

# Reuse Site Notice Filings Guide



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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

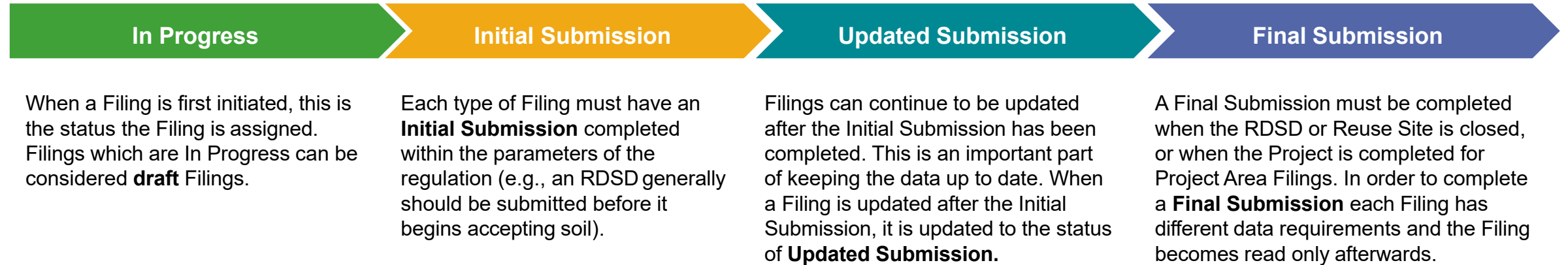
The Project Area refers to a single property or adjoining properties on which a project is carried out. That project being any that involves the excavation of soil for any form of development, or site alteration, construction or removal of liquid soil or sediment from a surface water body.

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

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

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

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

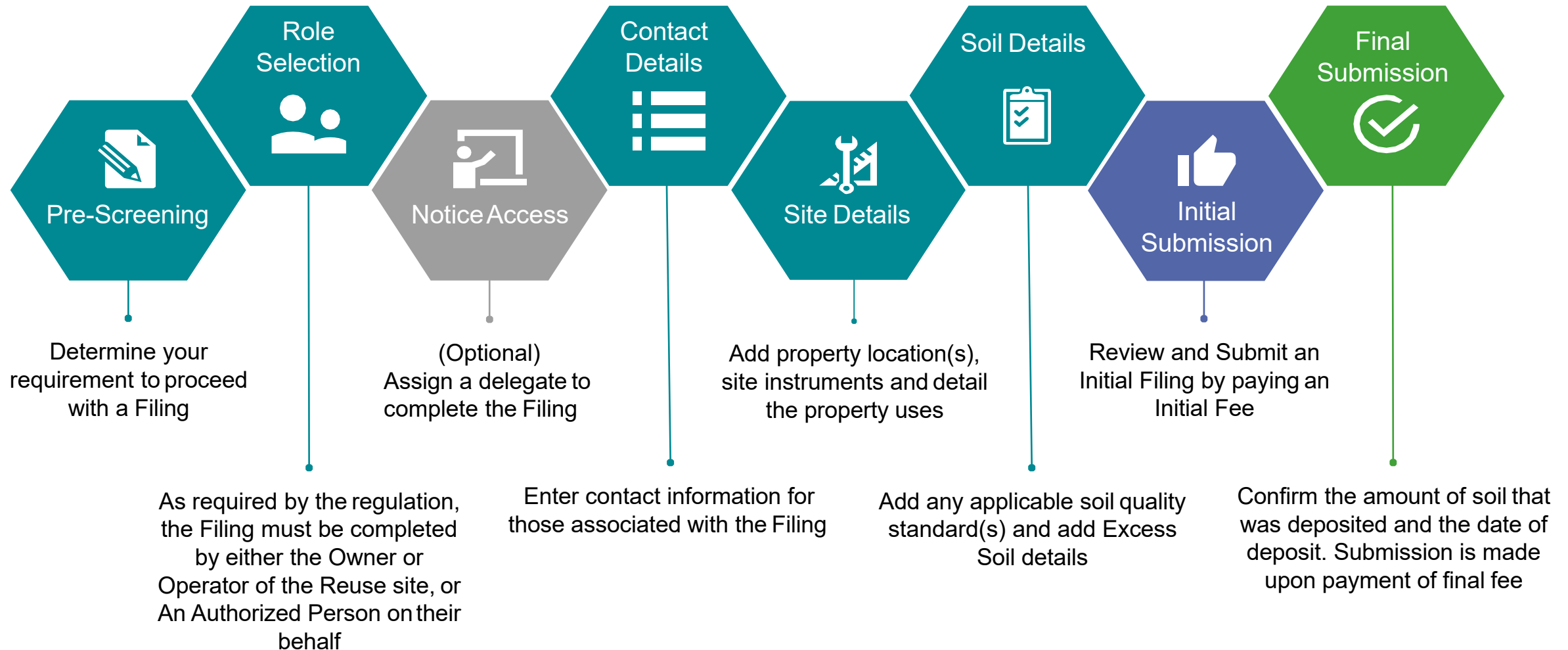
- ✓ All data must be provided
- ✓ Available on Public Registry
- ✓ Available on Ministry Portal
- ✗ Filing may be updated
- ✓ Declaration required
- ✓ Fee Payment required

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



# The Reuse Filing Process

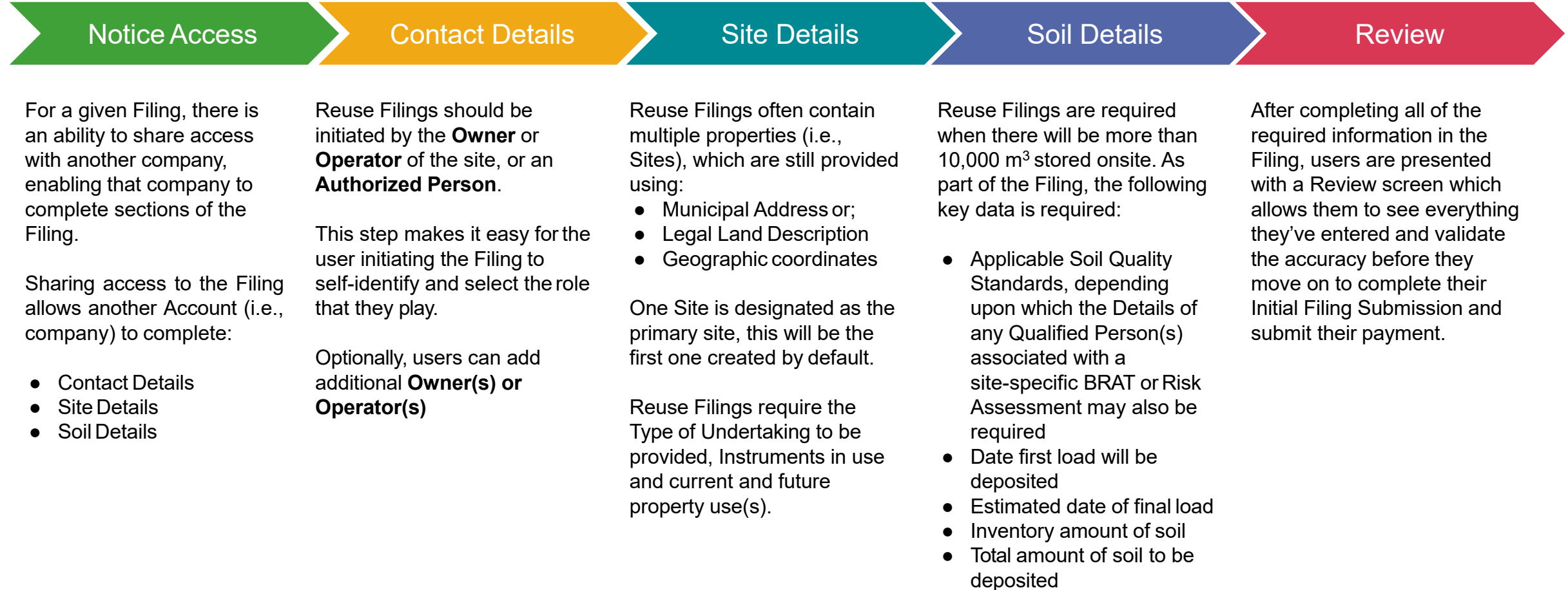
Here is an overview of how the Soils program participants will journey through a Reuse Filing Submission.





# Reuse Filing Details

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





# What Notice Filings are required for Reuse Sites?

**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



# What Notice Filings are required for 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.





# How to log in to the Registry





# How to log into the Registry

Reuse Site Notice Filings are completed online through the Authority's Registry which you can access here: <https://rpra.ca/excess-soil-registry/>

## 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

## 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.

Registry Sign In

Email

Password


Sign In

Forgot Password


Don't have an Account? Create a new Account


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



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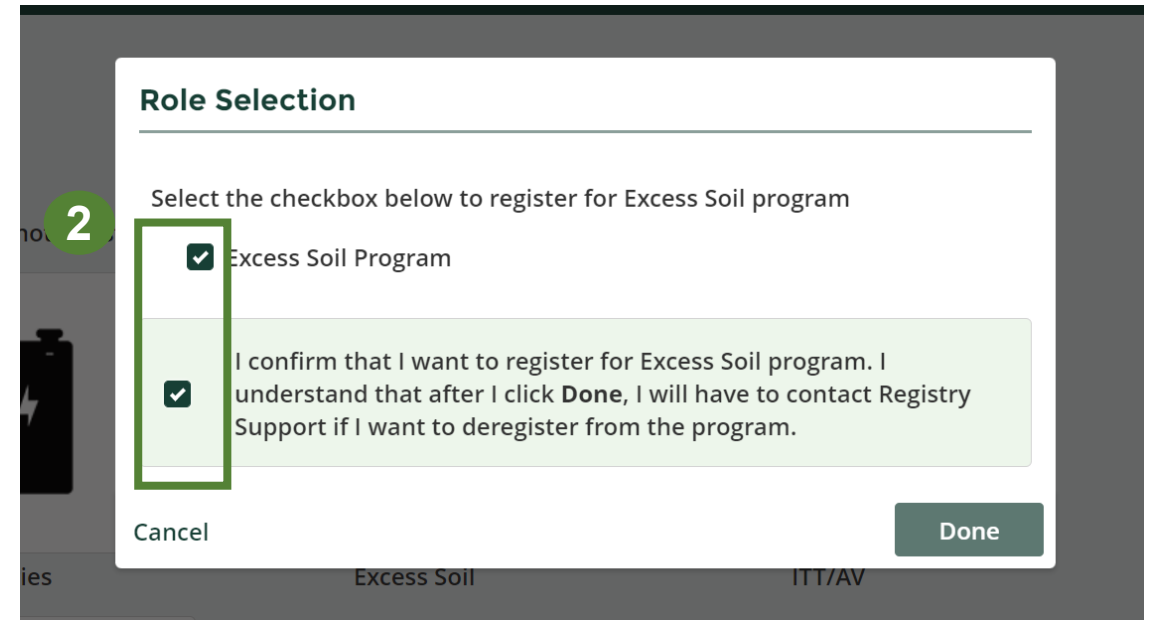
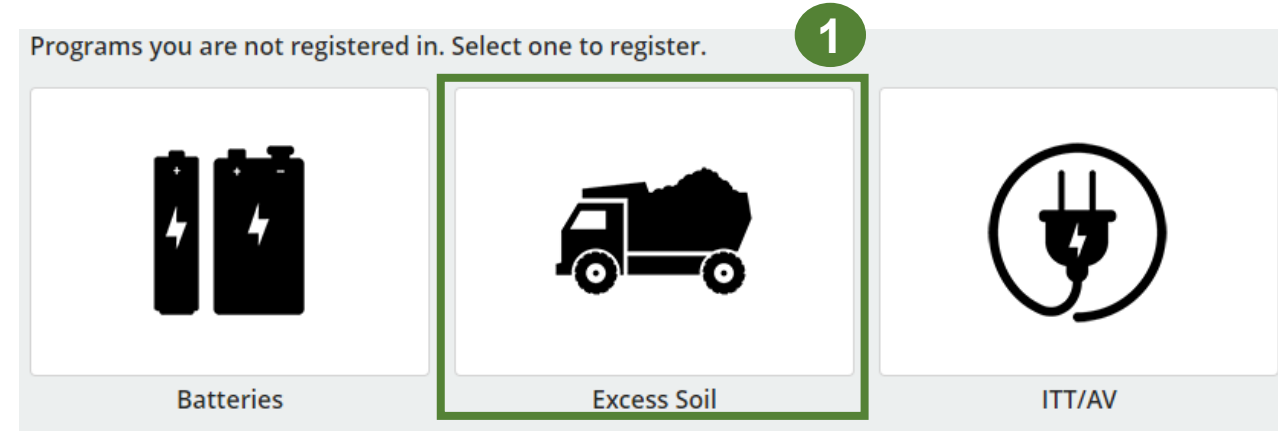


# How to log into the Registry 2

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



# 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 RPRAs Excess Soil Registry Homepage. The header includes the RPRAs logo and the user's name 'Claire Dunphy' with a drop-down arrow. A green circle with an asterisk is placed above the user's name. A green box highlights the user's name and the 'Logout' link. A notification banner states: 'You have a new notification. You have active filings. Click Continue to complete the filing.' A green box highlights the 'Initiate New Notice' button, which is also labeled with a green circle containing the number '1'. Below the notification is a section titled 'Notice Filings' which includes a legend and a table of active filings.

Dunphy Soils  
Excess Soil Registry Homepage

Registration #:00008673

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:**  
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                   |
|-----------|--------|-------------------|-----------------|-----------------|-----------------|-------------------------------------|--------------------------|
| N00000111 | PA     |                   | Claire Dunphy   | Nov 17, 2021    | In Progress     | <input type="checkbox"/>            | <a href="#">Continue</a> |
| N00000110 | RDSD   |                   | Claire Dunphy   | Nov 17, 2021    | In Progress     | <input type="checkbox"/>            | <a href="#">Continue</a> |
| N00000108 | RS     | ES-1              | Claire Dunphy   | Nov 17, 2021    | Final Submis... | <input checked="" type="checkbox"/> | <a href="#">View</a>     |



# How to Initiate a Notice Filing





# Initiating a New Notice

To file a new notice:

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

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

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

Excess Soil Registry Homepage

Registration #:00008677

Excess Soil Switch Programs

Initiate New Notice

1

Attention

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

Cancel

Proceed

2

# Initiate a Reuse Site Notice

To initiate a Reuse Site Notice:

1. Select **Reuse Site Notice** and click **'Next'** to begin filing your notice.  
*Please note only one notice filling type can be selected at a time.*

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

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

The screenshot shows a web form titled 'Excess Soil Filing'. At the top left, there is a green circle with an asterisk (\*). Below 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', 'Reuse Site Notice' (which is selected and enclosed in a green rectangular box with a green circle containing the number 1 next to it), and 'Project Area Notice'. At the bottom of the form, there are three buttons: '< Back' (disabled), 'Cancel', and 'Next' (which is enclosed in a green rectangular box with a green circle containing the number 2 next to it).



# Pre-screening

Before proceeding with initiating your Notice Filing you must meet all the conditions detailed in the 'Pre-screening Questions'.

1. Answer the pre-screening question and select the box next to the declaration in order to proceed to the next step
2. Click the '**Next**' to proceed

\* The next button is unavailable if pre-screening is not complete

## Reuse Site Filing

### Prescreening Questions

You are required to file a Reuse Site notice if your reuse site is expecting to receive greater than 10,000 m3 of excess soil. You do not need to file a Reuse Site notice if:

- your reuse site is receiving less than 10,000 m3 of excess soil.
- your reuse site is receiving excess soil for the purposes of an infrastructure project.

If you voluntarily file a reuse notice, you will be required to pay the applicable fees and your notice will be publicly available. Do you wish to proceed?

The screenshot shows a web form for 'Reuse Site Filing'. It includes a section for 'Prescreening Questions' with two radio button options: 'Yes' (selected) and 'No'. Below this is a green-bordered box containing a checked checkbox and the text 'I hereby certify that the above statements are true and correct to the best of my knowledge.' At the bottom left are '< Back' and 'Cancel' buttons. At the bottom right are two 'Next' buttons; the top one is active (dark grey) and the bottom one is disabled (light grey). Annotations include a green circle with the number '1' pointing to the radio button area, a green circle with the number '2' pointing to the active 'Next' button, and a green circle with an asterisk '\*' pointing to the disabled 'Next' button.

1

☒ Yes  
☐ No

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

< Back Cancel

2

\* Next

Next

# Select a role

To proceed with filing a Reuse Site 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' icon 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 the 'Reuse Site Filing' form. It has a title bar 'Reuse Site Filing'. Below it, the instruction 'Select your role to start a Reuse Site Notice:' is followed by three radio button options: 'Owner', 'Operator', and 'Authorized Person'. The 'Authorized Person' option is selected. A green box labeled '1' highlights the role selection area. A green circle with an asterisk is next to the 'Authorized Person' option. Below the role selection, there is a green box with a checkmark and 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.' A green circle with an asterisk is next to this box. At the bottom, there are three buttons: '< Back', 'Cancel', and 'Next >'. A green box labeled '2' highlights the 'Next >' button.

Reuse Site Filing

Select your role to start a Reuse Site Notice:

☐ Owner

☐ Operator *i*

☒ Authorized Person *i* \*

☒ I hereby certify that I am responsible for filing the notice and paying any applicable fees on behalf of an owner or operator. \*

< Back Cancel Next >

2



# How to share access to a Notice Filing





# Share access to a Notice Filing with another company

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

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

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

OR

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

**Manage Notice Access**

< Back Cancel **Save & Next >**

**2**

*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



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## Manage Notice Access

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

Company Name 1

Contact Person 1

Contact Email

Access to this filing

Soils Ontario

Nancy Depot

soilsdepot@yopmail.com



3

+ 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

Save

5

*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 form titled 'Notice Access' with a progress bar at the top containing five steps: 'Notice Access', 'Contact Details', 'Site Details', 'Soil details', and 'Review'. The 'Notice Access' step is active. Below the title, 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, it says 'Companies with access to this notice:' followed by a green circle with the number '1'. Underneath, 'Soils Ontario' is listed next to a green-bordered button labeled 'View'. To the right of this, there is a green circle with the number '2' above a green-bordered button labeled 'Manage Notice Access'. At the bottom right, there is a green circle with the number '3' above a green-bordered button labeled 'Save & Next >'. At the bottom left, there are two buttons: '< Back' and 'Cancel'.



# 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.

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 on the 'i' icons for more information
4. Click '**Save & Next**' to proceed

The screenshot shows a web form titled "Contact Information of Owner" with a progress bar at the top containing five steps: "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:
  - ☐ Owner is also the Contact for this site (with an 'i' icon)
  - ☒ Office has a Canadian Address (with an 'i' icon)
- Street (text input)
- City (text input) and Province (dropdown menu)
- Postal Code (text input)
- Navigation buttons at the bottom: "< Back", "Cancel", and "Save & Next >".

Numbered callouts are present on the form:

- Callout 1 points to the "Office has a Canadian Address" checkbox.
- Callout 2 points to the "Owner is also the Contact for this site" checkbox.
- Callout 3 points to the "i" icon next to the "Office has a Canadian Address" checkbox.
- Callout 4 points to the "Save & Next >" button.



# 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.

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

The screenshot shows a web form titled 'Contact Information of Operator' with a progress bar at the top containing 'Notice Access', 'Contact Details', 'Site Details', 'Soil details', and 'Review'. The form contains the following fields: 'Company Name', 'First Name', 'Last Name', 'Business Phone Number', 'Email', 'Street', 'City', 'Province', and 'Postal Code'. There are two checkboxes: 'Operator is also the contact for this Site' (labeled with a green circle 2) and 'Office has a Canadian Address' (labeled with a green circle 1). Both checkboxes have an information icon (labeled with a green circle 3). At the bottom, there are '< Back' and 'Cancel' buttons on the left, and a 'Save & Next >' button on the right (labeled with a green circle 4). The 'Save & Next >' button is highlighted with a green border.

# Add additional Owners or Operators

You have the option to add 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

2. 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

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

| Contact    | Company | Email | Contact Type | Action |
|------------|---------|-------|--------------|--------|
| No Results |         |       |              |        |

1 + Add additional contacts

< Back Cancel 2 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 Name'**
2. Enter a **'Description of the Reuse Site'**.  
*This information is mandatory. There is a 250-character limit so keep this brief*
3. Click the drop-down arrows to select the **'Type of Undertaking'**. *This information is mandatory. There is a 250-character limit so keep this brief*
4. Enter a **'Description of the undertaking'**.  
*There is a 250-character limit so keep this brief*
5. Click **'Save & Next'** to proceed



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The screenshot shows a web form titled 'Add Site Details' with a progress bar at the top containing five steps: Notice Access, Contact Details, Site Details (current), Soil details, and Review. The form has a heading 'Site Details' and a paragraph: 'Add details about your Reuse Site below. For the description of the Reuse Site, provide a short narrative description of the reuse site. You do not need to include property location and property use here, as these will be filled out on the following screens.'

The form contains four main input areas, each with a green circle containing a number:

- 1** Site Name: A single-line text input field.
- 2** Description of the Reuse Site: A large multi-line text area.
- 3** Type of Undertaking: A dropdown menu.
- 4** Description of the Undertaking: A large multi-line text area.

At the bottom of the form, there are three buttons: '< Back', 'Cancel', and 'Save & Next >'. The 'Save & Next >' button is highlighted with a green border and a green circle with the number **5** next to it.

# Add Property Locations

To add a new property location:

1. Click '+ **Add New Property**' to add a property location

The screenshot shows a web interface for adding property locations. At the top, there is a navigation bar with five steps: 'Notice Access', 'Contact Details', 'Site Details', 'Soil details', and 'Review'. The 'Site Details' step is currently active. Below the navigation bar, the main section is titled 'Property Locations'. Inside this section, there is a sub-header 'Property Locations Within Reuse Site'. Below this, there is a table with the following columns: 'Location', 'Geographic Coordinates', 'Primary', and 'Action'. The table currently displays 'No Results'. To the right of the table, there is a green circular icon with the number '1' and a button labeled '+ Add New Property'. At the bottom of the form, there are three buttons: '< Back', 'Cancel', and 'Save & Next >'.

| Location   | Geographic Coordinates | Primary | Action |
|------------|------------------------|---------|--------|
| No Results |                        |         |        |

1 + Add New Property

< Back Cancel Save & Next >



# Add Property Locations 2

After adding the details of a new property the details will up in list of **‘Property Locations Within Reuse Site’**. You can:

\* Click **‘Update/Remove’** to change the details of the property location

\* Click **‘Add New Property’** to add another location

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

Reuse Site Notice Filing

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

Property Locations

Property Locations Within Reuse Site

| Location             | Geographic Coordinates | Primary                             | Action                       |
|----------------------|------------------------|-------------------------------------|------------------------------|
| 123 Any St, Uxbridge | 27, 77                 | <input checked="" type="checkbox"/> | <div>Update<br/>Remove</div> |

\* 

+ Add New Property

< Back Cancel 

Save & Next >

1

# Add Site Instrument Details

To add 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'**

Reuse Site Notice Filing

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 |                   |    |           |            |        |

+ Add instrument

< Back Cancel Save & Next >

1

Add Site Instrument

2 Instrument Type

3 Instrument Identification Number

4 Instrument Issued To

Instrument Issue Date

< Back Add

5

6





# 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

Reuse Site Notice Filing

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               |
|---------------------|-------------------|------|---------------|--------------|----------------------|
| Conservation Aut... | Toronto and...    | IIN2 | Claire Dunphy | Nov 02, 2021 | <b>Update Remove</b> |

+ Add instrument

< Back Cancel **Save & Next >**

1

\*

2

# Add Property Use

Next add details of the property use:

1. Select all the '**Current Property Uses**' and '**Future Property Uses**' applicable to the Reuse Site. *At least one selection is required to move past this step*

*\* If you select '**Other**' there will be an open text box where you can provide more detail. There is a 250-character limit so keep this brief*

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

Reuse Site Filing

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

**Property Use**

Select all the property uses applicable to the Reuse Site

**Current Property Uses**

☐ Agricultural ☐ Residential ☐ Commercial ☐ Community  
☐ Industrial ☐ Institutional ☐ Parkland ☐ Other

**Future Property Uses**

☐ Agricultural ☐ Residential ☐ Commercial ☐ Community  
☐ Industrial ☐ Institutional ☐ Parkland ☐ Other

< Back Cancel **Save & Next**





# How to add soil details





# Add Soil Details

To add soil details:

1. Tick at least one applicable **'Excess Soil Quality Standard'**

*\* You can enter additional information about the Site Quality Standard. There is a 250-character limit so keep this brief*

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

*More details on what to do if you select the other two options are available in the next slides.*

Reuse Site Notice Filing

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

**Applicable Excess Soil Quality Standards**

Select all Excess Soil Quality Standards applicable to your site. You must select at least one option to proceed.

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

**Note:** You cannot uncheck an option if there is data entered in the corresponding table below

**\*** Additional information (optional):

< Back Cancel **Save & Next >**



# Add Soil Details - Excess Soil Quality Standard Tables

*Ignore this slide unless you ticked ‘Excess Soil Quality Standard Tables’*

If you ticked ‘Excess Soil Quality Standard Tables’:

- 1. Click ‘+Add From Excess Soil Quality Standard Table’

## Applicable Excess Soil Quality Standards

Select all Excess Soil Quality Standards applicable to your site. You must select at least one option to proceed.

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

**Note:** You cannot uncheck an option if there is data entered in the corresponding table below

## Excess Soil Quality Standard Tables

Add the details of the Soil Quality Standard Tables applicable to the Reuse Site

| Soil Quality Details |                  |                      |        |
|----------------------|------------------|----------------------|--------|
| Volume               | Applicable Table | Type of Property Use | Action |
| No Results           |                  |                      |        |

1

+ Add From Excess Soil Quality Standard Table

# Add Soil Details - Excess Soil Quality Standard Tables 2

*Ignore this slide unless you ticked 'Excess Soil Quality Standard Tables'*

After clicking on '+Add From Excess Soil Quality Standard Table':

1. Click the drop-down arrows to select the **'Volume'** type
2. Click the drop-down arrows to select the **'Applicable Table'**
3. Click the drop-down arrows to select the **'Type of Property Use'**
4. Click **'Add'** to proceed

The screenshot shows a web form titled 'Add Soil Quality Standard Table'. At the top, there is a section 'Applicable Excess Soil Quality Standards' with instructions: 'Select all Excess Soil Quality Standards applicable to your site. You must select at least one option to proceed.' Below this are two radio buttons: 'From Excess Soil Quality Standard Tables (provide details)' (which is checked) and 'Site-specific Excess Soil Quality Standard with BRAT or Risk Assessment (provide details)'. The main form area has three drop-down menus: 'Volume' (callout 1), 'Applicable Table' (callout 2), and 'Type of Property Use' (callout 3). At the bottom left is a '< Back' button and at the bottom right is an 'Add' button (callout 4). Below the form, there is a 'No Results' message and a button 'Add From Excess Soil Quality Standard Table'. At the very bottom, there is an 'Additional information:' section with a text area.





# Add Soil Details - Excess Soil Quality Standard Tables 3

*Ignore this slide unless you ticked 'Excess Soil Quality Standard Tables'*

After clicking on add:

- \* The details you entered should appear in the **'Soil Quality Details'** table
- \* You can click on **'Update/Remove'** to change the details you submitted
- \* You can click **'+Add From Excess Soil Quality Standard Table'** to add more details
- \* You can add **'Additional Information'** if applicable

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



**RPRA** Resource Productivity  
& Recovery Authority

## Applicable Excess Soil Quality Standards

Select all Excess Soil Quality Standards applicable to your site. You must select at least one option to proceed.

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

**Note:** You cannot uncheck an option if there is data entered in the corresponding table below

## Excess Soil Quality Standard Tables

Add the details of the Soil Quality Standard Tables applicable to the Reuse Site

| Soil Quality Details    |                      |                       |                             |
|-------------------------|----------------------|-----------------------|-----------------------------|
| Volume                  | Applicable Table     | Type of Property Use  | Action                      |
| Small Volume (up to ... | Table 1 - Full De... | Agricultural or Other | <b>Update</b> <b>Remove</b> |

+ Add From Excess Soil Quality Standard Table

Additional information:

< Back Cancel

**Save & Next**

1

# Add Soil Details – Site-specific Excess Soil Quality Standard

*Ignore this slide unless you ticked ‘Site-specific Excess Soil Quality Standard’*

If you ticked ‘Site-specific Excess Soil Quality Standard with BRAT or Risk Assessment’

1. Click ‘+Add Qualified Person’ See the ‘Glossary of terms’ for more description of a Qualified Person.

## Applicable Excess Soil Quality Standards

Select all Excess Soil Quality Standards applicable to your site. You must select at least one option to proceed.

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

**Note:** You cannot uncheck an option if there is data entered in the corresponding table below

## Site-specific Excess Soil Quality Standard with BRAT or Risk Assessment (provide details)

Add the contact details of Qualified Person that developed the Site-specific Quality Standard using BRAT or Risk Assessment

| Qualified Person Details |         |                |        |
|--------------------------|---------|----------------|--------|
| Company                  | Contact | Business Phone | Action |
|                          |         |                |        |

+ Add Qualified Person Details

1



**RPRA** Resource Productivity  
& Recovery Authority



# Add Soil Details – Site-specific Excess Soil Quality Standard 2

*Ignore this slide unless you ticked 'Site-specific Excess Soil Quality Standard'*

After clicking on '+Add Qualified Person':

Add the contact details of the Qualified Person. *All fields are required*

\* Untick '**Office has a Canadian Address**' if the Qualified Person's address is outside Canada

\* Click the 'i' icon for more information

1. Click '**Add**' to proceed

The screenshot shows a web form titled 'Add Qualified Person' overlaid on a background page. The form contains the following fields: Company Name, First Name, Last Name, Business Phone Number, Email, a checkbox for 'Office has a Canadian Address' (which is checked), Street, City, Province (a dropdown menu), and Postal Code. At the bottom of the form are '< Back' and 'Add' buttons. Annotations include: a green circle with an asterisk (\*) next to the 'Office has a Canadian Address' checkbox; a green circle with an 'i' icon next to the checkbox; a green circle with an asterisk (\*) next to the 'Street' field; a green circle with the number '1' next to the 'Add' button; and a green rectangle highlighting the 'Add' button.

# Add Soil Details – Site-specific Excess Soil Quality Standard 3

*Ignore this slide unless you ticked 'Site-specific Excess Soil Quality Standard'*

After clicking on add:

- \* The details you entered should appear in the **'Qualified Person Details'** table
- \* You can click on **'Update/Remove'** to change the details you submitted
- \* You can click **'+Qualified Person Details'** to add more details
- \* You can add **'Additional Information'** if applicable

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

## Applicable Excess Soil Quality Standards

Select all Excess Soil Quality Standards applicable to your site. You must select at least one option to proceed.

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

**Note:** You cannot uncheck an option if there is data entered in the corresponding table below

## Site-specific Excess Soil Quality Standard with BRAT or Risk Assessment (provide details)

Add the contact details of Qualified Person that developed the Site-specific Quality Standard using BRAT or Risk Assessment

| Qualified Person Details |           |                |   |
|--------------------------|-----------|----------------|---|
| Company                  | Contact   | Business Phone | Action  |
| Test                     | Test Test | 1234567890     | <a href="#">Update</a> <a href="#">Remove</a> |

[+ Add Qualified Person Details](#)

Additional information:

[< Back](#) [Cancel](#)

[Save & Next](#)



# Add Soil Details Continued

Next:

1. Enter the '**Date first load of Excess Soil was or will be deposited**'
2. Enter the '**Estimated date final load of Excess Soil deposited**'
3. Enter the '**Inventory amount of Excess Soil**' (in cubic metres)
4. Enter the '**Total amount of Excess Soil to be deposited**' (cubic metres)
5. Click **Save & Next** to proceed

Reuse Site Notice Filing

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

Soil details

Date first load of excess soil was or will be deposited  1

Estimated date final load of excess soil deposited  2

Inventory amount of excess Soil (m3)  3

Total amount of excess Soil to be deposited (m3)  4

< Back Cancel **5** **Save & Next >**



# How to review 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

Reuse Site Notice Filing

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               |
|---------------|-------------------------|-------------------------------------|
| Soils Ontario | Nancy Depot             | <input checked="" type="checkbox"/> |

Edit

**Contact Details**

| Contact       | Company      | Email                   | Contact Type |
|---------------|--------------|-------------------------|--------------|
| Claire Dunphy | Dunphy Soils | clairedunphy@yopmail... | Owner        |
| Phil Dunphy   | Dunphy Soils | phildunphy@dunphyso...  | Operator     |

Edit

< Back Cancel 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 more information

At this stage you can:

1. Click '**Edit**' under each section to change any of the information you submitted
2. Click '**Download blank Reuse Initial Declaration form**' to download and fill out the mandatory Initial Submission Declaration. *This must be completed by the Owner or Operator of the Reuse site.*
3. Click '**Upload**' to upload the Declaration form

The screenshot shows the 'Notice Filing Summary' page for 'Dunphy Soils' with 'Reuse Site Notice'. The 'Submission Status' is 'In Progress'. The page is divided into two main sections: 'Notice Access' and 'Contact Details'. The 'Notice Access' section contains a table with one row: 'Soils Ontario' (Company), 'Nancy Depot' (Contact Person Notified), and a checked box for 'Access to this Filing'. Below the table, it says 'Notice Access details last updated by: Claire Dunphy on Nov 16, 2021 13:55 PM'. The 'Contact Details' section is partially visible at the bottom. On the right side, there is an 'Initial Submission' section with a green asterisk icon. Below it is the 'Initial Submission Declaration' section, which includes a text input field, an 'Upload' button (highlighted with a green box and callout 3), and a 'Download blank Reuse initial declaration form' link (highlighted with a green box and callout 2). Below this is 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.' Underneath is the 'Registry Fee Payment' section, showing '\$750.00' and a 'Select Payment Method' button. A green circle with a white 'i' icon is next to the fee amount (callout 1). A green circle with a white asterisk icon is next to the 'Select Payment Method' button (callout 2).

< Back to Dashboard

Dunphy Soils

Reuse Site Notice

Notice ID: N00000108

Submission Status  
In Progress

Initial Submission \*

Initial Submission Declaration ⓘ 3

Upload

Download blank Reuse initial declaration form 2

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

Registry Fee Payment ⓘ \*

\$750.00

Select Payment Method

✓ Notice Access

| Company       | Contact Person Notified | Access to this Filing               |
|---------------|-------------------------|-------------------------------------|
| Soils Ontario | Nancy Depot             | <input checked="" type="checkbox"/> |

Notice Access details last updated by: Claire Dunphy on Nov 16, 2021 13:55 PM 1

Edit

✓ Contact Details





# 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

**Notice Filing Summary**

Please review all notice filing details that you have entered.

✓ **Notice Access**

| Company       | Contact Person Notified | Access to this Filing               |
|---------------|-------------------------|-------------------------------------|
| Soils Ontario | Nancy Depot             | <input checked="" type="checkbox"/> |

Notice Access details last updated by: Claire Dunphy on Nov 16, 2021 13:55 PM

Edit

✓ **Contact Details**

| Contact       | Company      | Email             | Contact Type |
|---------------|--------------|-------------------|--------------|
| Claire Dunphy | Dunphy Soils | clairedunphy@y... | Owner        |
| Phil Dunphy   | Dunphy Soils | phildunphy@du...  | Operator     |

Contact Details last updated by: Claire Dunphy on Nov 16, 2021 17:05 PM

Edit

**Initial Submission**

File has been successfully uploaded

**Initial Submission Declaration**

InitialDeclaration.pdf

Remove Replace

Download blank Reuse 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**

\$750.00

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

The screenshot shows a web interface 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' section with a lock icon. A green box labeled '2' highlights the 'Payment Method' dropdown menu, which is open and shows options: '--none--', '--none--', 'Bank Withdrawal', 'Credit Card', 'EDI Payment Method', 'Cheque', and 'Electronic Bill Payment'. A green box labeled '3' highlights the 'Submit' button in the 'Payment Method' section. To the right of the 'Payment Method' section is a 'Registry Fee Payment' section. A green box labeled '1' highlights the 'Select Payment Method' button in the 'Registry Fee Payment' section. Below this is a 'Download PDF' button and the text 'You can download the notice as PDF'. At the bottom right is a section with the text 'Based on the information you provided, a fee payment is not required for this submission. Click **Submit** to file your notice.' Below this is the 'Registry Fee Payment' amount '\$0.00' and a 'Submit' button. A green box labeled '\*' is next to the bottom 'Submit' button.



# Submit Initial Submission of Notice

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 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

[< Back to Dashboard](#)  
Dunphy Soils  
Reuse Site Notice

Notice ID: N00000108

**Submission Status**  
Initial Submission

**Initial Submission**  
**Initial Submission Declaration**  
InitialDeclaration.pdf

**Thank you. Your submission has been received.**  
**To update this submission to a final submission status, select Finalize from the Dashboard.**  
**Registry Fee Payment**  
\$750.00  
**Payment Method**  
**Cheque**  
Your submission has been received. You will be sent an email with information on how to complete your cheque payment.

**Download Invoice**  
Initial Submission 17/11/2021

**Download PDF**  
You can download the notice as a PDF

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

**Notice Access**

| Company       | Contact Person Notified | Access to this Filing               |
|---------------|-------------------------|-------------------------------------|
| Soils Ontario | Nancy Depot             | <input checked="" type="checkbox"/> |

Notice Access details last updated by: Claire Dunphy on Nov 16, 2021 13:55 PM

[Edit](#)

**Contact Details**

| Contact       | Company      | Email             | Contact Type |
|---------------|--------------|-------------------|--------------|
| Claire Dunphy | Dunphy Soils | clairedunphy@y... | Owner        |
| Phil Dunphy   | Dunphy Soils | phildunphy@du...  | Operator     |

Contact Details last updated by: Claire Dunphy on Nov 16, 2021 17:05 PM

[Edit](#)

1

3

2

4

5

6



# 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

Dunphy Soils

Reuse Site Notice

Notice ID: N00000108

Submission Status  
Initial Submission

Final Submission

All excess soil required for the undertaking has been deposited at site

Actual amount of excess soil deposited (m3)

Actual date final load of excess soil deposited

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          |
|-----------|--------|-------------------|-----------------|-----------------|------------------|-------------------------------------|-----------------|
| N00000111 | PA     |                   | Claire Dunphy   | Nov 17, 2021    | In Progress      | <input type="checkbox"/>            | Continue        |
| N00000110 | RDSD   |                   | Claire Dunphy   | Nov 17, 2021    | In Progress      | <input type="checkbox"/>            | Continue        |
| N00000108 | RS     | ES-1              | Claire Dunphy   | Nov 17, 2021    | Initial Submi... | <input checked="" type="checkbox"/> | Update/Finalize |
| N00000107 | RS     |                   | Claire Dunphy   | Nov 16, 2021    | In Progress      | <input type="checkbox"/>            | Continue        |



# Update a Notice Filing 2

1. Click **'Edit'** to edit the information you have entered
2. After editing the information in the Initial Submission, the submission status of the notice will change to **'Updated Submission'**
3. Click **'Back to Dashboard'** to go back to the Excess Soil Registry homepage
4. You will be able to come back to the notice and complete final submission by clicking on **'Update/Finalize'**

3 [< Back to Dashboard](#)

Dunphy Soils  
Reuse Site Notice

Notice ID: N00000108

Submission Status  
**Updated Submission** 2

**Notice Filing Summary**

Please review all notice filing details that you have entered.

✓ Notice Access

Company Contact Person Notified Access to this Filing

Soils Ontario Nancy Depot ☒

Notice Access details last updated by: Claire Dunphy on Nov 16, 2021 13:55 PM

1 [Edit](#)

**Initial Submission**

**Initial Submission Declaration** 1

InitialDeclaration.pdf

Thank you. Your submission has been received.

To update this submission to a final submission status, select Finalize from the Dashboard.

**Registry Fee Payment** 1

**\$750.00**

Payment Method

Cheque

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                            |
|-----------|--------|-------------------|-----------------|-----------------|------------------|-------------------------------------|-----------------------------------|
| N00000111 | PA     |                   | Claire Dunphy   | Nov 17, 2021    | In Progress      | <input type="checkbox"/>            | <a href="#">Continue</a>          |
| N00000110 | RDSD   |                   | Claire Dunphy   | Nov 17, 2021    | In Progress      | <input type="checkbox"/>            | <a href="#">Continue</a>          |
| N00000108 | RS     | ES-1              | Claire Dunphy   | Nov 17, 2021    | Initial Submi... | <input checked="" type="checkbox"/> | <a href="#">Update/Finalize</a> 4 |
| N00000107 | RS     |                   | Claire Dunphy   | Nov 16, 2021    | In Progress      | <input type="checkbox"/>            | <a href="#">Continue</a>          |



# Finalize a Notice Filing

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

1. To begin finalizing an updated Notice Filing, select the box next to the statement **'All excess soil required for the undertaking has been deposited at site'**
2. Enter **Actual amount of excess soil deposited** (in cubic metres)
3. Enter **Actual date final load of excess soil was deposited**
4. Click **Save**
5. Click **'Download blank Reuse Final Declaration Form'** and complete the form
6. Click **'Upload'** to add the completed form to the notice



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& Recovery Authority

< Back to Dashboard  
Dunphy Soils  
Reuse Site Notice  
Notice ID: N00000108

**Submission Status**  
Updated Submission \*

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

**Final Submission**

☒ All excess soil required for the undertaking has been deposited at site 1

Actual amount of excess soil deposited (m3) 2  
1,600,000

Actual date final load of excess soil deposited 3  
7-Jan-2022

Save 4

**Initial Submission Declaration**  
InitialDeclaration.pdf

**Final Submission Declaration** 6  
Upload

Download blank Reuse final declaration form 5

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**  
\$6,250.00  
Select Payment Method

Download Invoice  
Initial Submission 17/11/2021

Download PDF  
You can download the notice as a PDF

**Notice Access**  
Company Contact Person Notified Access to this Filing  
Soils Ontario Nancy Depot ☒  
Notice Access details last updated by: Claire Dunphy on Nov 16, 2021 13:55 PM  
Edit

**Contact Details**  
Contact Company Email Contact Type  
Claire Dunphy Dunphy Soils clairedunphy@y... Owner  
Phil Dunphy Dunphy Soils phildunphy@du... Operator  
Contact Details last updated by: Claire Dunphy on Nov 17, 2021 12:05 PM  
Edit

**Site Details**  
Description of the Reuse Site Description  
Type of Undertaking Infrastructure - roads and highways  
Description of the Undertaking Description  
Location Geographic Coordinates Primary  
123 Any St, Uxbridge 27, 77 ☒

# Finalize a Notice Filing 2

1. To remove or replace the declaration form:
  - \* Click '**Remove**' to delete the declaration form on your Notice Filing
  - \* Click '**Replace**' to upload a different version of the declaration form
2. Click on '**Select Payment Method**' to submit confirmation of how you will complete the payment. You will only be able to '**Select Payment Method**' once all the steps listed in this slide and the previous slide are complete. ***This step cannot be completed by a delegate who has been granted access to the notice filing.***

[Back to Dashboard](#)

Dunphy Soils

Reuse Site Notice

Notice ID: N00000108

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               |
|---------------|-------------------------|-------------------------------------|
| Soils Ontario | Nancy Depot             | <input checked="" type="checkbox"/> |

Notice Access details last updated by: Claire Dunphy on Nov 16, 2021 13:55 PM

Edit

#### ✓ Contact Details

| Contact       | Company      | Email             | Contact Type |
|---------------|--------------|-------------------|--------------|
| Claire Dunphy | Dunphy Soils | clairedunphy@y... | Owner        |
| Phil Dunphy   | Dunphy Soils | phildunphy@du...  | Operator     |

Contact Details last updated by: Claire Dunphy on Nov 17, 2021 12:05 PM

Edit

#### ✓ Site Details

| Description of the Reuse Site  | Description                         |
|--------------------------------|-------------------------------------|
| Type of Undertaking            | Infrastructure - roads and highways |
| Description of the Undertaking | Description                         |

| Location             | Geographic Coordinates | Primary                             |
|----------------------|------------------------|-------------------------------------|
| 123 Any St, Uxbridge | 27, 77                 | <input checked="" type="checkbox"/> |

Site Instrument Details

### Final Submission

☒ All excess soil required for the undertaking has been deposited at site

Actual amount of excess soil deposited (m3)  
1,600,000

Actual date final load of excess soil deposited  
7-Jan-2022

Save

#### Initial Submission Declaration

InitialDeclaration.pdf

#### Final Submission Declaration

FinalDeclaration.pdf

Remove

Download blank Reuse final declaration form

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

#### Registry Fee Payment

\$6,250.00

Select Payment Method

Download Invoice

Initial Submission 17/11/2021

Download PDF

You can download the notice as a PDF

1

2



# Finalize a Notice Filing 3

\*Once you have submitted confirmation of how you will complete the payment, a confirmation message will appear.

1. Click on the links '**Initial Declaration**' and '**Final Declaration**' to download a copy of both submitted declaration forms
2. Click on '**Initial Submission**' and '**Final Submission**' to view invoices
3. Click '**Download PDF**' to download a PDF copy of the final Notice Filing submission

[< Back to Dashboard](#)  
Dunphy Soils  
Reuse Site Notice

**Notice ID:** N00000108

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

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

**Final Submission**  
☒ All excess soil required for the undertaking has been deposited at site  
Actual amount of excess soil deposited (m3)  
1600000.00  
Actual date final load of excess soil deposited  
07-Jan-2022

**Initial Submission Declaration** ⓘ  
[InitialDeclaration.pdf](#)

**Final Submission Declaration** ⓘ  
[FinalDeclaration.pdf](#)

**Thank you. Your submission has been received.**

**Registry Fee Payment** ⓘ  
**\$6,250.00**  
Payment Method  
**Cheque**  
Your submission has been received. You will be sent an email with information on how to complete your cheque payment.

**Download Invoice**  
[Initial Submission 17/11/2021](#)  
[Final Submission 17/11/2021](#)

**Download PDF**  
You can download the notice as a PDF

**Notice Access**  

| Company       | Contact Person Notified | Access to this Filing               |
|---------------|-------------------------|-------------------------------------|
| Soils Ontario | Nancy Depot             | <input checked="" type="checkbox"/> |

  
Notice Access details last updated by: Claire Dunphy on Nov 16, 2021 13:55 PM

**Contact Details**  

| Contact       | Company      | Email                             | Contact Type |
|---------------|--------------|-----------------------------------|--------------|
| Claire Dunphy | Dunphy Soils | <a href="#">clairedunphy@y...</a> | Owner        |
| Phil Dunphy   | Dunphy Soils | <a href="#">phildunphy@du...</a>  | Operator     |

  
Contact Details last updated by: Claire Dunphy on Nov 17, 2021 12:05 PM

**Site Details**  

|                                |                                     |                                     |
|--------------------------------|-------------------------------------|-------------------------------------|
| Description of the Reuse Site  | Description                         |                                     |
| Type of Undertaking            | Infrastructure - roads and highways |                                     |
| Description of the Undertaking | Description                         |                                     |
| Location                       | Geographic Coordinates              | Primary                             |
| 123 Any St, Uxbridge           | 27, 77                              | <input checked="" type="checkbox"/> |

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 of this notice filing.*

Dunphy Soils

Excess Soil Registry Homepage

Registration #:00008673

 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:**  
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                   |
|------------|--------|-------------------|-----------------|-----------------|-----------------|-------------------------------------|--------------------------|
| N00000111  | PA     |                   | Claire Dunphy   | Nov 17, 2021    | In Progress     | <input type="checkbox"/>            | <a href="#">Continue</a> |
| N00000110  | RDSD   |                   | Claire Dunphy   | Nov 17, 2021    | In Progress     | <input type="checkbox"/>            | <a href="#">Continue</a> |
| N00000108  | RS     | ES-1              | Claire Dunphy   | Nov 17, 2021    | Final Submis... | <input checked="" type="checkbox"/> | <a href="#">View</a>     |
| N00000107  | RS     |                   | Claire Dunphy   | Nov 16, 2021    | In Progress     | <input type="checkbox"/>            | <a href="#">Continue</a> |

Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)





# 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](#).



# 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](#).



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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)



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& Recovery Authority



# 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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