

# How to submit a Recycling Rebate Report in the online WRARS system

1. Visit <https://wrars.ca> in an Internet browser.
2. Click the **Login** button on the right.



The image shows the WRARS logo on the left, which consists of the letters 'WRARS' in a bold, sans-serif font. The 'W' is green, the 'R' is blue, and the 'A' is yellow. To the right of the logo is a photograph of various recycling materials: a stack of newspapers, several green glass bottles, a clear plastic bottle, and a blue recycling bin. The background of the photograph is a bright blue sky with white clouds.

**WASTE REDUCTION & RECYCLING SUPPORT PROGRAM**

**Home**

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**Welcome to the WRARS Program**

The Waste Reduction and Recycling Support (WRARS) Program was established to improve Manitoba's waste diversion rate, encourage sustainable waste management practices and enhance municipal waste diversion activities.

Beginning July 1, 2009, all solid waste disposed at Manitoba landfills is subject to a \$10 per Tonne WRARS Levy. The Levy applies to all residential waste, industrial, commercial and institutional waste, construction, renovation and demolition waste, and other solid waste materials.

The WRARS Levy functions as a disincentive to waste disposal by increasing waste disposal costs. The program rewards municipal recycling efforts through a revenue sharing formula. Municipal governments and businesses can reduce their waste bill by reducing the amount of waste sent to landfill and municipalities can increase their financial reward through enhanced recycling and waste diversion activities.

All WRARS Levy revenues are deposited in the WRARS Fund established under The Waste Reduction and Prevention Act. Eighty per cent of the revenues is rebated to municipalities to further promote recycling in Manitoba. The remaining twenty per cent is used to support provincial waste management program priorities of the Manitoba government.

3. Enter account name (username or email address) and password.

If you forget your password, click “**Forgot your password?**” to receive an email to reset the account holder’s password.

To request an account or to ask for help, contact [recyclemb@gov.mb.ca](mailto:recyclemb@gov.mb.ca).



## WASTE REDUCTION & RECYCLING SUPPORT PROGRAM

[Login](#)

### Site Login

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#### Sign in

[Forgot your password?](#)

4. Click **Municipalities**.



The image shows the top portion of the WRARS website. At the top is a banner with the WRARS logo on the left and a photograph of various recyclable items (bottles, cans, newspapers) and a blue recycling bin on the right. Below the banner is a brown bar with the text "WASTE REDUCTION & RECYCLING SUPPORT PROGRAM". Underneath is a green navigation bar with links for "Home", "Landfills", "Municipalities", and "Reports". The "Municipalities" link is circled in black. To the right of the navigation bar is a green "Logout" button. Below the navigation bar, the text "Welcome to the WRARS Program" is displayed, followed by a paragraph of introductory text.

5. Click **Recycling Rebate** on left side.



This image shows the WRARS website with the "Municipalities" link selected in the navigation menu. On the left side, a green sidebar contains a "List" button and a "Recycling Rebate" button, which is circled in black. The main content area features a search bar for "WRARS # or Name:" and a "Search" button. Below the search bar are "Download CSV" and "Print" buttons. The section is titled "Recycling Programs" and contains a table with the following columns: Profile, WRARS #, Name, Contact, Title, and Email. The table currently shows one entry, "1 Recycling Program(s)".

| Profile | WRARS # | Name | Contact | Title | Email |
|---------|---------|------|---------|-------|-------|
|         |         |      |         |       |       |

1 Recycling Program(s)



8. Section one of four:

The first three fields will be pre-populated. Select **No** for “No Recycling to Report”.

Only select **Pool other municipalities in this rebate report** if you have an agreement with another municipality or community to do so. This will only be applicable to a few municipalities. Contact [recyclemb@gov.mb.ca](mailto:recyclemb@gov.mb.ca) if you have questions about this.

## Part B: Recycling Program Rebate Report

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|   |
|---|
| Municipality/Northern Affairs Community*                                  |
| <input type="text" value=""/> ▼   |
| WRARS #: <input type="text" value=""/>                                    |
| Vendor #: <input type="text" value=""/>                                   |
| <input type="text" value="Unknown"/> ▼                                    |
| No Recycling to Report  |
| <input type="checkbox"/> Pool other municipalities in this rebate report. |

9. Section two of four:

Enter the name, title and contact information of your municipal or community elected official (e.g., mayor, reeve, deputy mayor, head of council).

Once the recycling rebates applications are approved, the Manitoba government will notify your elected official with the good news.

Upon the successful evaluation of your application, your elected municipal or community official will be notified by the Manitoba Government. Please provide the name, title and contact information of your elected official.

|   |  |
|---|--|
| Elected Municipal/Community Official (First and Last Name)*<br><input type="text"/>                   |  |
| Title of Elected Official (e.g. Mayor, Reeve, Deputy Mayor, Head of Council)*<br><input type="text"/> |  |
| Address*<br><input type="text"/>  | Postal Code*<br><input type="text"/>               |
| Town/City*<br><input type="text"/>  | Province*<br><input type="text" value="Manitoba"/> |
| Phone Number*<br><input type="text"/>   |  |
| Formatted like this: (xxx) xxx-xxxx   |  |
| Email Address*<br><input type="text"/>  |  |

10. Section three of four:

Enter the weights for each category of recycled items. Select **Tonnes** or **Kgs** from the drop-down menus below **Curbside**, **Depots**, and **Total**. Under **Population**, choose the most recent census population from the drop-down menu.

| Materials                            | Curbside*  | Depots*                              | Total*                               |
|--------------------------------------|--|--------------------------------------|--------------------------------------|
|                                      | <input type="text" value="-----"/> ▼                                   | <input type="text" value="-----"/> ▼ | <input type="text" value="-----"/> ▼ |
| Newsprint & Flyers (ONP)             | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| Magazines (OMG)                      | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| Telephone Directories (OTD)          | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| Boxboard (OBB)                       | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| Gable Top Cartons                    | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| Aseptic Containers                   | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| Steel Food & Beverage Containers     | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| Aluminum Beverage Containers         | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| PET #1 Plastic Bottles               | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| HDPE #2 Plastic Containers           | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| #4, 5 & 7 Plastic Containers         | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| Glass Containers                     | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| Old Corrugated Cardboard (OCC)       | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| Other Eligible Materials             | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| Other Ineligible Materials (Residue) | <input type="text" value="0"/>   | <input type="text" value="0"/>       | <input type="text" value="0"/>       |
| <b>Total</b>                         | <input type="text" value="0.000"/>                                     | <input type="text" value="0.000"/>   | <input type="text" value="0.000"/>   |
| Specify Other Eligible Material      | <input type="text"/>   |                                      |                                      |
| Specify Other Ineligible Material    | <input type="text"/>   |                                      |                                      |
| Population                           | Overriding/Pooled Population   |                                      |                                      |
| <input type="text" value="-----"/> ▼ | <input type="text"/>   |                                      |                                      |
|                                      | (required for pooled municipalities to calculate the Waste Per Capita) |                                      |                                      |

11. Section four of four:

Enter the name, title and contact information of your municipal or community's Chief Administrative Officer or similar position.

This person will be copied on the notification letter to your elected official once the recycling rebate applications are approved.

|   |   |
|---|---|
| Chief Administrative Officer (First and Last Name)* | Title (if other than Chief Administrative Officer)* |
| <input type="text"/>                                | <input type="text"/>                                |
| Phone Number*                                       |   |
| <input type="text"/>                                |   |
| Formatted like this: (xxx) xxx-xxxx                 |   |
| Email Address*                                      |   |
| <input type="text"/>                                |   |
| Date signed*  |   |
| (select a date)                                     |   |

I understand that typing my name above constitutes a legal signature confirming that this report is accurate to the best of my knowledge and is endorsed by the organization that I represent.\*

The Disclaimer must be accepted before you may submit your data.

Click the **Submit** button once finished.

Ensure the recycling rebate reports are submitted by the deadlines:

- **July 31** for the January to June reporting period
- **January 31** of the following year for the July to December reporting period