Excess Soil Registry

Training Session:
Project Area Filing Deep Dive

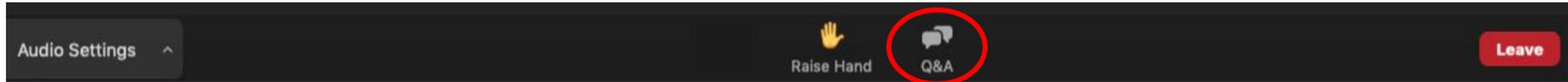**November 30th, 2021**

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

RPRA

Resource Productivity
& Recovery Authority

Registry Overview

What is the Registry?

The Registry Portal is an online solution for regulated parties to register, 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

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 legal requirements of the Regulation itself, its interpretation or enforcement.
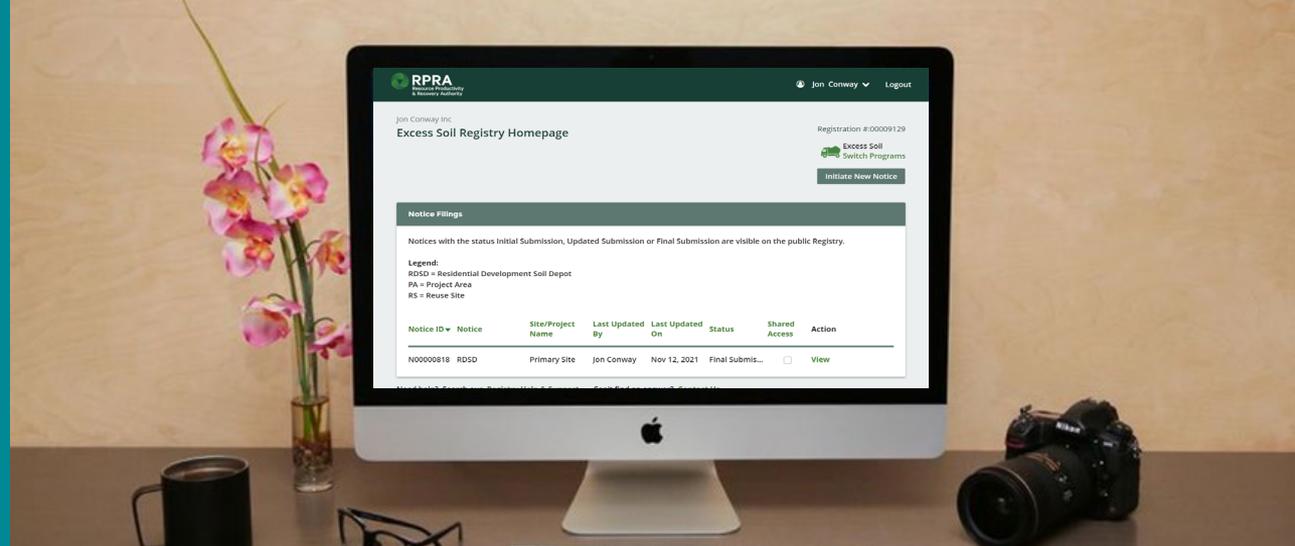
Transforming the way Excess Soil information is gathered and shared

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 is a future session for a deep dive into the Reuse filing. There will also be a training video available for RDSD Filings.

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

Project Area Filing Training

- Create a Filing
- Shared Access
- Making an Initial Submission
- Updating an Existing Submission
- Making a Final Submission
- Downloading PDFs: Summary & Invoices

RPRA Resource Productivity
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Excess Soil Registry Overview

The Registry System Implementation Project provides an easy-to-use solution where regulated parties can meet their On-Site and Excess Soil Management compliance requirements.

The Registry portal will also be used by the Ministry of Environment, Conservation and Parks to manage compliance enforcement business processes, 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 and risker Excess Soil movements, larger reuse site soil placements, 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 and cost burden of Filing requirements

Enables efficient and accurate reporting

For more information visit: https://rpra.ca/excess-soil-registry/

Excess Soil Registry

The Registry for Industry Users

Ministry Portal for MECP

Public Soils Registry
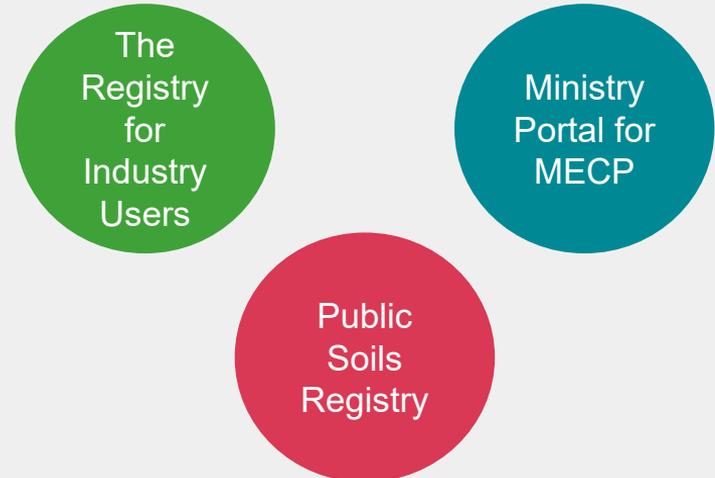
The Registry Portal

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 and more...)

Use Cases:
- Initiating, completing, and submitting Excess Soil 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 Filing summaries

Users:
- General Public

Use Cases:
- 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

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

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

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

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]

Residential Development Soil Depot

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

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).
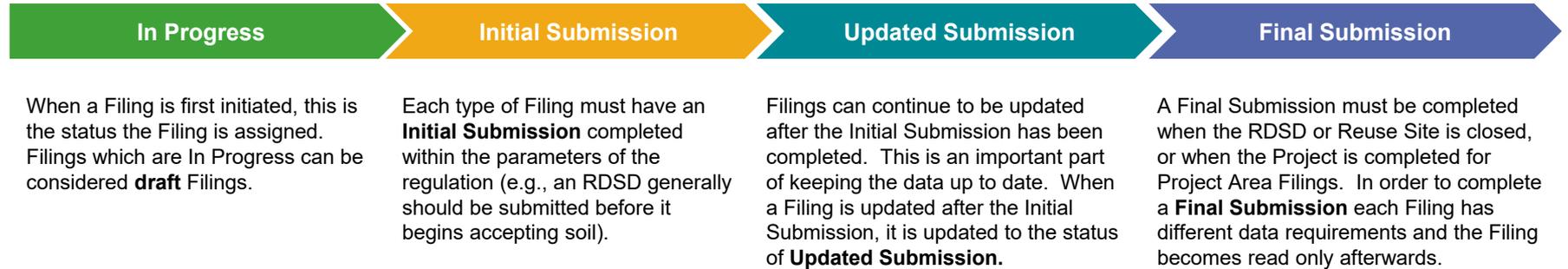
Project Area

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.

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:

In Progress	Initial Submission	Updated Submission	Final Submission

When a Filing is first initiated, this is the status the Filing is assigned. Filings which are In Progress can be considered **draft** Filings.

Each type of Filing must have an **Initial Submission** completed within the parameters of the regulation (e.g., an RDSD generally should be submitted before it begins accepting soil).

Filings can continue to be updated after the Initial Submission has been completed. This is an important part of keeping the data up to date. When a Filing is updated after the Initial Submission, it is updated to the status of **Updated Submission.**

A Final Submission must be completed when the RDSD or Reuse Site is closed, or when the Project is completed for Project Area Filings. In order to complete a **Final Submission** each Filing has different data requirements and the Filing becomes read only afterwards.

Important Facts about each Filing Status

In Progress	Initial Submission	Updated Submission	Final Submission
✖ All data must be provided	✔ All data must be provided	✖ All data must be provided	✔ All data must be provided
✖ Available on Public Registry	✔ Available on Public Registry	✔ Available on Public Registry	✔ Available on Public Registry
✔ Available on Ministry Portal	✔ Available on Ministry Portal	✔ Available on Ministry Portal	✔ Available on Ministry Portal
✔ Filing may be updated	✔ Filing may be updated	✔ Filing may be updated	✖ Filing may be updated
✖ Declaration required	✔ Declaration required	✖ Declaration required	✔ Declaration required
✖ Fee Payment required	✔ Fee Payment may be required*	✖ Fee Payment required	✔ Fee Payment may be required*

*Fees are dependent on the excess soil volume entered during the Submission process
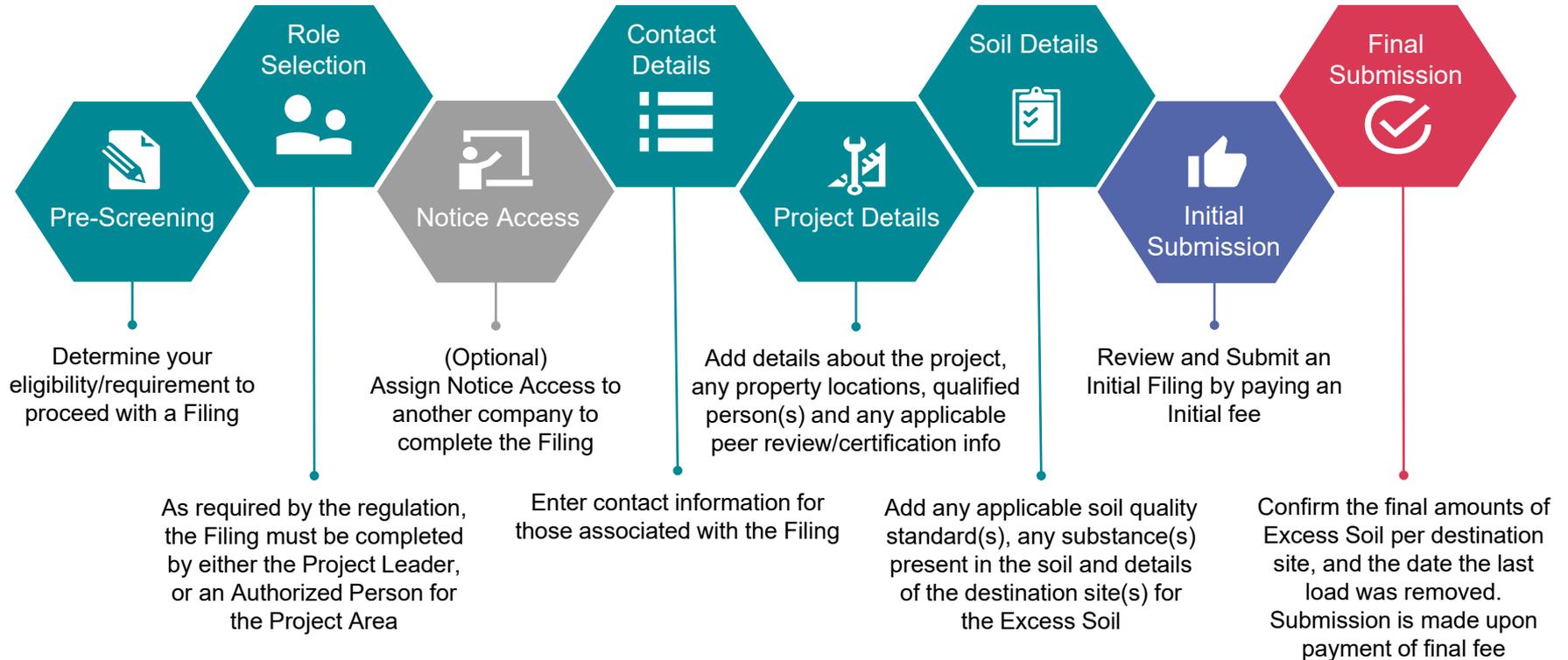
Introduction to Filing Contacts

Below is a list of the types of contacts that may be identified within a Project Area Filing, and their role.

Contact Type	Description	Can Initiate	Contact Details
Project Leader	The person or persons who are ultimately responsible for making decisions relating to the planning and implementation of the project.	**Yes**	**Required**
Authorized Person	A person authorized by the owner, operator or project leader to file the notice on their behalf.	**Yes**	**Optional** (unless initiating the filing)
Operator	The person having charge, management, or control of a site.	**No**	**Required**
Person Responsible for Transportation	The person who is ultimately responsible for the transportation of Excess Soil from the project area	**No**	**Required**
Site Contact	An authorized person on site who can be contacted.	**No**	**Required**
Qualified Person	As defined under Ontario Regulation 152/04 sections 5 or 6, the person or supervisee who developed the site-specific Excess Soil quality standards	**No**	**Optional**
Peer Reviewer	The person responsible for conducting the peer review or the certification process for any actions required under the Regulation	**No**	**Optional**

A Project Area Filing

Here is an overview of the user story life cycle for a Project Area Filing Submission.

Pre-Screening
Determine your eligibility/requirement to proceed with a Filing

Role Selection
As required by the regulation, the Filing must be completed by either the Project Leader, or an Authorized Person for the Project Area

Notice Access
(Optional) Assign Notice Access to another company to complete the Filing

Contact Details
Enter contact information for those associated with the Filing

Project Details
Add details about the project, any property locations, qualified person(s) and any applicable peer review/certification info

Soil Details
Add any applicable soil quality standard(s), any substance(s) present in the soil and details of the destination site(s) for the Excess Soil

Initial Submission
Review and Submit an Initial Filing by paying an Initial fee

Final Submission
Confirm the final amounts of Excess Soil per destination site, and the date the last load was removed. Submission is made upon payment of final fee

Project Area 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 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:

Notice Access	Contact Details	Project Details	Soil Details	Review

Notice Access

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

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

- Contact Details
- Project Details
- Soil Details

Contact Details

Project Area Filings should be initiated by the **Project Leader** or an **Authorized Person**.

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

Optionally, users can add additional **Project Leaders or Operators**

Project Details

Project Area Filings require a Project name, type description. They also often contain multiple properties (i.e., Sites), which are still provided using:

- Municipal Address or;
- Legal Land Description
- Geographic coordinates

One Site is designated as the primary site, this will be the first one created by default.

Depending on the nature of the Project Area, it may be required to provide details of any Qualified Person(s) and / or the details of any Peer Review or Certification Process

Soil Details

Project Area Filings are complex, they require multiple types of information regarding the Soil, including

- Applicable Soil Quality Standards, the Details of any Qualified Person(s) associated with a site-specific BRAT or Risk Assessment is required
- List of Substances (e.g., Natural, Synthetic)
- Destination site(s)
- Estimated soil amounts per Destination Site

Multiple Destination Sites can be added to a Project Area Filing, more detail on this is on the following slides.

Review

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

Project Area Filing Demonstration Scenario

Project Area: Transit Facility Expansion - Mississauga

The project consists of a new maintenance facility to be built adjacent to an existing transit storage facility and parking lot. The facility will be separated into two distinct parts: the Transit Administrative Office and Dispatch Centre and the Storage and Maintenance Garage. The new facility features parking to accommodate 300 cars and a delivery dock and is equipped with an emergency diesel generator and electrical transformers.

Solvejet is the Project Leader and is working alongside general contractor **PerConstuction** as the operator of the site itself.

As the operator on site, **PerConstruction** anticipates that the excavation will generate **7,000m3** of surplus soil requiring removal from the project area.

Contacts Associated with the Project Area:

Solvejet	PerConstruction	Soil Experts	PM Inc
Dianne Bennett	Thomas Ford	Heather Hill	Kevin Smith
Project Leader	Operator of Site & Person Responsible for Transportation	Qualified Person	Site Contact

Demo Time!

Project Area Filing - Destination Sites

For the purpose of making an **Initial Submission**, the user will be expected to enter the details of the destination site(s) for Excess Soil from a project area, and include an **estimated Excess Soil amount** destined for that particular site. Depending on the type of destination site you select, our site "wizard" will guide you through the applicable requirements.

When making a **Final Submission**, the user will be prompted to enter final excess soil amounts per destination

Entering destination sites for an initial submission

Add Destination Sites

You must add at least 1 destination site to be able to proceed

Summary of Destination Sites Attached to Your Filing:

Summary of Destination Sites for Excess Soil

Site Type ∨	Site Name	Location	Estimated ES Amount	Action	
Class 1 Soil Manag..	Southwest ..	230 Yonge Street, Toronto	65000	Update	Remove
Class 2 Soil Manag..	Large Class ..	18 Yonge Street, Toronto	88001	Update	Remove
Residential Develop..	Fake Depot 1	123 Fake Street, Toronto	5500	Update	Remove
Reuse	Dream Site	34 Fleet Street	6500	Update	Remove

Total Estimated Amount of ES (m3): 165001

Select a new destination site type to add: [▼] Add

Entering final soil amounts per destination for a final submission

Destination Sites

Please enter a final amount of Excess Soil for every destination site associated with your filing.

Site Type	Site Name	Location	Estimated amount of ES (m3)	Final amount of ES (m3)	Enter/Update Final Amount
Class 1 Soil Manag..	Southwest ..	230 Yonge Street	65000		Enter
Class 2 Soil Manag..	Large Class ..	18 Yonge Street	88001		Enter
Residential Develo..	Fake Depot 1	123 Fake Street,	5500		Enter
Reuse	Dream Site	34 Fleet Stre..			
Reuse	New Fake R..	36 Fleet Stre..			

Total Amount of ES (n

Update a Final ES Quantity

Site Type	**Local Waste Transfer Facility**
Site Name	**Site 1**
Location	**123 Fake Street, Toronto, Ontario, M2N 1Z1**
Community	**Toronto, City Of**

Final Amount of Soil (m3) [9000]

‹ Back   Add

Project Area Filing - Destination Site Types & Description

Site Type	Definition
RDSD Site	A "residential development soil depot" means a soil bank storage site that is temporarily operated for the purpose of managing, on a temporary basis, excess soil that will ultimately be transported to a reuse site for final placement in respect of an undertaking at a reuse site
Reuse Site	Means a site at which excess soil is used for a beneficial purpose and does not include a waste disposal site
Temporary Management Site (Class 2)	"Class 2 soil management site" means a waste disposal site at which excess soil is managed on a temporary basis and that is, (a) located on a property owned by a public body or by the project leader for the project from which the excess soil was excavated, and (b) operated by the project leader for the project from which the excess soil was excavated
Temporary Management Site (Class 1)	"Class 1 soil management site" means a soil bank storage site or a soil processing site
Landfill or Dump	**Dump:** means a waste disposal site where waste is deposited without cover material being applied at regular intervals; **Landfilling:** means the disposal of waste by deposit, under controlled conditions, on land or on land covered by water, and includes compaction of the waste into a cell and covering the waste with cover materials at regular intervals
Local Waste Transfer Facility	Means a site, (a) at which waste from field operations is received, bulked, temporarily stored and transferred, (b) that is owned or controlled by the person who undertakes the field operations referred to in clause (a) or by a person on whose behalf those field operations are undertaken, (c) at which no waste is received other than waste from field operations, and (d) that is used primarily for functions other than waste management

Project Area Filing - Destination Site Requirements

Site Type	Can be added by referring to an existing filing	Can be created manually, without an existing filing	Estimated Soil Amount	Final Soil Amount	Site Location	Operator Contact Information	Site Details & Property Use	Excess Soil Quality Standard Information
Class 1 Soil Management Site		✔	On Initial Submission	On Final Submission	✔			
Class 2 Soil Management Site		✔	On Initial Submission	On Final Submission	✔	✔		
Landfill or Dump		✔	On Initial Submission	On Final Submission	✔			
Local Waste Transfer Facility		✔	On Initial Submission	On Final Submission	✔			
Residential Development Soil Depot	✔ *Site must be operational		On Initial Submission	On Final Submission	✔			
Reuse	✔ *Site must be operational	✔	On Initial Submission	On Final Submission	✔		✔	✔

Demo Time!

Next Steps/Training Sessions Overview

#	Session	Topics	Duration	Link
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	Link to recording Link to presentation materials
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