

# Excess Soil Registry - Public Portal Guide

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# 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 registry users can file a notice or search for a notice and the public can access publicly-available information from filed notices. For questions related to the Registry, please contact RPRA via [registry@rpra.ca](mailto: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](mailto:MECP.LandPolicy@ontario.ca)



**RPRA** Resource Productivity  
& Recovery Authority

# Introducing the Excess Soils Portals

There are **three (3) portals** that can be used to access the Excess Soils Registry, each is designed to accommodate different users and their unique use cases. **This guide outlines how to access and navigate the Public Portal.**



## 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](https://excesssoilnotices.rpra.ca)



## 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](https://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:

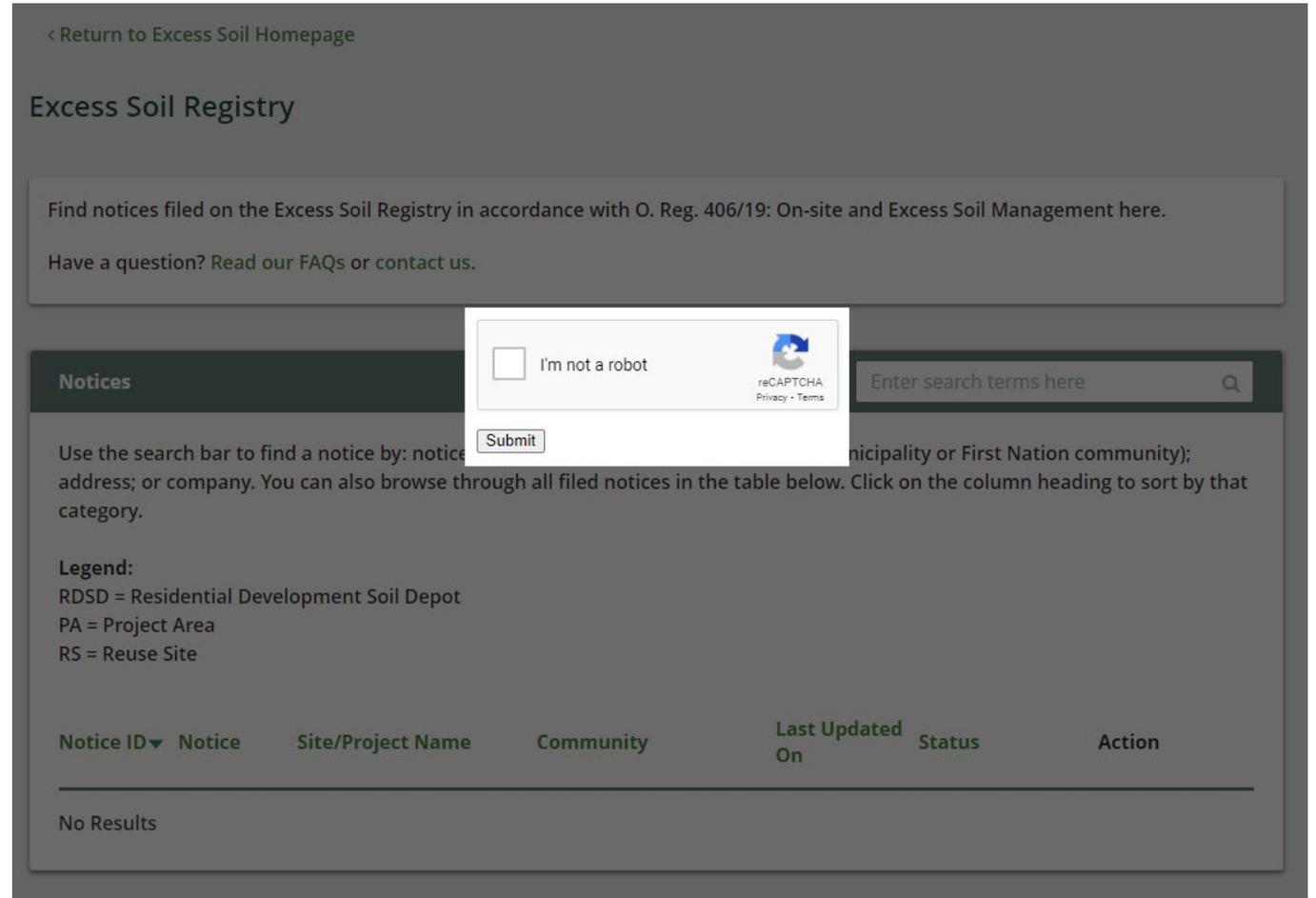
- All Filings, regardless of status, with the exception of fees and payment information

# How to access the Public Portal



# Accessing the Public Portal 1

- A link to the Public Portal can be found on the [Excess Soil Registry](#) page on the RPRA website.
- Alternatively, [here is the direct link](#) to the Excess Soil Public Portal.
- The link displays a Captcha screen. Select **'I'm not a robot'** and click **'Submit'**



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## Excess Soil Registry

Find notices filed on the Excess Soil Registry in accordance with O. Reg. 406/19: On-site and Excess Soil Management here.

Have a question? [Read our FAQs](#) or [contact us](#).

I'm not a robot   
reCAPTCHA  
Privacy - Terms

# Using the Public Portal 1

1. Browse all notices in the table. Notice filings with status as **Initial/Final/Updated Submission** can be viewed in this portal. **In Progress** filings cannot be viewed.

\*Note: At this point, since there are no notices submitted yet, there are **'No Results'**

2. Use the **Search** bar to look up a notice

- You can search using the following keywords:
  - Notice ID
  - Site/Project name
  - Community
  - Address
  - Company

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## Excess Soil Registry

Find notices filed on the Excess Soil Registry in accordance with O. Reg. 406/19: On-site and Excess Soil Management here.

Have a question? [Read our FAQs](#) or [contact us](#).

**Notices**

Use the search bar to find a notice by: notice ID; site or project name; community (municipality or First Nation community); address; or company. You can also browse through all filed notices in the table below. Click on the column heading to sort by that category.

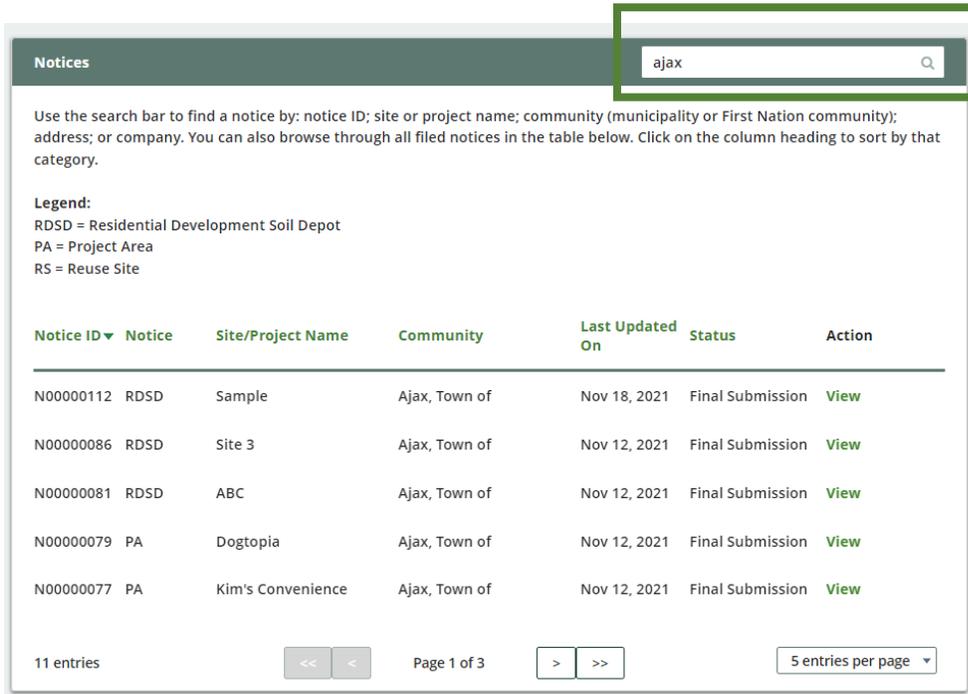
**Legend:**  
RDSD = Residential Development Soil Depot  
PA = Project Area  
RS = Reuse Site

Notice ID	Notice	Site/Project Name	Community	Last Updated On	Status	Action
No Results						

\* (Note: The asterisk is located in a green circle next to the 'No Results' row in the original image.)

# Using the Public Portal 2

**\*Example:** Search using keyword 'ajax' and view the search results in the table



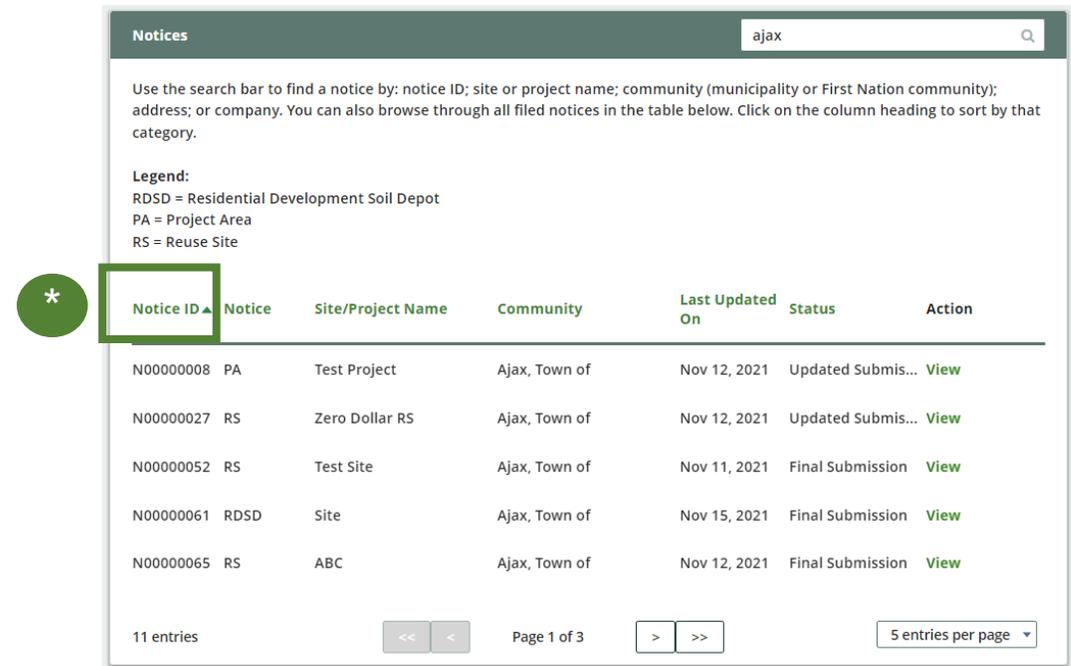
The screenshot shows a search bar with the keyword 'ajax' entered. Below the search bar is a table of search results. The table has columns for Notice ID, Notice, Site/Project Name, Community, Last Updated On, Status, and Action. The results are sorted by Notice ID.

Notice ID	Notice	Site/Project Name	Community	Last Updated On	Status	Action
N00000112	RSDS	Sample	Ajax, Town of	Nov 18, 2021	Final Submission	<a href="#">View</a>
N00000086	RSDS	Site 3	Ajax, Town of	Nov 12, 2021	Final Submission	<a href="#">View</a>
N00000081	RSDS	ABC	Ajax, Town of	Nov 12, 2021	Final Submission	<a href="#">View</a>
N00000079	PA	Dogtopia	Ajax, Town of	Nov 12, 2021	Final Submission	<a href="#">View</a>
N00000077	PA	Kim's Convenience	Ajax, Town of	Nov 12, 2021	Final Submission	<a href="#">View</a>

11 entries Page 1 of 3 5 entries per page

Results can be sorted by clicking on the small arrow that appears when you hover the mouse pointer next to each column heading

\*In this example, you can see that the search results have been sorted by Notice ID



The screenshot shows the same search results as the previous image, but with the 'Notice ID' column heading highlighted by a green box. A small green circle with an asterisk is placed next to the 'Notice ID' column heading to indicate that it is the current sort order.

Notice ID	Notice	Site/Project Name	Community	Last Updated On	Status	Action
N00000008	PA	Test Project	Ajax, Town of	Nov 12, 2021	Updated Submis...	<a href="#">View</a>
N00000027	RS	Zero Dollar RS	Ajax, Town of	Nov 12, 2021	Updated Submis...	<a href="#">View</a>
N00000052	RS	Test Site	Ajax, Town of	Nov 11, 2021	Final Submission	<a href="#">View</a>
N00000061	RSDS	Site	Ajax, Town of	Nov 15, 2021	Final Submission	<a href="#">View</a>
N00000065	RS	ABC	Ajax, Town of	Nov 12, 2021	Final Submission	<a href="#">View</a>

11 entries Page 1 of 3 5 entries per page

# Using the Public Portal 3

\* In this example, you can see that the same search results have been sorted by Notice Type.

1. Use the drop-down menu to select how many entries per page you want to view.
2. Click 'View' to view a notice filing

Notices

ajax

Use the search bar to find a notice by: notice ID; site or project name; community (municipality or First Nation community); address; or company. You can also browse through all filed notices in the table below. Click on the column heading to sort by that category.

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

Notice ID	Notice	Site/Project Name	Community	Last Updated On	Status	Action
N00000027	RS	Zero Dollar RS	Ajax, Town of	Nov 12, 2021	Updated Submis.	<a href="#">View</a>
N00000073	RS	Wasaga	Ajax, Town of	Nov 11, 2021	Final Submission	<a href="#">View</a>
N00000065	RS	ABC	Ajax, Town of	Nov 12, 2021	Final Submission	<a href="#">View</a>
N00000052	RS	Test Site	Ajax, Town of	Nov 11, 2021	Final Submission	<a href="#">View</a>
N00000061	RSD	Site	Ajax, Town of	Nov 15, 2021	Final Submission	<a href="#">View</a>

11 entries

Page 1 of 3

5 entries per page  
5 entries per page  
10 entries per page  
15 entries per page  
20 entries per page  
25 entries per page

# Details of a Residential Development Site Depot Notice Filing 1

When you click '**View**', on a Residential Development Site Depot (RDSD) notice filing, you will see the following information:

- **Filing details:**
  - Notice ID
  - Notice Type
  - Company Name
  - Submission Status
  - Initial Submission Date
  - Final Submission Date
- **Initial and Final Declaration (s)**
  - \*Click on the hyperlinks to view the declarations
- **Contact details:** Such as of Owner/ Operator/ Additional Owners or Operators of the site

Excess Soil Registry

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**Filing Details**

Find information below about the site, contacts and additional notice information. To print or save a copy of this notice, select the print function from your browser menu.

Notice ID	N00000110
Notice Type	Residential Development Soil Depot Notice
Company Name	Dunphy Soils
Submission Status	Initial Submission
Initial Submission Date	18-Nov-2021
Last Modified Date	18-Nov-2021

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**Declaration(s)**

[Initial Declaration](#)  
[Final Declaration](#)

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**Contact Details**

Contact	Company	Phone	Email	Address	Contact Type
Claire Dunphy	Dunphy Soils	(234) 567-8909	<a href="mailto:clairedunphy@yopmail.com">clairedunphy@yopmail.com</a>	346 Sandy Beach Rd., Pickering, L2W 0P6	Owner
Phil Dunphy	Dunphy Soils	(345) 678-9098	<a href="mailto:phildunphy@dunphysoils.com">phildunphy@dunphysoils.com</a>	346 Sandy Beach Rd., Pickering, L2W 0P6	Operator

# Details of an RDSD Notice Filing 2

- **Site Details:** The Site Name, the Community, the Site Location Description, the Municipal Address, the Legal Description of the Property, the Latitude & Longitude coordinates, and the Site Instrument Details
- **Soil Deposit Details:** The responses to the question
  - When did or will you start storing Excess Soil
  - Amount of soil as of January 1, 2022
  - Maximum amount of soil
- **Final Soil Deposit Details:** The date of the soil depot closure

Site Details				
Site Name	ES-2			
Community	Uxbridge, Township of			
Site Location Description	Description of site location			
Municipal Address	234 Clay St Pickering, Ontario L1W 2U3 Canada			
Legal Description of the Property	List of encumbrances/ easements/ location references			
Latitude	27			
Longitude	77			
Site Instrument Details				
Type	Issuing Authority	ID	Issued To	Instrument Issue Date
Environmental Protection Act Approval	MECP	IIN-234	Phil Dunphy	Nov 04, 2021

Soil Deposit Details	
When did or will you start storing excess soil?	1-Nov-2021
Amount of soil as of January 1, 2022 (m3)	500
Maximum amount of soil (m3)	500

Final Soil Deposit Details	
Date of soil depot site closure	1-Nov-2021

# Details of a Reuse Site Notice Filing 1

When you click 'View', on a Reuse Site notice filing you will see the following information:

- **Filing details:**
  - Notice ID
  - Notice Type
  - Company Name
  - Submission Status
  - Initial Submission Date
  - Final Submission Date
- **Initial and Final Declarations:**  
\*Click on the hyperlinks to view the declarations
- **Contact details:** Such as of the Owner or Operator of the site

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### Filing Details

Find information below about the site, contacts and additional notice information. To print or save a copy of this notice, select the print function from your browser menu.

Notice ID	N00000108
Notice Type	Reuse Site Notice
Company Name	Dunphy Soils
Submission Status	Final Submission
Initial Submission Date	4-Nov-2021
Final Submission Date	17-Nov-2021

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### Declaration(s)

[Initial Declaration](#)

[Final Declaration](#)

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### Contact Details

Contact	Company	Phone	Email	Address	Contact Type
Claire Dunphy	Dunphy Soils	(234) 567-8909	<a href="mailto:clairedunphy@yopmail.com">clairedunphy@yopmail.com</a>	346 Sandy Beach Rd., Pickering, L2W 0P6	Owner
Phil Dunphy	Dunphy Soils	(345) 678-9098	<a href="mailto:phildunphy@dunphysoils.com">phildunphy@dunphysoils.com</a>	346 Sandy Beach Rd., Pickering, L2W 0P6	Operator

# Details of a Reuse Site Notice Filing 2

- Site Details:** The Site Name, a Description of the Reuse Site, the Type of Undertaking, a Description of the Undertaking, the Site Instrument Details and the Property Use
- Soil Details:** The Excess Soil Quality Standards applicable to the filing, the Contact information of the **Qualified Persons** associated with the site-specific Excess Soil Quality Standard
- Soil Deposit Details:** The date the first load of Excess Soil was deposited, the estimated date the final load of Excess Soil will be deposited, the inventory amount of Excess Soil and the total amount of Excess Soil
- Final Soil Deposit Details:** Confirmation that all Excess Soil has been deposited at the site, the actual amount of Excess Soil placed, and the actual date of the final Excess Soil placement

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

Contact	Company ▲	Phone	Email	Address
Test Test	Test	1234567890	test@test.com	456 Any St., Pickering, L2W 9M8

Soil Deposit Details

Date first load of Excess Soil deposited	4-Nov-2021
Estimated date final load of Excess Soil deposited	9-Nov-2021
Inventory amount of Excess Soil(m3)	1200000
Total amount of Excess Soil(m3)	1500000

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Final Soil Deposit Details

All excess soil required for the undertaking has been deposited at site	Yes
Actual Amount of ES Placed (m3)	1600000
Actual Date of Final ES Placement	7-Jan-2022

# Details of a Project Area Notice Filing 1

When you click 'View' on a Project Area notice filing, you will see the following information:

- **Filing details:**
  - Notice ID
  - Notice Type
  - Company Name
  - Submission Status
  - Initial Submission Date
  - Final Submission Date
- **Initial and Final Declarations:**  
\*Click on the hyperlinks to view the declarations
- **Contact details:** of the site Owner or Authorized Person, Operator, Project Leader and the Person responsible for Transportation

Excess Soil Registry

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### Filing Details

Find information below about the project area, receiving sites, contacts and additional notice information. To print or save a copy of this notice, select the print function from your browser menu.

Notice ID	N00000079
Notice Type	Project Area Notice
Company Name	Excess Soils Pickering
Submission Status	Final Submission
Initial Submission Date	12-Nov-2021
Final Submission Date	12-Nov-2021

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### Declaration(s)

[Initial Declaration](#) [Final Declaration](#) \*

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### Contact Details

Contact	Company	Phone	Email	Contact Type
Peter Pan	Excess Soils Pickering	(369) 852-1470	<a href="mailto:truloriloutrei-8340@yopmail.com">truloriloutrei-8340@yopmail.com</a>	Project Leader
Veronica Lodge	Excess Soils Pickering	(345) 678-9098	<a href="mailto:vl@esp.com">vl@esp.com</a>	Operator
Weather Bee	Excess Soils Pickering	(657) 890-9876	<a href="mailto:wb@esp.com">wb@esp.com</a>	Authorized Person
Jeffrey Archer	Excess Soils Pickering	(890) 987-6789	<a href="mailto:jarcher@esp.com">jarcher@esp.com</a>	Responsible for Transportation



# Details of a Project Area Notice Filing 2

- **Project Details:** The Project Type, Project Name, a Description of the Project, a Description of the Location of the Project Area, the Property Locations, Contact information of a **Qualified Person**, and details about company performing **Peer Review** or Certification
- **Soil Details:** The Excess Soil Quality Standards applicable to the filing, a List of Substances and the Destination Sites
- **Excavated Soil Details:** The Total estimated amount of Excess Soil, the Total final amount of Excess Soil, and the date the last load of Excess was removed

Qualified Person retained to prepare or oversee the preparation of documents	
Do you need to add the details of a Qualified Person who prepared or oversaw the preparation of the Project Area Notice?	Yes
Contact Name	Scotch Bonnet
Company Name	Excess Soils Pickering
Email	sb@esp.com
Business Phone Number	7689098763
Address	346 Sandy Beach Rd, Pickering, L2W 0P6
-----	
Peer Review or Certification Process	
Is a peer review or certification processes applicable to the Project Area Notice	Yes
Description of Peer Review or Certification Process	Peer Review
Company Name	Excess Soils Oshawa
Contact	Shishito Pepper
Address	Street 9, Fahaheel, null, Kuwait, 90785
Email	sp@eso.com
Business Phone Number	5678909876

Excavated Soil Details	
Total Estimated Amount of Excess Soil (m3)	236
Total Final Amount of Excess Soil (m3)	325
Date of Last Load Removed	11-Dec-2021



# FAQs



# FAQs 1

## 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 and 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](#).



# 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](mailto: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](#).

# 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 RPRA 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 RPRA's [Excess Soil Registry webpage](#).

## **Who do I contact about the Registry?**

Please direct all questions related to the Registry to RPRA via [registry@rpra.ca](mailto:registry@rpra.ca)