

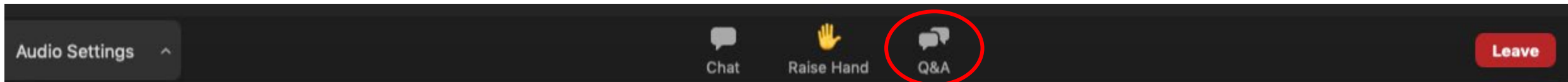
# RPRA's Hazardous Waste Program Registry

Presented by:  
Noah Gitterman, Project Sponsor  
Ellen White, Project Lead

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# 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. What's changing?
3. Looking ahead
4. Q&As



# Introduction



# What's changing?

- Starting January 1, 2023, **WHERE** and **HOW** you report information under Ontario's Hazardous Waste Program will change:
  1. All information about hazardous waste activities, including all manifests, must be submitted to RPRA's online Hazardous Waste Program Registry – no more paper manifests
    - a. The amended [Regulation 347: General – Waste Management](#) requires the regulated community to report through the new electronic Hazardous Waste Program Registry, starting January 1, 2023
  2. No annual registration – reporting only if there are onsite activities or manifests to report
  3. Generators can delegate reporting and fee payments to a service provider
- Substance of your reporting – facility, waste stream, on-site, manifesting, when to report – remains the same
- Changes are reflected in amendments to [Regulation 347](#) that were made in April 2022. Most amendments will take effect January 1, 2023.

# 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

- The build of the registry is on schedule. Key features that have been built to date, include:
  - creation of user accounts for generators, carriers, and receivers
  - creation and management of waste generation facilities
  - reporting of waste streams and on-site waste management activities
  - creation, editing, and completion of manifests
- RPRA is building the 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



**What's changing?**



# Key changes as of January 1, 2023

## 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 new 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

# Going from this...

My HWIN | eManifests | Administration | Logout



FAQ's by Keyword

MY HWIN

MECP HWIN Test22 Generator ID: ON6832752  
301 dupont ,Toronto, SUDBURY DISTRICT ,ONTARIO, Canada - M6R 2L5

User: Mr Matthew Chan  
Rights: Administrator

- 27/02/17: [10014716](#) The Ontario Ministry of Environment has approved your void request.
- 27/02/17: [10014716](#) The carrier has accepted your void request.
- 08/12/14: [10011850](#) The Ontario Ministry of Environment has approved your void request.
- 08/12/14: [10011850](#) The carrier has accepted your void request.
- 01/28/2022: You need to establish a PIN/password combination to use when signing in to HWIN. This PIN/password combination will be different from the one you used to sign in to HWIN. Click [here](#) to get your electronic signature PIN.

[Click](#)

Thank you for updating your status within HWIN. As per the requirements of Reg

MOVEMENT DOCUMENT / MANIFEST DOCUMENT DE MOUVEMENT / MANIFESTE			
<b>A Generator / consignor name</b> <b>Nom de producteur / expéditeur</b>		<b>Unique Identification Number</b> <b>Numéro d'identification unique</b>	
Mailing addr. / Adr. postale		City / Ville	Prov. Country / Postal code / Pays Code postal
E-mail / Courriel électronique		Tel. No. / N° de tél	
<b>Shipping facility company name /</b> <b>Nom de l'entreprise du installation de l'envoi</b>		<b>Unique Identification Number</b> <b>Numéro d'identification unique</b>	
Shipping facility addr. / Adr. du lieu de installation de l'envoi		City / Ville	Prov. ON Country / Postal code / Pays Code postal
E-mail / Courriel électronique		Tel. No. / N° de tél	
<b>Intended receiver / consignee name</b> <b>Nom de réceptonnaire / destinataire prévu</b>		<b>Unique Identification Number</b> <b>Numéro d'identification unique</b>	
Mailing addr. / Adr. postale		City / Ville	Prov. QC Country / Postal code / Pays Code postal
E-mail / Courriel électronique		Tel. No. / N° de tél	
<b>Receiving facility company name /</b> <b>Nom de l'entreprise du installation de réception</b>		<b>Unique Identification Number</b> <b>Numéro d'identification unique</b>	
Receiving facility addr. / Adr. du installation de réception		City / Ville	Prov. QC Country / Postal code / Pays Code postal
E-mail / Courriel électronique		Tel. No. / N° de tél	
<b>B Carrier name</b> <b>Nom de transporteur</b>		<b>Unique Identification Number</b> <b>Numéro d'identification unique</b>	
Mailing addr. / Adr. postale		City / Ville	Prov. Country / Postal code / Pays Code postal
E-mail / Courriel électronique		Tel. No. / N° de tél	
Vehicle / Véhicule	Registration No. / N° d'immatriculation		Prov. 24
Trailer - Rail car No. 1 1 <sup>re</sup> remorque - wagon			
Trailer - Rail car No. 2 2 <sup>de</sup> remorque - wagon			
Port of entry Point d'entrée	Port of exit Point de sortie		25
Date	Date		
<b>Carrier Certification: I certify that I have received waste or recyclable material from the generator/consignor for delivery to the receiver/consignee as set out in Part A and that the information contained in Part B is complete and correct.</b> <b>Attestation du transporteur: J'atteste avoir reçu les déchets ou matières recyclables du producteur/expéditeur en vue de leur livraison au réceptonnaire/destinataire, tels qu'ils figurent à la partie A et que les renseignements inscrits à la partie B sont exacts et complets.</b>			
Name of authorized person (print) Nom de l'agent autorisé (caractère d'imprimerie)		Tel. No. / N° de tél	
Year / Année	Month / Mois	Day / Jour	Signature
3	6	4	5
Class / Classe		Packing/Contenat	
Units		Packaging/Contenat	

...to this

**RPRA**  
Resource Productivity & Recovery Authority

John Jaffa | Logout

Manifest Number: MN0048318

ACME Generator Co.  
Manifest

Copy Manifest

Generator → Carrier → Intended Receiver → Waste → Review

✓ **This Manifest is ready for shipment**  
The manifest contains all required information and is ready for the generator and carrier signatures at the time of waste shipment.

**Status**  
Draft

**Registry Fee Payment**  
**\$17.00**  
You will be invoiced for this Manifest at the end of the current month.

**Tracking Information**

Feb 14, 2022 9:07 am **Initiated** Manifest via Registry Portal  
*John Jaffa | ACME Generator Co.*

9:41

**Manifests** | New Manifest

Status: Awaiting Carrier Signature

Sort By: Generator A to Z

**Awaiting Carrier Signature**

Manifest Number: **MN76543210**  
Generator: **SiteName ABC**, Company XYZ  
Intended Receiver: **Company XYZ**, 123 Main Street, Toronto, Ontario A1B 2C3

**Awaiting Receiver Signature**

Manifest Number: **MN76543210**  
Vehicle Registration Number: **GGG 9999**  
Generator: **SiteName ABC**, Company XYZ

**In Transit**

Manifest Number: **MN76543210**  
Generator: **SiteName ABC**, Company XYZ

Manifests | Search | Notifications

# What is delegation?

- The ministry's 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”**
- This means that generators can hire service providers like carriers or receivers to do all of the reporting and fee payment in the registry on their behalf, and never have to set up accounts or deal with RPRA – we call this **“full delegation”**
- If generators want to set up their own account in the registry, they can still delegate facility and waste stream management and other reporting to another account holder – we call this **“partial delegation”**
- [Amended Regulation 347](#) requires that a delegate must be created through a written authorization. Requirements for written authorizations, if any, will be set out in the ministry's revised "Registration Guidance Manual for Generators of Liquid Industrial and Hazardous Waste".

# What about fees?

- RPRA must recover its costs from registrants – RPRA receives no funding from government
- RPRA can also recover a portion of the ministry's ongoing costs for the Hazardous Waste Program
- [A new regulation under the RRCEA](#) preserves and clarifies existing fee exemptions, which RPRA must follow
- Fees will be invoiced to the entity that sets up the generation facility (the generator, or, if fully delegated, the generator's authorized delegate)
- RPRA to publicly consult on fees in the fall

**Looking ahead**



# Key dates

Date	Activity
Now to early fall 2022	<p>If currently an HWIN user, recommend managing pre-paid account balances and ensuring data in the system is accurate and up to date.</p> <p>Why? In the fall, RPRA will be migrating some of your HWIN data to the new registry to minimize the volume of data you would have to enter from scratch. Note HWIN pre-paid balances will <u>not be</u> transferred to the new registry – managing and monitoring your pre-paid account balances now, may help you avoid having to request/obtain an HWIN refund later.</p>
Fall 2022	RPRA to provide comprehensive training for registry users, including materials posted to website and interactive training sessions
Fall 2022	RPRA to publicly consult on fees for registry users
November 15, 2022	Registry open for users to set up their registry accounts, including 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



# What you need to know as a generator

- As of January 1, 2023, all reporting must occur through the new registry
- You will not have to use the new registry if you have an authorized delegate service provider and a written agreement with that provider in place
- If you want to set up your own account, either to pay fees or manage your own facility and waste stream information, you need to do it before you start shipping waste from your facility. You will need to know the generator number and HWIN username for each facility you operate to set up your account.
- If you have an existing HWIN account, the HWIN team will communicate information about managing your pre-paid account balances and ensuring your data in the system is accurate and up to date, prior to RPRA migrating some data to the new registry in the fall

# What you need to know as a carrier

- You must set up an account in the new registry to:
  - Be listed on a manifest as a carrier
  - Create or edit manifests
  - Sign manifests on the website or mobile app
- Determine if you want to be an authorized generator delegate for generator clients
  - Make sure written authorization is in place well before account creation and reporting begins (account creation starts November 15, 2022)
- Have your Environmental Compliance Approval (ECA) numbers ready to create your account
  - If you have been authorized to act as a 'full' delegate on behalf of a generator, you will need the generator number and HWIN username for each client you are acting for
- Create your account (and add any delegated facilities) 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 for waste activities beginning on 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.

# What you need to know as a receiver

- You must set up an account in the new registry to be added to a manifest or complete and sign manifests.
- Determine if you want to be an authorized generator delegate for generator clients
  - Make sure written authorization is in place well before account creation and reporting begins (account creation starts November 15, 2022)
- Have your Environmental Compliance Approval (ECA) numbers ready to create your account
  - If you have been authorized to act as a 'full' delegate on behalf of a generator, you will need the generator number and HWIN username for each client you are acting for
- Create your account (and add any delegated facilities) 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 for waste activities beginning on 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.

# What you need to know as an authorized generator delegate

- Determine if you want to be an authorized generator delegate for any generator clients – you must do this before the generator has any waste activities to report, to allow you and the generator enough time to develop a written agreement and get setup in the new registry
- Determine if you will be doing full or partial delegation for your clients
- Make sure written authorization is in place well before account creation and reporting begins (account creation starts November 15, 2022). Having a written agreement in place is a requirement of the amended Regulation 347 (taking effect January 1, 2023).
- If you have been authorized to do full delegation, you will need the current generator number and HWIN username for each facility you are delegated for
- Create your account and set up any delegated facilities starting November 15 – ensure your delegated facilities are correctly setup in the registry ahead of January 1, 2023, so you can manifest or report waste management activities successfully for your delegated facilities starting January 1, 2023
- Contact RPRA if you are interested in integrating your internal system with the registry via API

# Prepare for account creation

- In the new registry, you will manage all your facilities through one company account
- Your existing facility information, associated waste streams and fee exemptions will be migrated from HWIN. Carrier/receiver ECAs will also be added to the registry
  - Ensure the facility and waste information is up to date by fall 2022
- Once you create your registry account (starting November 15), you will be able to search for and link the facilities or ECAs to your account:
  - Know the generator number for each facility
  - Know the primary or secondary HWIN username associated to the facility
  - Know the ECA numbers for your business

A photograph of an industrial facility. In the foreground, a yellow Hyster forklift is partially visible, with its mast and chains. Behind it, there are several blue storage bins or pallets. To the right, a wooden pallet is loaded with several black drums, likely containing hazardous materials. The background shows more industrial equipment and structures. The overall scene is brightly lit, suggesting an outdoor or well-lit indoor environment.

# ACT NOW!

## Do not wait until the end of the year to:

- ✓ Decide if you will be a delegate or want to delegate
- ✓ Complete written authorizations for delegation
- ✓ Gather the generator numbers, HWIN usernames and ECA numbers 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
- ✓ Contact RPRA if you are interested in integrating your internal system with the registry via API

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, and the background is a corrugated metal wall. 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 dark and occupies the upper half of the frame. A semi-transparent grey horizontal band is overlaid across the middle of the image, containing white text. The background is blurred, showing what appears to be a window with light coming through. The person's hands are in the foreground, and a portion of their red sleeve is visible on the left side.

**Help us improve  
our webinars**



# Resources



## Website

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



## 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](#).



## News articles

We regularly publish updates on the progress of the registry development progress, 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](mailto:HWINmodernization@ontario.ca)

If you have questions regarding the new Hazardous Waste Program Registry, please contact RPRA at [hwp@rpra.ca](mailto:hwp@rpra.ca)