

# Residential Development Soil Depot Site Notice Filings Guide



**RPRA** Resource Productivity  
& Recovery Authority



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# Introduction





# The three Portals of the 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](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



## 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)



# 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](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)



# 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

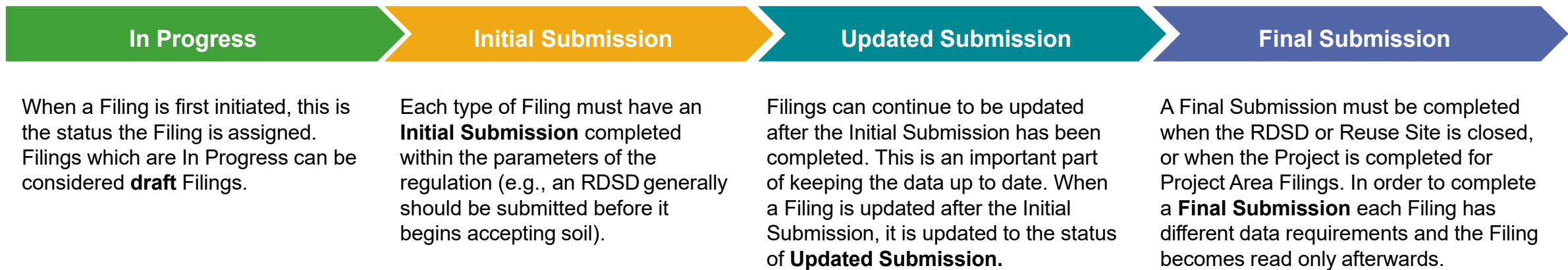
The Project Area refers to a single property or adjoining properties on which a project is carried out. That project being any that involves the excavation of soil for any form of development, or site alteration, construction or removal of liquid soil or sediment from a surface water body.

P  
A



# The 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:



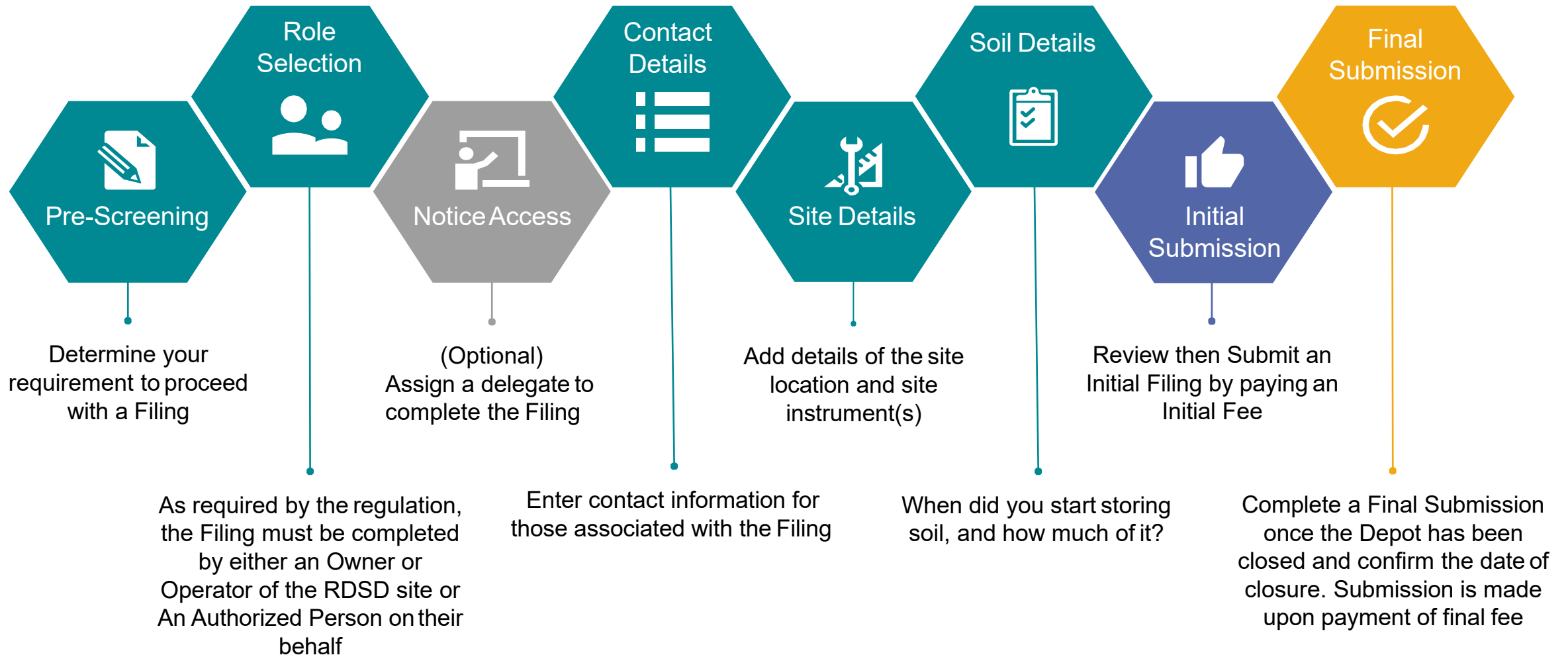
Important Facts about each Filing Status			
<ul style="list-style-type: none"><li>✗ All data must be provided</li><li>✗ Available on Public Registry</li><li>✓ Available on Ministry Portal</li><li>✓ Filing may be updated</li><li>✗ Declaration required</li><li>✗ Fee Payment required</li></ul>	<ul style="list-style-type: none"><li>✓ All data must be provided</li><li>✓ Available on Public Registry</li><li>✓ Available on Ministry Portal</li><li>✓ Filing may be updated</li><li>✓ Declaration required</li><li>✓ Fee Payment required</li></ul>	<ul style="list-style-type: none"><li>✗ All data must be provided</li><li>✓ Available on Public Registry</li><li>✓ Available on Ministry Portal</li><li>✓ Filing may be updated</li><li>✗ Declaration required</li><li>✗ Fee Payment required</li></ul>	<ul style="list-style-type: none"><li>✓ All data must be provided</li><li>✓ Available on Public Registry</li><li>✓ Available on Ministry Portal</li><li>✗ Filing may be updated</li><li>✓ Declaration required</li><li>✓ Fee Payment required</li></ul>

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



# The RDSD Notice Filing process

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





# RDSD Notice 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 the 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:



For a given Filing, there is an ability to share access with another company, enabling that company to complete sections of the Filing.

Sharing access to the Filing allows another Account (i.e., company) to complete:

- Contact Details
- Site Details
- Soil Details

RDSD Filings should be initiated by the **Owner** or **Operator** of the site or an **Authorized Person**.

This step makes it easy for the user initiating the Filing to self-identify and select the role that they play.

Optionally, users can add additional **Owner(s)** or **Operator(s)**

It is mandatory to identify where the RDSD is located. To make sure that the most accurate information is provided, locations can be provided as:

- Municipal Address
- Legal Land Description

We require geographic coordinates to make sure that it's clear where to go when an inspection needs to be done for a given site.

Each Site uses a variety of instruments and they need to identify each one, including other key data, as part of the Filing.

Residential Soil Depots are only allowed to store up to 10,000 m<sup>3</sup> on site. As part of the Filing, the following key data points are required:

- When did you start storing soil?
- Amount of soil as of Jan 1, 2022
- Maximum amount of Excess Soil

After completing all of the required information in the Filing, users are presented with a Review screen which allows them to see everything they've entered and validate the accuracy before they move on to complete their Initial Filing Submission and submit their payment.



# What is required for Residential Development Soil Depot sites notice filings?

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
  - iii. the project commencement date



# What is required for Residential Development Depot Sites notice filings? (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.





# How to log in to the Registry





# How to log into the Registry

Residential Development Soil Depot notice filings are completed online through the Authority's Registry which you can access here:

[https://registry.rpra.ca/s/login/?language=en\\_US](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.



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**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

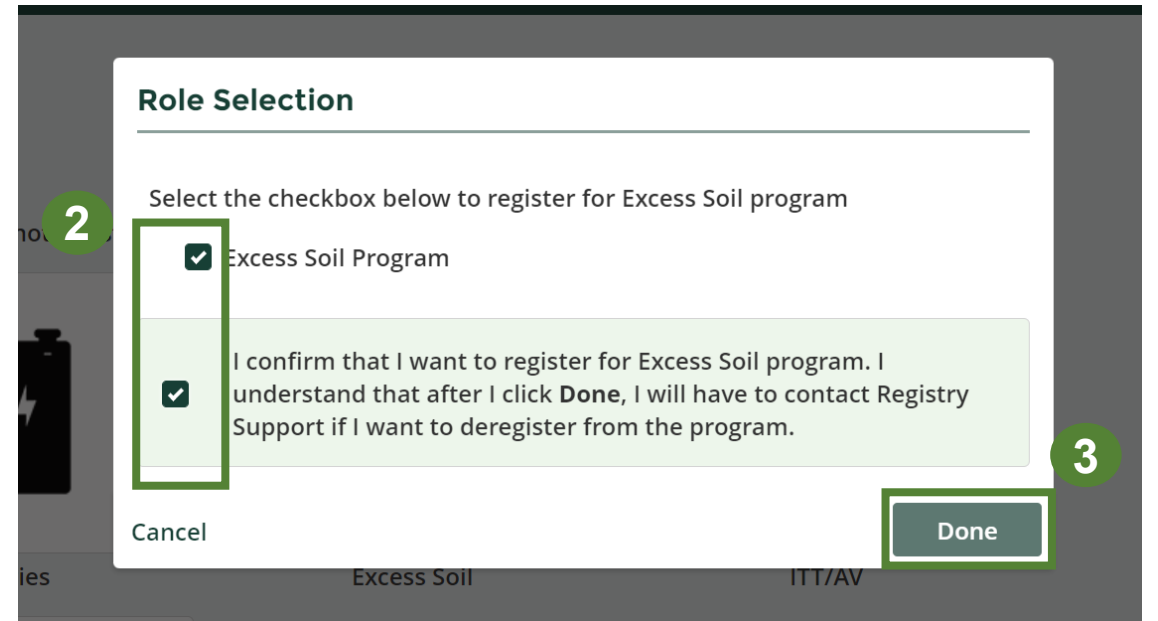
  
Excess Soil

  
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





# 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



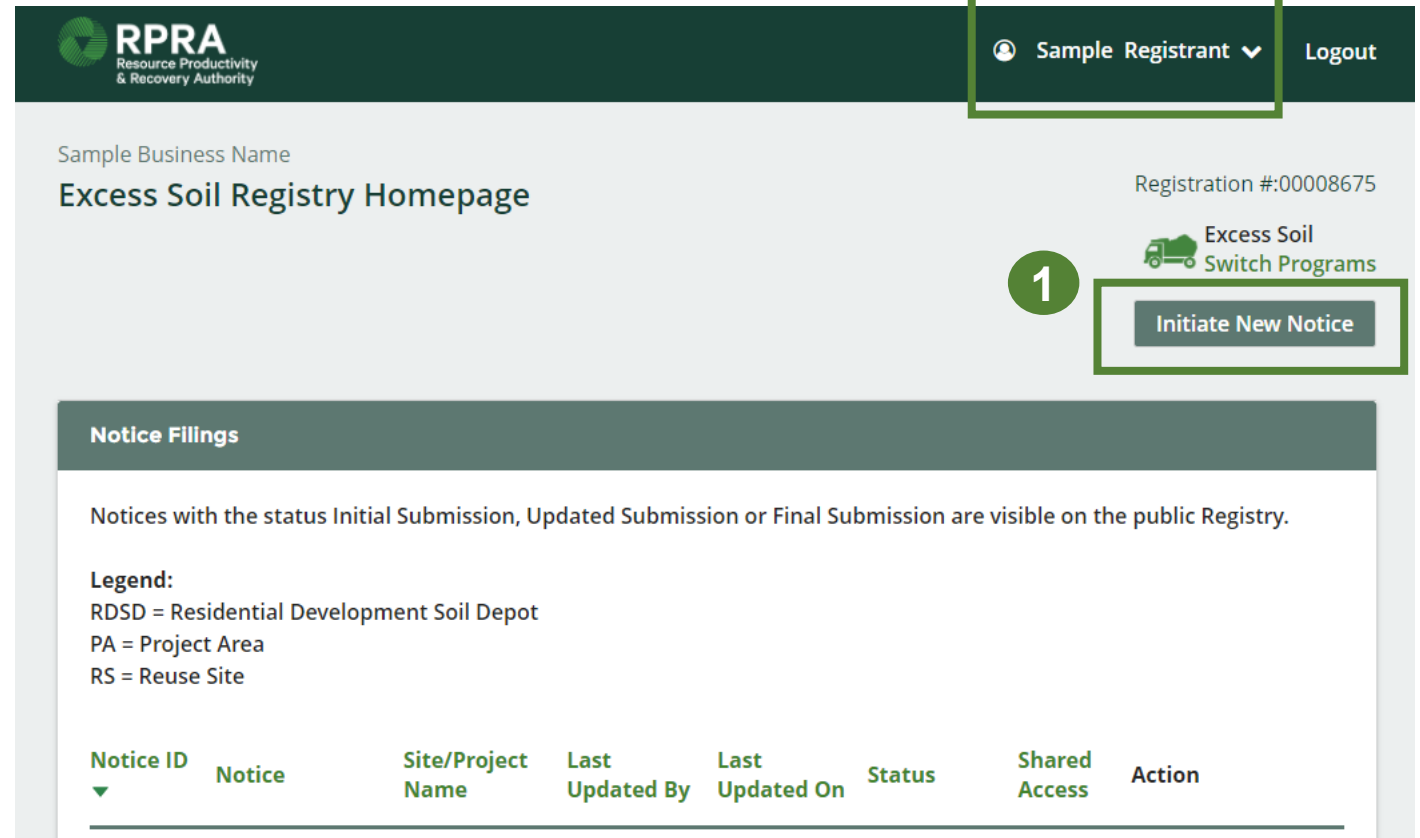
# Excess Soil Registry Homepage

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 RPRA Excess Soil Registry Homepage. The header includes the RPRA logo and the text 'Resource Productivity & Recovery Authority'. On the right, there is a user profile section with a dropdown arrow next to 'Sample Registrant' and a 'Logout' link. A green circle with an asterisk (\*) is placed above the dropdown arrow. Below the header, the page title is 'Excess Soil Registry Homepage'. To the right of the title, the registration number '00008675' is displayed. Below the registration number, there is a button labeled 'Excess Soil Switch Programs' with a truck icon. A green circle with the number '1' is placed next to this button. Below the button, there is a button labeled 'Initiate New Notice'. Below these buttons, there is a section titled 'Notice Filings'. This section contains a message: 'Notices with the status Initial Submission, Updated Submission or Final Submission are visible on the public Registry.' Below the message, there is a legend: 'Legend: RDSD = Residential Development Soil Depot, PA = Project Area, RS = Reuse Site'. Below the legend, there 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 'Notice ID' column has a dropdown arrow next to it.

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Sample Registrant ▼ Logout

Sample Business Name  
Excess Soil Registry Homepage

Registration #:00008675

Excess Soil  
Switch Programs

1

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
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# How to Initiate a Notice Filing



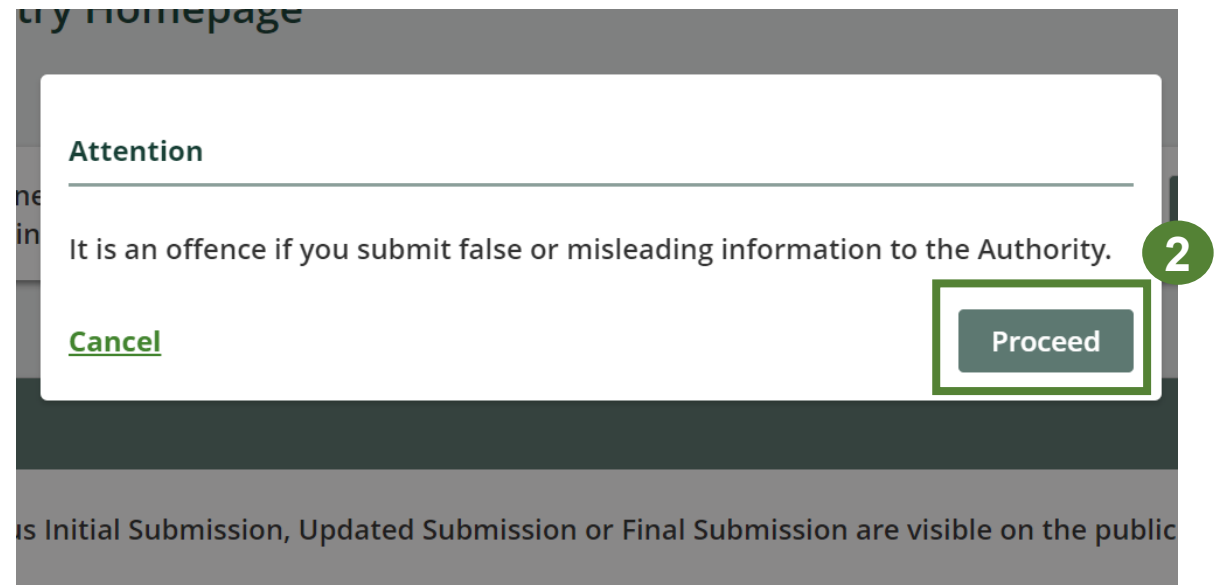
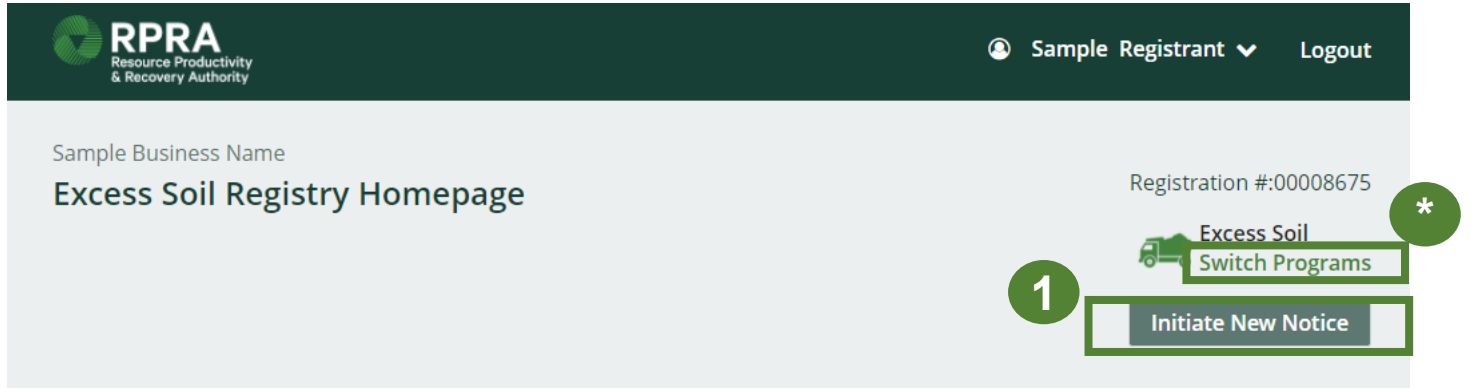


# Initiate a New Notice

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





# Initiate a Residential Development Soil Depot Notice

To initiate a Residential Development Soil Depot Notice:

1. Select **Residential Development Soil Depot 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 to 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' under the heading 'Sample Business Name'. At the top left, there is a green circle with an asterisk (\*). Below the title, there is a button labeled '< Back to Dashboard' enclosed in a green rectangular box. The main section is titled 'Select notice filing type' and contains the instruction: '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' (which is selected and has a green circle with the number '1' next to it), 'Reuse Site Notice', and 'Project Area Notice'. The 'Residential Development Soil Depot Notice' option is also enclosed in a green rectangular box. At the bottom of the form, there are three buttons: '< Back' (disabled), 'Cancel', and 'Next >' (which is enclosed in a green rectangular box and has a green circle with the number '2' next to it).

# Complete Pre-screening

Before proceeding with initiating your notice filing you must meet all the conditions detailed in the 'Pre-screening'.

1. If you do not satisfy all the conditions for submitting a Residential Development Soil Depot notice filing, when you click '**Next**', the following error message will appear
2. Click '**Cancel**' to return to the Excess Soil Registry Homepage and restart the 'Initiate Notice Filing' process to resubmit your answers to the 'Pre-screening Questions'
3. If you would like to complete a different type of notice filing, click '**Continue**' to choose another filing type

The screenshot shows a web form for pre-screening a Residential Development Soil Depot notice filing. The form contains questions 3 and 4. Question 3 asks if the operator is operating a retail landscaping soil depot on the same site, with 'No' selected. Question 4 asks if the excess soil meets the standards set out in Table 2.1, with 'No' selected. An 'Attention' message box is overlaid on the form, stating: 'Based on your answers to the pre-screening questions, you do not meet the criteria to submit a Residential Development Soil Depot Notice Filing. Refer to our [Excess Soil webpage](#) for more information.' Below the message box are 'Cancel' and 'Continue' buttons. At the bottom of the form are '< Back' and 'Next >' buttons. Green circles with numbers 1, 2, and 3 are placed over the 'Next >' button, the 'Cancel' button, and the 'Continue' button respectively, corresponding to the steps in the text.

3. Is the operator of the residential development soil depot operating a retail landscaping soil depot on the same site?

☐ Yes  
☒ No

4. Does the excess soil deposited or stored at the residential development soil depot meet the soil quality standards set out in the Excess Soil standards for a residential property use in Table 2.1, potable or Table 2.1, non-potable?

☐ Yes  
☒ No

The standards are:

a. The depot is located on a residential property is appropriate for the use of the depot;  
b. There is a residential property located within the depot;

☐ Yes  
☒ No

I hereby acknowledge that I have read and understood the information provided on this page and I agree to the terms and conditions of the system of the Excess Soil Registry.

Select **Continue** to choose another filing type or **Cancel** to go back to dashboard.

**Cancel** **Continue**

< Back **Next >**



# Select a role

To proceed with filing a Residential Soil Depot Notice Filing:

1. Select your role. You can be both an '**Owner**' and '**Operator**'. If this applies to you, tick both boxes. *Please note that selecting '**Authorized Person**' will override the other two choices.*

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

\* Click on the 'i' icons for definitions of the roles

\* If you select '**Authorized Person**' you will need to confirm that you will be responsible for filing out the notice and paying any applicable fees

The screenshot shows a web form titled "Residential Development Soil Depot Filing" with a "Sample Business Name" field. Below the title, a section labeled "1" contains the instruction "Select your role to start a Residential Soil Depot Notice" and three radio button options: "Owner", "Operator" (with an information icon 'i'), and "Authorized Person" (checked, with an information icon 'i'). A green asterisk callout points to the "Authorized Person" option. Below this, a green box with a checkmark icon and an asterisk callout contains the text: "I hereby certify that I am responsible for filing the notice and paying any applicable fees on behalf of an owner or operator." At the bottom, there are three buttons: "< Back", "Cancel", and "Next >". A green box and the number "2" callout highlight the "Next >" button. A green asterisk callout also points to the certification box.



# 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 Notice Access**' to share access to the filing with a contact from another company

OR

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

\*

Notice Access

Contact Details

Site Details

Soil details

Review

Notice Access

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.

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

1

< Back

Cancel

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 also have registered to use the Excess Soil Registry.*

# 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** 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.

1	Company Name <sup>1</sup>	Contact Person <sup>1</sup>	2	Contact Email	Access to this filing	3
	<input type="text" value="Excess Soils Pickering"/>	<input type="text" value="Peter Pan"/>		truloriloutrei-8340@yo...	<input checked="" type="checkbox"/>	

[+ Add Company](#)

4

☒ 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

5

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 delegate's details
2. Click **'Manage Notice Access'** to add another delegate or to revoke a delegate'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', 'Site Details', 'Soil details', and 'Review'. Below the navigation bar is a section titled 'Notice Access'. Inside this section, there is instructional text: '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 the text is a table with one row. The table has two columns: 'Companies with access to this notice:' and 'View'. The first row contains the text 'Excess Soils Pickering' in the first column and a 'View' button in the second column. To the right of the table is a 'Manage Notice Access' button. At the bottom of the form are three buttons: '< Back', 'Cancel', and 'Save & Next >'. Three green circles with numbers 1, 2, and 3 are overlaid on the image. Circle 1 points to the 'View' button in the table. Circle 2 points to the 'Manage Notice Access' button. Circle 3 points to the 'Save & Next >' button.

Notice Access

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.

Companies with access to this notice:

Excess Soils Pickering	<a href="#">View</a>
------------------------	----------------------

[Manage Notice Access](#)

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





# How to add contact information



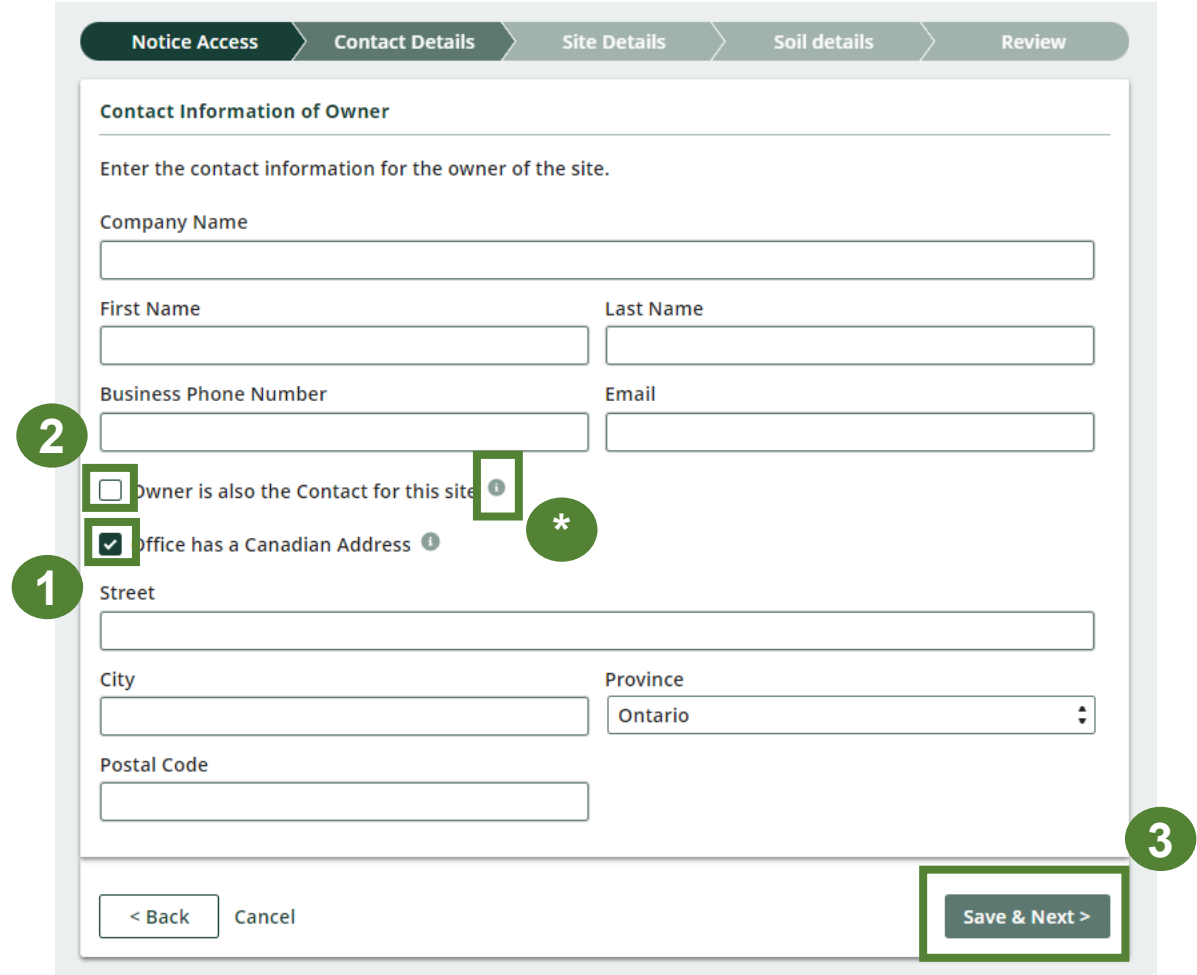


# Add contact information for the owner of the site

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

If you are not the Owner, fill in their contact information and 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 '**Owner is also the contact for this site**' if the owner is also the site contact
3. Click '**Save & Next**' to proceed



The screenshot shows a web form titled "Contact Information of Owner" with a progress bar at the top indicating steps: Notice Access, 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 (a dropdown menu currently showing "Ontario"), and Postal Code. There are two checkboxes: "Owner is also the Contact for this site" (which is currently unchecked) and "Office has a Canadian Address" (which is currently checked). Information icons (i) are present next to both checkboxes. A green asterisk (\*) is placed next to the "Office has a Canadian Address" checkbox. Numbered green circles highlight specific elements: "2" is next to the "Owner is also the Contact for this site" checkbox, "1" is next to the "Office has a Canadian Address" checkbox, and "3" is next to the "Save & Next >" button at the bottom right. The bottom left of the form has "< Back" and "Cancel" buttons.

# Add contact information for the operator of the site

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

If you are not the Operator, fill in their contact information and be sure to

\* Click on the 'i' icons for more information

1. Tick the box '**Operator is also the contact for this site**' if the operator is also the site contact
2. Untick the box '**Office has a Canadian Address**' if your office is based outside Canada
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 tabs: "Notice Access", "Contact Details", "Site Details", "Soil details", and "Review". The form contains the following fields and options:

- Company Name (text input)
- First Name (text input) and Last Name (text input)
- Business Phone Number (text input) and Email (text input)
- Two checkboxes with information icons (i):
  - 1. ☐ Operator is also the contact for this Site (highlighted with a green circle 1)
  - 2. ☒ Office has a Canadian Address (highlighted with a green circle 2)
- A green circle with an asterisk (\*) is located next to the second checkbox.
- Address fields: Street (text input), City (text input), Province (dropdown menu showing "Ontario"), and Postal Code (text input).
- Navigation buttons at the bottom: "< Back", "Cancel", and "Save & Next >" (highlighted with a green circle 3).



# Add contact information for the contact of the site

*Ignore this slide if you have specified that the owner or operator is also the site contact*

If the Owner or Operator is not the contact for the site, add the site contact's 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. Click '**Save & Next**' to proceed

The screenshot shows a web form titled 'Contact Details' with a progress bar at the top containing five steps: 'Notice Access', 'Contact Details', 'Site Details', 'Soil details', and 'Review'. The 'Contact Details' step is active. Below the progress bar is a section titled 'Site Contact Information' with a descriptive paragraph: 'Enter the contact information for the site contact. A site contact is someone who can be available on site to respond to questions or comments about this filing.' The form contains several input fields: 'Company Name', 'First Name', 'Last Name', 'Business Phone Number', and 'Email'. Below these is a checkbox labeled 'Office has a Canadian Address' which is currently checked. An information icon (a circle with an 'i') is next to this checkbox, and a red asterisk (\*) is to its right. Below the checkbox are fields for 'Street', 'City', 'Province' (a dropdown menu currently showing 'Ontario'), and 'Postal Code'. At the bottom of the form are three buttons: '< Back', 'Cancel', and 'Save & Next >'. 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 'Save & Next >' button, and a green box around the information icon.

# Add additional Owners or Operators

You have the option to include additional Owners or Operators to the Notice Filing. To do this:

1. Click on **'+ Add additional contacts'** if you would like to add additional Owners or Operators to your notice filing

OR

1. If you do not need to add additional Owners or Operators, click **'Save & Next'** to proceed

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

**Additional Contacts**

You have the option to include additional owners or operators to your notice filing.

**Additional Contacts**

Contact	Company	Email	Contact Type	Action
No Results				

+ Add additional contacts

< Back Cancel

Save & Next >



# Add additional Owners or Operators 2

*Ignore this slide if you do not need to add additional Owners or Operators*

When adding an additional Owner or Operator be sure to:

1. Tick either '**Owner**' 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 an Owner or Operator

1

Enter the contact information for the additional owner or operator of the site.

Contact Type

☐ Owner

☐ 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



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# How to add site details





# Add Site Details

When adding site details be sure to:

1. Enter the '**Site location description**' *There is a 250-character limit so keep this brief*
2. Enter the '**Street Address**' of the site location  
\* Follow the format written in the box in grey when filing out the site **postal code**

OR

2. Enter the '**Legal Description**' of the property.  
*There is a 250-character limit so keep this brief*
3. Enter the '**Geographical Coordinates of the Property**'.  
\* Follow the format written in the box in grey when filing out the **latitude** and **longitude** of the site. Values must be a decimal number in the range [-180, 180].
4. Click '**Save & Next**' to proceed



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The form is titled 'Add Site Details' and is part of a multi-step process. The steps are: Notice Access, Contact Details, Site Details (current), Soil details, and Review. The form is divided into several sections:

- Site Location**: Includes fields for Site Name and Community.
- Site Location Description**: A large text area for describing the site location. A callout '1' points to this section.
- Municipal Address**: Includes fields for Street Address, City, Province, and Postal Code. A callout '2' points to the Postal Code field, which has a grey box with the example 'A1A 1A1'. A callout '\*' points to the City field.
- Legal Description of the Property**: A large text area for describing the property. A callout '2' points to this section.
- Geographical Coordinates of the Property**: Includes fields for Latitude and Longitude. A callout '3' points to the Latitude field, which has a grey box with the example '27.2046'. A callout '4' points to the 'Save & Next >' button.

At the bottom of the form, there are buttons for '< Back', 'Cancel', and 'Save & Next >'.

# Add Site Instrument Details

To add a site instrument:

1. Click on **'+ Add instrument'**
2. Click **'Instrument Type'** and select the relevant instrument from the drop-down list. Once the instrument type is selected another drop-down box will appear to the right with a list of applicable **issuing authorities** for you to select from
3. Enter the **'Instrument Identification Number'**
4. Enter who the **'Instrument was issued to'**
5. Enter the **'Date'** the instrument was issued
6. Click **'Add'**

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

Site Instrument Details

**Add Site Instrument Details**

Type	Issuing Authority	ID	Issued To	Issue Date	Action
No Results					

1

+ Add instrument

< Back Cancel Save & Next >

2 Add Site Instrument

Instrument Type

Instrument Identification Number

3

Instrument Issued To

Instrument Issue Date

4

< Back

5

6 Add





# Add Site Instrument Details 2

Once you have added the site instrument details:

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

\* If you would like to add another site instrument, click '+ **Add Instrument**'

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

The screenshot shows a multi-step form titled 'Site Instrument Details'. The steps are: Notice Access, Contact Details, Site Details (current), Soil details, and Review. The 'Add Site Instrument Details' section contains a table with the following data:

Type	Issuing Authority	ID	Issued To	Issue Date	Action
Sample	Sample	111111	Sample	Nov 01, 2021	<div>Update Remove</div>

Below the table is an asterisk (\*) and a button labeled '+ Add instrument'. At the bottom of the form are three buttons: '< Back', 'Cancel', and 'Save & Next >'. Annotations include a green circle with the number '1' pointing to the 'Update/Remove' button, a green circle with an asterisk pointing to the '+ Add instrument' button, and a green circle with the number '2' pointing to the 'Save & Next >' button.

# Add Soil Details

To add soil details:

\* Click on the 'i' icons for the explanations

1. Enter the approximate date that Excess Soil will be deposited at the site
2. Enter the amount of Excess Soil deposited on site before January 1, 2022
3. Enter the maximum amount of Excess Soil stored on site at any one time
4. Click '**Save & Next**' to proceed

The screenshot shows a web form titled 'Soil details' with a progress bar at the top containing five steps: 'Notice Access', 'Contact Details', 'Site Details', 'Soil details' (the current step), and 'Review'. The form contains three input fields: 1. A date field with a calendar icon and an 'i' icon, labeled 'When did or will you start storing excess soil?'. 2. A text field with an 'i' icon, labeled 'Amount of excess soil stored as of January 1, 2022 (m3)'. 3. A text field with an 'i' icon, labeled 'Maximum amount of excess soil stored (m3)'. A red asterisk is placed to the right of the first field. At the bottom, there are three buttons: '< Back', 'Cancel', and 'Save & Next >'. Numbered callouts 1 through 4 are overlaid on the form: 1 points to the date field, 2 points to the first text field, 3 points to the second text field, and 4 points to the 'Save & Next >' button.



# How to review and submit a Notice Filing





# 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

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

Notice Filing Summary

Please review all notice filing details that you have entered

Notice Access

Company	Contact Person Notified	Access to this Filing
Excess Soils Pickering	Peter Pan	<input checked="" type="checkbox"/>

Edit

Soil Details

Start Date	2021-11-01
Amount of Soil as of Jan 1, 2022(m3)	250
Maximum Amount of Soil(m3)	500

1 Edit

< Back Cancel

2 Next >



# Review initial submission of notice filing 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 RDSD Initial declaration form**' to download and fill out the mandatory Initial Submission Declaration.
3. Click '**Upload**' to upload the Declaration form
4. Click '**Download PDF**' to download the notice as a PDF.

< Back to Dashboard

Sample Business Name

Residential Development Soil Depot Notice

Notice ID: N00000112

**Submission Status**  
In Progress

**Notice Filing Summary**

Please review all notice filing details that you have entered.

✓ **Notice Access**

Company	Contact Person Notified	Access to this Filing
Excess Soils Pickering	Peter Pan	<input checked="" type="checkbox"/>

Notice Access details last updated by: Sample Registrant on Nov 17, 2021 16:49 PM

**1** Edit

✓ **Contact Details**

Contact	Company	Email	Contact Type
Sample Sample	Sample	sampleemail101...	Owner

**Initial Submission**

**Initial Submission Declaration** **i**

**3** Upload

**2** Download blank RDSD initial 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** **i**

**\$250.00**

Select Payment Method

**4** Download PDF

You can download the notice as a PDF



# Review initial submission of Notice Filing 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

The screenshot displays the 'Notice Filing Summary' and 'Initial Submission' sections. The 'Notice Filing Summary' section includes a 'Notice Access' table and 'Contact Details' table. The 'Initial Submission' section shows a successful upload confirmation, a declaration form template, and a registry fee payment section.

**Notice Filing Summary**

Please review all notice filing details that you have entered. \*

**✓ Notice Access**

Company	Contact Person Notified	Access to this Filing
Excess Soils Pickering	Peter Pan	<input checked="" type="checkbox"/>

Notice Access details last updated by: Sample Registrant on Nov 17, 2021 16:49 PM

**✓ Contact Details**

Contact	Company	Email	Contact Type
Sample Sample	Sample	sampleemail101...	Owner
Sample Sample	Sample	sampleemail101...	Operator
Sample Sample	Sample	sampleemail101...	Site Contact

**Initial Submission**

File has been successfully uploaded

**Initial Submission Declaration**

Initial Declaration Template (fillable).pdf

**Remove** **Replace**

Download blank RDSD initial 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**

**\$250.00**

**Select Payment Method**

**Download PDF**

You can download the notice as a PDF



# How to submit a Notice Filing





# Add payment details

*This step 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**'

The screenshot shows a web form for adding payment details. 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' field, which has a dropdown menu open showing options: '--none--', 'Bank Withdrawal', 'Credit Card', 'EDI Payment Method', 'Cheque', and 'Electronic Bill Payment'. A green box labeled '3' highlights a 'Submit' button. To the right of the form is a sidebar with a message: '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.' Below this message is a 'Registry Fee Payment' section showing '\$250.00' and a green box labeled '1' around a 'Select Payment Method' button. At the bottom of the sidebar is a 'Download PDF' button and the text 'You can download the notice as PDF'.





# Submit initial Notice Filing

Once you have chosen the payment method:

1. The submission status will change to **'Initial Submission'**
2. Click **'Edit'** under each section to change any of the information you submitted
3. Click on the declaration form submitted to download and view it
4. See confirmation of your payment or more details about how to complete your payment
5. Click on **'Initial Submission'** to download the invoice for your notice filing
6. Click **'Download PDF'** to download your notice filing as a PDF



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< [Back to Dashboard](#)

Sample Business Name

Residential Development Soil Depot Notice

Notice ID: N00000112

1

**Submission Status**  
[Initial Submission](#)

2

**Notice Filing Summary**  
Please review all notice filing details that you have entered.

3

**Initial Submission Declaration**  
[Initial Declaration Template \(fillable\).pdf](#)

4

**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.

5

**Download Invoice**  
[Initial Submission 18/11/2021](#)

6

[Download PDF](#)

✓ Notice Access

Company	Contact Person Notified	Access to this Filing
Excess Soils Pickering	Peter Pan	<input checked="" type="checkbox"/>

Notice Access details last updated by: Sample Registrant on Nov 17, 2021 16:49 PM

Edit

✓ Contact Details

Contact	Company	Email	Contact Type
Sample Sample	Sample	sampleemail101...	Owner
Sample Sample	Sample	sampleemail101...	Operator
Sample Sample	Sample	sampleemail101...	Site Contact

# Update a Notice Filing

To update a notice filing:

1. Navigate back to the Dashboard from the notice filing

\*In the Excess Soils dashboard in the portal, 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](#)

Notice ID: N00000112

Sample Business Name

Residential Development Soil Depot Notice

Submission Status  
Initial Submission


Notice Filing Summary


Initial Submission

Sample Business Name

Excess Soil Registry Homepage

Registration #:00008675

 Excess Soil  
Switch Programs

 You have a new notification.  
You have active filings. 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:**  
RDS = 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
N00000112	RDS	Sample	Sample Regi...	Nov 18, 2021	Initial Submi..	<input checked="" type="checkbox"/>	<b>Update/Finalize</b>

**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. Click below '**Date of soil depot closure**' to enter the date of the soil depot site closure
2. Click '**Save**' after you enter the date
3. To begin finalizing an updated notice filing, click '**Download blank RDSD final declaration form**' and complete the form
4. Click '**Upload**' to add the completed form to the notice

The screenshot shows a web interface for finalizing a notice filing. At the top left is a link '< Back to Dashboard'. Below it, the 'Sample Business Name' is 'Residential Development Soil Depot Notice'. On the right, the 'Notice ID' is 'N00000112'. The 'Submission Status' is 'Updated Submission'. The main section is titled 'Notice Filing Summary' and contains a prompt: 'Please review all notice filing details that you have entered.' Below this is the 'Notice Access' section, which includes a table with columns 'Company', 'Contact Person Notified', and 'Access to this Filing'. The table has one row: 'Excess Soils Pickering', 'Peter Pan', and an unchecked checkbox. Below the table, it says 'Notice Access details last updated by: Sample Registrant on Nov 18, 2021 11:36 AM' and has an 'Edit' button. At the bottom left is a 'Contact Details' section with a green checkmark. On the right side, there are four numbered callouts: 1 points to the 'Date of soil depot site closure' input field; 2 points to the 'Save' button; 3 points to the 'Download blank RDSD final declaration form' link; and 4 points to the 'Upload' button. The 'Final Submission' section also includes an 'Initial Submission Declaration' with a link to 'Initial Declaration Template (fillable).pdf' and a 'Final Submission Declaration' section with an 'Upload' button.

< Back to Dashboard

Sample Business Name

Residential Development Soil Depot Notice

Notice ID: N00000112

Submission Status

Updated Submission

Notice Filing Summary

Please review all notice filing details that you have entered.

Notice Access

Company	Contact Person Notified	Access to this Filing
Excess Soils Pickering	Peter Pan	<input type="checkbox"/>

Notice Access details last updated by: Sample Registrant on Nov 18, 2021 11:36 AM

Edit

✓ Contact Details

1 Date of soil depot site closure

2 Save

3 Download blank RDSD final declaration form

4 Upload

Initial Submission Declaration ⓘ

Initial Declaration Template (fillable).pdf

Final Submission Declaration ⓘ

# Finalize a Notice Filing 2

1. After uploading the Final Declaration form:
  - \* Click '**Replace**' to replace the form
  - \* Click '**Remove**' to remove the form
2. Click '**Submit**' to complete submission. You will not be prompted to select a payment method if the registry fee payment is \$0 for that step. You will only be able to '**Select Payment Method**' once all the steps listed in this slide and the previous slide are complete. ***This step cannot be completed by a delegate who has been granted access to the notice filing.***
3. Click '**Download PDF**' to download your notice filing as a PDF



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< Back to Dashboard

Sample Business Name

Residential Development Soil Depot Notice

Notice ID: N00000112

**Submission Status**  
Updated Submission

**Notice Filing Summary**

Please review all notice filing details that you have entered.

**Notice Access**

Company	Contact Person Notified	Access to this Filing
Excess Soils Pickering	Peter Pan	<input type="checkbox"/>

Notice Access details last updated by: Sample Registrant on Nov 18, 2021 11:36 AM

Edit

**Final Submission**

**Date of soil depot site closure**  
10-Nov-2021

Please note: final filing should be completed only after site closes

Save

**Initial Submission Declaration**  
Declaration.pdf

File has been successfully uploaded

**Final Submission Declaration**  
FinalDeclaration.pdf

Remove Replace

Download blank RDSD final declaration form

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

Download Invoice  
Initial Submission 18/11/2021

Download PDF

You can download the notice as a PDF

1

2

3



# 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. Download the invoice by clicking on **'Initial Submission'**
3. Click **'Download PDF'** to download a PDF copy of the final notice filing submission

[< Back to Dashboard](#)  
Sample Business Name  
Residential Development Soil Depot Notice

Notice Filing Summary

Please review all notice filing details that you have entered.

🔒 Notice Access

Company	Contact Person Notified	Access to this Filing
Excess Soils Pickering	Peter Pan	<input type="checkbox"/>

Notice Access details last updated by: Sample Registrant on Nov 18, 2021 11:36 AM

🔒 Contact Details

Contact	Company	Email	Contact Type
Sample Sample	Sample	sampleemail101...	Owner
Sample Sample	Sample	sampleemail101...	Operator
Sample Sample	Sample	sampleemail101...	Site Contact

Contact Details last updated by: Sample Registrant on Nov 17, 2021 17:42 PM

Notice ID: N00000112

Submission Status

Final Submission

Final Submission

Date of soil depot site closure

01-Nov-2021

Initial Submission Declaration ⓘ

Initial Declaration Template (fillable).pdf

Final Submission Declaration ⓘ

Declaration Template (fillable).pdf

Thank you. Your submission has been received.

Registry Fee Payment

\$0.00

Download Invoice

📎 Initial Submission 18/11/2021

Download PDF

You can download the notice as a PDF

\*

1

2

3

# 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*

Sample Business Name

Excess Soil Registry Homepage

Registration #:00008675

 Excess Soil  
Switch Programs

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
N00000112	RDSD	Sample	Sample Regi...	Nov 18, 2021	Final Submis...	<input type="checkbox"/>	<div>View</div>





# Glossary of terms





# 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.**



# 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](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](#).



**RPRA**

Resource Productivity  
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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](mailto: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 1<sup>st</sup>, 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 m<sup>3</sup> 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/>



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