

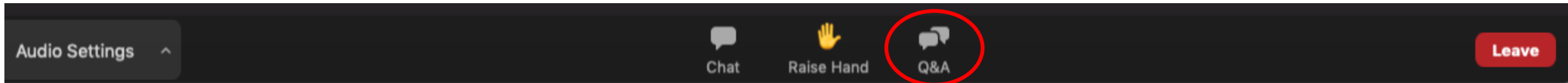
RPRA's Hazardous Waste Program Registry

Generator-Focused Information Session

September 2022



How to ask a question



To ask a question at any time during the presentation or for technical assistance, click on the Q&A tab, type your question in the text box and click “send”.

Agenda

1. Introduction
2. Delegation
3. Account creation
4. Looking ahead
5. Q&As



Introduction



Who is RPRA?

- The Resource Productivity and Recovery Authority (RPRA) is a regulator created by the Government of Ontario to:
 1. Support the transition to a circular economy by winding up and transitioning legacy waste diversion programs under the [*Waste Diversion Transition Act, 2016*](#) (WDTA) and implementing the new producer responsibility framework under the [*Resource Recovery and Circular Economy Act, 2016*](#) (RRCEA)
 2. Provide registration and reporting services for ministry programs, as directed by the Minister, such as for excess soil and hazardous waste
- RPRA is accountable to the Minister of the Environment, Conservation and Parks
- RPRA provides information to the Minister to support policy decisions but does not determine policy or write regulations

What is the Hazardous Waste Program Registry?

- RPRA is mandated by the ministry to:
 1. Create a digital registry for reporting all information under Ontario's Hazardous Waste Program, including registering facilities and waste streams, on-site waste activities and manifesting – no more paper manifests
 2. Set and collect fees to recover program costs
 3. Supporting stakeholders who report under the Hazardous Waste Program
- RPRA's Hazardous Waste Program Registry will **replace** the current HWIN system and will include a **mandatory** online reporting portal and electronic manifesting solution, including a mobile app
- The ministry will continue to oversee the Hazardous Waste Program and be responsible for compliance and enforcement activities

Development of the registry

- RPRA is building the HWP Registry in close collaboration with the ministry, technology partners, and industry stakeholders
- Stakeholder input is key to the process. Engagement activities include:
 - Industry working group meetings
 - Focus groups
 - Usability testing
 - 1:1 interviews with industry
 - Survey to broad registry user base

Key changes as of January 1, 2023

Starting January 1, 2023, **WHERE** and **HOW** you report information under Ontario's Hazardous Waste Program will change.

What's ending?

- ✘ End of annual registration for each generating facility (that currently takes place between January 1 and February 15 annually)
- ✘ End of paper manifests for waste shipments

What remains the same?

- ↔ Substance of your reporting (facility, waste stream, on-site, manifesting, when to report)

What's new?

- ✓ Requirement to report through the HWP Registry
- ✓ Ability for a generator to delegate reporting and fee payment
- ✓ Requirement of carriers and receivers to create registry accounts
- ✓ Option for bulk data transfers to support high volume manifesting

Note: Changes are reflected in amendments to [Regulation 347](#) that were made in April 2022. Most amendments will take effect January 1, 2023.

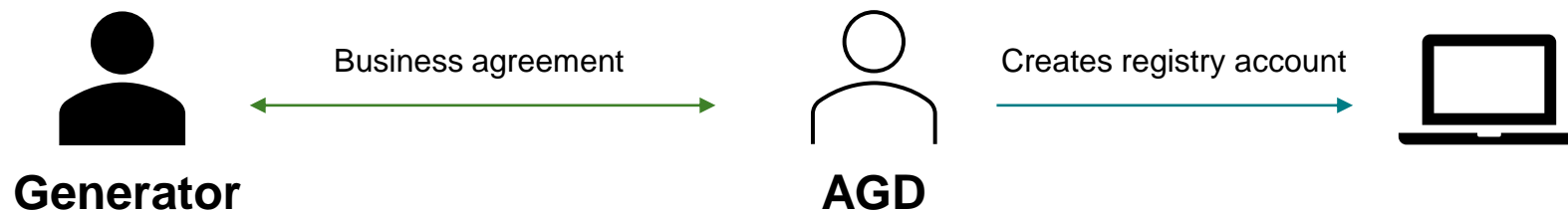
Delegation



What is delegation?

The amended Regulation 347 clarifies that generators can delegate a service provider to submit information to the registry on the generator's behalf – we call this kind of service provider an **“authorized generator delegate” or an “AGD”**

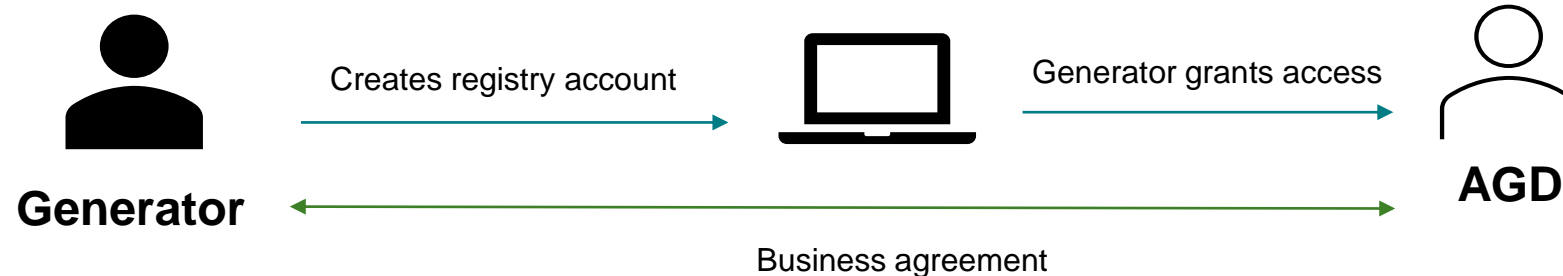
Full delegation



AGD manages:

- Facilities and waste information
- On-site activities
- Manifest sign off, on behalf of the generator
- Fee payment

Partial delegation



AGD or Generator manages:

- Facilities and waste information
- On-site activities
- Manifest sign off, on behalf of the generator

Generator manages:

- Fee payment

Comparison of delegation options

Function	Full delegation	Partial delegation	No delegation
Create my own generator registry account and register my own facilities		•	•
Register my own wastes		•	•
Create my own manifests		•	•
Sign my own manifests (including corrections)		•	•
Have an AGD register my facilities	•		
Have an AGD register my wastes	•	•	
Have 2 or more AGDs register and manage waste <u>at the same facility</u>		•	
Have an AGD or other service provider create my manifests	•	•	•
Have an AGD sign manifests on my behalf (including corrections)	•	•	

*Note: If you fully delegate to a service provider, you will **not** have to use the HWP Registry*

Things to keep in mind about delegation

1. Choose now what kind of delegation you want to do, and what business arrangements you need to support them.
2. Registry is open to register facilities and migrate HWIN data on November 15, 2022.
3. Carriers and receivers will not be able to ship or receive waste from your facilities if they are not set up in the registry beforehand by you or your AGD.

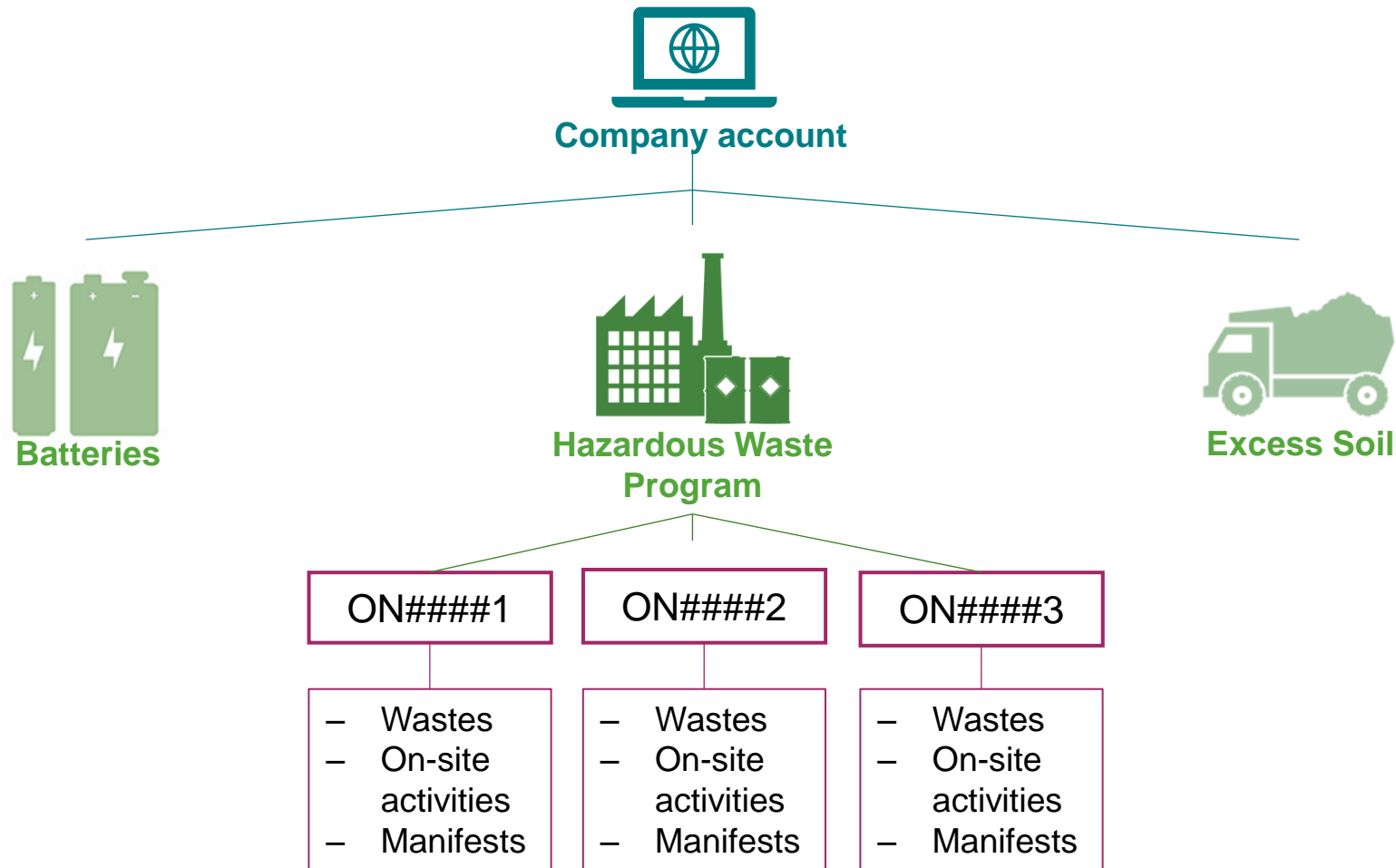
Account creation



Do I need to create an HWP Registry account?

- You (or your AGD) must set up an account in the HWP Registry to:
 - Complete your Generator Registration Report
 - Be listed on a manifest as a generator
 - Create or edit manifests
 - Sign manifests (and sign off on corrections)
 - Report on-site waste activities
- Create your account starting **November 15, 2022** – your account must be set up before January 1, 2023, for you to begin manifesting using the new registry on January 1.
- Paper manifests will no longer be accepted as of January 1, 2023.
- All paper manifests with a ship-date in the 2022 calendar year, and payments for 2022 shipments, will continue to be processed through HWIN in early 2023.

Registry account and user management



Each company has:
One Registry account
One Account Admin user

The company account can have:
Multiple program enrolments
Multiple users per program

The company will manage:
All facilities (generator numbers) under **one** account

Creating your account on November 15, 2022

Simple and straightforward account creation process

The screenshot shows a web form titled "Create Account" with a progress bar at the top containing four steps: "Business", "Address", "Individual", and "Review". The "Business" step is currently active. Below the progress bar, the form has a section titled "Business number and name". A note reads: "If your business does not have a CRA Business Number, please [contact us](#)." There are three input fields: "CRA Business Number (BN)" with an information icon, "Legal Business Name" with an information icon, and "Business Operating Name" with an information icon and a "Copy Legal Name" link. A "Next Step >" button is located at the bottom right of the form.

Steps to create an account:

- Enter business number and name
- Enter business address and phone number
- Enter the name and contact information for the Registry's admin user for your business
- Set password
- Add additional users

Note: If your company does not have a CRA number or if you need to set up multiple Registry accounts for the same company you must contact Registry Support for assistance

Data migration

In October 2022, RPRA will migrate active generator account data from HWIN to the Registry



Data that **will** be migrated:

- Generator ID
- Company details
- Site location
- Company official / alternate HWIN Administrator details
- Site Details
- Waste Identification (for active wastes):
 - Waste Class
 - Waste Stream
 - Land Disposal Restrictions (LDR) Notification Form
- Fee exemptions



Data that **won't** be migrated:

- Manifests
- On-site processing, storage and disposal information
- LDR questionnaires (only LDR notification forms will be migrated)
- Financial information (including account balances, payment information)
- Document attachments (such as copies of Environmental Compliance Approvals)

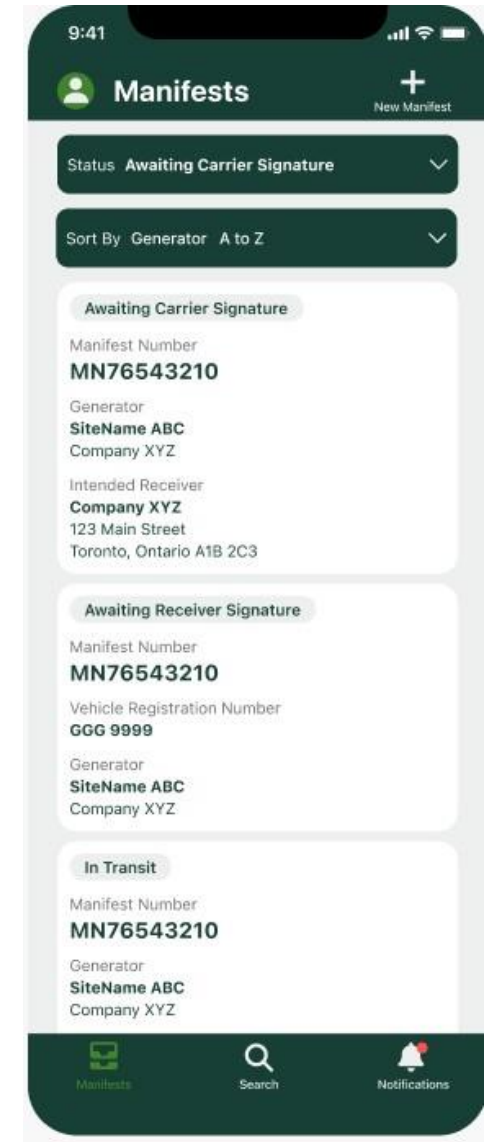
Note: Carrier and receiver ECA info will be migrated to the Registry from the Ministry of the Environment, Conservation and Parks

Prepare for account creation

- If your company already has a Registry account (i.e., for another program), ensure the account admin is aware of the launch of the HWP Registry on **November 15, 2022**
- Decide who will be added as users to your Hazardous Waste Program Registry Account
- Prepare for data migration of your HWIN data:
 - Ensure generator accounts are active and waste information is up to date
 - Know the generator number for each facility
 - Know the primary or secondary HWIN username associated to the facility
- Reminder: if you are doing full delegation for your facilities, you do not need to create a Registry account

Mobile app

- App is compatible with Apple (iOS) and Android
- Available for download on app stores on November 15, 2022
- The app will allow generators, carriers and receivers to:
 - View and sign manifest
 - Create new manifests (“parts A and B”)
 - Complete manifests (“part C”)
 - Including accepting or refusing wastes
 - Make corrections to the manifest
- Registry users will use the same username and password to sign into the app
- Ensure your staff are aware of the transition from paper manifests to use of the registry and mobile app for manifesting



What about fees?

How RPRA sets fees

- RPRA recovers program costs from registrants – we are not funded by government
- A new regulation under the RRCEA preserves and clarifies existing Hazardous Waste program fee exemptions, which RPRA must follow, including:
 - Municipal hazardous or special waste
 - Contaminated sites
 - Emergencies (spills)
 - Tonnage-fee exempt recycling facilities
- RPRA to publicly consult on fees in October 2022

What about fees?

How HWP Registry users will pay fees

- Fees will be invoiced to the company that sets up the generation facility (the generator, or, if fully delegated, the generator's authorized delegate) monthly
- RPRA's HWP Registry will not operate with a pre-payment option
 - HWIN pre-paid account balances will not be transferred to the HWP Registry
 - Managing your pre-paid account balances now may help you avoid having to request/obtain an HWIN refund later

Looking ahead



HWP Registry training and support

- RPRA will be providing comprehensive training and support for registry users, including materials posted to the RPRA website and interactive training sessions.
- Materials will be offered in a range of formats to suit the needs of individual learners:
 - virtual instructor-led training
 - task videos
 - simulations
 - quick reference guides
 - work instructions
- Training content will be role-based (i.e., generator, carrier, receiver) and will provide information to support users as they perform various tasks in the HWP Registry such as registration, delegation, adding facilities, adding waste streams, manifesting, etc.
- Materials will be available by **November 2022**

Resources



Website

Visit our [Hazardous Waste Program Registry webpage](#) for more information about the registry.



FAQs

Check out our [FAQs webpage](#) for answers to frequently asked questions about the HWP Registry, including questions that we receive during our webinars and other engagement activities.



Learning Series

This webinar is part of a series of information sessions for future registry users focused on training and guidance. The sessions will support obligated parties to use the system ahead of the registry launch in the winter.

For webinar recordings and presentation slides, visit our [Learning Series Events webpage](#).

You can also find event recordings and live registry demos on our [YouTube channel](#).



News articles

We regularly publish updates on the progress of the registry development, as well as other key updates and upcoming activities.

[You can read all Hazardous Waste Program related articles here.](#)



Contact info

If you have questions about your requirements under the regulations, please contact the ministry at HWINmodernization@ontario.ca

If you have questions regarding the new Hazardous Waste Program Registry, please contact RPRA at hwp@rpra.ca

Key dates

Date	Activity
Now until early fall 2022	<ul style="list-style-type: none">✓ Talk to your service provider about delegation and if applicable, decide if you would like to fully or partially delegate✓ Gather the generator numbers and HWIN usernames for your business✓ If currently an HWIN user, manage pre-paid account balances and ensure data in the system is accurate and up to date
October 2022	RPRA to publicly consult on fees for registry users
By November 2022	RPRA to provide comprehensive training for registry users, including materials posted to website and interactive training sessions
November 15, 2022	Registry open for users to set up their registry accounts, such as linking existing HWIN facility and waste stream information, so they are prepared to meet their reporting requirements and start manifesting on January 1, 2023
January 1, 2023	Regulatory requirement to report on waste management activities, including manifesting, through RPRA's new, digital registry, takes effect

A row of five metal drums, likely used for hazardous waste, is shown. Each drum has a white plastic bag covering its top opening. The drums are arranged in a line against a light-colored, vertically corrugated metal wall. The drums have a greenish-grey upper section and a darker, possibly black or dark grey, lower section. The word "Questions?" is overlaid in white text with a black outline in the center of the image.

Questions?

A close-up photograph of a person's hands typing on a silver laptop keyboard. The laptop screen is black and displays a semi-transparent grey banner with white text. The background is blurred, showing a window and some greenery. The overall scene is brightly lit, suggesting an indoor office or home workspace.

**Help us improve
our webinars**

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