Excess Soil Registry

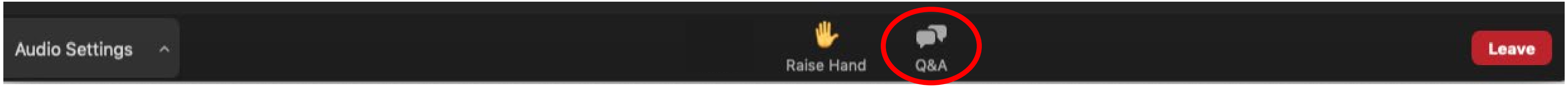
Training Session: Intro to Excess Soil

November 25th, 2021

RPRA Resource Productivity & Recovery Authority

Contents

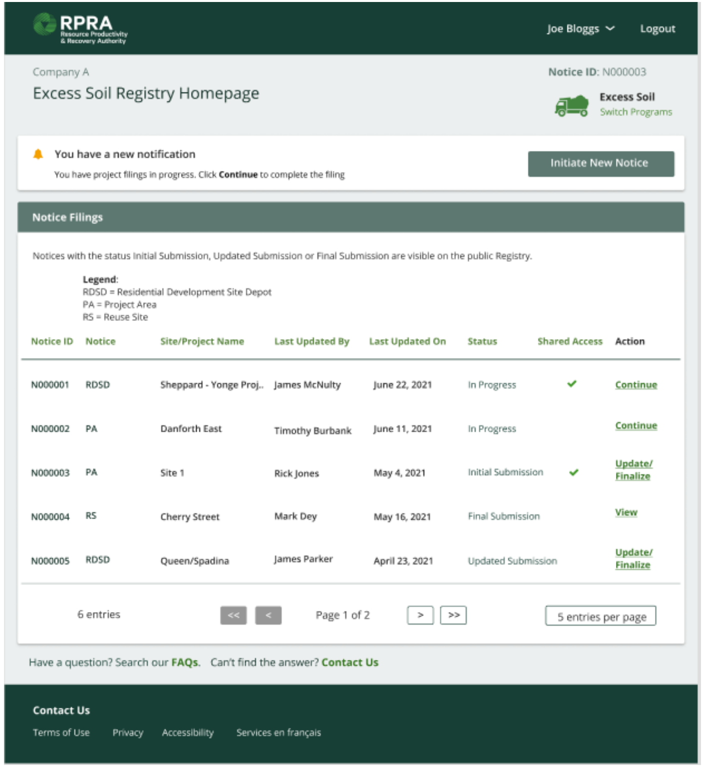
How to Ask a Question



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

Introduction to RPRA

Registry Overview



What is the Registry?

The Excess Soil Registry is an online solution for regulated parties to register and report information, and provide payments to RPRA.

What data is collected?

In the resource recovery programs, regulated entities supply corporate business information (e.g., Name, Address, Contact Info) and sales and supply chain information (e.g., volume of materials sold). As part of the Excess Soil program, each Filing contains key contact information, soil details (e.g., volume, quality) and location data.

What degree of Security and Privacy is required?

Data submitted in the resource recovery programs can be commercially sensitive. Security has therefore always been a critical consideration in the design, build, and operationalization of the Registry.

Training Session

Training Sessions Overview

Intro to Excess Soil

Nov 25th
An introduction to the Excess Soil Program, including how to create an account and access the Public Portal

Project Area Filing

Nov 30th
Deep dive into initiating, and completing a Project Area Filing, including submission, summary PDFs and invoices

Reuse Filing

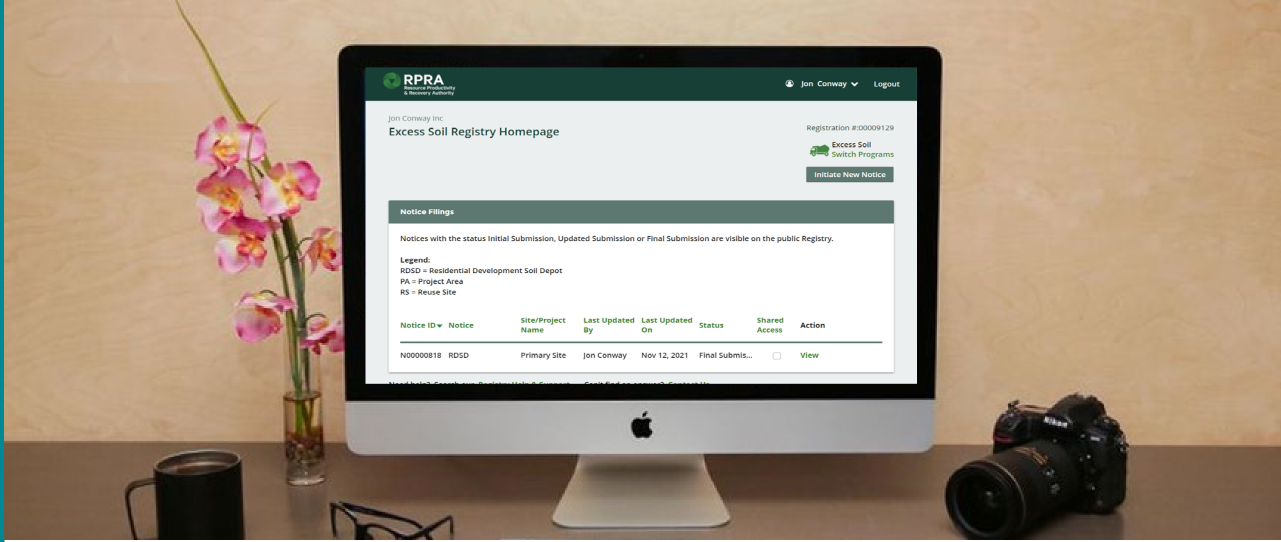
Dec 2nd
Deep dive into initiating, and completing a Reuse Filing, including submission, summary PDFs and invoices

Expectation Setting

These sessions are intended to give stakeholders a view of how the Excess Soil Registry allows industry users to initiate, update and finalize Excess Soil Filings in compliance with Ontario Regulation 406/19.

Each session has a set process to demonstrate and covers the more complex areas of the Registry.

They are designed to showcase the technical features of the Registry as they exist today, but will not go into the regulatory / legal requirements of the Regulation itself, its interpretation or enforcement.



Transforming the way Excess Soil information is gathered and shared

How

We will provide a brief overview of the training topics in a presentation format and then present a live demonstration of those features in the Excess Soil Registry.

Q & A

There are 15 minutes available for questions and answers at the end of each training session on topics that are covered in the session.

Please save questions for the end of each session.

Next Steps

There are future training sessions for deep dives into the process for filing a Project Area and a Reuse Notice. There will also be a training video available for RDSD Filings.

Further questions should be directed to RPRA: registry@rpra.ca

Registry Portal Training

- Excess Soil Registry Overview
- Program Essentials
- Registry Portal Demonstration

RPRA Resource Productivity & Recovery Authority

Excess Soil Registry Overview

The Excess Soil Registry provides an easy-to-use solution where regulated parties can meet their notice filing requirements under the On-Site and Excess Soil Management Regulation.

The Excess Soil Registry will also be used by the Ministry of Environment, Conservation and Parks to support its compliance and policy efforts, and provides access to the public to view filing submissions.

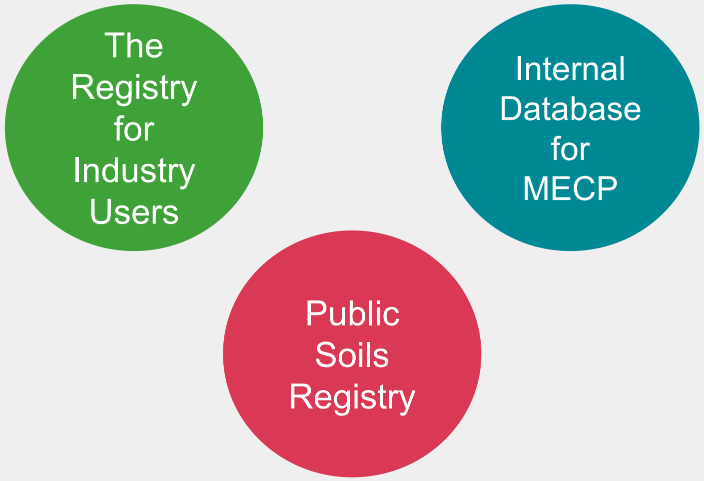
How the Registry supports policy objectives

- Increases transparency and accountability for those responsible for Excess Soil with a reporting platform
- Enables notice Filing for larger Excess Soil movements, larger Reuse Site soil placements and opening and closures of Residential Development Soil Depots
- Provides Ministry access to information contained in Filings
- Provides Public access to information contained in Filings

How the Registry supports the Excess Soil industry

- Minimizes administrative burden of Filing requirements
- Enables efficient and accurate reporting

Excess Soil Registry



Let's start with the Registry Portal

Registry Portal

The Registry Portal allows industry users to complete and view their Excess Soil Notice Filings

Users:
- Industry Users (Owners, Operators, Project Leaders, Authorized Persons, Transporters and more...)

Use Cases:
- Initiating, completing, and submitting and finalizing Excess Soil Notice Filings

What Users See:
- Filings your company has initiated
- Filings your company has been provided notice access to

How to Access:

registry.rpra.ca

Public Portal

The Public Portal provides the general public read-only access to Notice Filings

Users:
- General public and anyone with an interest in Filing data

Use Cases:
- Viewing Initial, Updated, and Final submissions
- Downloading PDF summaries & declarations

What Users See:
- All Filings in initial, updated, and finalized status, and related PDFs

How to Access:

excesssoilnotices.rpra.ca

Ministry Portal

The Ministry Portal provides ministry users in-depth access to Notice Filing and Registry data.

Users:
- District Office Employees
- Compliance Office Employees
- Investigation & Enforcement Branch Employees
- Policy Branch

Use Cases:
- Search for all Filings and related data
- Access and view all Filing data
- View key metrics and charts
- Generate Reports/Dashboards

What Users See:
- All Filings, regardless of status, with the exception of fees and payment information

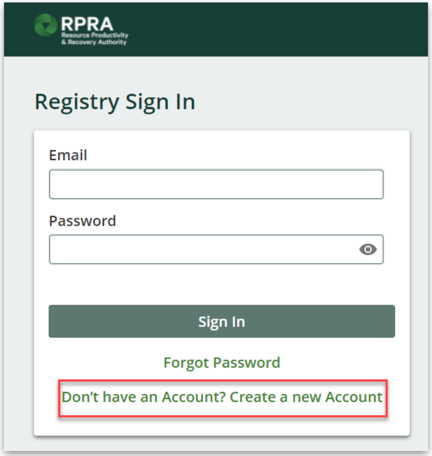
Training Flow

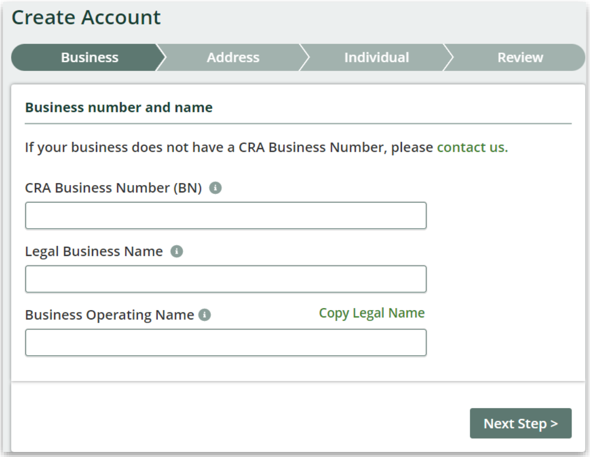
For the purposes of this session we will be following the flow below:

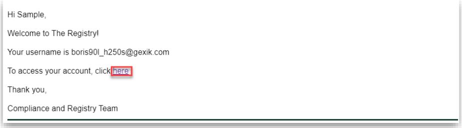
Create an Account	Enrol in Program	Initiate a Filing	Manage Users	Manage Notice Access
We will walk through creating a new account for the Registry, verifying our email address and creating a secure password	The Registry provides access to 4 different programs, so we will show how to enrol in the Excess Soil Program specifically	We will initiate a new notice by selecting a Filing Type from the Registry dashboard	By default, the user who creates the account will become the company admin, and so will have the ability to add additional users to the Registry	We will show how to provide access to a 3rd party to fill in details of a Filing on behalf of the initiator

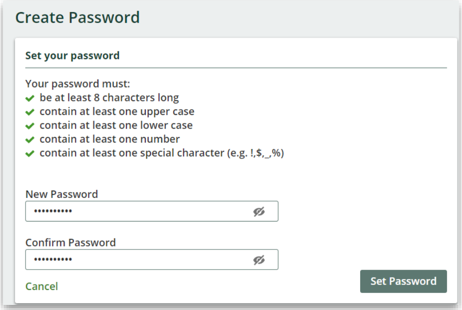
Accessing the Registry & Creating a New Account

Creating a Registry account is a simple 4 step process. Each new business will require a unique CRA Business Number and each new user requires a unique email address. A user who creates a new Account on behalf of their organization is the Account Administrator by default.









1

Access the Registry login page and select create a new account

2

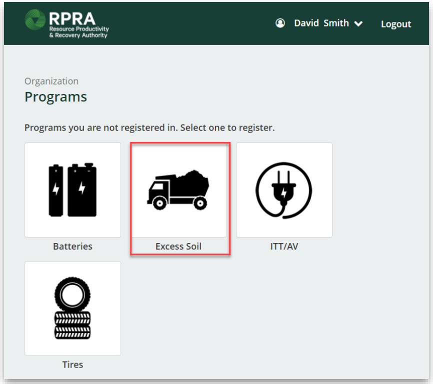
Follow the create account chevrons

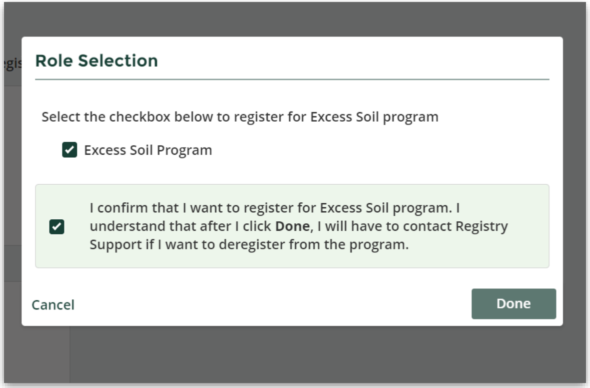
3

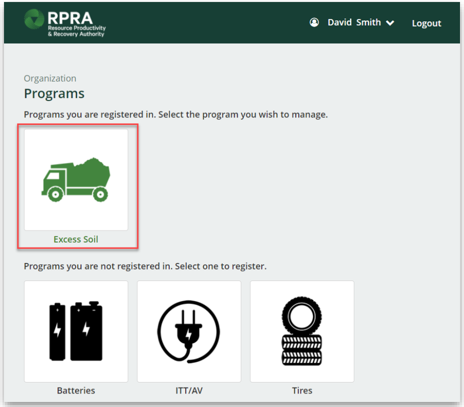
Check your email for a link to set your new password for the Registry

Excess Soil Program Enrollment

Users will be directed to the Program selection screen when they log in to the Registry. The Excess Soils Icon has been added to this page to support enrolling in the Excess Soils Program:





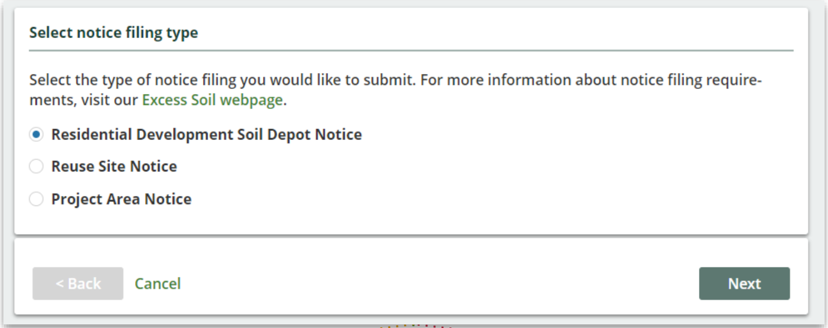


1 Once logged in to the Registry, click the Excess Soil program icon to register

2 Select the program checkbox and confirmation message, then click the Done button

3 The program icon will turn green. Click the icon to be taken to the program's homepage

Types of Filings



Residential Development Soil Depot

Reuse

Project Area

Residential Development Soil Depot

RDSD

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.

Reuse Site

RS

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).

Project Area

PA

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.

User Management vs Authorized Person vs Notice Access

The differences between User management, an Authorized Person and Shared Notice Access

User Management

Bob adds his Project Manager, Sarah as a Secondary User to his Registry account.
She now also has access to all the Filings within the Soil Co account.

	Bob Owner Soil Co	Sarah PM Soil Co
N00022	✓	✓
N00023	✓	✓
N00024	✓	✓

Authorized Person

Bob chooses not to create an account. Instead, he provides Composoil authorized permission to complete notice Filings and pay fees on Soil Co's behalf.

	Bob Owner Soil Co	Terry Authorized Person Composoil
N00022		✓
N00023		✓
N00024		✓

Notice Access

Bob provides Notice Access to Big Dirt Inc for just one of his Filings (**N00023**).
Any registered Big Dirt Inc users can now edit that specific Filing, but they cannot make a submission, make payments, or see any financial information.

	Bob Owner Soil Co	Jane CEO Big Dirt Inc	Phil PM Big Dirt Inc
N00022	✓		
N00023	✓	✓	✓
N00024	✓		

User Access

Once an account has been created within the Registry system the account admin can enable access for as many users as necessary - provided that the users have unique email addresses.

User Access Levels

Account Admin	**Each Account** can have one **Account Admin**. This user has the ability to enrol in a program, create and disable users, and has the most overall account access.
Primary User	**Each Program** that an Account is registered for can have **one Primary User**. This user has the ability to add Secondary Users. They can also enter data, make payments, and submit Filings.
Secondary User	**Each Program** can have **as many Secondary Users as is needed**. These users have the ability to enter data, make payments, and submit Filings.

Each account will have one Account Admin with a **unique email address**. This role can only be transferred to another user by calling a Registry Support Officer

Permissions by Access Level

User Access Level	Create or Disable All Users	Add Secondary Users	Perform all functions *within* program
Account Admin	✓	✓	✓
Primary User		✓	✓
Secondary User			✓

Note: Account Admins are, by default, considered Primary Users. They may then add another user as the Primary User, if needed.

Managing Shared Notice Access

Through the **Notice Access** feature the account who initiates the Filing can provide other accounts (i.e., businesses) with shared access to that Filing. This allows businesses to share the workload and collaborate on a Filing to complete all requirements. Once notice access has been granted, an email notification will be sent to the contact person selected from the company who receives the shared access.

How?

Only users from the **account who initiated** the Filing can use the Notice Access section and share access to a Filing

The account receiving shared access (i.e., companies) must be registered in the Excess Soil program

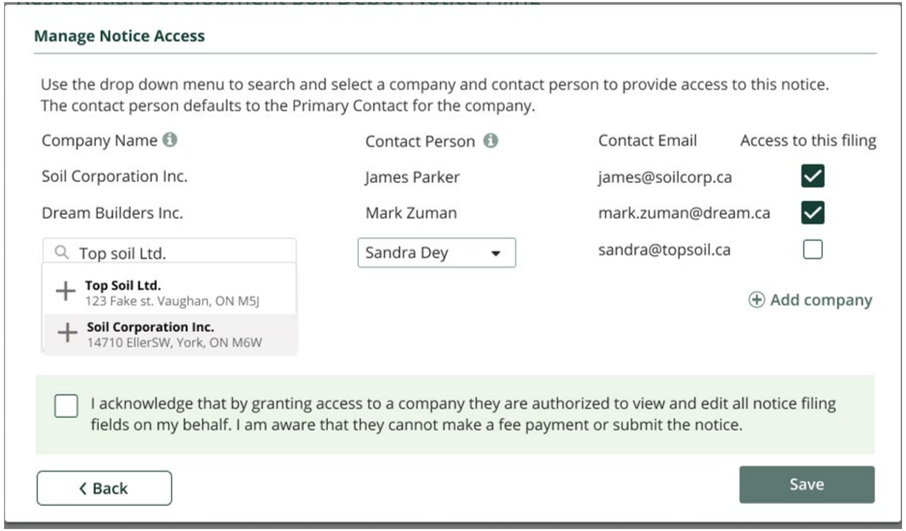
Permissions

The account receiving shared access can

- Edit Contact Details
- Edit Site/Project Details
- Edit Soil Details
- Upload declaration(s)

The account receiving shared access can not

- Manage notice access
- Complete the initial or final submission
- Make payments or view fees/payment information



Note: Sharing access provides all (registered Excess Soil program) users within the selected company's account with the ability to access the shared Filing. The Contact Person shown here is for communication purposes only.

Demo Time!

Public Portal

- Public Portal Overview
- Accessing the Public Portal
- Visibility of Filing Information
- Public Portal Demonstration

RPRA Resource Productivity & Recovery Authority

The Public Portal

Registry Portal

The Registry Portal allows industry users to complete and view their Excess Soil Notice Filings

Users:
- Industry Users (Owners, Operators, Project Leaders, Authorized Persons, Transporters and more...)

Use Cases:
- Initiating, completing, and submitting and finalizing Excess Soil Notice Filings

What Users See:
- Filings your company has initiated
- Filings your company has been provided notice access to

How to Access:

registry.rpra.ca

Public Portal

The Public Portal provides the general public read-only access to Notice Filings

Users:
- General public and anyone with an interest in Filing data

Use Cases:
- Viewing Initial, Updated, and Final submissions
- Downloading PDF summaries & declarations

What Users See:
- All Filings in initial, updated, and finalized status, and related PDFs

How to Access:

excesssoilnotices.rpra.ca

Ministry Portal

The Ministry Portal provides ministry users in-depth access to Notice Filing and Registry data.

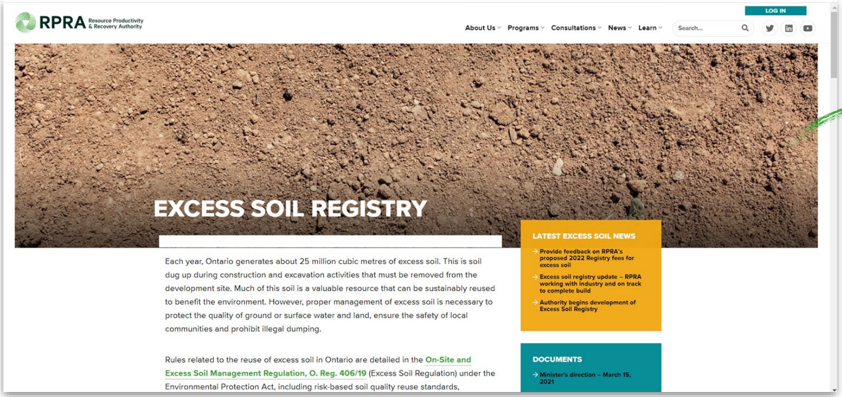
Users:
- District Office Employees
- Compliance Office Employees
- Investigation & Enforcement Branch Employees
- Policy Branch

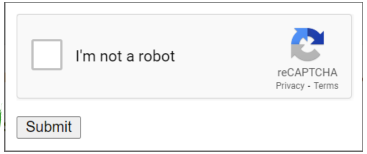
Use Cases:
- Search for all Filings and related data
- Access and view all Filing data
- View key metrics and charts
- Generate Reports/Dashboards

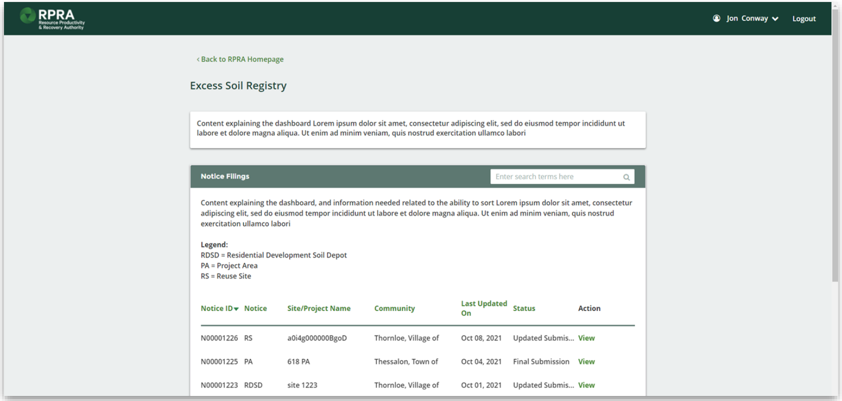
What Users See:
- All Filings, regardless of status, with the exception of fees and payment information

Accessing the Public Portal

The Public Portal is accessible via https://excesssoilnotices.rpra.ca/ or from the RPRA website. After passing a Captcha challenge the user will be directed to the Public Portal's dashboard page.







Filing Information Visibility per Filing Type

All information included as part of an **Initial**, **Updated** or **Final Submission** is visible to the public, with the exception of:

- The contact details for a person selected as the Site Contact for any Filing
- Any fee related data, such as amount paid, payment details or invoice documents

Section	Description	RDSD	Reuse	Project Area
Filing Details	Details of the Filing owner, status and submission dates	✔	✔	✔
Declarations	Links to PDFs of the uploaded declarations (one for initial, one for final submission)	✔	✔	✔
Contact Details	Full details of the contacts associated with a Filing (**except site contact**)	✔	✔	✔
Site Details	Including any properties within the site, and any applicable site instruments	✔	✔	
Project Details	Including any properties within the Project Area, site instruments and QP/Peer Reviewer details			✔
Soil Details	Full details of any applicable soil quality standards, list of substances and soil amounts	✔	✔	✔
Final Soil Deposit Details	Final date that Excess Soil was deposited at the site, and the applicable amounts	✔	✔	
Final Excavated Soil Deposit Details	Date that the final load was removed, and confirmed total amount of Excess Soil removed			✔
Invoices/Fee Payments	Details of the amounts paid per submission, and the payment methods			

Demo Time!

Next Steps/Training Sessions Overview

#	Session	Topics	Duration
1	**Intro to Excess Soil** Nov 25th, 2021	• Excess Soil Program introduction/overview • Creating a Registry account • Managing user access • Program enrolment • Dashboard • Delegation/shared access overview • Public Experience Portal	1.5 hours
2	**Project Area Filing** Nov 30th, 2021	• Project Area Filing Overview • Create a Filing & update an existing Filing • Assigning and revoking Shared Access • Making an Initial Submission • Making a Final Submission • Downloading summary PDFs & invoice PDFs related to your Filing • Receiving a confirmation email after a submission	1.5 hours
3	**Reuse Filing** Dec 2nd, 2021	• Reuse Filing Overview • Create a Filing & update an existing Filing • Assigning & revoking Shared Access • Making an Initial Submission • Making a Final Submission • Downloading summary PDFs & invoice PDFs related to your Filing • Receiving a confirmation email after a submission	1.5 hours

Q & A

Feedback

Contact us

Website: www.rpra.ca/excess-soil-registry/

Email: registry@rpra.ca

Thank You