



2014

Procedures to Become a Voluntary Steward and Voluntary Steward Agreement

For detailed program information:

www.stewardshipmanitoba.org

Tel. 1-888-980-9549

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Voluntary Steward Rule and Procedures

Packaging and Printed Paper Program Rules

With the December 2008 passage of Manitoba Regulation 195/2008, the Packaging and Printed Paper (PPP) Regulation became law in Manitoba. Multi-Material Stewardship Manitoba (MMSM) was designated as the Producer Responsibility Organization (PRO) under the WRAP Act, 2008. The PPP Program Plan that was approved by Manitoba's Minister of Conservation included Rules made to participate in the stewardship program. A copy of the Program Rules can be obtained at:

<http://stewardshipmanitoba.org/stewards/rules-regulations/rules-for-stewards/>

Under the Program Rules, Stewards are defined as a "Steward of designated material", which means:

- (a) the first person who, in the course of business or a prescribed activity in Manitoba, supplies a designated material to another person; or
- (b) a person who, in the course of business or a prescribed activity in Manitoba, uses a designated material obtained in a supply transaction outside of Manitoba. The "Rules" allow companies to elect, subject to approval by MMSM, to become Stewards respecting designated materials that would otherwise be the responsibility of another Steward.

The purpose of the Voluntary Steward provision in the Rules is to provide an opportunity for a company to accept reporting responsibilities and make payments on behalf of a Steward in order to reduce the administrative burden on that Steward.

Terms and Conditions

In order to become a Voluntary Steward, a company must complete a Voluntary Steward Agreement, enter into a contract with Multi-Material Stewardship Manitoba, and pay fees on behalf of the otherwise responsible Steward.

If a Voluntary Steward defaults on its responsibility under its contract with Multi-Material Stewardship Manitoba, the agreement becomes null and void. In this case, the obligation reverts to the obligated Steward in Manitoba of the Designated Packaging and Printed Paper (DPPP).

Examples of Voluntary Steward Scenarios

MMSM's current policy, the following applications will not be accepted:

Table 1: Proposed Voluntary Steward Arrangements that are Not Acceptable

Example	Explanation
Manitoba supplier exempt under Section 6 of the Rules	Does not meet requirement of a Steward under the Rules and a Voluntary Steward needs to reside outside of the Province of Manitoba
Industry association	Does not meet requirement of being a brand owner and therefore not a Steward of DPPP

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Example	Explanation
Applicants' "Schedule B" indicates a plan to volunteer for some customers but not others	Application would be rejected as not in compliance requirements of Section 2 of the Voluntary Steward Agreement

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Steps for Completing Application for Voluntary Steward

A person or company that elects to become a Voluntary Steward under the “Rules” must take the following steps:

1. Register with Multi-Material Stewardship Manitoba on the WeRecycle Registration and Reporting System (link to <https://wecycle.cssalliance.ca>)
2. Review and complete all sections and Schedules of the Voluntary Steward Agreement. If you have any questions please contact our Customer Service Group by telephone at 1-888-980-9549 or by email at customerservice@stewardshipmanitoba.org.
3. Sign and return a copy of the completed application and accompanying schedules to Multi-Material Stewardship Manitoba within 14 calendar days of registering by fax to 1-866-260-0066 or email a scanned copy to customerservice@stewardshipmanitoba.org. Voluntary Steward Agreements must be received **no later than May 1, 2014**. Multi-Material Stewardship Manitoba recommends that Voluntary Steward Agreements be submitted as soon as possible since timing is critical to minimize double counting and to enable other Stewards to report on other DPPP for which they remain responsible. Retain a copy of this correspondence for your records and to provide as evidence of the submission.
4. If the Voluntary Steward Application to become a voluntary steward is approved by Multi-Material Stewardship Manitoba, a signed copy will be returned to you within 30 days of its receipt. You will then be required by the agreement to notify all companies listed in Schedule B for which you have been accepted as a voluntary steward and for which you will assume the reporting and financial responsibilities for all the (DPPP) identified with your Brand that you sold and distributed in Manitoba.
5. If the Voluntary Steward Application is incomplete, or is not approved, you will receive an explanation by email from Multi-Material Stewardship Manitoba.
6. The approved Voluntary Steward shall prepare and submit a Steward’s Report to Multi-Material Stewardship Manitoba indicating the quantity, in kilograms or units, of DPPP material and remit the required payments in accordance with Appendix C of the Rules for which it has volunteered to become the Steward.

Questions - Please direct any questions to Multi-Material Stewardship Manitoba by telephone at **1-888-980-9549** or by email at customerservice@stewardshipmanitoba.org.

Voluntary Steward Agreement

WHEREAS Multi-Material Stewardship Manitoba’s Rules (“Rules”) permit certain persons to volunteer to become a Steward;

AND WHEREAS Multi-Material Stewardship Manitoba wishes to accept a Voluntary Steward

1. The undersigned ("Voluntary Steward"), hereby elects to become a Steward under the Rules made under the Packaging and Printed Paper (PPP) Program Plan by Multi-Material Stewardship Manitoba:

Name of Voluntary Steward Company	
Company Address	
City	
Province/State	
Postal/Zip Code	
Country	
Contact Name	
Telephone	
Fax	
Email	

- 2) The Voluntary Steward and Multi-Material Stewardship Manitoba agree that the Voluntary Steward shall be responsible for, and assume the obligations for all the DPPP for which it is the Brand Owner, for which it sold or distributed in Manitoba in the applicable data year, and for which it is/was a Supplier as defined by the Rules.
- 3) The Voluntary Steward agrees to observe and comply with the Rules and to file a Stewards Report forthwith upon acceptance by Multi-Material Stewardship Manitoba as a Voluntary Steward.
- 4) The Voluntary Steward agrees to file a Stewards Report and provide the details of weights or units by waste category in Schedule C for all DPPP material it supplied into Manitoba in the appropriate data year (i.e. 2013 for the 2014 obligation year).
- 5) The Voluntary Steward agrees to waive their rights to an exemption under Section 6

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of the Rules.

- 6) The Voluntary Steward confirms that all DPPP material for which the Voluntary Steward is assuming responsibility are listed in Schedule A.
- 7) The Voluntary Steward confirms that all customers in Manitoba for which the Voluntary Steward is assuming responsibility are listed in Schedule B. The Voluntary Steward agrees to promptly notify the persons in Schedule B who would otherwise be Stewards for the DPPP material, of the terms of this agreement.
- 8) The Voluntary Steward consents to a notice of this election appearing on the web site of Multi-Material Stewardship Manitoba, and upon such posting of notice, the persons with a commercial connection to the packaging or the products provided to customers listed in Schedule B shall be relieved of their obligations as Stewards with respect to the DPPP under the Rules during the term of this agreement.
- 9) This election is valid starting January 1, 2014.
- 10) The Voluntary Steward undertakes and agrees to file with Multi-Material Stewardship Manitoba revised Schedules A and B as applicable reflecting the brands and persons that are applicable for reporting period as applied by the Rules, as amended from time to time.
- 11) The parties agree that this election shall extend for an indefinite time period until terminated by 30 days prior written notice by Voluntary Steward to Multi-Material Stewardship Manitoba.
- 12) In the case of a Voluntary Steward defaulting on its obligations, Multi-Material Stewardship Manitoba may terminate this agreement, upon 30 days prior written notice to the Voluntary Steward, provided Multi-Material Stewardship Manitoba shall have first sent a written notice to the Voluntary Steward with a copy to the obligated Stewards listed in Schedule B, that the Voluntary Steward has defaulted on its obligations as a Steward under the Rules, together with particulars of such default, and provided further such default has not been remedied by the Voluntary Steward within 30 days from the date of such notice of default.
- 13) Upon termination of this agreement, Multi-Material Stewardship Manitoba shall notify those persons referred to in Schedule B of the termination of this agreement, and shall post notice of the termination on its web site. Upon termination of this agreement and posting of notice thereof, reporting and financial responsibility shall revert back to the original obligated Steward of DPPP material on notice of cancellation on Multi-Material Stewardship Manitoba's web site.
- 14) Notice may be given under this election by first-class mail, fax, or e-mail to Voluntary Steward as indicated above or to Multi-Material Stewardship Manitoba as follows:

Multi-Material Stewardship Manitoba
E-mail: customerservice@stewardshipmanitoba.org

In witness whereof the parties have executed this election agreement on the

_____ day of _____ 2014.

Voluntary Steward Declaration

I declare that _____ is a company that meets the conditions of a Steward as defined under the Packaging and Printed Paper Program Plan and agrees to waive their rights to an exemption under Section 6 of the Rules and I acknowledge my obligation to file a report and make payment of fees to Multi-Material Stewardship Manitoba under the terms and conditions of this agreement. I acknowledge that the information provided in all Schedules is accurate. Failure to meet the terms of this agreement means the obligations to Multi-Material Stewardship Manitoba reverts back to the obligated Steward of DPPP in Manitoba listed in Schedule B.

Name: _____

Authorized Signing Officer: _____

Multi-Material Stewardship Manitoba

Approved By: Authorized Signing Officer _____

_____ day of _____ 2014.

Schedule C

MMSM Stewards

Material Category	Material Sub-Category
Printed Paper	Newsprint
	Magazines and catalogues
	Directories
	Other Printed Materials
Paper Packaging	Gable top containers – non-beverage
	Gable top containers – beverage
	Aseptic containers – non-beverage
	Aseptic containers – beverage
	Paper laminates ¹
	Corrugated cardboard ²
	Boxboard and other paper packaging
Plastic Packaging	PET bottles < 5 Litres - non-beverage
	PET bottles > = 5 Litres – non-beverage
	PET bottles < 5 Litres – beverage
	PET bottles > = 5 Litres – beverage
	HDPE bottles and jugs < 5 Litres - non-beverage
	HDPE bottles and jugs >= 5 Litres – non-beverage
	HDPE bottles and jugs <5 Litres - beverage
	HDPE bottles and jugs > =5 Litres – beverage
	Polystyrene
	Other rigid plastic <5 Litres - non-beverage
	Other rigid plastic > =5 Litres – non-beverage
	Other rigid plastic <5 Litres -beverage
	Other rigid plastic >= 5 Litres – beverage
	LDPE/HDPE film
	LDPE/HDPE film carry-out bags
	Plastic laminates – non-beverage
	Plastic laminates – beverage
	Biodegradable plastic film
	Biodegradable plastic film carry out bags
	Biodegradable rigid plastic containers – non-beverage
Biodegradable rigid plastic containers – beverage	
Steel and Other Metal Packaging	Other steel and metal containers and packaging – non-beverage
	Other steel and metal containers and packaging – beverage
	Paint cans – non-HHW related containers
	Aerosol containers – non-HHW related containers

¹ Please note Laminated Kraft Bags should be reported in “Paper Laminates” category

² Please note do not include Laminated Kraft Bags in “Corrugated cardboard”– now reported under Paper Laminates

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Material Category	Material Sub-Category
Aluminum Packaging	Aluminum – food cans
	Aluminum cans – beverage
	Aluminum aerosols – non-HHW related containers
	Foil and other aluminum packaging
Glass Packaging	Clear (flint) glass – non-beverage
	Clear (flint) glass – beverage
	Coloured glass – non-beverage
	Coloured glass – beverage
Household Hazardous Waste Related Containers	PET bottles
	HDPE bottles and jugs
	Other rigid plastic
	Other steel and metal containers and packaging
	Clear (flint) glass
	Coloured glass

CBCRA Reports

Ancillary Packaging	
Material Category	Material Sub-Category
Paper Packaging	Paper laminates
	Corrugated cardboard
	Boxboard and other paper packaging
Plastic Packaging	Polystyrene
	LDPE/HDPE film
	Biodegradable plastic film
Aluminum Packaging	Foil and other aluminum packaging

Beverage Containers

Material Category	Material Sub-Category	Size	# of units	kgs of material
Aluminum		0-1 Litre (L)		
Plastics	PET bottles and jugs	0-500 millilitre (ml)		
		501 ml - 1 L		
		over 1 L and under 5L		
		over 5 L		
Plastics	HDPE bottles and jugs	0-500 ml		
		501 ml - 1 L		
		over 1 L and under 5L		
		over 5 L		

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Material Category	Material Sub-Category	Size	# of units	kgs of material
Plastic	Other Rigid plastic	0-500 ml		
	PVC/Other Plastics	501 ml - 1 L		
		over 1 L and under 5L		
		over 5 L		
Glass		0-500 ml		
		501 ml - 1 L		
		over 1 L		
Bi-metal cans		0-500 ml		
		501 ml - 1 L		
		over 1 L		
Poly coats	Drink Boxes	0-500 ml		
		501 ml - 1 L		
		over 1 L		
Poly coats	Gable Top	0-500 ml		
		501 ml - 1 L		
		over 1 L		
Other	Drink Pouches	0-1 L		
	Bag in a box	over 1 L		
Plastic	Other Rigid plastic	0-500 ml		
	Biodegradable	501 ml - 1 L		
		over 1 L and under 5L		
		over 5 L		