

Project Area Notice Filings Guide



RPRA Resource Productivity
& Recovery Authority

Table of Contents

Introduction

- **Slide 4:** What is the Excess Soil Registry?
- **Slide 5:** The three Portals of the Excess Soil
- **Slide 6:** The lifecycle of a filing
- **Slide 7:** Types of filings
- **Slide 8 – 9:** Project Area Filing process and details
- **Slide 10 – 12:** What Notice Filings are required for Project Areas?

Excess Soil Registry

- **Slide 13 – 17:** How to log into the Registry
- **Slide 19 – 22:** How to initiate a Project Area Notice Filing
- **Slide 24 – 26:** How to share access to a Notice Filing
- **Slide 23 – 29:** How to add contact information
- **Slide 36 – 43:** How to add project details
- **Slide 45 - 61:** How to add soil details
- **Slide 63 – 65:** How to review a Notice Filing
- **Slide 67– 73:** How to submit a Notice Filing

Glossary of terms

- **Slide 75:** Project area filing – destination site types and descriptions
- **Slide 76 – 84:** Roles and Definitions
- **Slide 85 – 88:** FAQs
- **Slide 89 – 96:** Notice Filing Requirements
- **Slide 97 – 98:** Fees



Introduction



What is the Excess Soil registry?

In March 2021, the Minister of the Environment, Conservation and Parks directed the Resource Productivity And Recovery Authority to establish and maintain the Excess Soil Registry to enable compliance with the [On-Site and Excess Soil Management Regulation](#), O. Reg. 406/19 (Excess Soil Regulation).

Project Leaders, Owners and Site Operators are required to use the Registry to file notices for certain Project Areas, Reuse Sites, and Residential Development Soil Depot sites where Excess Soil is generated, transported, temporarily placed and deposited.

<https://www.rpra.ca/excess-soil-registry/> is the home of the Excess Soil Registry, this is where you'll go to file a notice and search for a notice. For questions related to the Registry, please contact RPRA via registry@rpra.ca

The ministry is responsible for policy and programs related to Excess Soil and will conduct compliance and enforcement activities under the regulation. More information about the regulation is available here: <https://www.ontario.ca/page/handling-excess-soil>. For questions related to the regulation, please contact the ministry via MECP.LandPolicy@ontario.ca

The three Portals of Excess Soils Registry

There are **three (3) portals** that can be used to access the Excess Soils Registry, each is designed to accommodate different users.



Registry Portal

The Registry Portal allows industry users to complete and view their Excess Soil Filings

Users:

- Industry Users (Owners, Operators, Project Leaders, Authorized Persons, Transporters)
- Delegated Users

Used for:

- Initiating, completing, and submitting Excess Soils Filings

What Users See:

- Filings their company has initiated
- Filings their company has been provided notice access to

How to Access: registry.rpra.ca



Ministry Portal

The Ministry Portal provides ministry users in-depth access to Filing and Registry data.

Users:

- District Office Employees
- Compliance Office Employees
- Investigation & Enforcement Branch Employees

Used for:

- Searching for all Filings and related data
- Accessing and view all Filing data
- Viewing key metric charts
- Generating Reports/Dashboards

What Users See:

- All Filings, regardless of status, with the exception of fees and payment information



Public Portal

The Public Portal provides the general public read-only access to Filing summaries

Users:

- General Public

Used for:

- Viewing Filings in Initial, Updated, and Final status

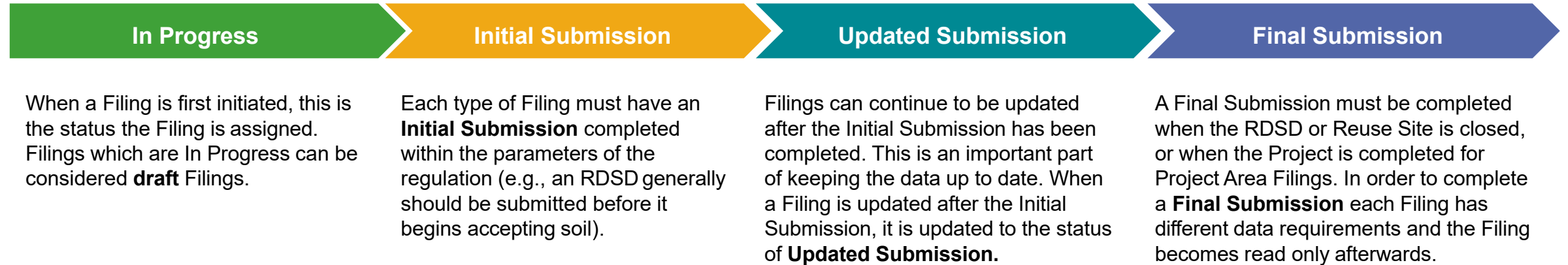
What Users See:

- All Filings in initial, updated, and finalized status, and related pdfs
- They will not see in-progress Filings or any payment information

How to Access: excesssoilnotices.rpra.ca

The Lifecycle of a Filing

Filings are expected to open for a long time, most will be open for months, if not years. Below is a summary of the statuses that each Filing moves through:



Important Facts about each Filing Status

- ✗ All data must be provided
- ✗ Available on Public Registry
- ✓ Available on Ministry Portal
- ✓ Filing may be updated
- ✗ Declaration required
- ✗ Fee Payment required

- ✓ All data must be provided
- ✓ Available on Public Registry
- ✓ Available on Ministry Portal
- ✓ Filing may be updated
- ✓ Declaration required
- ✓ Fee Payment required

- ✗ All data must be provided
- ✓ Available on Public Registry
- ✓ Available on Ministry Portal
- ✓ Filing may be updated
- ✗ Declaration required
- ✗ Fee Payment required

- ✓ All data must be provided
- ✓ Available on Public Registry
- ✓ Available on Ministry Portal
- ✗ Filing may be updated
- ✓ Declaration required
- ✓ Fee Payment required

Note: The data which is visible between each of the three portals varies, additional detail on that will be provided on subsequent slides.

Types of Filings

Select notice filing type

Select the type of notice filing you would like to submit. For more information about notice filing requirements, visit our [Excess Soil webpage](#).

☒ Residential Development Soil Depot Notice

☐ Reuse Site Notice

☐ Project Area Notice

< Back

Cancel

Next

These are the options Registry portal users are given when they begin to initiate a notice filing



Residential Development Soil Depot



Reuse



Project Area

Residential Development Soil Depot

An RDSD is a soil bank storage site that is temporarily operated for the purpose of managing Excess Soil that will ultimately be transported to a reuse site.

R
D
S
D

Reuse Site

A Reuse Site is a site at which Excess Soil is used for an identifiable beneficial purpose (and does not include a waste disposal site).

R
S

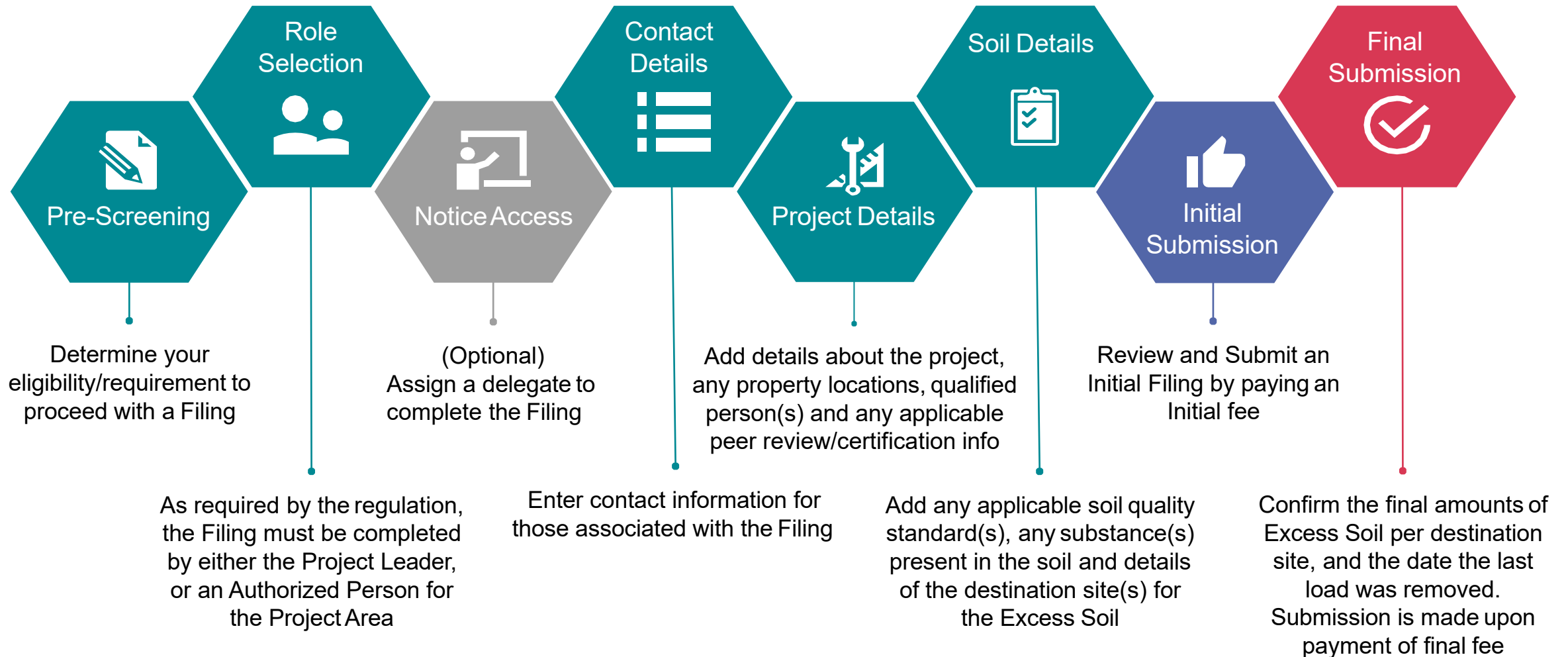
Project Area

The Project Area refers to a single property or adjoining properties on which a project is carried out. That project being any that involves the excavation of soil for any form of development, or site alteration, construction or removal of liquid soil or sediment from a surface water body.

P
A

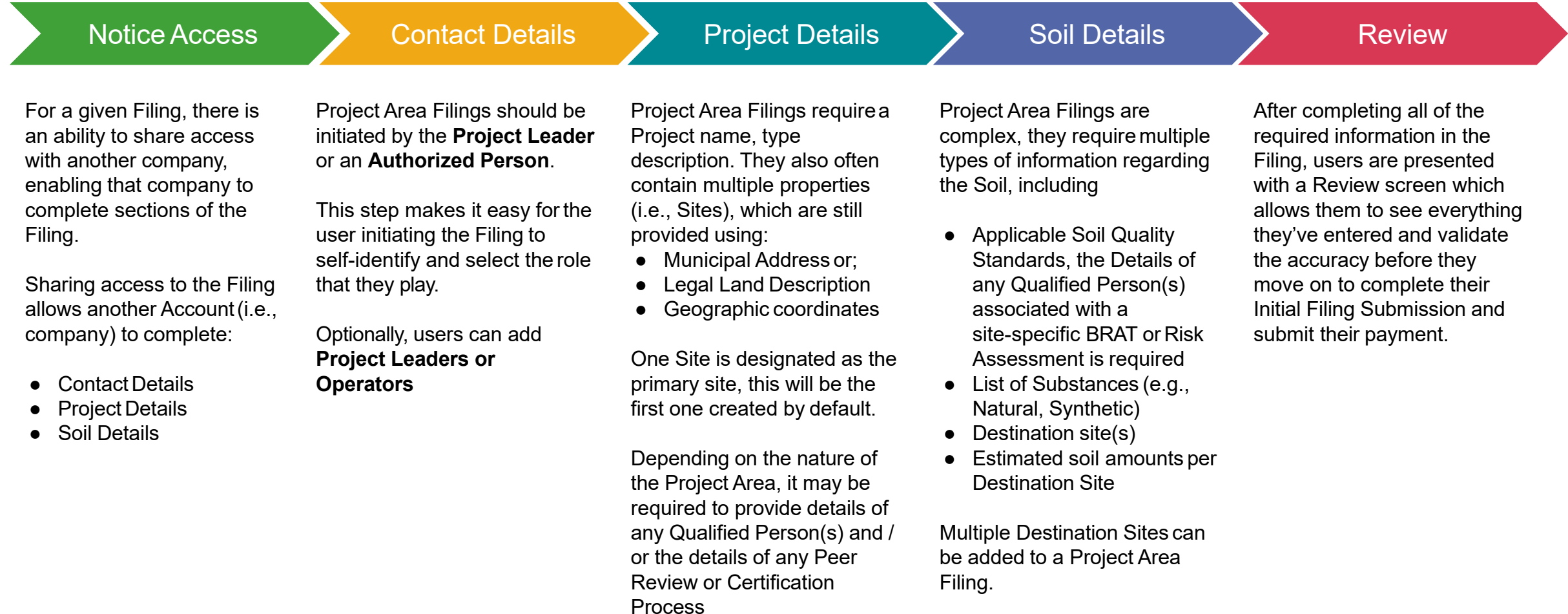
The Project Area Filing process

Here is an overview of how the Soils program participants will journey through a Project Area Filing Submission.



Project Area Filing Details

Each section of a Filing is specially designed to capture all of the requirements for the On-Site and Excess Soil Management regulation. The user(s) working on each Filing will not be able to proceed to making a submission until all of the required information has been captured. Each chevron below represents a section of the Filing which must be completed:



What notice filings are required for Project Areas?

Notice filings regarding Excess Soil from Project Areas can be made by a Project Leader or Authorized Person and may require retaining a Qualified Person. These notices will be required from **January 1st, 2022**, before soil that will become Excess Soil is removed from the Project Area.

There will be two filings for each notice:

- A. An initial filing before the soil is removed which will require the following information to be provided:
 - i. a description of the project and Project Area including the location of each property within the Project Area
 - ii. the contact information of the Project Leader, Operator or Authorized Person and the person responsible for transportation, and if applicable, the Qualified Person
 - iii. an estimated amount of the soil that will be generated broken down by quality standard

What notice filings are required for Project Areas? (continued)

- iv) a list of substances/materials that were added to the soil
- v) the location of temporary or final sites that the soil will be transported to
- vi) details of the reuse site(s) where the soil will be moved to
- vii) information on any peer review or certification processes if applicable
- viii) and a declaration by the Project Leader.

Exceptions

The Project Leader, Operator or Authorized Person may file a notice after soil that will become Excess Soil has been removed from the Project Area if:

- i. conducting the required sampling and analysis at the Project Area is impractical
- ii. the soil is removed from the Project Area and delivered to a temporary site to conduct the required sampling, and
- iii. the Project Leader, Operator or Authorized Person makes sure the required sampling is conducted as soon as the soil is delivered to the temporary site



What notice filings are required for Project Areas? (continued)

If soil is removed before a notice is filed in the Registry, the Project Leader, Operator, or Authorized Person is required to ensure that the notice is filed in the Registry before the soil that has become

Excess Soil is transported from the temporary site to the final site.

More information about when this type of notice filing is not required can be found under [Schedule 2 of the regulation](#).

The Project Leader or Authorized Person is required to update notice filings that are no longer complete or accurate within 30 days after the day the person becomes aware that the information is no longer complete or accurate.

How to log in to the Registry



How to log into the Registry

Project Area notice filings are completed online through the Authority's Registry which you can access here:

https://registry.rpra.ca/s/login/?language=en_US

1. Tips for logging into the Registry for the first time:

- * If you don't have an account, click "Don't have an Account? Create a new Account".
- The Registry **will not work** with the Internet Explorer web browser. The following web browsers are recommended:
 - Google Chrome
 - Microsoft Edge
 - Safari
 - Firefox

2. Tips for logging into an existing Registry account:

- If you already have an existing Tires or Batteries account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided.

1

Registry Sign In

Email

Password

Sign In

Forgot Password


Don't have an Account? Create a new Account

*

2


Programs

Programs you are registered in. Select the program you wish to manage.




Tires


Programs you are not registered in. Select one to register.



Batteries



Excess Soil




ITT/AV


How to log into the Registry 2


After you log into the **Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in.

1. Select '**Excess Soil**'
2. Click on the check boxes to confirm that you want to register for the Excess Soil program
3. Click '**Done**' to proceed

Programs you are not registered in. Select one to register.


Batteries


Excess Soil


ITT/AV

1

Role Selection

Select the checkbox below to register for Excess Soil program

☒ Excess Soil Program

☒ I confirm that I want to register for Excess Soil program. I understand that after I click **Done**, I will have to contact Registry Support if I want to deregister from the program.

Cancel

Done

2

3

How to log into the Registry 3

Once you have confirmed your registration, the **Excess Soil** program will appear in the list of programs you are registered in in the registry dashboard.

1. Click on the '**Excess soil**' icon to access the registry

Programs

Programs you are registered in. Select the program you wish to manage.

1



Excess Soil



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Excess Soil Registry Homepage

After clicking on the **Excess Soil** icon, you will land on the **Homepage** screen. This screen will show all notice filings that have been made using your account.

1. Click **'Initiate New Notice'** to file a notice.

* Click on the drop-down arrow next to your name to:

- View and edit your profile
- Change your password
- View and edit your business profile
- To manager the users who have access to your account

The screenshot shows the Excess Soil Registry Homepage. At the top right, there is a dark green header bar with a user profile icon and the text 'TEst Test' with a dropdown arrow. A green circle with an asterisk is next to it. Below the header, the page title 'Excess Soil Registry Homepage' is displayed. To the right of the title, the registration number 'Registration #:00008677' is shown. Below the registration number, there is a green icon of a truck and the text 'Excess Soil Switch Programs'. A green circle with the number '1' is next to a button labeled 'Initiate New Notice'. Below this, there is a section titled 'Notice Filings' with a dark green header. The text below the header states: 'Notices with the status Initial Submission, Updated Submission or Final Submission are visible on the public Registry.' A legend is provided: 'Legend: RDSD = Residential Development Soil Depot, PA = Project Area, RS = Reuse Site'. Below the legend is a table with the following columns: 'Notice ID', 'Notice', 'Site/Project Name', 'Last Updated By', 'Last Updated On', 'Status', 'Shared Access', and 'Action'. The table currently shows 'No Results'. At the bottom of the page, there is a footer with the text: 'Need help? Search our Registry Help & Support. Can't find an answer? Contact Us'.



How to Initiate a Notice Filing



Initiating a New Notice

To file a new notice:

1. Click '**Initiate New Notice**'
2. Click '**Proceed**' to indicate that you have read and understood the message in the prompt and wish to continue to initiate a new notice.

*Click '**Switch Programs**' if you want to access a different registry program

The image shows two parts of a web interface. The top part is the 'Excess Soil Registry Homepage' with a registration number '00008677'. It features a green 'Excess Soil Switch Programs' button with a truck icon and a grey 'Initiate New Notice' button. A green circle with the number '1' points to the 'Initiate New Notice' button. The bottom part is a modal dialog titled 'Attention' with the text 'It is an offence if you submit false or misleading information to the Authority.' It has a green 'Cancel' link and a grey 'Proceed' button. A green circle with the number '2' points to the 'Proceed' button.

Excess Soil Registry Homepage

Registration #:00008677

Excess Soil
Switch Programs

Initiate New Notice

1

Attention

It is an offence if you submit false or misleading information to the Authority.

[Cancel](#)

Proceed

2

Select Notice Filing Type

To initiate a Project Area Notice:

1. Select **Project Area Notice** and click '**Next**' to begin filing your notice. *Please note only one notice filing type can be selected at a time.*
2. Click '**Next**' to proceed

* You can click '**Back Dashboard**' at any point to return to the Excess Soil Registry Homepage. Your progress will automatically be saved.

The screenshot shows a web form titled 'Excess Soil Filing'. At the top left, there is a green circle with an asterisk (*). Below it, a button labeled '< Back to Dashboard' is highlighted with a green box. The main heading is 'Excess Soil Filing'. Below this, a section titled 'Select notice filing type' contains a text box with instructions: 'Select the type of notice filing you would like to submit. For more information about notice filing requirements, visit our [Excess Soil webpage](#).' There are three radio button options: 'Residential Development Soil Depot Notice', 'Reuse Site Notice', and 'Project Area Notice'. The 'Project Area Notice' option is selected and highlighted with a green box, with a green circle containing the number '1' next to it. At the bottom of the form, there are three buttons: '< Back' (disabled), 'Cancel' (disabled), and 'Next >' (highlighted with a green box and a green circle containing the number '2').

Pre-screening

1. Answer **Yes** to the question 'Do you wish to proceed?'
2. **Tick** the box to confirm that your statements are true. **Not ticking the box that certifies your statements as true will result in the **Next** button being greyed out*
3. Click '**Next**' to proceed

Project Area Filing

Prescreening

Review the notice filing requirements for project areas to ensure you are required to submit a notice before you begin your submission. For more information, visit our [Excess Soil webpage](#)

If you voluntarily file a project area notice, you will be required to pay the applicable fees and your notice will be publicly available.

1 Do you wish to proceed?

☒ Yes
☐ No

☒ I hereby certify that the above statements are true and correct to the best of my knowledge.

2

< Back Cancel

3 **Next**

Project Area Filing

Prescreening

Review the notice filing requirements for project areas to ensure you are required to submit a notice before you begin your submission. For more information, visit our [Excess Soil webpage](#)

If you voluntarily file a project area notice, you will be required to pay the applicable fees and your notice will be publicly available.

Do you wish to proceed?

☒ Yes
☐ No

☐ I hereby certify that the above statements are true and correct to the best of my knowledge.

< Back Cancel

Next

*

Select your Role

To proceed with filing a Project Area Notice Filing:

1. Select your role. You can choose either **'Project Leader'** or **'Authorized Person'**. **If you select **'Authorized Person'** tick the box to confirm that you are making the Notice Filing on behalf of the Project Leader*
2. Click **Next**

Click on the 'i' icon for the definition of an **Authorized Person.*

The screenshot shows a web form titled "Project Area Filing" with a "< Back to Dashboard" link at the top left. The main heading is "Project Area Filing". Below it, the instruction "Select your role to start a Project Area Notice:" is followed by two radio button options: "Project Leader" and "Authorized Person". The "Authorized Person" option is selected, indicated by a green checkmark. A green circle with the number "1" is next to the "Authorized Person" option. To the right of the "Authorized Person" option is an information icon (i) and an asterisk (*). Below the radio buttons is a green box containing a checkbox and the text "I hereby certify that I am filing on behalf of a Project Leader and I also take responsibility for fee payment". A green circle with an asterisk (*) is next to this checkbox. Below the green box is a paragraph: "If you are not the project leader or an authorized person of the project area, please contact your project leader or authorized person to complete the filing." At the bottom of the form are three buttons: "< Back", "Cancel", and "Next >". The "Next >" button is highlighted with a green border and a green circle with the number "2" next to it.

< Back to Dashboard

Project Area Filing

Select your role to start a Project Area Notice:

1 ☐ Project Leader ☒ Authorized Person *i* *

* ☐ I hereby certify that I am filing on behalf of a Project Leader and I also take responsibility for fee payment

If you are not the project leader or an authorized person of the project area, please contact your project leader or authorized person to complete the filing.

< Back Cancel **Next >** 2



How to share access to a Notice Filing



Share access to a Notice Filing with another company

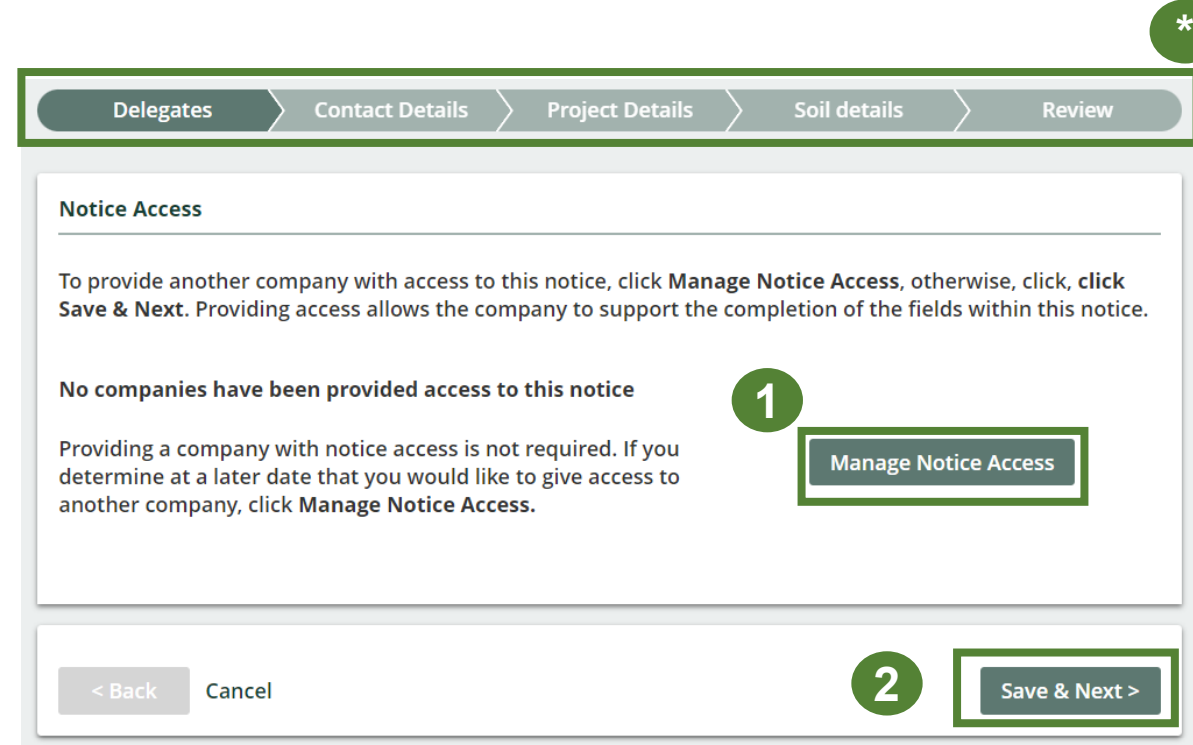
Before proceeding with filing the notice, you will have the opportunity to share access to the Notice Filing with a contact from another company should you need their input with completing the filing.

* The progress bar indicates your progress as you move through the different sections of the Notice Filing

1. Click '**Manage Delegates**' to share access to the filing with a contact from another company

OR

2. If you do not need to share access to the Notice Filing, click '**Next**' to proceed



Delegates Contact Details Project Details Soil details Review

Notice Access

To provide another company with access to this notice, click **Manage Notice Access**, otherwise, click, click **Save & Next**. Providing access allows the company to support the completion of the fields within this notice.

No companies have been provided access to this notice

Providing a company with notice access is not required. If you determine at a later date that you would like to give access to another company, click **Manage Notice Access**.

1 Manage Notice Access

< Back Cancel **2** Save & Next >

Please note that notice access is shared between companies and not individuals, and the company you select to share notice access with must be registered with RPRA.

Share access to a Notice Filing with another company 2

Ignore this slide if you do not need to share access to the Notice Filing.

Please note that in order to share access to the Notice Filing with a company, they need to register their details in the Registry.

1. Search for the company name. It should appear if the company has registered their details on the Registry.
2. A list of contacts will be auto populated once a company is selected. Select the contact you would like notified that you have shared access to the filing with them.
3. The contact's email address will be auto populated. Tick '**Access to this filing**'
4. **Tick** the box to confirm authorization for the contact to have access to the filing
5. Click '**Save**' to proceed

Manage Notice Access

Use the drop down menu to search and select a company and contact person to provide access to this notice. The contact person defaults to the Primary Contact for the company.

Company Name ¹	Contact Person ¹	Contact Email	Access to this filing
<div>2</div> <div>Q Disney x</div>	<div>Mickey Mouse</div> <div>3</div>	mike@vomoto.com	<div>4</div> <div><input checked="" type="checkbox"/></div>
<div>1</div> <div>+ Add Company</div>			

5

☒

I acknowledge that by granting access to a company they are authorized to view and edit all notice filing fields on my behalf. I am aware that they cannot make a fee payment or submit the notice.

< Back

6

Save

Once added the contact will receive a notification email with details on how to proceed.



Share access to a Notice Filing with another company 3

Ignore this slide if you do not need to share access to the Notice Filing.

Next you will see a list of **'Companies with access to this notice'**

1. Hold your mouse over **'View'** to see the company's details
2. Click **'Manage Notice Access'** to add another company or to revoke a company's access to a Notice Filing
3. Click **'Save & Next'** to proceed

The screenshot shows a web interface for managing notice access. At the top is a navigation bar with five tabs: 'Notice Access' (active), 'Contact Details', 'Project Details', 'Soil details', and 'Review'. Below the navigation bar is the 'Notice Access' section. It contains a heading 'Notice Access' and a paragraph: 'To provide another company with access to this notice, click **Manage Notice Access**, otherwise, click **Save & Next**. Providing access allows the company to support the completion of the fields within this notice.' Below this is a section titled 'Companies with access to this notice:'. It lists 'Disney' with a 'View' button next to it. A green circle with the number '1' points to the 'View' button. To the right of the 'Companies' section is a 'Manage Notice Access' button, with a green circle with the number '2' pointing to it. At the bottom of the form are three buttons: '< Back', 'Cancel', and 'Save & Next >'. A green circle with the number '3' points to the 'Save & Next >' button.

How to add contact information



Contact Details

*If you choose **Project Leader** when selecting roles, all fields for the ‘**Contact Information of Project Leader**’ will be prepopulated with the information provided when the notice was initiated. Verify that the information is correct.*

If you are not the Project Leader, fill in their contact information and be sure to:

- * Click on the ‘i’ icon for more information
- 1. Tick the box ‘**Project Leader is also the contact for this site**’ if the project leader is also a contact for the site
- 2. Untick the box ‘**Office has a Canadian Address**’ if your office is based outside Canada
- 3. Click **Save & Next** to proceed

Pickering Soil
Project Area Filing

Delegates Contact Details Project Details Soil details Review

Contact Information of Project Leader

Enter the contact information for the project leader. A project leader is a person (or persons) ultimately responsible for making decisions relating to the planning and implementation of the project.

Company Name
Pickering Soil

First Name Last Name
Jane Doe

Business Phone Number Email
2345678901 grabogreufeddeu-8347@yopmail.com

☐ Project Leader is also the contact for this Site ⓘ

☒ Office has a Canadian Address ⓘ *

Street
123 Sandy Beach Road

City Province
Pickering Ontario

Postal Code
L1W 2B6

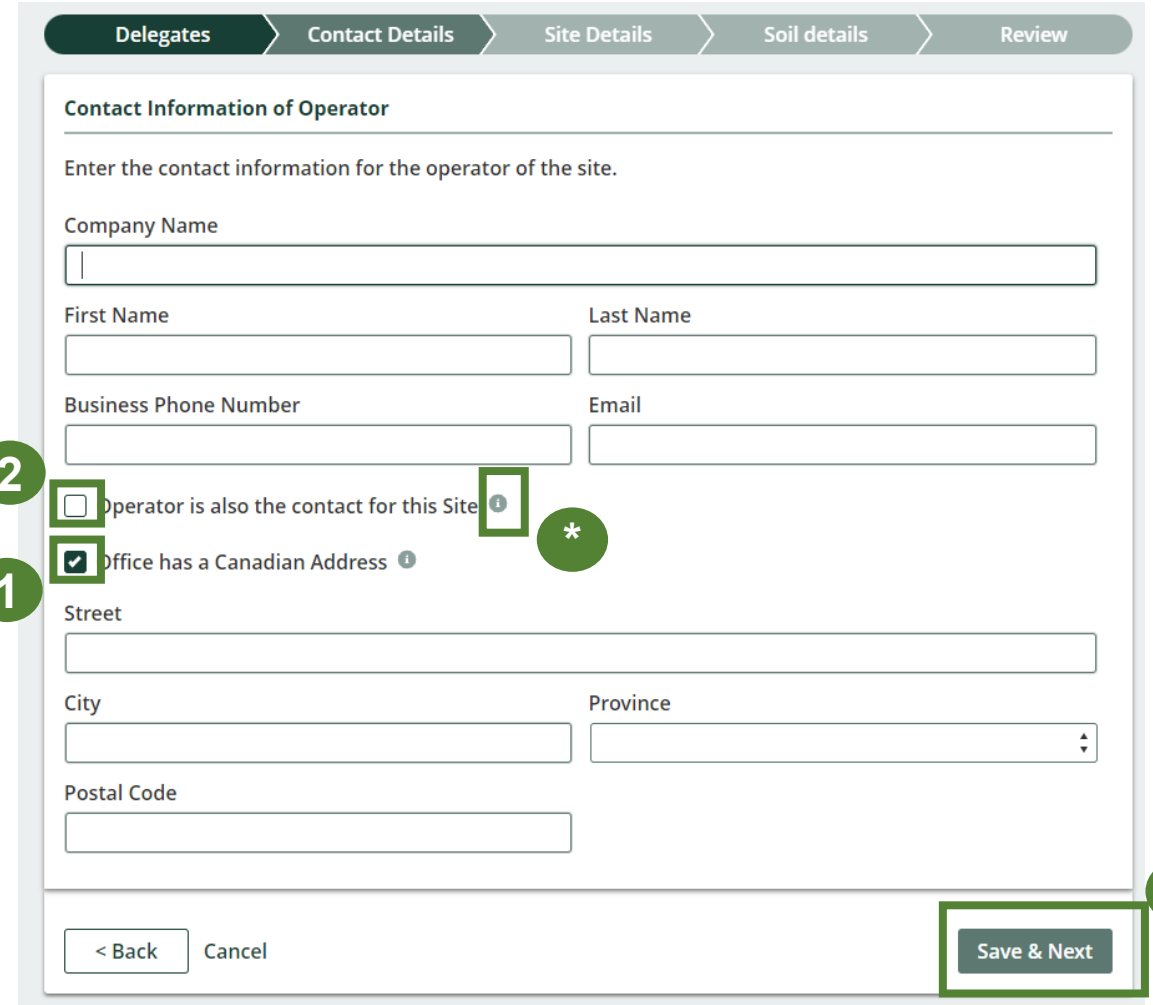
< Back Cancel **Save & Next >**

Add contact information for the Operator of the site

When adding the contact information of the operator of the site, be sure to:

*Click on the 'i' icon for the definition of a Site Contact

1. Untick the box '**Office has a Canadian Address**' if your office is based outside Canada
2. Tick the box '**Operator is also the contact for this site**' if the operator is also the site contact
3. Click '**Save & Next**' to proceed



The screenshot shows a web form titled "Contact Information of Operator" with a progress bar at the top containing five steps: Delegates, Contact Details, Site Details, Soil details, and Review. The form contains several input fields: Company Name, First Name, Last Name, Business Phone Number, Email, Street, City, Province, and Postal Code. There are two checkboxes: "Operator is also the contact for this Site" (with an information icon 'i') and "Office has a Canadian Address" (with an information icon 'i'). Annotations include a green circle with the number 1 pointing to the "Office has a Canadian Address" checkbox, a green circle with the number 2 pointing to the "Operator is also the contact for this Site" checkbox, a green circle with an asterisk '*' pointing to the "Operator is also the contact for this Site" checkbox, and a green circle with the number 3 pointing to the "Save & Next" button at the bottom right. The "Save & Next" button is highlighted with a green border. There are also "< Back" and "Cancel" buttons at the bottom left.

Add contact information of the Authorized Person

If you choose **Authorized Person** when selecting roles, all fields for the '**Contact Information of Authorized Person**' will be prepopulated with the information provided when the notice was initiated. Verify that the information is correct.

If an Authorized Person has been contracted for the notice filing fill in their contact information and be sure to:

* Click on the 'i' icon for more information

1. Untick the box '**Office has a Canadian Address**' if your office is based outside Canada
2. Tick the box '**Authorized Person is also the contact for this site**' if the Authorized Person is also the site contact
3. Click '**Save & Next**' to proceed



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Project Area Filing

Delegates > Contact Details > Project Details > Soil details > Review

Contact Information of Authorized Person

Enter the contact information for the authorized person. This is an individual who is authorized by the project leader, owner, or operator of a site to complete a notice filing and pay fees on their behalf.

Company Name

First Name Last Name

Business Phone Number Email

☐ Authorized Person is also the contact for this Site ⓘ

☒ Office has a Canadian Address ⓘ

Street

City Province

Postal Code

< Back Cancel **Save & Next >**

Annotations:

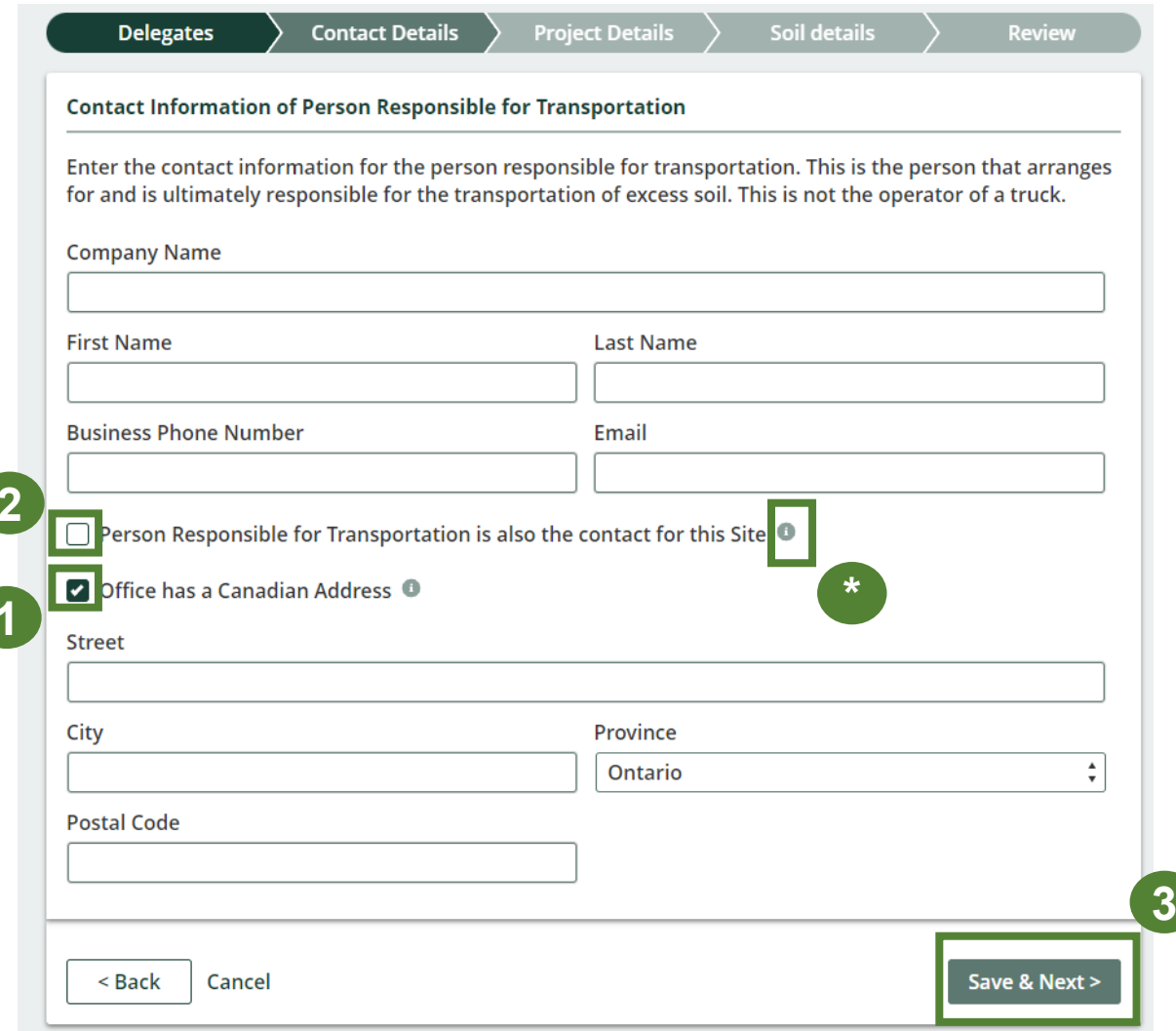
- 1: Points to the 'Office has a Canadian Address' checkbox.
- 2: Points to the 'Authorized Person is also the contact for this Site' checkbox.
- 3: Points to the 'Save & Next >' button.
- *: Points to the information icon (i) next to the 'Authorized Person is also the contact for this Site' checkbox.

Add contact information of the Person Responsible for Transportation

When adding the contact information of the Person in charge of transportation, be sure to:

* Click on the 'i' icons for more information

1. Untick the box '**Office has a Canadian Address**' if your office is based outside Canada
2. Tick the box '**Authorized Person is also the contact for this site**' if the Authorized Person is also the site contact
3. Click '**Save & Next**' to proceed



Delegates > Contact Details > Project Details > Soil details > Review

Contact Information of Person Responsible for Transportation

Enter the contact information for the person responsible for transportation. This is the person that arranges for and is ultimately responsible for the transportation of excess soil. This is not the operator of a truck.

Company Name

First Name Last Name

Business Phone Number Email

☐ Person Responsible for Transportation is also the contact for this Site *i*

☒ Office has a Canadian Address *i* *

Street

City Province

Postal Code

< Back Cancel Save & Next >

Add contact information of the site contact

When adding the contact information of the site contact, be sure to:

- * Click on the 'i' icon for more information
- 1. Untick the box '**Office has a Canadian Address**' if your office is based outside Canada
- 2. Click '**Save & Next**' to proceed

The screenshot shows a web form titled 'Site Contact Information' with a progress bar at the top containing 'Delegates', 'Contact Details', 'Project Details', 'Soil details', and 'Review'. The form includes fields for 'Company Name', 'First Name', 'Last Name', 'Business Phone Number', and 'Email'. A checkbox labeled 'Office has a Canadian Address' is checked; it is annotated with a green box labeled '1' and an information icon (a circle with an 'i') annotated with a green box labeled '2'. Below this are fields for 'Street', 'City', 'Province' (a dropdown menu currently showing 'Ontario'), and 'Postal Code'. A green asterisk '*' is placed next to the 'Street' field. At the bottom, there are '< Back' and 'Cancel' buttons on the left, and a 'Save & Next >' button on the right, which is highlighted with a green box and a green circle labeled '3'.

Add additional Project Leaders or Operators

You have the option to include additional Project Leaders or Operators to the Notice Filing.

* To include additional Project Leaders or Operators, click **'+ Add additional contacts'**

* You can edit or remove additional contact details by clicking **'Update/Remove'**

1. Click **'Save & Next'** to proceed

Notice Access > Contact Details > Project Details > Soil details > Review

Additional Contacts

You have the option to include additional Project Leaders or Operators.

Contact	Company	Email	Contact Type	Action
TEst Test	Test	test@email.com	Additional Project..	<div>Update Remove</div>

[+ Add additional contacts](#)

[< Back](#) [Cancel](#) [Save & Next >](#)

Add additional Project Leaders or Operators 2

Ignore this slide if you do not need to add additional Project Leaders or Operators

When adding an additional Project Leader or Operator be sure to:

1. Tick either '**Project Leader**' or '**Operator**' to specify the contact type
2. Untick the box '**Office has a Canadian Address**' if your office is based outside Canada
3. Click '**Add**' to complete adding the contact information

Add Additional Contacts

- 1 You have the option to include additional Project Leaders or Operators.

Contact Type

☐ Project Leader ☐ Operator

Company Name

First Name

Last Name

Business Phone Number

Email

- 2 ☒ Office has a Canadian Address ⓘ

Street

City

Province

Postal Code

< Back

3

Add

How to add project details



Add Project Details

To add project details (*All fields are mandatory*):

1. Select an option from the available project types
2. Click the forward arrow to add the project type to the '**Selected**' field. * To Unselect, click the project type and click the back arrow
3. Enter in the '**Project Name**'
4. Enter a '**Description of the Project**'. *There is a 250-character limit so keep this brief*
5. Enter a '**Description of the Location of the Project Area**'
6. Click '**+Add New Property or End Point**' to add the necessary details (*See next slide for details on how to add*)



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& Recovery Authority

Project Area Filing

Delegates > Contact Details > **Project Details** > Soil details > Review

Project Details

Follow the steps below to add the project details including project type and description. Click Next once you have finished entering data.

Project Type Available

1 2 Selected

3 *

4

5

Property Locations

Property Locations within Project Area

Type	Location	Geographic Coordinates	Primary	Action
No Results				

6

< Back Cancel

Add Project Details 2 – Add an End Point

Ignore this slide if you do not need to add an End Point

After clicking '+Add New Property or End Point':

1. Select the '**End Point**' from the drop-down list

2. Select '**Community**' from the drop-down list

3. Enter the '**End point Description**'

* Untick the box if this Property Location is not the '**Primary Property**' – in case of more than 1 property

4. Enter the '**Latitude and Longitude**' of the End point of the facility

5. Click '**Add**' to proceed

Add Property Location or End Point

Property Type i

End Point (Linear Property)

Community

End Point Description

☒ Primary Property i

You must enter a geographic coordinate for an end point of the facility

Geographic Coordinates of the End Point of the Facility

Latitude

27.2046

Longitude

77.4977

< Back

Add



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Add Project Details 3 – Add a Non-Linear Property Type

Ignore this slide if you do not need to add a Non-Linear Property

After clicking ‘+Add New Property or End Point’:

1. Select the ‘**Non-Linear Property**’ from the drop-down list
2. Select ‘**Community**’ from the drop-down list
3. Enter the ‘**Property Description**’
- * Tick the box if this Property Location is the ‘**Primary Property**’ – in case of more than 1 property
4. Enter the ‘**Municipal Address**’
5. Enter the ‘**Legal Description of the Property**’
6. Enter the ‘**Latitude and Longitude**’ of the Property Location
7. Click ‘**Add**’ to proceed



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Add Property Location or End Point

1 2

Property Type ⓘ Community

Non-linear Property

3

Property Description

* ☒ Primary Property ⓘ

You must enter the street address for the site, if known, or enter a legal description of the site location.

4

Municipal Address

Street Address City

123 Any Street

Province Postal Code

Ontario A1A 1A1

Legal Description of the Property

5

Legal description of the property could include applicable PIN(s), encumbrances, easements or any other location references.

PCL 48-3, SEC 65M2056 ; PT LT 48, PL 65M2056 , PART 21 & 22 , 65R5908 ; S/T PT 22, 65R5908, IN FAVOUR OF PTS 23 & 24, 65R5908 AS IN LT126980 ; T/W PT LT 48, PL 65M2056, PT 23, 65R5908 AS IN LT126980 ; S/T LT99956 ; MARKHAM

Geographical Coordinates of the Property

6

Latitude Longitude

27.2046 77.4977

7

< Back Add

Add Project Details 4 – Edit Property Locations

Once you have added the Property Locations:

* You can click '**Update/Remove**' if you would like to edit or delete the property location

* Verify that location ticked as the '**Primary**' Property is your primary property location

1. Click '**Save & Next**' to proceed

Project Area Filing

Delegates > Contact Details > **Project Details** > Soil details > Review

Project Details

Follow the steps below to add the project details including project type and description. Click Next once you have finished entering data.

Project Type

Available

- Residential - subdivision/low-rise
- Agricultural
- Infrastructure - roads and highways

Selected

- Residential - mid/high-rise

Project Name

Condominium

Description of the Project

Type in a description of the project

Description of the Location of the Project Area

Describe the location of the project area

Property Locations

Type	Location	Geographic Coordinates	Primary	Action
End Point	Description of end point	27.7747, 77.4977	<input checked="" type="checkbox"/>	<div><div>*</div><div>Update Remove</div></div>
Non-Linear Property	123 Clay Street, Pickeri...	27.2046, 76.4977	<input type="checkbox"/>	<div><div>*</div><div>Update Remove</div></div>

[Add New Property or End Point](#)

< Back Cancel **Save & Next >**

1

Project Details 5 – Add a Qualified Person

*If a **Qualified Person** was not retained, click 'No' and click 'Save & Next' to proceed.*

If a **Qualified Person** was retained:

1. Click 'Yes'
2. Click 'Add Qualified Person'

Project Area Filing

Delegates > Contact Details > **Project Details** > Soil details > Review

Qualified Person

Was a Qualified Person retained to prepare or oversee the preparation of documents required under the regulation?

☒ Yes ☐ No

Add Qualified Person(s)

Qualified Person retained to prepare or oversee the preparation of documents.

Company	Contact	Business Phone	Action
No Results			

+ Add Qualified Person

< Back Cancel Save & Next >

Project Details 6 – Add a Qualified Person 2

Ignore this slide if a Qualified person was not retained

After clicking **‘+ Add Qualified Person’**, enter the contact information of the Qualified Person (*all fields are mandatory*)

* Untick the box if the Qualified Person’s address is outside Canada

1. Click **‘Add’** to proceed

Add Qualified Person

Enter the contact details of the qualified person.

Company Name

First Name Last Name

Business Phone Number Email

☒ Office has a Canadian Address ⓘ

Street

City Province

Postal Code

< Back

1 Add

Project Details 6 – Add a Qualified Person 3

Ignore this slide if a Qualified person was not retained

Once you have added the Qualified Person's details:

1. You can click '**Update/Remove**' if you would like to edit or delete the Qualified Person's details

*If you would like to add another Qualified Person's details, click '+ **Add Qualified Person**'

2. Click '**Save & Next**' to proceed

Project Area Filing

Delegates > Contact Details > **Project Details** > Soil details > Review

Qualified Person

Was a Qualified Person retained to prepare or oversee the preparation of documents required under the regulation?

☒ Yes
☐ No

Note: You cannot unselect this option if there is data entered in the table below

Add Qualified Person(s)

Qualified Person retained to prepare or oversee the preparation of documents.			
Company	Contact	Business Phone	Action
Pickering Soil	Frances Sloane	(234) 543-2122	Update Remove

* **+ Add Qualified Person**

< Back Cancel **Save & Next >**

1 3



Project Details 7 – Add Peer Review or Certification Process

*If your project did not have a **Peer Review or Certification Process**, click ‘No’ and click ‘Save & Next’ to proceed.*

If your project had a Peer Review or Certification Process:

1. Click ‘Yes’
2. Add the ‘**Description of Peer Review or Certification Process**’
3. Add the ‘**Peer Reviewer’s Details**’
 - * Untick the box if the Peer Reviewer’s address is outside Canada
4. Add Peer Reviewer’s address
5. Click ‘**Save & Next**’ to proceed

The screenshot shows a web form titled "Project Details 7 – Add Peer Review or Certification Process". The form is divided into several sections, each highlighted with a green box and a numbered callout:

- 1**: A radio button selection for "Was a peer review or certification process undertaken for this project?". The "Yes" option is selected.
- 2**: A text area for "Description of Peer Review or Certification Process".
- 3**: A section titled "Peer Reviewer Details" containing fields for "Company Name", "First Name", "Last Name", "Business Phone Number", and "Email".
- 4**: A checkbox labeled "Office has a Canadian Address" which is checked. Below this are fields for "Street", "City", "Province", and "Postal Code".
- 5**: The bottom of the form with "< Back" and "Cancel" buttons on the left, and a "Save & Next >" button on the right.



How to add soil details



Add Soil Details – Applicable Excess Soil Quality Standards

To add the Applicable Excess Soil Quality Standards:

1. Click '+ Add Additional Standard'

Project Area Filing

Delegates

Contact Details

Project Details

Soil details

Review

Applicable Excess Soil Quality Standards

Add an estimate of how much excess soil will be removed from the project area, broken down by any applicable Table in the Excess Soil Quality Standards. For more information, visit our [Excess Soil Registry webpage](#).

Add Quality Standard Details

Table	Type of Property Use	Estimated Amount of Excess Soil (m3)	Action
No Results			

Total Estimated Amount of Excess Soil (m3): 0

1

+ Add Additional Standard

< Back

Cancel

Save & Next >



Add Soil Details - Applicable Excess Soil Quality Standards 2

After clicking '+ Add Additional Standard':

1. Select the applicable '**Table**' from the drop-down list
2. Select the '**Type of Property Use**' from the drop-down list
3. Enter the '**Estimated Amount of Excess Soil (m3)**'
4. Click '**Add**' to proceed

The screenshot shows a web application interface for adding soil quality standards. At the top, a navigation bar includes tabs for 'Notice Access', 'Contact Details', 'Project Details', 'Soil details', and 'Review'. Below this, a section titled 'Applicable Excess Soil Quality Standards' contains instructional text: 'Add an estimate of how much excess soil will be removed from the project area, broken down by any applicable Table in the Excess Soil Quality Standards. For more information, visit our Excess Soil Registry webpage.' Below the text is a dark grey button labeled 'Add Quality Standard Details'. A modal form titled 'Add Quality Standard' is open in the foreground. It contains three input fields: a 'Table' drop-down menu (callout 1), a 'Type of Property Use' drop-down menu (callout 2), and a text input for 'Estimated Amount of Excess Soil (m3)' (callout 3). A green box highlights the 'Add' button at the bottom right of the modal (callout 4). At the bottom of the modal are '< Back' and 'Add' buttons. At the bottom of the main page are '< Back', 'Cancel', and 'Save & Next >' buttons.

Add Soil Details - Applicable Excess Soil Quality Standards 3

Once you have added the Quality Standard, you can:

1. Click '**Update/Remove**' to edit the standards that have been added
2. Click '**+ Add Additional Standard**' to add more standards to this filing
3. Click '**Save & Next**' to proceed

Applicable Excess Soil Quality Standards

Add an estimate of how much excess soil will be removed from the project area, broken down by any applicable Table in the Excess Soil Quality Standards. For more information, visit our [Excess Soil Registry webpage](#).

Add Quality Standard Details			
Table	Type of Property Use	Estimated Amount of Excess Soil (m3)	Action
Table 4 - Stratified, ...	Residential/Parkland/Institutional	20,000	Update Remove
Table 3.1 - Full Dept...	Residential/Parkland/Institutional	30,000	Update Remove

Total Estimated Amount of Excess Soil (m3): 50000

2 **+ Add Additional Standard**

< Back **Cancel** **Save & Next >** **3**

Add Soil Details – List of Substances

To add the list of Substances:

1. Click **'+ Add a substance'**

Project Area Filing

Delegates > Contact Details > Project Details > **Soil details** > Review

List of Substances

Provide a list of all substances or other materials, including any natural or synthetic polymers but not including water, that are in the excess soil for the purposes of excavation, dewatering or solidification

Substances			
Use of Substance	Category	Name of Substance	Action
No Results			

1

+ Add a Substance

< Back Cancel Save & Next >

Add Soil Details – List of Substances

After clicking '+ Add a substance':

1. Select the applicable '**Use of Substance**' from the drop-down list
2. Select the '**Category**' from the drop-down list
3. Enter the '**Name of the Substance**'
4. Click '**Add**' to proceed

The screenshot shows a web application interface with a breadcrumb trail: Delegates > Contact Details > Project Details > Soil details > Review. The 'Soil details' section is active, showing a 'List of Substances' form. A modal window titled 'Add an Additional Substance' is open. The form has three input fields: 'Use of Substance' (a dropdown menu), 'Category' (a dropdown menu), and 'Name of Substance' (a text input field). A '< Back' button is on the bottom left, and an 'Add' button is on the bottom right. Four green circles with numbers 1 through 4 are overlaid on the form to indicate the steps: 1 points to the 'Use of Substance' dropdown, 2 points to the 'Category' dropdown, 3 points to the 'Name of Substance' text field, and 4 points to the 'Add' button.

Add Soil Details – List of substance 2

Once you have added the Substance, you can:

1. Click **'Update/Remove'** to edit the substances that have been added
2. Click **'+ Add a Substance'** to add more substances to this filing
3. Click **'Save & Next'** to proceed

The screenshot shows a web form titled 'List of Substances' with a progress bar at the top containing five steps: Delegates, Contact Details, Project Details, Soil details (current), and Review. Below the title is a descriptive text: 'Provide a list of all substances or other materials, including any natural or synthetic polymers but not including water, that are in the excess soil for the purposes of excavation, dewatering or solidification'. A table with the heading 'Substances' contains one row with the following data: 'Use of Substance' is 'To facilitate excavation', 'Category' is 'Natural Substance', and 'Name of Substance' is 'Test'. The 'Action' column for this row contains two buttons, 'Update' and 'Remove', which are highlighted with a green box and a green circle with the number 1. Below the table, a button labeled '+ Add a Substance' is highlighted with a green box and a green circle with the number 2. At the bottom of the form, there are three buttons: '< Back', 'Cancel', and 'Save & Next >'. The 'Save & Next >' button is highlighted with a green box and a green circle with the number 3.

Use of Substance	Category	Name of Substance	Action
To facilitate excavation	Natural Substance	Test	Update Remove

+ Add a Substance

< Back Cancel Save & Next >

Add Soil Details – Add Destination Sites

To add Destination Sites:

1. Select the applicable '**Type of Destination Site**' from the drop-down list
2. Click '**Add**' to proceed

Based on the type of Destination Site you selected go to:

- Slide 47 ~ 48 if you selected 'Residential Soil Depot Site' as the 'Type of Destination Site'
- Slide 49 if you selected 'Class 1 Soil Management Site'
- Slide 50 if you selected 'Class 2 Soil Management Site' as the 'Type of Destination Site'
- Slide 51 if you selected 'Landfill or Dump' as the 'Type of Destination Site'
- Slide 52 if you selected 'Local Waste Transfer Facility' as the 'Type of Destination Site'
- Slide 53 ~ 54 if you selected 'Reuse Site' as the 'Type of Destination Site'



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Notice Access

Contact Details

Project Details

Soil details

Review

Add Destination Sites

Add destination sites and the estimated amount of excess soil going to each site. You must add at least 1 destination site to proceed

Destination Sites

Summary of Destination Sites and Excess Soil Amounts

Site Type	Site Name	Location	Estimated Amount of Excess Soil (m3)	Action
No Results				

Total Estimated Amount of Excess Soil (m3): 0

Select type of destination site:

1

2

 Add

< Back

 Cancel

Save & Next >

Add Soil Details – Add Destination Sites (Residential Soil Depot Site)

Ignore this slide if you didn't select 'Residential Soil Depot Site' as the 'Type of Destination Site'

If you selected '**Residential Soil Depot Site**' as the 'Type of Destination Site' from the drop-down list:

1. Search for the site using the search function
2. Click '**Add**' to proceed

Notice Access > Contact Details > Project Details > Soil details > Review

Search for a Residential Development Soil Depot Destination Site

On this page you can search for an existing site by Site Name, Company, Legal Description or Address. If the destination site is not listed, a filing must be completed. Contact the owner or operator and encourage them to register.

1

Search for a Residential Development Soil Depot

Enter search terms here

Site Name	Location	Community	Action
ES-2	234 Clay St, Pickering	Uxbridge, Township of	2 Add
test	4711 Yonge Street, Suite 40...	The Archipelago, Township of	Add
N0106	abc	Aamjiwnaang	Add
N0104	abc	Algonquin Highlands, Town...	Add
RDSD Site	99 Bank Street, Ottawa	Alberton, Township of	Add

10 entries << < Page 1 of 2 > >> 5 entries per page

< Back Cancel Save & Next >

Add Soil Details – Add Destination Sites (Residential Soil Depot Site) 2

Ignore this slide if you didn't select 'Residential Soil Depot Site' as the 'Type of Destination Site'

After clicking 'Add':

1. Enter the 'Estimated Amount of Excess Soil (m3)
2. Click 'Save & Next' to proceed

See Slide 55 to on how to proceed

Notice Access > Contact Details > Project Details > **Soil details** > Review

Add a Residential Development Soil Depot Destination Site

Enter the estimated amount of excess soil for the destination site.

Site Details

Site Name	ES-2
Location	234 Clay St, Pickering
Community	Uxbridge, Township of

Estimated Excess Soil Quantity

Estimated Amount of Excess Soil (m3)

< Back Cancel **Save & Next >**



Add Soil Details – Add Destination Sites (Class 1 Soil Management Site)

Ignore this slide if you didn't select 'Class 1 Soil Management Site' as the 'Type of Destination Site'

If you selected '**Class 1 Soil Management Site**' as the 'Type of Destination Site' from the drop-down list:

1. Enter the site details. *All fields are mandatory*
2. Enter the '**Estimated Amount of Excess Soil (m3)**'
3. Click '**Save & Next**' to proceed

See Slide 55 to on how to proceed



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The screenshot shows a web form titled "Add a Class 1 Soil Management Site" with a progress bar at the top containing tabs: Delegates, Contact Details, Project Details, Soil details (active), and Review. The form is divided into two main sections. The first section, labeled with a green circle and the number 1, contains fields for Site Name, Street Address (pre-filled with "123 Any Street"), City, Province (a dropdown menu showing "Ontario"), Community (a dropdown menu), Postal Code (pre-filled with "A1A 1A1"), Latitude (pre-filled with "27.2046"), and Longitude (pre-filled with "77.4977"). The second section, labeled with a green circle and the number 2, is titled "Estimated Excess Soil Quantity" and contains a field for "Estimated Amount of Excess Soil (m3)". At the bottom right, a green circle with the number 3 points to a "Save & Next >" button. At the bottom left, there are buttons for "< Back" and "Cancel".

Add Soil Details – Add Destination Sites (Class 2 Soil Management Site)

Ignore this slide if you didn't select 'Class 2 Soil Management Site' as the 'Type of Destination Site'

If you selected '**Class 2 Soil Management Site**' as the 'Type of Destination Site' from the drop-down list:

1. Enter the site details. *All fields are mandatory*
 - * Tick this box if the Project Leader is the Operator of the Class 2 Soil Management Site
2. Enter the '**Contact information for the Operator of the site**'
 - * Untick this box if the Operator's address is outside Canada
3. Enter the '**Estimated Amount of Excess Soil (m3)**'
4. Click '**Save & Next**' to proceed

See Slide 55 to on how to proceed



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1

Add a Class 2 Soil Management Site

Enter a site name, address and the estimated amount of excess soil going to the Class 2 soil management site. You must add the contact information of the operator of the site, if they are not the Project Leader.

Site Name	
<input type="text"/>	
Street Address	
<input type="text" value="123 Any Street"/>	
City	Province
<input type="text"/>	<input type="text" value="Ontario"/>
Community	Postal Code
<input type="text"/>	<input type="text" value="A1A 1A1"/>
Latitude	Longitude
<input type="text" value="27.2046"/>	<input type="text" value="77.4977"/>

*

☐ Project Leader is the operator of the Class 2 Soil Management Site

Enter the contact information for the operator of the site.

2

Company Name	
<input type="text"/>	
First Name	Last Name
<input type="text"/>	<input type="text"/>
Business Phone Number	Email
<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Office has a Canadian Address ⓘ	
Street	
<input type="text"/>	
City	Province
<input type="text"/>	<input type="text"/>
Postal Code	
<input type="text"/>	

*

3

Estimated Excess Soil Quantity

Estimated Amount of Excess Soil (m3)

4

< Back Cancel

Save & Next >

Add Soil Details – Add Destination Sites (Landfill or Dump)

Ignore this slide if you didn't select 'Landfill or Dump' as the 'Type of Destination Site'

If you selected '**Landfill or Dump**' as the 'Type of Destination Site' from the drop-down list:

1. Enter the site details. *All fields are mandatory*

2. Enter the '**Estimated Amount of Excess Soil (m3)**'

3. Click '**Save & Next**' to proceed

See Slide 55 to on how to proceed

Add a Landfill or Dump

1

Enter a site name, address and the estimated amount of excess soil going to the landfill dump.

Site Name

Street Address

City

Province

Community

Postal Code

Latitude

Longitude

Estimated Excess Soil Quantity

2

Estimated Amount of Excess Soil (m3)

< Back

Cancel

3

Save & Next >



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Add Soil Details – Add Destination Sites (Local Waste Transfer Facility)

Ignore this slide if you didn't select 'Local Waste Transfer Facility' as the 'Type of Destination Site'

If you selected '**Local Waste Transfer Facility**' as the 'Type of Destination Site' from the drop-down list:

1. Enter the site details. *All fields are mandatory*
2. Enter the '**Estimated Amount of Excess Soil (m3)**'
3. Click '**Save & Next**' to proceed

See Slide 55 to on how to proceed



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Delegates > Contact Details > Project Details > **Soil details** > Review

Add a Local Waste Transfer Facility

Enter a site name, address and the estimated amount of excess soil going to the Local Waste Transfer Facility

1

Site Name

Street Address

City

Province

Community

Postal Code

Latitude

Longitude

Estimated Excess Soil Quantity

2

Estimated Amount of Excess Soil (m3)

3

< Back Cancel **Save & Next >**

Add Soil Details – Add Destination Sites (Reuse Site Destination)

Ignore this slide if you didn't select 'Reuse Site Destination' as the 'Type of Destination Site'

If you selected '**Reuse Site Destination**' as the 'Type of Destination Site' from the drop-down list:

1. You can search for existing sites using the search function
2. Click '**Add**' to proceed
3. After clicking '**Add**', review the information for the Reuse destination site you have selected

* If the destination you would like to add is not registered, click '**+ Add a new Reuse Site**'

Search for a Reuse Destination Site

On this page you can search for an existing site by Site Name, Company, Legal Description or Address

Search for a Reuse Site

Enter search terms here

Name	Location	Community	Action
reuse site	605 Ross Road East, Whitby	Adjala-Tosorontio, Townshi...	Add
Zero Dollar RS	98 Bank Street, Ottawa	Ajax, Town of	Add
reuse site ontario	123 Any Street, Toronto	Algoma District	Add

If the reuse site is not registered, use this button to manually add it.

+ Add a New Reuse Site

< Back

Cancel

Save & Next >

Site Details

Site Name Reuse: 123 Any Street, Toronto

Type of Undertaking Community/ Recreational

Location	Geographic Coordinates	Primary
----------	------------------------	---------

123 Any Street, Toronto	25.32, 23	<input checked="" type="checkbox"/>
-------------------------	-----------	-------------------------------------

Property Use

Future Property Uses	Community
----------------------	-----------



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Add Soil Details – Add Destination Sites (Reuse Site Destination: + Add New Reuse Site) *Ignore this slide if you didn't select 'Reuse Site Destination' as the 'Type of Destination Site'*

After clicking '+ Add a new Reuse Site':

1. Enter the site details
2. Click '**Save & Next**' to proceed



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1

Enter Site Details for a New Reuse Destination Site

Enter details about the Reuse Site, including the type of undertaking and site location.

Site Details

Site Name

Type of Undertaking

Property Uses

☐ Agricultural☐ Residential☐ Commercial☐ Community

☐ Industrial☐ Institutional☐ Parkland☐ Other

Site Location

Community

Property Description (Optional)

You must enter the street address for the site, if known, or enter a legal description of the site location.

Municipal Address

Street Address

City

123 Any Street

Province

Postal Code

Ontario

A1A 1A1

Legal Description of the Property

Legal description of the property could include applicable PIN(s), encumbrances, easements or any other location references.

Geographical Coordinates of the Property

Latitude

Longitude

27.2046

77.4977

2

< Back Cancel

Save & Next >

Add Soil Details – Add Destination Sites (Reuse Site Destination)

Ignore this slide if you didn't select 'Reuse Site Destination' as the 'Type of Destination Site'

** If you added a New Reuse Destination Site, tick the relevant 'Excess Soil Quality Standard' and enter the details*

1. Enter the 'Estimated Amount of Excess Soil (m3)'
2. Click 'Save & Next' to proceed

See Slide 56 to on how to proceed



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Soil Details

Excess Soil Quality Standards Applicable to your filing

*

- ☒ From Excess Soil Quality Standard Tables (provide details)
- ☒ Site-specific Excess Soil Quality Standard with BRAT or Risk Assessment (provide details)
- ☒ Site-specific Excess Soil Quality Standard from Site Instrument

Excess Soil Quality Standard Tables

Volume▲	Applicable Table	Type of Property Use
Volume Independent	Table 7.1 - Full Depth, Shallow ...	Industrial/Commercial/Com...

Qualified Person(s) Associated with Site-Specific Excess Quality Standard with BRAT or Risk Assessment

Company Name▲	Contact	Business Phone Number
Qualified Person	Name Person	(775) 654-5464

Additional information

to meet the standards of aggregate act

1

Estimated Excess Soil Quantity

Estimated Amount of ES (m3)

< Back

Cancel

2

Save & Next >

Add Soil Details – Add Destination Sites (Final step)

After adding the details of the ‘Type of Destination Site’:

* You can click ‘**Update/Remove**’ to edit the details of previously submitted Destinations Sites

* You can add another ‘**Type of Destination site**’ by clicking on the drop-down list and clicking ‘**Add**’

1. Click ‘**Save & Next**’ to proceed

The screenshot shows the 'Add Destination Sites' form with a progress bar at the top indicating the current step is 'Soil details'. The form includes a table for 'Destination Sites' and a summary section. Annotations include green boxes around the 'Update Remove' button, the 'Add' button, and the 'Save & Next >' button, as well as green circles with asterisks highlighting the 'Total Estimated Amount of Excess Soil (m3)' column and the summary total.

Add Destination Sites

Add destination sites and the estimated amount of excess soil going to each site. You must add at least 1 destination site to proceed

Destination Sites

Site Type	Site Name	Location	Total Estimated Amount of Excess Soil (m3)	Action
Residential Devel...	Residential Inc. - ...	PIN: 125678 Located east o...	5,555	Update Remove

Summary of Destination Sites and Excess Soil Amounts

Select type of destination site: **Add**

Total Estimated Amount of Excess Soil (m3): 5555

Save & Next >

How to review initial submission of Notice Filing



THIS GUIDE IS A DRAFT FOR TESTING

Review initial submission of notice filing

In the **review tab**, you can look over all the information you submitted.

1. Click **Edit** under each section to change any of the information you submitted
2. Click **Next** to proceed

Delegates

Contact Details

Site Details

Soil details

Review

Notice Access

Company

Contact Person Notified

Access to this Filing

No Results

Edit

Soil Details

Start Date

2022-10-28

Amount of Soil as of Jan 1, 2022(m3)

5985

Maximum Amount of Soil(m3)

8965

1

Edit

< Back

Cancel

2

Next

Review Initial Submission of Notice 2

* After reviewing the initial submission, the **submission status** will state '**In Progress**'.

* Click on the 'i' icons for explanations

At this stage you can:

1. Click '**Edit**' under each section to change any of the information you submitted
2. Click '**Download blank Declaration form**' to download and fill out the mandatory Initial Submission Declaration.
3. Click '**Upload**' to upload the Declaration form

The screenshot shows the 'Project Area Notice' submission page. It includes a 'Notice Filing Summary' section with a message to review details. Below this is the 'Notice Access' section, which contains a table with columns for Company, Contact Person Notified, and Access to this Filing. The table lists 'X-ess Soils' and 'Daniel Thomas' with a checked box for access. An 'Edit' button is located at the bottom right of this section, highlighted with a green circle and the number 1. Below the 'Notice Access' section is the 'Contact Details' section, which contains a table with columns for Contact, Company, Email, and Contact Type. The table lists 'Isabella Kima', 'UAT008', 'isabellakima@y...', and 'Project Leader'. To the right of the main content area is a sidebar with a 'Submission Status' section showing 'In Progress'. Below this is an 'Initial Submission' section with an 'Upload Declaration' button (highlighted with a green circle and the number 3) and a 'Download blank Project Area initial declaration form' button (highlighted with a green circle and the number 2). The sidebar also includes a 'Registry Fee Payment' section showing '\$0.00' and a 'Select Payment Method' button. At the bottom of the sidebar is a 'Download PDF' button and a note that the notice can be downloaded as a PDF.

Project Area Notice

Notice Filing Summary

Please review all notice filing details that you have entered.

Notice Access

Company	Contact Person Notified	Access to this Filing
X-ess Soils	Daniel Thomas	<input checked="" type="checkbox"/>

Notice Access details last updated by: Isabella Kima on Oct 19, 2021 11:42 AM

1 Edit

2 Download blank Project Area initial declaration form

3 Upload

Submission Status

In Progress

Initial Submission

Upload Declaration **3**

2

Review and validate the initial filing data entered prior to selecting your payment method. Once your payment is successful, the notice will be submitted automatically.

Registry Fee Payment ⓘ

\$0.00

Select Payment Method

Download PDF

You can download the notice as PDF



Review Initial Submission of Notice 3

* Confirmation will appear once the declaration form has been uploaded.

Once you have uploaded the declaration form, you can:

1. Click '**Remove**' to delete the declaration form on your notice filing
2. Click '**Replace**' to upload a different version of the declaration form

Notice Filing Summary

Please review all notice filing details that you have entered.

✓ Notice Access

Company	Contact Person Notified	Access to this Filing
Disney	Mickey Mouse	<input checked="" type="checkbox"/>

Notice Access details last updated by: TEst Test on Nov 17, 2021 21:56 PM

Edit

Initial Submission

File has been successfully uploaded

Initial Submission Declaration ⓘ

Initial Declaration Template (3).pdf

Remove

Replace

Download blank Project Area initial declaration form

Review and validate the initial filing data entered prior to selecting your



How submit the Notice Filing



THIS GUIDE IS A DRAFT FOR TESTING

Add payment details

This step must be completed by the Project Leader or an Authorized Person. It can not be completed by a delegate who has been granted access to the notice filing.

1. Click '**Select Payment Method**' to submit how you will complete the payment.
2. In the pop-up 'Payment Method' screen. Click the arrows, select the relevant payment method and enter the requested details. *You can change your payment method after entering your details should you want to*
3. Click '**Submit**'

* If the '**Registry Fee Payment**' amount is zero, you do not need to select a payment method. Simply click '**Submit**' to file your notice.

The screenshot shows the 'Add payment details' form. At the top right is an 'Edit' button. Below it is a section titled 'Contact Details' with a green checkmark. Under this section is a table with four columns: 'Contact', 'Company', 'Email', and 'Contact Type'. Below the table is a 'Payment Method' field with a lock icon. A green box labeled '2' highlights the 'Payment Method' dropdown menu, which is open and shows options: '--none--', '--none--' (highlighted), 'Bank Withdrawal', 'Credit Card', 'EDI Payment Method', 'Cheque', and 'Electronic Bill Payment'. A green box labeled '3' highlights the 'Submit' button. To the right of the form is a sidebar. A green box labeled '1' highlights the 'Select Payment Method' button. Below it is a 'Download PDF' button. At the bottom of the sidebar is a green box labeled '*' containing a message: 'Based on the information you provided, a fee payment is not required for this submission. Click **Submit** to file your notice. Registry Fee Payment \$0.00 Submit'. The main content area shows a 'Registry Fee Payment' of '\$250.00' and a 'Select Payment Method' button. Below this is a 'Download PDF' button and a message: 'You can download the notice as PDF'.



Submit the initial Notice Filing

Once you have chosen the payment method:

- * The submission status will change to '**Initial Submission**'
- * Click on the '**Declaration form**' submitted to download it
- * Click '**Edit**' under each section to change any of the information you submitted
- * See confirmation of your payment or more details about how to complete your payment
- * Click on '**Initial Submission**' to download the invoice for your notice filing
- * Click '**Download PDF**' to download your notice filing as a PDF



RPRA Resource Productivity
& Recovery Authority

The screenshot shows the 'Notice Filing Summary' page. The main content area has two sections: 'Notice Access' and 'Contact Details'. The 'Notice Access' section has a table with columns 'Company', 'Contact Person Notified', and 'Access to this Filing'. The 'Contact Details' section has a table with columns 'Contact', 'Company', 'Email', and 'Contact Type'. Both sections have an 'Edit' button. The right sidebar contains the 'Initial Submission' status, a confirmation message, and a 'Download Invoice(s)' section with a 'Download PDF' button. Annotations with green circles and asterisks highlight the 'Initial Submission' status, the 'Initial Declaration Template pdf' link, the 'Edit' button in the 'Notice Access' section, the 'Cheque' payment method, the 'Download Invoice(s)' section, and the 'Download PDF' button.

Notice Filing Summary

Please review all notice filing details that you have entered.

Notice Access

Company	Contact Person Notified	Access to this Filing
		<input checked="" type="checkbox"/>

Edit

Contact Details

Contact	Company	Email	Contact Type

Edit

Submission Status

Initial Submission

Initial Declaration

Initial Declaration Template pdf

Thank you. Your submission has been received.

To update this submission to a Final submission please select 'Finalize' from the Dashboard.

Registry Fee Payment

\$250.00

Payment Method

Cheque

Your submission has been received. You will be sent an email with information on how to complete your cheque payment.

Download Invoice(s)

Initial Submission 12/10/2021

Download PDF

You can download the notice as PDF

Update a Notice Filing

To update a notice filing:

1. Navigate back to the Dashboard from the notice filing

*In the Excess Soils Registry Homepage under Notice Filings, you will see all your notice filings and their **status**: either as 'In Progress', 'Initial Submission', 'Updated Submission', or 'Final Submission'

2. To update a notice filing that is not yet final, click '**Update/Finalize**'

1

[< Back to Dashboard](#)

Project Area Notice

Submission Status
[Initial Submission](#)


Notice Filing Summary


Please review all notice filing details that you have entered.

Initial Submission

Initial Declaration ⓘ
[Initial Declaration Template.pdf](#)

Excess Soil Registry Homepage

 Excess Soil
Switch Programs

 You have a new notification.
You have filings in progress. Click **Continue** to complete the filing.

[Initiate New Notice](#)

Notice Filings

Notices with the status Initial Submission, Updated Submission or Final Submission are visible on the public Registry.

Legend:
RDSD = Residential Development Soil Depot
PA = Project Area
RS = Reuse Site

Notice ID▼	Notice	Site/Project Name	Last Updated By	Last Updated On	Status	Shared Access	Action
N00000194	PA	Test	Isabella Kima	Oct 19, 2021	Initial Submi...	<input checked="" type="checkbox"/>	Update/Finalize
N00000193	PA		Automated ...	Oct 19, 2021	In Progress	<input checked="" type="checkbox"/>	Continue

2

Finalize a Notice Filing

* After editing the information in the Initial Submission, the submission status of the notice will change to **'Updated Submission'**

1. To begin finalizing an updated notice filing, scroll down to **'Destination sites'** and click **'Update'** to enter the final soil amounts for each destination site.
2. After clicking **'Update'** input final soil amounts for each destination site.
3. Click **'Add'** to proceed

[< Back to Dashboard](#)

*

Submission Status
Updated Submission

Project Area Notice

Destination Sites

Please enter a final amount of Excess Soil for every destination site associated with your filing

Site Type	Site Name	Location	Estimated Excess Soil Amount (m3)	Total Amount of Excess Soil (m3)	Action
Local Waste T...	Test	Test, Test	5,000	1	<div>Update</div>
Landfill or Du...	Test	Test, Test	5,000		<div>Update</div>
Class 2 Soil M...	Test	Test, Test	5,000		<div>Update</div>
Class 1 Soil M...	Test	Test, Test	5,000		<div>Update</div>
Residential D...	ES-2	234 Clay St, Pickeri...	5,000		<div>Update</div>
Totals			30,000	0	

ty

Landfill or Dump

Test

Location

Community

Final Amount of Soil (m3)

5000

2

< Back

3

Add

Finalize a Notice Filing 2

* After clicking 'Add' to proceed, scroll up to the top of the page and;

1. Enter the 'Date of Last Load Removed' and click 'Save'
2. Download, complete and upload the 'Project Area final declaration form'
3. Click 'Select payment method' to submit confirmation of how you will complete the payment. You will only be able to 'Select Payment Method' once all the steps listed in this slide and the previous slide are complete. *You will not be prompted to select a payment method if the registry fee payment is \$0 for that step. This step cannot be completed by a delegate who has been granted access to the notice filing.*

The screenshot displays the 'Notice Filing Summary' and 'Final Submission' sections of the RPRA portal. Callout 1 points to the 'Notice Filing Summary' header. Callout 2 points to the 'Download blank Project Area final declaration form' link. Callout 3 points to the 'Select Payment Method' button.

Notice Filing Summary

Please review all notice filing details that you have entered.

✓ Notice Access

Company	Contact Person Notified	Access to this Filing
Disney		
Notice Acces		

Edit

✓ Contact Details

Contact	Company	Email	Contact Type
TEst Tes			
TEst Test			
TEst Tes			
TEst Test			
TEst Test	Test	test@email.com	Site Contact

Final Submission

Date of Last Load Removed
18-Nov-2021

Save

Initial Submission Declaration ⓘ
Initial Declaration Template (3).pdf

File has been successfully uploaded

Final Submission Declaration ⓘ
Final Declaration Template (4).pdf
Remove

Replace

Download blank Project Area final declaration form

Review and validate the initial filing data entered prior to selecting your payment method. Once your payment is successful, the notice will be submitted automatically.

Registry Fee Payment ⓘ
\$3,556.04

Select Payment Method



Finalize a Notice Filing 3

*After final submission payment is complete, the submission status will change to **'Final Submission'**

1. Click on the links **'Initial Declaration'** and **'Final Declaration'** to download a copy of both submitted declaration forms
2. Click on both links below **'Download Invoice'** to download a PDF copy of the Registry Fee Payment invoices for the Initial and Final Submission of your notice
3. Click **'Download PDF'** to download a PDF copy of the final notice filing submission

Project Area Notice

1

Submission Status
Final Submission

Final Submission

Date of Last Load Removed

Initial Submission Declaration ⓘ
Initial Declaration Template (3).pdf

Final Submission Declaration ⓘ
Final Declaration Template (4).pdf

Thank you. Your submission has been received.

Registry Fee Payment ⓘ
\$3,556.04

Payment Method
Cheque

Your submission has been received. You will be sent an email with information on how to complete your cheque payment.

2

Download Invoice

Initial Submission 19/11/2021
Final Submission 19/11/2021

Download PDF

You can download the notice as a PDF

3

Notice Filing Summary

Please review all notice filing details that you have entered.

Notice Access

Company	Contact Person Notified	Access to this Filing

Contact Details

Contact	Company	Email	Contact Type

6 entries << < Page 1 of 2 > >> 5 entries per page


Contact Details last updated by: TEst Test on Nov 19, 2021 13:20 PM


Congratulations! You have successfully completed a Notice Filing!

* Once you have successfully completed all the previous steps and submitted a notice, in the Excess Soil Dashboard/Homepage the **'Action'** for the notice you submitted will update to **'View'**

Click **'View'** to see the details of the notice. *You will no longer be able to change the details*

Excess Soil Registry Homepage

 Excess Soil
Switch Programs

 You have a new notification.
You have filings in progress. Click **Continue** to complete the filing.


[Initiate New Notice](#)

Notice Filings

Notices with the status Initial Submission, Updated Submission or Final Submission are visible on the public Registry.

Legend:
RDSD = Residential Development Soil Depot
PA = Project Area
RS = Reuse Site

Notice ID▼	Notice	Site/Project Name	Last Updated By	Last Updated On	Status	Shared Access	Action
						<input checked="" type="checkbox"/>	View
						<input checked="" type="checkbox"/>	Continue
						<input checked="" type="checkbox"/>	View





Glossary of terms



Project Area Filing - Destination Site Types & Description

Site Type	Definition
RDSD Site	A “residential development soil depot” means a soil bank storage site that is temporarily operated for the purpose of managing, on a temporary basis, excess soil that will ultimately be transported to a reuse site for final placement in respect of an undertaking at a reuse site
Reuse Site	Means a site at which excess soil is used for a beneficial purpose and does not include a waste disposal site
Temporary Management Site (Class 2)	“Class 2 soil management site” means a waste disposal site at which excess soil is managed on a temporary basis and that is, (a) located on a property owned by a public body or by the project leader for the project from which the excess soil was excavated, and (b) operated by the project leader for the project from which the excess soil was excavated
Temporary Management Site (Class 1)	“Class 1 soil management site” means a soil bank storage site or a soil processing site
Landfill or Dump	Dump: means a waste disposal site where waste is deposited without cover material being applied at regular intervals; Landfilling: means the disposal of waste by deposit, under controlled conditions, on land or on land covered by water, and includes compaction of the waste into a cell and covering the waste with cover materials at regular intervals
Local Waste Transfer Facility	Means a site, (a) at which waste from field operations is received, bulked, temporarily stored and transferred, (b) that is owned or controlled by the person who undertakes the field operations referred to in clause (a) or by a person on whose behalf those field operations are undertaken, (c) at which no waste is received other than waste from field operations, and (d) that is used primarily for functions other than waste management



Roles and definitions

Project Leader

Description:

- In O. Reg. 406/19, the project leader means, in respect of a project, the person or persons who are ultimately responsible for making decisions relating to the planning and implementation of the project.
- A project leader may, for example, be the owner of a property or a developer of a property that may own or lease the property for the purposes of development.
- In respect of infrastructure projects, often a municipality or other public body ultimately responsible for that infrastructure would be a project leader.
- A project leader may be an employee of a corporation that has the responsibility and authority to bind the corporation
- A contractor is not a project leader, but the person that issues a contract for a project to be undertaken would often be the project leader.

Role in the Registry:

- The project leader is responsible for ensuring that a Project Area Notice is filed, if required.
- The project leader must always complete the required declarations that are a component of the notice being filed.
- A project leader can designate an authorized person to commence, update and file a notice on their behalf, and pay associated fees. However, in this case, the declarations must still be completed by the project leader and the authorized person may facilitate receiving that completed declaration form.
- Within an organization that is the project leader, a person from the organization with signing authority may complete all information, pay fees, and sign any declarations. Alternatively, one person from the organization may fill in information into a notice and submit fees, while another person with signing authority would complete the declarations.



Roles and definitions 2

Owner

Description:

- A person who owns the land, with an interest upon whose credit, behalf, privity or direct benefit an improvement is made to the premises.

Role in the Registry:

- An owner may be a project leader, in which case they will have the same requirements outlined for the project leader.
- For a reuse site or a residential development soil depot, an owner may complete all aspects of the relevant notice.
- They may also authorize another person to complete the notice and submit fees, but the owner or operator will have to complete any declarations related to the notice

Roles and definitions 3

Operator

Description:

- A person who has the charge, management, or control of a site.
- An operator may be an owner of a property, lease a property or be contracted to operate a project area site, reuse site or residential development soil depot.

Role in the Registry:

- For a reuse site or a residential development soil depot, an operator may complete all aspects of the relevant notice.
- They may also authorize another person to complete the notice and submit fees, but the owner or operator will have to complete any declarations related to the notice

Roles and definitions 4

Authorized Person

Description:

- A person who is authorized by the project leader, owner, or operator of a site, to complete a notice filing and pay fees on their behalf.

Role in the Registry:

- The authorized person can initiate a notice in the Registry if permitted to by the project leader, owner, or operator of a site, and can complete all required notice information and pay applicable fees on their behalf.
- The authorized person cannot sign the initial or final declaration form that is required to submit a notice filing.

Roles and definitions 5

Qualified Person

Description:

- QPs under the regulation have the same meaning as section 5 and 6 of Ontario Regulation 153/04 (O. Reg. 153/04).
- Section 5 of O. Reg. 153/04 defines a qualified person as professional engineers and geoscientists – these are the persons under who may oversee or conduct environmental site assessments or complete certifications in a Record of Site Condition. Section 6 of O. Reg. 153/04 sets out the requirements for qualified persons who conduct or oversee a risk assessment
- QPs are often required to prepare documents such as an assessment of past uses, sampling and analysis plans, soil characterization reports, and destination assessment reports as required under sections 11, 12 and 13 of the regulation. These documents inform the components of information listed in Schedule 1.
- Only QPs can develop and apply site-specific Excess Soil quality standards for the reuse site or supervise the development and application by a supervisee. They may do this through a risk assessment, or by using the Beneficial Reuse Assessment Tool (BRAT).

Role in the Registry:

- A QP may be designated as an authorized person by the project leader or by an owner/operator to file a notice to the Excess Soil Registry on their behalf.
- If a QP was retained to prepare the aforementioned documents, the contact details of the QP is required to be provided as part of the Project Area filing. Supporting documentation, reports, and declarations made by the QP are not required to be uploaded to the Registry.
- If a QP was retained to develop site-specific Excess Soil quality standards, the contact details of the QP is required to be provided as part of the Project Area filing and Reuse Site filing, as applicable. Supporting documentation, reports, declarations by the QP, or the site-specific standards are not required to be uploaded to the Registry.



Roles and definitions 6

Site contact

Description:

- A person who can be available on the site to respond to questions or comments about a specific notice filing.

Role in the Registry:

- A site contact may be the project leader, owner, operator, or authorized person, in which case their role in the Registry will be as applicable.
- If the site contact is a separate individual from the above, only their contact information must be provided. They do not need to create an account and complete any information in the Registry.

Roles and definitions 7

Person responsible for the transportation of Excess Soil from a project area

Description:

- This is the person that arranges for and directs the transportation of Excess Soil.
- This is not the operator of a truck.
- This could be an operator of the project area or a person or company contracted to arrange and oversee transportation.
- This person knows the trucks leaving a site and where they are headed on any given day.

Role in the Registry:

- This person does not need to create an account and complete any information in the Registry themselves.
- The contact details of this person must be included in the Registry and must be updated as needed to ensure that the appropriate person is listed who can answer questions on soil transportation from a site.



Roles and definitions 8

Peer reviewer

Description:

- A peer review professional may assess any actions or information required by the regulation for a project area or may complete a certification process for the actions or information.

Role in the Registry:

- A peer reviewer or person who completed a certification process does not need to have an account or complete any information in the Registry themselves.
- Their contact information and a description of the process will be required to be entered for a Project Area filing.

Roles and definitions 9

Notice access

Description:

- A project leader, owner, operator, or authorized person can provide another company access to a notice to support the completion of the fields within it.

Role in the Registry:

- Providing access to another company to a notice filing, authorizes that company to view and edit all notice filing fields, but that company cannot make a fee payment or submit the notice.
- If the company does exist in the dropdown list when searched, the company is encouraged to register in the Excess Soils Registry.

Providing a company with notice access is not required.



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FAQs

What is Excess Soil?

Excess Soil is soil that has been dug up, typically during construction and excavation activities. It must be moved off-site because it can't or won't be reused at the development site.

What is the Excess Soil Regulation?

In December 2019, the Ministry of the Environment, Conservation and Parks (the ministry) released a regulation under the *Environmental Protection Act*, titled “[On-Site and Excess Soil Management](#)” (the regulation) to support improved management of Excess Soil.

This regulation supports proper management of Excess Soils, ensuring valuable resources don't go to waste and to provide clear rules on managing and reusing Excess Soil. Risk-based standards referenced by this regulation help to facilitate local beneficial reuse promote reduction of greenhouse gas emissions from soil transportation, while ensuring strong protection of human health and the environment. The risk-based standards can be found in the document adopted by reference under this regulation, [Rules for Soil Management and Excess Soil Quality Standards](#).



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FAQs 2

Where can I find information about the regulation?

The ministry is responsible for policy and programs related to Excess Soil and will conduct compliance and enforcement activities under the regulation. More information about the regulation is available on [the ministry's Excess Soil webpage](#).

Who do I contact about the regulation?

For questions related to the regulation, please email the ministry at MECP.LandPolicy@ontario.ca

For site-specific questions related to Excess Soil movement, please contact the ministry's local district office. To find an office, please use the [District Locator](#).



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FAQs 3

What is the Excess Soil Registry?

The Excess Soil Registry is a record of Excess Soil generation and movement established and maintained by the Authority to:

- enable regulated persons to comply with registration and notice filing requirements outlined in the regulation;
- enable the ministry access to notice filings and associated data; and
- enable public access to the information contained in notice filings.

Project Leaders, Reuse Site Owners or Operators, and Residential Development Soil Depot Operators, as defined in the Excess Soil Regulation, are required to ensure notices are filed to the Excess Soil Registry for certain Project Areas (where Excess Soil is generated), Reuse Sites (where Excess Soil is deposited), and Residential Development Soil Depot sites (where Excess Soil is temporarily placed).

FAQs 4

Where can I find information about the Registry?

Information about the Registry including project progress, upcoming events and learning opportunities, and key dates are available on the Authority's [Excess Soil Registry webpage](#).

Who do I contact about the Registry?

Please direct all questions related to the Registry to RPRA via excesssoilRegistry@rpra.ca

Notice filing requirements

Who needs to file notices?

As required under the [regulation](#), Project Leaders, Owners and site Operators are required to use the Excess Soil Registry to file notices for certain Project Areas, Reuse Sites, and Residential Development Soil Depot sites where Excess Soil is generated, transported, temporarily placed, and deposited.

Project Leaders, Owners and site Operators can also assign an Authorized Person to file a notice and pay fees in the Registry on their behalf.



Notice filing requirements 2

When will I need to file a notice and what do I need to do?

The regulation requires notices to be filed for three types of activities:

1. **Notice filings regarding Excess Soil from Project Areas** can be made by a Project Leader or Authorized Person and may require retaining a Qualified Person. These notices will be required from **January 1st, 2022**, before soil that will become Excess Soil is removed from the Project Area.

There will be two filings for each notice:

- A. An initial filing before the soil is removed which will require the following information to be provided:
 - i. a description of the project and Project Area including the location of each property within the Project Area
 - ii. the contact information of the Project Leader, Operator or Authorized Person and the person responsible for transportation, and if applicable, the Qualified Person
 - iii. an estimated amount of the soil that will be generated broken down by quality standard

Notice filing requirements 3

When will I need to file a notice and what do I need to do? (Project Areas continued)

- iv) a list of substances/materials that were added to the soil
- v) the location of temporary or final sites that the soil will be transported to
- vi) details of the reuse site(s) where the soil will be moved to
- vii) information on any peer review or certification processes if applicable
- viii) and a declaration by the Project Leader.

Exceptions

The Project Leader, Operator or Authorized Person may file a notice after soil that will become Excess Soil has been removed from the Project Area if:

- i. conducting the required sampling and analysis at the Project Area is impractical
- ii. the soil is removed from the Project Area and delivered to a temporary site to conduct the required sampling, and
- iii. the Project Leader, Operator or Authorized Person makes sure the required sampling is conducted as soon as the soil is delivered to the temporary site

Notice filing requirements 4

When will I need to file a notice and what do I need to do? (Project Areas continued)

If soil is removed before a notice is filed in the Registry, the Project Leader, Operator, or Authorized Person is required to ensure that the notice is filed in the Registry before the soil that has become

Excess Soil is transported from the temporary site to the final site.

More information about when this type of notice filing is not required can be found under [Schedule 2 of the regulation](#).

The Project Leader or Authorized Person is required to update notice filings that are no longer complete or accurate within 30 days after the day the person becomes aware that the information is no longer complete or accurate.

Notice filing requirements 5

2. Notice filings for Residential Development Soil Depots can be made by an Owner, Operator, or Authorized Person. This notice will be required before Excess Soil is deposited on a Residential Development Soil Depot site if the depot commences operation on or after **January 1, 2022**, or if the depot was already in operation when the requirement to file a notice comes into effect, the notice should be filed ahead of **January 1, 2022**.

The Owner or Operator of the Residential Development Soil Depot must ensure that the quality of the Excess Soil accepted and managed at the depot meets the applicable [Excess Soil quality standards](#) set out in the regulation.

There will be two filings for each notice:

- A. An initial filing before the soil is received which will require the following information to be provided:
 - i. the site location
 - ii. the contact information of the site Owner and Operator

Notice filing requirements 6

When will I need to file a notice and what do I need to do? (Residential Development Soil Depots continued)

- iv. the estimated amount of soil (including inventory on-site)
 - v. the site instrument identification
 - vi. and a declaration by the Owner or Operator.
- B. A final filling within 90 days of the depot closing indicating the date when the depot ceased operations, and a declaration by the Owner or Operator.

Notice filing requirements 7

When will I need to file a notice and what do I need to do? (Reuse Sites)

3. Notice filings regarding Reuse Sites can be made by a site Owner, Operator, or an Authorized Person. These will be required from **January 1st, 2022**, and apply to a Reuse Site that expects at least 10,000 m³ of Excess Soil to be deposited after **January 1st, 2022** (including Reuse Sites that were in operation before that date)

There will be two filings for each notice:

- A. An initial filing before the Excess Soil is deposited which will require the following information to be provided:
 - i. the site location/property type
 - ii. the contact information of the site Owner and Operator
 - iii. a description of the undertaking
 - iv. iv. the applicable Excess Soil quality standards for the site

Notice filing requirements 8

When will I need to file a notice and what do I need to do? (Reuse Sites continued)

- v. the estimated dates when the first and last soil load will be deposited
- vi. the site instrument identification
- vii. and a declaration by the Owner or Operator.

B. A final notice filing within 30 days after the final load of Excess Soil has been deposited at the Reuse Site which will require the following information:

- i. confirmation that all Excess Soil that will be reused for a beneficial purpose has been deposited at the reuse site
- ii. the total amount of Excess Soil that was deposited
- iii. the date the final load of Excess Soil was deposited
- iv. and a declaration by the Owner or Operator

The Owner or Operator is required to update notice filings that are no longer complete or accurate within 30 days after the day the person becomes aware that the information is no longer complete or accurate.

Exemptions: Reuse Sites that are part of infrastructure projects are not required to file notices.



Fees

Why do I need to pay fees to use the Registry?

Registry fees cover the costs for the Registry development, deployment and ongoing support to Registry users. As an administrative authority of the Government of Ontario, the Authority does not receive any government funding and operates solely on a cost-recovery basis.

Is there an annual fee?

No. There is a fee associated with each initial filing of a notice, whether it's a Project Area notice, Reuse Site notice, or residential soil depot notice. For Project Area and reuse area notices, there may be a fee charged at the final filing (close-out), depending on whether the volume of soil generated or accepted has increased from what was reported in the initial notice filing.

When are fees charged?

Fees are charged upon completion of the initial filing of the notice. For Project Area and reuse area notices, there may be a fee charged at the final filing (close-out), depending on whether the volume of soil generated or accepted has increased from what was reported in the initial notice filing. There are no fees associated with updates to notices.



Fees 2

How are fees calculated?

Fees associated with Project Area notices are calculated at a variable rate based on the volume of soil being moved. Flat fees will be applied to Project Area notices for soil volumes below and above certain thresholds.

Fees associated with Reuse Site notices are tiered, with increasing flat fees applied according to the volume of soil being accepted at the reuse site.

There is one flat fee associated with residential soil depot notices.

Fees will be consulted upon annually as required by the [RRCEA](#).

More information about the Excess Soil Registry fees is available here:

<https://rprr.ca/consultations/current-consultations/proposed-2022-registry-fees-for-excess-soil/>



RPRA Resource Productivity
& Recovery Authority