On wooden pallets and e-waste mega bags provided by the Electronic Products Recycling Association (EPRA Manitoba). 	• Indoors, locked structure.	 EPRA Manitoba may pay for the transportation costs. Your community must collect a minimum 5 pallets, stacked on pallets to a height of 3-4 feet, and have equipment to

ASSISTANCE

The Electronic
Products
Recycling
Association
(EPRA
Manitoba)

may pay to transport electronic recyclables out of your community.

See Section E for details.

STEP 4

Electronic Products



STORAGE	LOCATION	TRANSPORT	ASSISTANCE
 Storage containers rated for the storage of dangerous goods (often 45 gallon, UN rated drums). Plastic is not required necessarily. Containers and all supplies are provided free of charge for collection events and collection depots. 	Requires a weather protected structure with loading area.	 Transport must be performed by a licenced carrier to handle dangerous goods. Product Care Association will assist with completing the regulatory paperwork. 	Product Care Association of Canada has three approaches for collecting paint and household hazardous waste: 1. Community collects and PCA picks up 2. One-time collection events 3. Permanent collection depots Contact the PCA to determine which approach would work best for your community. See Section E for details.

load the pallets

onto a transport

trailer.

Household Hazardous Waste



STORE AND TRANSPORT

Regional Recycling Centres in Northern Manitoba

Small communities that are just starting a recycling program often arrange with a regional recycling centre to take their recyclables. (Note: this does not apply to household hazardous waste.) In northern Manitoba, this could be Thompson, Flin Flon or The Pas. These regional centres will sort and bundle the recyclables. They will then ship them to the companies that turn the recyclables into new products. Thompson has provided a can crusher to some communities. This helps maximize the number of cans that fit into a cardboard box for transport.

THOMPSON

Website: www.thompson.ca

Tel: (204) 677-7991

Email: trec@mymts.net Address: 16 Severn Cres

FLIN FLON

Website: www.flinflonrecycling.org

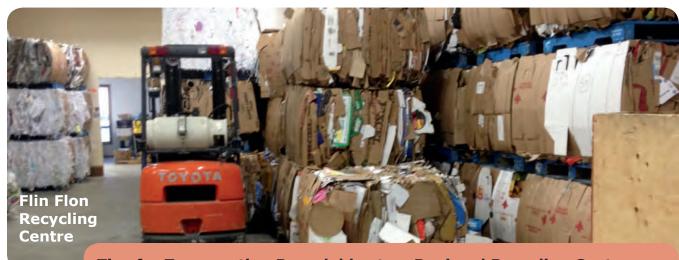
Tel: (204) 687-6169

Email: recycled@mymts.net Address: 9 Timber Lane

THE PAS

Website: https://recyclethepas.wordpress.com

Tel: (204) 623-5423 | Email: recyclethepas@gmail.com



Tips for Transporting Recyclables to a Regional Recycling Centre

#1. CHECK INTO BACK-HAULING

See if you can get a cheaper rate by sending your recyclables in a truck or plane that is delivering goods to your community. Often they are empty when they leave the community so you can get a better deal.

#2. ASK BUSINESSES OR VOLUNTEERS

Check with any businesses or organizations that travel between your community and a regional recycling centre. See if they would be willing to take a load of recyclables whether it's by plane, semi-trailer, or barge.

PLAN TO REDUCE WASTE

STEP 5

Re-using items means fewer recyclables that you have to collect and transport out of your community. Here are a few ideas on how to reduce waste by re-using items:



Hold a Community Swap Event

This is an event for community members to share and swap gently used goods they no longer use. Like books, CDs and DVDs, clean clothes, toys, household items (like lamps, dishes, tools) and sports equipment.



Set up a Covered Storage Area for Re-usable Items

Set up a covered space for community members to leave items such as household appliances that still work, windows, doors, building materials, toys, clothes, furniture, electronics.

Promote Re-usable Items

Distribute re-usable shopping bags and coffee travel mugs to community members. Set up a program at the local store to charge for plastic bags to help encourage use of re-usable bags.



Host Repair & Skill Training Events

Ask community members who know how to fix small appliances, mend clothes, or repair bikes to help teach others. Ask the W.R.E.N.C.H. to visit your community (www.thewrench.ca).



GET COMMUNITY SUPPORT

A successful recycling program needs community support.

Useful tips to gain and keep support:

- Align with community leaders who will champion your program.
- Ask the Chief and Council to endorse the recycling program.
- Educate community members on what items can be recycled and why it's important to participate.
- Make it simple and easy for people to take part in the recycling program, so that it gets off to a positive start. Then everyone can be proud of and share in its success.
- Let residents know how many recyclables have been collected and how they have helped to keep these out of your waste site and community.



GET COMMUNITY SUPPORT

Creative Partnerships

Elvin Huntinghawk, Band Manager at **Rolling River First Nation**, and Don Huisman, Councillor with the **Rural Municipality of Clanwilliam-Erickson**, partnered to solve issues for both their communities.



Elvin Huntinghawk explains: "The partnership between our communities was created in part with the help of the Community Infrastructure Partnership Program (CIPP) back in the summer of 2014. This started things off, but to be successful we required **key people and key drivers**.

Luckily, for both of our communities, our

respective elected councils had both the heart and the resolve to move forward. Our councils meet quarterly and Don and I meet for breakfast on a monthly basis. This provides a foundation towards other activities, plus keeps communication open and on-going. The other thing is to maintain a **working respect** for the cultural diversity of your partner. By being accepting to the cultural ways of the community and peoples it helps to establish and create trust. There has to be a willingness there and in some

"Our focus today is on addressing common issues that impact both communities. The key is to try and make it a win-win for both communities."

cases reconciliation for past deeds or misgivings. There has to be an honest capacity for reconciliation and recognition of the value each community played through history."

They recently signed a **cooperation agreement** to work with two other Rural Municipalities and one additional First Nation. They are looking at options for regional solid waste management and recycling between their respective communities.

Contact them – Elvin and Don are both happy to share any information they can. (Rolling River First Nation: 204-636-2211 and RM of Clanwilliam-Erickson: 204-636-2431)

Get Kids Involved

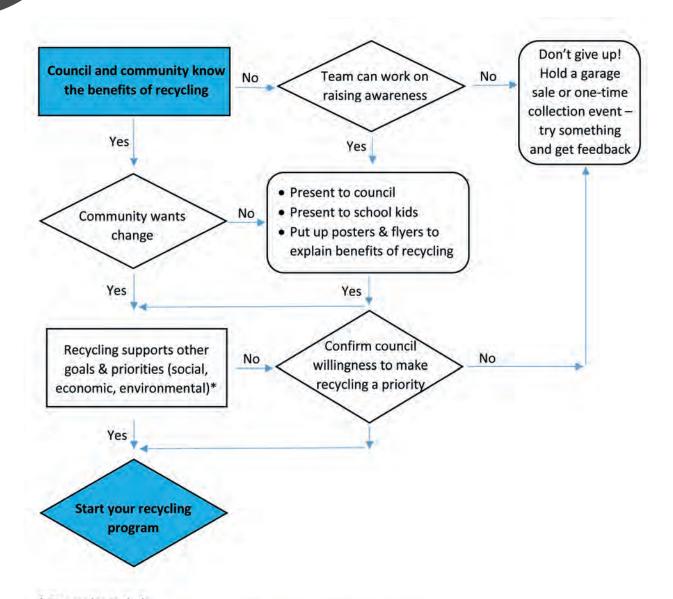
Fisher River Cree
Nation found that
school workshops
teaching children about
recycling worked well.
Many kids are keen
to recycle and will
influence their parents
as well.



GET COMMUNITY SUPPORT

Is your community ready to start a recycling program?

Follow the path below that best describes where your community is at in terms of being ready to start recycling. Each step shows one or two actions you can take to keep your community moving forward with its recycling efforts.



* Examples include:

Social goals and priorities – better housing, fresh food, good health Economic goals and priorities – more jobs, training, local services Environmental goals and priorities – safe drinking water, clean air, healthy soil

E. INDUSTRY ORGANIZATIONS

Multi-Material Stewardship Manitoba

Who to contact:

Martin Racicot or Lauren Gluck Telephone: (204) 953-2010

Email: info@stewardshipmanitoba.org

Website: www.stewardshipmanitoba.org | Consumers: www.simplyrecycle.ca

Do we need to register for the program?

Yes. There is a paper application form that must be completed. To register, your community must be planning to have a recycling collection program for households. Contact the MMSM office and they will lead you through the application process.

Is any funding assistance available to our community?

MMSM provides up to 80% funding for residential recycling services in your community if you meet the requirements of their program. The amount paid by MMSM for the recyclables collected is based on how many people live in your community, the amount of material collected, and the recycling services offered. Participating communities must submit regular reports/claims for reimbursement. Based on demonstrated need, municipalities north of the 53rd parallel may be eligible for additional Northern Assistance to offset higher costs of shipping materials.

What do we need to do to qualify for the program?

- 1. Operate residential recycling services.
- 2. Collect all mandatory materials. These include:
 - Newspapers and flyers
 - Aluminum food & beverage containers
 - Glass food & beverage containers
 - Steel food & beverage containers
 - PET (#1 plastic bottles)
 - Magazines & catalogues
 - Gable top containers (eg. milk cartons)
 - Boxboard (eg. cereal boxes)
 - Telephone directories
 - Residential corrugated cardboard
 - Aseptic packaging (eg. juice boxes)
 - HDPE (#2 plastic) containers
- 3. #4, 5 & 7 Household plastic containers. Ensure that the recovered materials are shipped to a registered processor of MMSM and recycled into acceptable end uses.
- 4. Cooperate in MMSM cost monitoring activities.
- 5. Promote your community's recycling program.

E1.
HOUSEHOLD
RECYCLING

Paper
Products,
Glass,
Metal and
Plastic
Food,
Beverage
and Other
Containers



Multi-Material Stewardship Manitoba

How do we register our community with MMSM?

- Step 1: Contact MMSM for copies of the current forms.
- Step 2: Fill out and submit the Registration and Agreement Form. Even if your recycling program is still in the planning stages, use this form to register with MMSM. It will ensure you are sent all of the latest information.
- Step 3: Once your recycling program is operating, fill out and submit the Recycling Program Information Form to show that your program meets their eligibility requirements. It will ask about details of your community's recycling program, like who does the collection, what type of collection system you are using, what materials are being collected, etc.
- Step 4: If your community is confirmed as eligible for the program, MMSM will email out your log in information to submit your claims online. Support payments will only be paid for materials collected after the date that the Registration and Agreement Form as been received by MMSM.

If your recycling program does not meet all of the eligibility criteria, MMSM will outline what else needs to be done to qualify and provide support.

How would we store the recyclable materials collected in our community?

Preferably, large tote bags are the best type of container to store the collected material. These bags can then be stored in a water-proof shed or sea container if available. It's not recommended to store them outside. The tote bags can be double-stacked in the shipping container. Other material, such as batteries and electronics, can also be stored in the container.

Where do we get the tote bags for storage?

Mike Huston, Cascades Recovery:

Telephone: (204) 632-4457 | Email: mhuston@recoverycascades.com

James Bolton, Portage and District Recycling:

Telephone: (204) 856-3798 | Email: pdri@mymts.net

What is the best way to educate community members on recycling this material?

Community members all need to be to be engaged in the process. It is best to have at least one to three leaders in the process to help educate residents and promote the program.

E1. HOUSEHOLD RECYCLING

Paper
Products,
Glass,
Metal and
Plastic
Food,
Beverage
and Other
Containers



Multi-Material Stewardship Manitoba

Are there any special packing requirements to transport/ship the recyclable materials?

Residential recyclable materials do not need any special packaging, as they should include only non-hazardous household containers and paper products. Shipping in tote bags is acceptable as long as they are loaded into the trailer as per the hauler requirements.

Is any special training or equipment required to handle these materials?

It is always recommended that operators wear personal protective equipment, such as safety glasses. Safety first always applies.

What else should we consider when starting a recycling collection program for residents?

There are a number of things to consider before starting:

- You will need to decide whether to have residents drop off their recyclable materials at a depot located centrally in your community or if you will pick up at their homes.
- If you decide to pick up recyclables at the homes of community members, will you pick them up at the same time as household waste? Who will do the collection and using what vehicle?
- If it's a central depot where residents drop off their recyclables, will there be an attendant (either staff or volunteer) and how often?
- Will you use clear bags or boxes for the recyclables? Who will pay for the bags or boxes, the community or residents?

E1.
HOUSEHOLD
RECYCLING

Paper
Products,
Glass,
Metal and
Plastic
Food,
Beverage
and Other
Containers



Canadian Beverage Container Recycling Association (CBCRA) and its Recycle Everywhere Program

E2.

BEVERAGE
CONTAINER
RECYCLING
BINS



Who to contact:

Michael Hancharyk, Promotions & Education Coordinator

Telephone: (204) 942-2284

Email: info@recycleeverywhere.ca Website: www.recycleeverywhere.ca

What is the CBCRA and Recycle Everywhere Program?

Founded in 2010, the Canadian Beverage Container Recycling Association (CBCRA) is a not-for-profit, industry-funded organization whose membership includes beverage brand owners and distributors. CBCRA is committed to reaching the government-mandated target of recovering 75% of beverage containers sold in Manitoba.

CBCRA implemented and operates the Recycle Everywhere program. Recycle Everywhere strives to educate Manitobans on beverage container recycling, and ensure that it is convenient to recycle empty beverage containers no matter where you live, work or play.

Recycle Everywhere promotes beverage container recycling wherever beverages are consumed, both at home and away from home. This includes Canada's first province-wide away from home beverage container recycling program. Recycle Everywhere has partnered with First Nation communities, municipalities, businesses, schools, institutions, parks, festivals and events throughout Manitoba to provide them with Recycle Everywhere bins free of charge for use where people gather together. Over 50,000 Recycle Everywhere bins can be found in public spaces across the province. They can help your community choose the best type of Recycle Everywhere bin for the public space free of charge, and partners ensure the collection of the empty beverage containers to a nearby recycler. This program shows residents and visitors alike that your community is giving them the option to recycle no matter where they are.

Do we need to register for the program?

Yes, you can apply for free beverage container recycling bins through the website (www.recycleeverywhere.ca).

Canadian Beverage Container Recycling Association (CBCRA) and its Recycle Everywhere Program

What is required for our community to participate?

You simply ensure the bins are emptied and the materials are taken to your community's recycling facility. You will also need to ensure that the Recycle Everywhere bins are paired with waste bins, and use clear bags or no bags to collect the recyclable containers. If you do not already have recycling collection services in your community, Recycle Everywhere can help connect you to get started.

What is the best way to educate community members on this program?

Chief and Council, schools, operations departments, and other community champions can help support and promote program. The community should set up a system to identify where the bins should be placed, and how the bins will be emptied and the materials transported to the recycling facility. Setting up this system means the program will continue even if a key player changes roles or leaves the community.

What materials are provided to help promote the program?

Recycle Everywhere will provide you with free bins for all selected locations. A variety of indoor and outdoor bin models are available that can be matched with most existing garbage bins. They will provide you with posters to promote the program to residents and guidance on how to implement a successful program. The bins themselves also have pictures on them of what types of containers are accepted. These pictures are easily understood as long as the recycling bins are placed next to a waste bin.

What do we do once the bins are full?

Once the Recycle Everywhere bins are full, you can empty and transport the materials to your recycling site. The beverage containers collected from the Recycle Everywhere bins can be combined with those collected from residents' homes. It is recommended that you do not sort the containers into cans, glass and plastic as it is often most cost-effective for a community to ship co-mingled (mixed) recyclable materials to a recovery facility to be sorted there.

E2.
BEVERAGE
CONTAINER
RECYCLING
BINS



Tire Stewardship Manitoba

Who to contact:

Michael Solkoski, Retailer Relations & Administration Officer Telephone: (204) 661-3242 | Toll free: 1-866-724-5002

Fax: (204) 668-9704 | Email: info@tsmb.ca

Website: www.tirestewardshipmb.ca

Does our community need to register to participate in the scrap tire recycling program?

Yes, all municipalities and First Nations need to register to participate.

- Step 1: Fill out the application form and mail or fax the completed form to Tire Stewardship Manitoba.
- Step 2: All registered municipalities will be issued a Certificate of Registration that will specify a unique registration number to be used on all transactions with Tire Stewardship Manitoba.

Is there financial incentive to collect scrap tires?

Yes. In addition to the free collection provided to all registered scrap tire generators, municipalities and First Nations receive a fifty-cent per tire storage incentive for accepting and storing scrap tires at their waste disposal sites. However, to be eligible for the incentive, your community must follow Tire Stewardship Manitoba's scrap tire storage and collection guidelines.

What do we need to do to meet the storage and collection guidelines?

- 1. Accept all scrap tires from Manitoba residents at no charge
- 2. Do not bury or burn any scrap tires
- 3. Ensure proper storage of scrap tires
 - Store the scrap tires in an area designated "SCRAP TIRES ONLY"
 - Separate the piles of small to medium sized tires from the large (OTR) tires
 - Ensure the tires are clean
 - Stack tires, preferably in rows
 - Make scrap tires easily and readily accessible in a location that is free of obstacles and allows the tires to be directly loaded on the hauler's truck
 - Arrange the tires to ensure there is enough room for a pickup truck and trailer to park next to the pile of tires
 - Store the tires on a solid foundation so that a truck and trailer can pick up tires even when it rains and won't sink in the mud
- 4. Keep records of all scrap tire collections:
 - Record all scrap tires accepted, stored and collected





Tire Stewardship Manitoba

How do we arrange for the scrap tires to be picked up in our community?

To schedule removal service of all small/regular/medium sized scrap tires as well as all OTR (large scrap tires):

- Contact either:
 - Reliable Tire Recycling (204) 774-0725 / toll free (877) 900-0724 or
 - OTR Recycling (204) 768-3766
- Provide an accurate count of the number of scrap tires you have.
- For small/regular/medium sized scrap tires, generally you must have a minimum of 1 semi load (1000) or 1 year must have passed since the last collection.
- For OTRs (large tires), generally you must have a minimum of 1 semi load (250) or 1 year must have passed since the last collection.
- Note that some landfills may require more frequent collections due to their size and ability to manage the tires. However, it will be up to the collector's discretion.

How do we submit our claim to be paid for the scrap tires collected?

Fill out a Municipal Government Used Tire Claim and mail or fax it to Tire Stewardship Manitoba along with a copy of the receipt that Reliable Tire Recycling or OTR Recycling provided when they picked up the tires in your community.

Where can we find more information?

Except for the application form, all other information and documents related to scrap tires is available on the website (http://www.tirestewardshipmb.ca/tire-recycling-manitoba/municipal-policies-and-procedures).

E3.
SCRAP
VEHICLE
TIRES



Manitoba's Used Oil & Antifreeze Recycling Program

E4.
USED OIL &
ANTIFREEZE,
CONTAINERS
& OIL
FILTERS



Who to contact:

Ron Benson

Telephone: (204) 632-5255 | Toll free: 1-888-410-1440

Fax: (204) 633-9380 | Email: marrc@mymts.net

Website: www.usedoilrecycling.com/en/mb

Do we need to register to set up a collection depot?

Yes, you need to register your community to become a licenced, approved site for a depot to collect used oil and antifreeze, used oil filters, and used oil and antifreeze containers.

Is there financial assistance available?

Manitoba's Used Oil & Antifreeze Recycling Program will share in the cost of setting up and operating the depot. They will:

- Fund one half (50%) of the capital investment to a maximum of (8000 x 50%) \$4,000. (Total estimated cost for a 2,000 litre tank and used sea container is \$8,000.)
- Provide operating support based on an approved budget to a maximum of \$2,000 for items such as insurance, advertising and supplies.
- Provide a 10% return on the community's initial capital investment each year for 10 years to a maximum of \$400 per year.
- Cover the costs of training which will require 1 day to complete at a central location.
- Provide educational and promotional material for the owner/operator in the form of newsletters and brochures.

For those communities interested in purchasing a Used Oil Burning Unit, Manitoba's Used Oil & Antifreeze Recycling Program will support the capital investment to a maximum of ($$15,000 \times 50\%$) \$7,500. They will also pay \$0.08 per litre on the throughput volume of the used oil annually.

Manitoba's Used Oil & Antifreeze Recycling Program

What is the community responsible for?

The depot owner/operator is responsible for:

- Ensuring the site is licenced and approved
- Using a double-walled ULC licenced storage tank (ULC Underwriters' Laboratories of Canada)
- Placing storage tank on a pad along with some sort of coverage to protect against the weather
- Arranging the storage area to receive filters in a drum and containers in a bag
- Collecting all 4 streams:
 - used oil
 - used antifreeze
 - used oil filters
 - used oil and antifreeze containers
- Staffing the facility
- Record keeping
- Insurance

What special training is required to operate the depot?

The operating licence from Manitoba Conservation requires the depot staff to be effectively trained in procedures regarding the operation of the collection facility. Staff will also need to be certified under the Transportation of Dangerous Goods Regulation.

Other helpful contacts:

Manitoba Sustainable Development - Licensing:

Raj Rathamano

Telephone: (204) 945-7086

Used Oil Tank:

The Tank Shop

Telephone: (506) 727-0955 Website: www.thetankshop.ca

Sea container for indoor storage:

ADM Storage

Telephone: (204) 284-4900 Website: www.admstorage.com E4.
USED OIL &
ANTIFREEZE,
CONTAINERS
& OIL
FILTERS



Canadian Battery Association

Who to contact:

Colin McKean, Executive Director Telephone: 1-250-216-3664

Email: info@canadianbatteryassociation.ca Website: www.canadianbatteryassociation.ca

Do we need to register for this program?

Yes. Communities need to be added to the Canadian Battery Association's database because the safe collection, storage and transportation of lead-acid batteries is complex. Email your community name, contact person, phone, fax and email address to: info@canadianbatteryassociation.ca

How do we store lead-acid batteries that are collected in the community?

- Lead-acid batteries must be stored in a semi-heated, secure building.
 If the battery freezes, it can cause the casing to crack. The crack would result in acid leaking out, which is extremely hazardous.
- 2) The batteries should be stored in a container and/or building that won't allow any leaked acid to spread further. They should never be stored on the ground.
- 3) The batteries should be stored on a wooden pallet for easy movement and in compliance with the Transportation of Dangerous Goods (see How to Transport Materials below). Batteries are heavy and the wooden pallet allows the batteries to be moved using a fork lift or pallet jack.

What supplies do we need for proper storage and shipping of the batteries?

You will need wooden pallets and cardboard, which you can likely find within your community. The Canadian Battery Association will provide you with rolls of shrink wrap and Transportation of Dangerous Goods (TDG) labels and TDG/ Hazardous Waste Manifests at no cost. Let them know how many lead-acid batteries need to be recycled in your community.

How and where do we ship/transport the pallets of batteries?

There is funding for the transportation of batteries from your community to the closest recycling location. Contact the Canadian Battery Association (CBA) before transporting any shipments to ensure that the batteries conform to the Transportation of Dangerous Goods (TDG) and any Federal and Provincial Hazardous Waste Regulations. The CBA will also send the required shrink wrap, TDG labels and Shipping Documents to your community.

Note that all shipments of lead-acid batteries over 150kg must conform to Transportation of Dangerous Goods Regulations Act and Provincial Hazardous Waste Regulations.

E5.
LEAD-ACID
(VEHICLE)
BATTERIES



Canadian Battery Association

What training and materials do we need to collect and safely handle lead-acid batteries?

These batteries contain acid and lead, which are both environmental as well as a health and safety hazard. Workers must wear Personal Protective Equipment including eye glasses and steel toed boots. Safety supplies include eye wash solution in the event that acid gets in a worker's eyes and soda ash for neutralization of acid from a leaking battery.

The person managing the program needs to have training in the Transportation of Dangerous Goods (online course) and have Workplace Hazardous Materials Information System (WHMIS) training. The program manager for each community is urged to visit a Canadian Battery Association member to become familiar with the proper handling and management of lead-acid batteries.

E5.
LEAD-ACID
(VEHICLE)
BATTERIES



E6.

CELL
PHONES &
HOUSEHOLD
BATTERIES



Who to contact:

Heather Lee, Account Manager

Telephone (toll free): 1-888-224-9764

Email: HLee@call2Recycle.ca Website: www.call2recycle.ca

Do we need to register with Call2Recycle to collect household batteries and cell phones?

Yes. There are three ways that you can register: request to participate through the website (www.call2recycle.ca/collect-batteries), call the customer service department at 1-888-224-9764, or email: customerservice@call2recycle.ca

- Step 1: Call 1-888-224-9764 to speak with a customer service representative.
- Step 2: Tell them you wish to participate as a battery collection site.
- Step 3: Based on the estimated kilograms of batteries you have on hand or expect to collect, the Customer Service representative will help identify the best collection solution for you. That could be taking batteries to an existing drop-off location, setting up your location as a collection site, or through the bulk program for large quantities.
- Step 4: They will help you get started by asking for your full address and contact information (full name, title, phone, email) so they can ship their prepaid collection containers to your community or they'll explain how to set up your site as a bulk shipping location.

Is there a cost to participate in the program?

There is no cost to residents to recycle their batteries. If your community wants to be set up as a collection location, Call2Recycle will provide postage-paid collection containers at no cost. The containers that are provided typically include a prepaid return shipping waybill.

Where would we set up a box to collect unwanted cell phones and household batteries?

Display the Call2Recycle collection container in a monitored and safe location that is easy to find and to see. This could be at a store, public agency site, or other community places like a school or Band Office. To get as many residents as possible dropping off their unwanted household batteries and cell phones, the location you choose should be supportive of the program, frequently visited by community members, and willing to return at least 1 box a year.

Could we partner with another community to collect these items?

Yes, you could arrange with a collection site in another community to accept the household batteries and cell phones that you collect. Coordinate dropping them off at that collection site the next time a willing community member is travelling there.

Do we have to collect these items all year long or could we hold an annual event?

This depends on what works best for your community. You could hold a collection event once or twice a year, or offer the program year-round. Whichever option you choose, it's important to make sure community members know that the program is available and how they can participate.

What types of batteries are accepted?

Regular household batteries including both rechargeable and single-use (such as AAA, 9V, D-cell, etc.) weighing up to 5kg per battery. Call2Recycle does not accept industrial use batteries, vehicle (wet cell) batteries, or damaged, defective batteries.

What type of containers do we use to collect the household batteries and cell phones?

If your community is participating in the prepaid collection box program, Call2Recycle will ship collection boxes to you at no cost. Once your community is enrolled in the collection container program, the boxes will be shipped to your location. You can expect your initial box shipment to arrive within a week to 10 business days after your initial enrollment.

The collection boxes must be stored inside at all times. It is recommended that they be kept in a cool dry place where they can be seen and away from heat source.

If you have over 227kg of batteries collected, you would qualify for Call2Recycle's bulk shipping option. In that case, Call2Recycle can ship you a pallet of their collection boxes at no cost. You can fill them up and set them on the same pallet the boxes came on. Then visit the website (www.call2recycle. ca/bulk) and go through the bulk shipping wizard, which will walk you through the preparation of the Bill of Lading and help you schedule your shipment for pick-up.

For drum shipments, poly-lined steel drums are required when shipping Lithium Ion (Li-Ion) and Lithium Primary batteries.

How do we ship/transport the containers once they are full?

- Step 1: When the boxes are full, simply close the box and secure it for shipping using the tape installed inside of the box. Wrap packaging tape around outside of box to secure for shipment.
- Step 2: Call Purolator toll free at 1-888-SHIP-123 (1-888-744-7123) to arrange a pickup if your site does not already have a regular pickup from them. (Note: Shipments are prohibited from air transport.)

Bulk shipments are picked up via Purolator Freight in Manitoba. To print your Bill of Lading (BOL) labels and schedule a pickup, fill out the online BOL wizard at www.call2recycle.ca/bulk.

E6.
CELL
PHONES &
HOUSEHOLD
BATTERIES



If shipping in bulk on pallets, it would be advisable to have a tow motor or forklift to place the pallet on the truck. Otherwise, be sure to arrange directly with the transporter that they have that type of equipment on the vehicle prior to arriving in your community.

If your community is not serviced by any of the above transporters, please contact the Call2Recycle Customer Service Department who will assist in making shipping arrangements.

Are there any safety requirements for handling the materials for storage?

Be mindful of the weight of collection containers. It is recommended that each box weigh no more than what is reasonable to personally lift or hold. Boxes must not exceed 30 kilograms. For more details, see the Responsible Recycling documents on the website (www.call2recycle.ca/safety-tips).

Do the materials have to be packaged and secured in a certain way?

Lithium-Ion (Li-Ion), Small Sealed Lead Acid (SSLA/Pb) and Lithium Primary batteries must be individually bagged or have the terminals protected with duct tape or non-conductive electrical tape. As much as possible, do not cover the brand name or chemistry of the battery BEFORE placing them in a collection container for shipping. Call2Recycle provides self-sealing bags with each box shipment. They come in large and small size. This battery packaging information is provided with each box shipment in the Frequently Asked Questions (FAQ) document.

If you are not sure whether a battery falls into one of these categories, it is always best to either bag the battery individually or cover the battery's terminals with tape.

What are Lithium Ion, Small Sealed Lead Acid, and Lithium Primary batteries?

Here are brief descriptions. More details and pictures can be found on the website (www.call2recycle.ca/what-can-i-recycle).

- Lithium Ion (Li-Ion) rechargeable batteries are commonly found in cellphones, cordless power tools, cordless phones digital cameras, two-way radios, laptop computers, tablets and e-readers, and two-way radios.
- Small Sealed Lead Acid (SSLA/Pb) rechargeable batteries are commonly found in mobility scooters, fire emergency devices, UPS systems, hospital equipment, and emergency lighting.
- Lithium (Li) primary batteries are commonly found in keyless entry remotes for cars, watches, pacemakers, hearing aids, memory backup fire alarm devices, and military electronics.

E6.

CELL
PHONES &
HOUSEHOLD
BATTERIES



Who usually manages and promotes the program to residents?

This varies but typically in smaller municipalities the Town Clerk or Chief Administrative Officer (CAO) will manage and approve the battery collection program. Environmental Coordinators typically promote the collection program within their municipality.

Call2Recycle will provide posters, brochures and other program documents upon request from the community. Each of the collection box shipments come with program guidelines as well as a poster to promote that residents can recycle their household batteries. Call2Recycle may also participate in various community events.

CELL
PHONES &
HOUSEHOLD
BATTERIES



Electronic Products Recycling Association (EPRA Manitoba)

E7.

ELECTRONIC PRODUCTS



Who to contact:

Dennis Neufeld, Program Director

Telephone: (204) 415-5947 | Toll Free: 1-888-567-4535

Email: info@recycleMYelectronics.ca

Website: www.recyclemyelectronics.ca/mb

What sort of electronic products are collected in this program?

A full and up-to-date list can be found on the EPRA website. General categories include:

- desktop computers, mice, keyboards and cables, monitors
- computer notebooks, netbooks, laptops and tablets
- desktop printers and scanners
- televisions
- personal or portable audio/video systems (such as portable stereos, headphones, clock radios, voice records, digital and video cameras)
- vehicle audio/video systems; and home audio/video systems (such as VCRs and DVD players, CD players, satellite cable equipment, speakers, amplifiers, data projectors)
- cell phones and non-cellular telephones (wire or cordless) and answering machines
- microwave ovens

Do we need to register to collect electronic waste?

This depends whether your community wants to have a year-round collection depot for electronic waste or simply hold a collection event once a year.

Option 1 - Collection Depot

Contact the EPRA office and they will send you a standard collection site document. There is no charge for your community to have a collection depot and EPRA will pay for the materials collected based on weight. However, collection standards must be met, which is confirmed by an on-site visit.

Option 2 - Collection Event

EPRA will pick up electronics (see the website for list of accepted items) from any location that can collect minimum 5 pallets, stacked on pallets to a height of 3-4 feet tall and has the equipment to load the pallets onto a transport trailer. EPRA does not pay for the items but will pay the transportation costs from the collection location to processor and pay processing costs.

Electronic Products Recycling Association (EPRA Manitoba)

Is any financial assistance provided to collect electronic waste?

EPRA does not pay nor advance funds for the purchase of a container or building. However, for approved Collection Depots, payment is issued based on the weight of the approved items that are collected.

What do we use to store the materials and how much do they cost?

The cost of the container will vary based on its size, current market availability, and where the container will need to be delivered. Before purchasing any containers, the community should talk to the EPRA office to help determine their needs. Items must be stacked and wrapped on pallets suitable for transport.

Do the storage containers need to be made of a specific type of material?

The e-waste collected needs to be stored under cover and in a locked area. This is to prevent leaching of toxics from the electronic materials into the ground from rain or snow. Keeping them locked up will help prevent theft or vandalism.

Are there any special handling requirements or training provided?

The electronic materials accepted by EPRA are not dangerous goods and do not require any special handling certificates by workers. E-waste comes in all sizes and weights, so basic safe lifting practices should be followed to avoid injury. There is training available online that is helpful for remote communities.

What kinds of signs and information are required at the storage site, if any?

EPRA provides collection depot signs listing which electronic items are accepted.

What is the cost of shipping/transporting the container(s)?

Cost is based on the distance to the final location. This is usually done by the location that sells the container. If a remote community is looking to purchase a container it is advised that they look into the commodities that are being shipped to them. Containers should be used to transport goods into them to save on costs.

E7.

ELECTRONIC PRODUCTS



Product Care Association of Canada (PCA)

Who to contact:

Randy Webber, Manitoba Program Coordinator

Telephone: (204) 477-0741 | Toll Free: 1-888-772-9772

Email: randy@productcare.org Website: www.productcare.org

What does household hazardous waste include?

Old paint, aerosol containers, compressed gas containers, corrosive materials, flammable materials, pesticides, and toxic materials. Commercial and industrial products fall outside of this program. For more information and products accepted, visit www.productcare.org.

Why is it important to collect household hazardous waste?

While household hazardous wastes represent a small percentage (about 1%) of the waste from homes, they have a high potential to create hazards to human health and the environment if not properly managed.

Is financial support available to collect household hazardous waste?

This depends. Please contact PCA directly to discuss the appropriate collection model for your community and eligibility for financing.

What does the community contribute?

For a **collection event**, communities are responsible for planning, coordinating, hosting the event, as well as providing staff to collect materials and a temporary storage space for collected materials. PCA will provide the collection containers and transportation services.

For a **permanent collection site**, communities need to provide a site location, infrastructure, as well as staff to receive, sort and pack materials. Communities also need to obtain all applicable regulatory approvals and maintain compliance with all associated requirements under the approvals. For permanent collection sites, PCA provides training to collection site operators, including an operations manual and ongoing support to assist in properly and safely segregating, packaging and preparing household hazardous wastes for shipping. There is some record keeping required, which is covered in the training. Inspections are conducted on a regular (annual) basis.

Do we need a collection site or can we collect household hazardous waste at the home?

Household hazardous waste collection is not well suited to door-to-door pick up at residents' home. It is best to ask residents to bring the material to a collection site or event.





Product Care Association of Canada (PCA)

How do we register to set up as a household hazardous waste collection depot or hold a collection event?

Contact the Manitoba Program Coordinator to set up a collection event or discuss the requirements for establishing a permanent collection site.

How do we store household hazardous waste?

There are a number of regulations and guidelines that regulate the safe storage of household hazardous waste. If your community is considering establishing a permanent collection site, you will need to review these requirements.

If your community is approved to set up a collection depot, Product Care will provide all supplies including approved containers to segregate and package Household Hazardous Wastes, a spill kit, portable eye wash, signage, labels, and promotional/educational material.

Product Care's service provider delivers supplies and collects full containers at no charge to the collection site. Operators are provided with a single email or phone number to contact when they have questions or require service. The service provider coordinates all these activities and assists with regulatory paperwork including providing a completed manifest (shipping document).



E8.
HOUSEHOLD
HAZARDOUS
WASTE



Product Care Association of Canada (PCA)

What regulations apply to disposal of household hazardous waste?

The collection of household hazardous waste falls under the Federal Transportation of Dangerous Goods Act/Regulations and the Provincial Dangerous Goods Handling and Transportation Act/Regulations (DGHTA).

The Manitoba Program Coordinator will help communities navigate the regulations once they have registered with the program. A community collection site would need to register as a hazardous waste generator and will require a DGHTA Hazardous Waste Disposal Facility Licence or equivalent under the federal system if the community falls under federal jurisdiction.

How can our community get started?

There are many factors to consider when choosing how to start collecting household hazardous waste. Contact the Manitoba Program Coordinator to discuss the best approach for your community.





F. FUNDING ASSISTANCE

There are a number of possible sources to help fund recycling efforts and reduce waste in your community.

See the table below for a brief description of each possible funding source and where to find more information.

SOURCE	DESCRIPTION	MORE INFORMATION
Indigenous and Northern Affairs Canada (INAC)	INAC can support projects related to waste management and reduction. Contact the Manitoba Region for more information.	Manager Environmental Planning & Management Unit INAC Manitoba Region Phone: (204) 983-0585
Environment and Climate Change Canada, EcoAction Community Funding Program	The EcoAction program addresses environmental issues of importance in your community, including waste reduction. Your project must have measurable, positive environmental results and promote community participation.	Website: www.ec.gc.ca/ecoaction Email: ecoaction.pnr@ec.gc.ca Phone (Toll Free): 1-800-567-1570
Federation of Canadian Municipalities (FCM), First Nations - Municipal Community Infrastructure Partnership Program (CIPP)	The Community Infrastructure Partnership Program (CIPP) helps First Nations and municipalities work together to strengthen partnerships. CIPP has: • Hosted training workshops for over 100 First Nations and neighbouring municipalities; • Facilitated historic meetings that resulted in friendship or communication agreements; and • Supported development of service agreements particularly on water, but also on waste, fire, and transit.	Website: http://www.fcm.ca/home/ programs/past-programs/ community-infrastructure- partnership-program.htm Phone: 1-613-907-6295



Funding Assistance

SOURCE	DESCRIPTION	MORE INFORMATION	
Manitoba Sustainable Development, Waste Reduction and Pollution Prevention (WRAPP) Fund	The WRAPP Fund supports projects that focus on waste reduction, pollution prevention, and integrated waste management practices. Eligible applicants include Northern and First Nations communities. Check the website or contact Manitoba Sustainable Development for more details and the application form.	Email: sdif@gov.mb.ca Phone (Toll Free): 1-800-214-6497	
Manitoba Sustainable Development, Waste Reduction and Recycling Support (WRARS) Fund	The WRARS program was established to help discourage waste generation and encourage increased recycling and waste diversion activities. The WRARS Recycling 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.	Email: nrinfo@gov.mb.ca Phone (Toll Free): 1-800-214-6497	



Funding Assistance

INDUSTRY RECYCLING ORGANIZATIONS	MORE INFORMATION
Multi-Material Stewardship Manitoba (MMSM) provides up to 80% funding for residential recycling services if your community meets the requirements of their program. Material collected in the program are paper products, glass, metal and plastic food, drink and other containers.	See Section E1.
Canadian Beverage Container Recycling Association (CBCRA) and its Recycle Everywhere Program can provide free recycling bins to collect beverage containers in community spaces, such as in schools or recreation facilities, on streets, or at events.	See Section E2.
Tire Stewardship Manitoba will pick up scrap vehicle tires from your community for free and pay fifty-cents per tire to registered communities that follow their scrap tire storage and collection guidelines.	See Section E3.
Manitoba's Used Oil & Antifreeze Recycling Program will share in the cost of setting up and operating a collection depot for used motor oil and antifreeze, and provide training for staff.	See Section E4.
The Canadian Battery Association can provide shrink wrap and labels, and will transport vehicle batteries at no charge if they are stored and packed to guidelines.	See Section E5.
Call2Recycle can provide free collection containers for household batteries and cell phones. These containers can be shipped at no cost, using a prepaid, pre-addressed return label fastened to the boxes.	See Section E6.
Electronic Products Recycling Association (EPRA Manitoba) may pay for transporting electronic recyclables out of your community.	See Section E7.
Product Care Association of Canada (PCA) will help you determine the best way that they can support your community to collect household hazardous waste.	See Section E8.



G. EDUCATIONAL RESOURCES

Here are a few resources to help students, teachers, community members, and Chief and Council learn how we can reduce waste and recycle more.

RESOURCES FOR TEACHERS	MORE INFORMATION
Manitoba Education for Sustainable Development	www.edu.gov.mb.ca/k12/esd/ index.html
Multi-Material Stewardship Manitoba – School Programs	www.simplyrecycle.ca/ school-programs
Canadian Beverage Container Recycling Association (CBCRA) – Recycle Everywhere 101 for Schools and video library	www.recycleeverywhere.ca/ recycle-everywhere-101
Green Action Centre and Take Pride Winnipeg – Classroom presentations to help students learn how the things we throw away affect the earth and the different ways we can reduce waste. Through age and grade- appropriate presentations, the presenters share practical solutions to show students how they are capable of effecting positive change to inspire greener living, community pride, and citizen responsibility.	Green Action Centre info@greenactioncentre.ca Phone: (204) 925-3770 or INAC Manitoba Region Phone: (204) 983-0585
Eco Kids	https://ecokids.ca
Green Teacher Magazine	http://greenteacher.com
Learning for a Sustainable Future	www.lsf-lst.ca
Resources for Rethinking	http://resources4rethinking.ca



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MORE INFORMATION

Green Action Centre

is a non-profit, non-governmental organization. Through their Composting program, they provide information, resources and support to help Manitobans reduce waste and compost. Green Action Centre also coordinates and trains community volunteers through their Master Composter program, and works with schools and communities to develop composting programs to address their unique needs.

www.greenactioncentre.ca

Manitoba Association of Regional Recyclers

is made up of individuals who are responsible for recycling and waste management in municipalities as well as industry partners involved in these processes. This is a collegial group who bring innovations in recycling and waste management and share with other members.

www.marrmb.com



provides information on sustainability providers and their programs, events and projects across the province.

www.msid.ca

Mother Earth Recycling

is an Aboriginal owned and operated recycling and reuse facility for electronics and electrical waste. It also serves as a training ground for sustainable employment in the Aboriginal community in the recycling industry.

www.motherearthrecycling.ca



EDUCATIONAL RESOURCE	MORE INFORMATION
Multi-Material Stewardship Manitoba is a not-for-profit industry-funded organization that develops, implements and operates waste diversion programs for designated packaging and printed paper in the province of Manitoba. Their consumer website provides a variety of information and tips on household recycling.	www.simplyrecycle.ca
Recycle Manitoba This site helps Manitoba residents learn what items can be recycled and where to take them. It is sponsored by eight of the industry recycling organizations in Manitoba.	www.recyclemanitoba.ca



ADDITIONAL NOTES

