

Excess Soil Notice Internal Database Guide – Introducing the Database

The Internal Database is only
available to designated Ministry staff

Table of Contents

- **Slide 3:** Introducing the Excess Soil Registry
- **Slide 4:** Accessing the Internal Database
- **Slide 5:** Internal Database features
- **Slide 6 - 7:** Navigating the Internal Database
- **Slide 8:** Types of filings
- **Slide 9:** The lifecycle of a filing
- **Slide 10 - 18:** Navigating an RDSD filing
- **Slide 19 - 27:** Navigating a Reuse filing
- **Slide 28 - 37:** Navigating a Project Area filing

Introducing the Excess Soil Registry

There are **three (3) portals** that can be used to access the Excess Soil Registry, each is designed to accommodate different users and their unique use cases.



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

How to Access : opsportal.rpra.ca



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 Soil Filings

What Users See:

- Filings their company has initiated
- Filings their 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

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

Accessing the Internal Database

- A link to the Internal Database can be found on the [Excess Soil Registry](#) page on the RPRA website.
- Alternatively, [here is the direct link](#) to the Excess Soil Notice Internal Database.
- You will be prompted to create a password. Simply follow the steps outlined to activate your account.
- Once active, you can log into the Portal via these easy steps. Note that the Ministry Portal uses two-step verification as an added security measure to your account.
- Please contact registry@rpra.ca if you're having issues accessing the database.

Where to start?

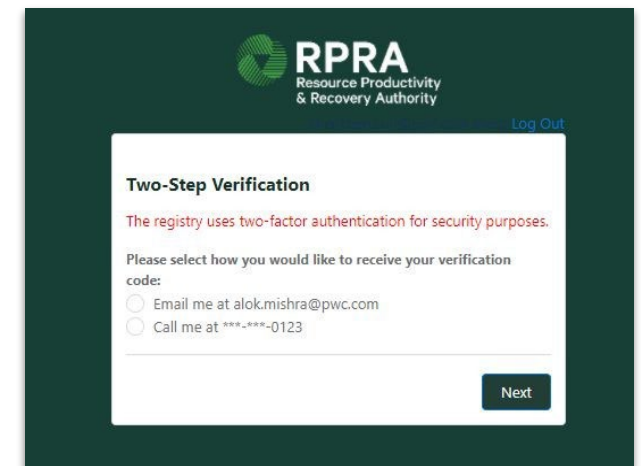
Access the Ministry Portal login page and log in with your email address and password



The screenshot shows the 'Ministry Portal Sign In' page. It features a white background with a dark green header. Below the header, there are two input fields: 'Email' and 'Password'. The 'Password' field has a small eye icon to its right. Below the input fields is a dark green button labeled 'Sign In'. Underneath the button is a link for 'Forgot Password'. At the bottom of the page, there is a line of text: 'Don't have an account, please call your portal admin.'

Another layer of security

2 step verification to require users to select the email or phone option to be granted your temporary access code



The screenshot shows the 'Two-Step Verification' page. It has a dark green background with the RPRA logo (Resource Productivity & Recovery Authority) at the top. Below the logo, there is a 'Log Out' link. The main content area is white and contains the following text: 'Two-Step Verification', 'The registry uses two-factor authentication for security purposes.', and 'Please select how you would like to receive your verification code:'. There are two radio button options: 'Email me at alok.mishra@pwc.com' and 'Call me at ***-***-0123'. At the bottom right of the white area is a dark green button labeled 'Next'.

Internal Database Features

The Internal Database allows users to access and organize live Excess Soil data. Global search and list views help to easily find specific records, while self-serve reporting and dashboard charts organize and analyze all Excess Soil data. These features are explored in more detail here.

Global Search

Quickly and easily search for a **single search term** across multiple object types (e.g., Filing, Site). Filters can be applied to results for further refinement.

How you can use this feature: Search for a company name to show Filings, Sites, Contacts, and Registration Detail records that contain that company name.

List View Search / Personalization

List Views provide pre-filtered sets of records (e.g., Filings). Users will have the ability to customize personal list views using **multiple search terms for a single object**.

How you can use this feature: Create a list view to easily view all Project Area Filings where the Primary Site's Community / Municipality is Toronto.

Self - Serve Reporting

Reports show aggregated data and supports users in executing more advanced searches. Self-serve reporting allows users to **search multiple terms across multiple objects** (e.g., Filing, Site).

How you can use this feature: Use self-serve reporting to find all Filings where any of the related Sites have Community / Municipality in Toronto.

Dashboard Charts

Dashboard charts provide visualizations of key metrics at a glance. These charts are based on reports, each chart can be "drilled into" (i.e., clicked on) to view the underlying report).

How you can use this feature: View a chart to see how many Filings are submitted each month, the amount of soil being sent to each type of destination site, and more.

Navigating the Excess Soil Notice Internal Database Dashboard

After successfully logging in, you will arrive at the database dashboard.

Here you can:

1. Use the **'Global Search'** feature to search for notice filings. See *slide 15 and 16 on how to use this feature*
2. Manage your account profile information
3. Navigate directly to the **'Registrants'**, **'Notices'** and **'Reports'** pages.
4. Find contact information for Registry Support
5. Find links to:
 1. The Excess Soil Registry homepage
 2. The Public Portal

The screenshot shows the dashboard interface with the following elements:

- 1**: Search bar with the text "Search for notice submissions, in-progress filings and related data" and a "Search" button.
- 2**: User profile dropdown menu showing "Test Accou..."
- 3**: Navigation menu with "Registrants", "Notices", and "Reports" options.
- 4**: Contact RPRa Registry Support information:
 - Contact RPRa Registry Support:**
 - Email: registry@rpra.ca
 - Phone: 647-496-0530, 1-833-600-0530
 - Links:**
 - Excess Soil Registry Homepage
 - Public Notices
- 5**: A box containing the RPRa logo and the text "Resource Productivity & Recovery Authority".

The main content area displays:

- Excess Soil Notice Internal Database** header with the subtitle "Access notices and associated data".
- Filings by Month (This Calendar Year)** stacked bar chart showing Record Count by Created Date (June 2021, July 2021, September 2021, November 2021). The legend indicates Filing Type: Reuse Site Notice (blue), Residential Development Soil Depot Notice (pink), and Project (green).
- Top 10 Companies with Filings (YTD)** horizontal bar chart showing Record Count for various companies.

Created Date	Reuse Site Notice	Residential Development Soil Depot Notice	Project
June 2021	1	1	0
July 2021	1	0	0
September 2021	1	0	0
November 2021	32	38	35

Company Name	Record Count
Expo Superstore	24
Soils For You	17
Excess Soils Pickering	10
Excess Soils QA	7
Soils UAT Business	6
Excess Soils Ajax	6
Rex Audio Video Appliance	5
Mud Pit	4
Jonathan's tire	4
Dunphy Soils	4

Navigating the Excess Soil Notice Internal Database Dashboard - 2

On the dashboard you will also find:

1. Summary boxes such as a summary of the filings made in the current calendar year, broken down by months

* Clicking on this icon will expand the summary box

* Clicking on the filing type under the **'Filings by Month'** summary box will take you to a report page with a monthly summary of all the accounts that have made a filing of that type

Excess Soil Notice Internal Database
Access notices and associated data

RPRa
Resource Productivity & Recovery Authority

Search for notice submissions, in-progress filings and related data Test Accou...

Registrants Notices Reports

1

RPRa
Resource Productivity & Recovery Authority

Contact RPRa Registry Support:
registry@rpra.ca
647-496-0530
1-833-600-0530

Links:
• Excess Soil Registry Homepage
• Public Notices

Filings by Month (This Calendar Year)

Record Count

Created Date

Filing Type: Reuse Site Notice, Residential Development Soil Depot Notice, Project

Month	Reuse Site Notice	Residential Development Soil Depot Notice	Project
June 2021	0	1	0
July 2021	0	0	0
September 2021	0	0	0
November 2021	30	10	20

[View Report \(Filings by Month \(YTD\)\)](#)

Top 10 Companies with Filings (YTD)

Record Count

Company Name	Record Count
Expo Superstore	24
Soils For You	17
Excess Soils Pickering	10
Excess Soils QA	7
Soils UAT Business	6
Excess Soils Ajax	6
Rex Audio Video Appliance	5
Mud Pit	4
Jonathan's tire	4
Dunphy Soils	4

[View Report \(Top 5 Companies \(This Calendar Year\)\)](#)

Types of Filings

Select notice filing type

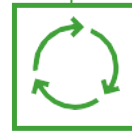
Select the type of notice filing you would like to submit. For more information about notice filing requirements, visit our [Excess Soil webpage](#).

Residential Development Soil Depot Notice
 Reuse Site Notice
 Project Area Notice

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

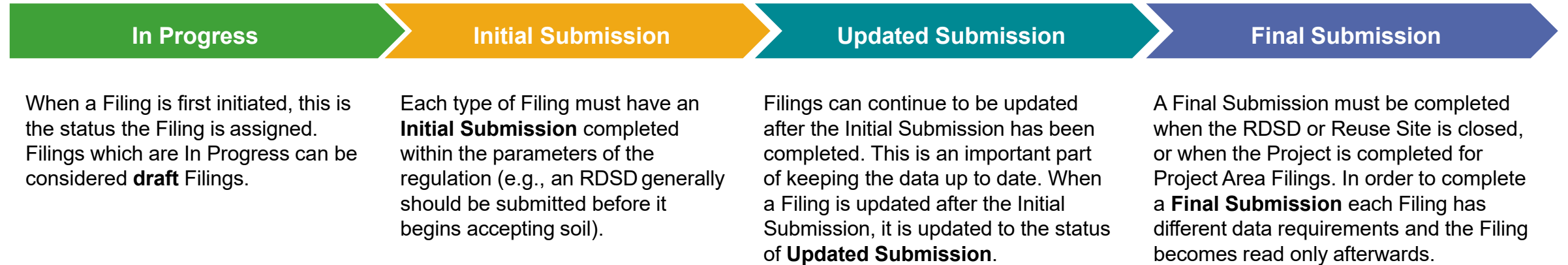
Project Area

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

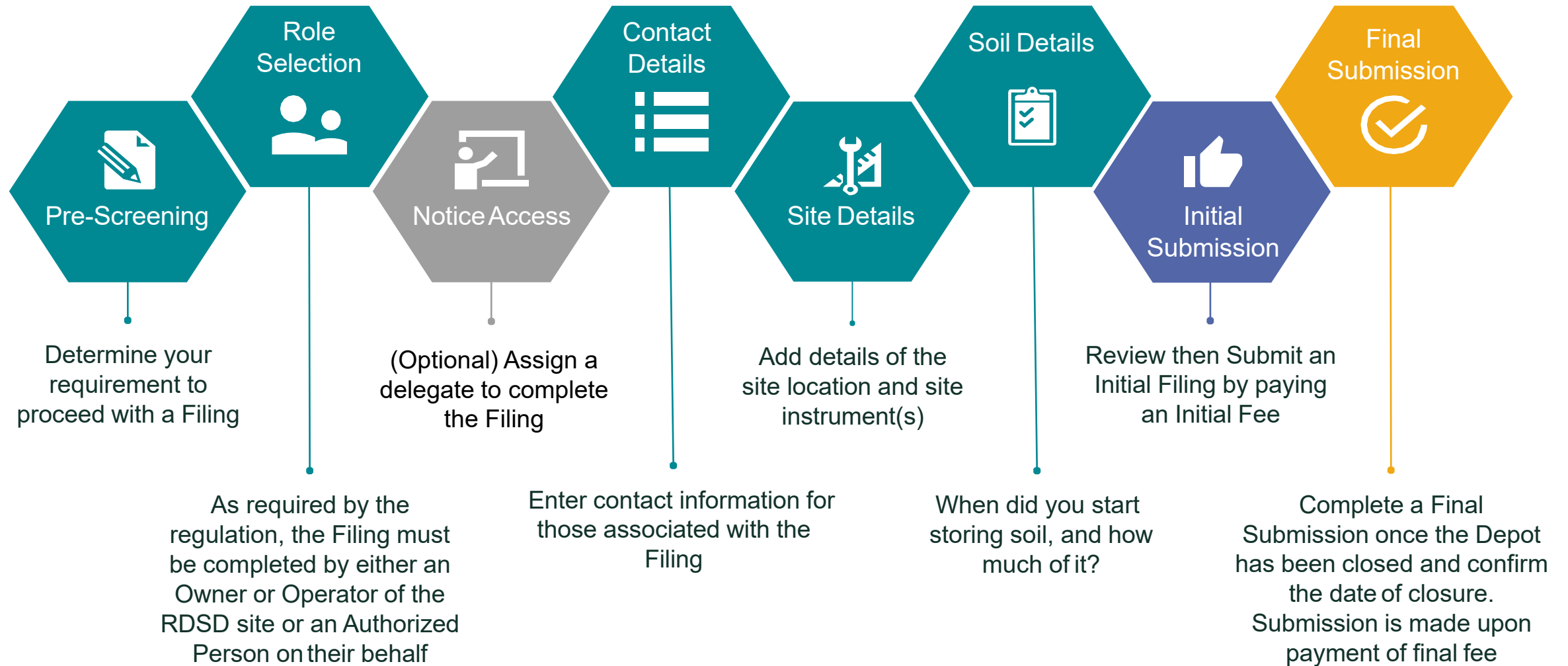
Note: The data which is visible between each of the three portals varies, additional detail on that will be provided on subsequent slides.

Navigating an RDSD Notice Filing



RDSD Filing Overview

Here is an overview of how the Soil program participants will journey through an RDSD Filing Submission.



RDSD 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 the 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:



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
- Site Details
- Soil Details

RDSD Filings should be initiated by the **Owner** or **Operator** of the site 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 **Owner(s)** or **Operator(s)**.

It is mandatory to identify where the RDSD is located. To make sure that the most accurate information is provided, locations can be provided as:

- Municipal Address
- Legal Land Description


We require geographic coordinates to make sure that it's clear where to go when an inspection needs to be done for a given site. Each Site uses a variety of instruments, and they need to identify each one, including other key data, as part of the Filing.

Residential Soil Depots are only allowed to store up to 10,000 m³ on site. As part of the Filing, the following key data points are required:

- When did you start storing soil?
- Amount of soil as of Jan 1, 2022
- Maximum amount of Excess Soil

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.

RDSD Filing Data Model for Internal Database Users



Filing
ID : N00000019
Filing Type : RDSD
Status : In progress
Company : Acaster Soils

Each record in the Filing object represents a single Filing, including RDSD, Reuse and ProjectArea



Filing Contact
Name: Billy Chitwood
Role: Owner
Phone: (780) 332 7828



Filing Contact
Name: AndresMatthews
Role: Operator
Phone: (613) 738 4980




Filing Contact
Name: Stacie King
Role: Additional Owner
Phone: (780) 332 7828

Filing Contacts represent Contacts which are added to each Filing, including peer reviewers, operators, QPs, etc.



Site
Site Name: Opel Site
Community: Armstrong, Township Of
Is Primary: Yes

RDSD Filings only have one Site to represent the location of the RDSD.



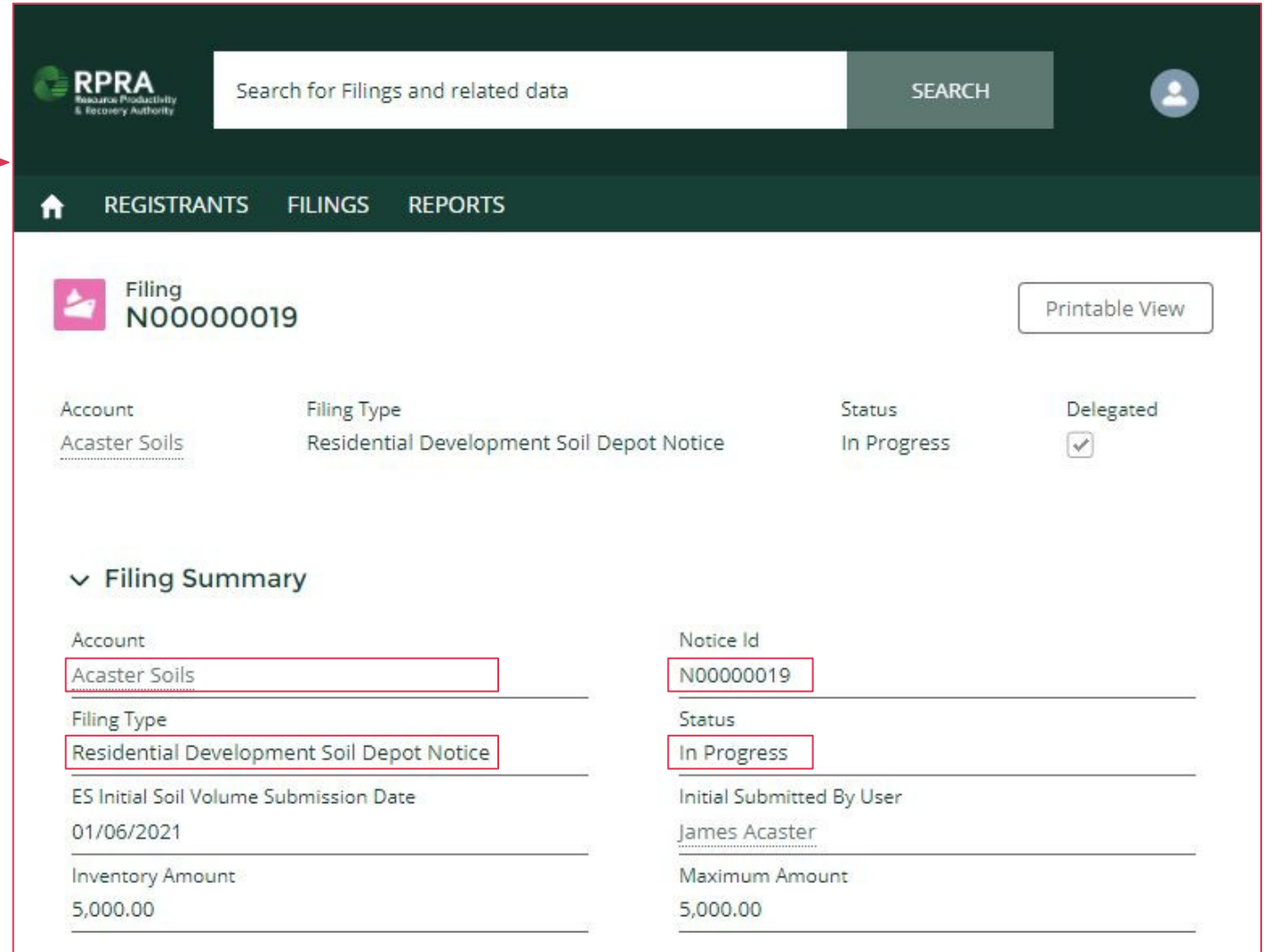
Filing Line Item
ID : FLI-008
Type : Soil Detail
Maximum Amount : 8,000

Filing Line Items are used to represent multiple types of data within a Filing, including Soil Quality Standards, Property Uses, Instrument Types, Soil amounts, etc.

Navigating an RDSD Filing



Filing
ID : N00000019
Filing Type : RDSD
Status : In Progress
Company : AcasterSoils



The screenshot shows the RPR A website interface. At the top, there is a search bar with the text "Search for Filings and related data" and a "SEARCH" button. Below the search bar is a navigation menu with "REGISTRANTS", "FILINGS", and "REPORTS". The main content area displays the filing details for "Filing N00000019". A "Printable View" button is located in the top right corner. The filing details are as follows:

Account	Filing Type	Status	Delegated
Acaster Soils	Residential Development Soil Depot Notice	In Progress	<input checked="" type="checkbox"/>

Filing Summary

Account	Acaster Soils	Notice Id	N00000019
Filing Type	Residential Development Soil Depot Notice	Status	In Progress
ES Initial Soil Volume Submission Date	01/06/2021	Initial Submitted By User	James Acaster
Inventory Amount	5,000.00	Maximum Amount	5,000.00


Filing Object

Clicking on the Notice ID will take you to the Filing Object page.

This page provides the

- Filing Summary
- Submission details
- Pre-screening question/answers
- Primary site details and
- Lists the other related objects that were included as part of the notice (see next slide)

Navigating an RDSD Filing



Filing
ID : N00000019
Filing Type : RDSD
Status : In Progress
Company : AcasterSoils

Filing Object: Related List

At the bottom of each Object page, you can see the other Objects that it relates to.

Clicking on each of these objects will take you to a page for that specific object.

For an RDSD Filing, you can find links to Delegates, Filing Contacts, Filing Line Items, Sites, Orders and Files.

Filing Contacts (3)			
Filing Contact Number	First Name	Last Name	Company Name
RC-0000104	Billy	Chitwood	Holly Tree Soils
RC-0000106	Stacie	King	King's Soils
RC-0000105	Andres	Matthews	Affinity Soils
View All			

Filing Line Items (4)			
Filing Line Item Name	Type	Last Modified By	Last Modified Date
FLI-0081	Reuse Site Details	James Acaster	01/10/2021 10:17 PM
FLI-0086	Instrument	James Acaster	01/10/2021 10:19 PM
FLI-0087	Soil Detail	Daniel Thomas	04/10/2021 7:13 AM
FLI-0122	Instrument	Daniel Thomas	04/10/2021 7:12 AM
View All			


Sites (1)			
Site Name	Account	Location	Community
Opel Site	Acaster Soils	4339 MacLaren Street, A...	Armstrong, Township of
View All			



Filing Contact
Name: Billy Chitwood
Role: Owner
Phone: (780) 332 7828



Filing Line Item
ID : FLI-0087
Type : Soil Detail
Maximum Amount : 8,000



Site
Site Name: Opel Site
Community: Armstrong, Township of
Is Primary: Yes

Navigating an RDSD Filing



Selecting a Filing Contact

By selecting a Filing Contact from the related lists on a Filing object, the user will be taken to a different page layout that is specific to Filing Contacts.

A Filing Contact represents contacts who are added to each Filing, including peer reviewers and qualified persons.

These pages show the contact's details, their role and function within the Filing.

Filing Contacts (3)

Filing Contact Number	First Name	Last Name	Company Name
RC-0000104	Billy	Chitwood	Holly Tree Soils
RC-0000106	Stacie	King	King's Soils
RC-0000105	Andres	Matthews	Affinity Soils

[View All](#)

Filing Line Items (4)

Filing Line Item Name	Type	Last Modified By	Last Modified Date
FLI-0081	Reuse Site Details	James Acaster	01/10/2021 10:17 PM
FLI-0086	Instrument	James Acaster	01/10/2021 10:19 PM
FLI-0087	Soil Detail	Daniel Thomas	04/10/2021 7:13 AM
FLI-0122	Instrument	Daniel Thomas	04/10/2021 7:12 AM

[View All](#)

Sites (1)

Site Name	Account	Location	Community
Opel Site	Acaster Soils	4339 MacLaren Street, A...	Armstrong, Township of

[View All](#)

Filing Contact RC-0000104

[Printable View](#)

First Name	Last Name	Company Name	Filing
Billy	Chitwood	Holly Tree Soils	N00000019

DETAILS RELATED

Filing Contact Number	RC-0000104	Filing	N00000019
Name	Billy Chitwood	Company Name	Holly Tree Soils
Role	Owner	Business Phone Number	(780) 332-7828
Email	billybchitwood@dayrep.com		

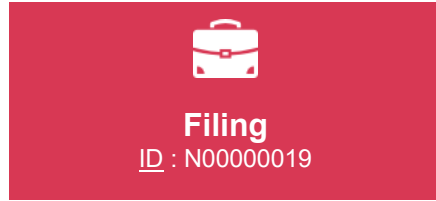
▼ Contact Filing Information

Is Primary	<input checked="" type="checkbox"/>	Is Also Site Contact	<input checked="" type="checkbox"/>
Destination Contact?	<input type="checkbox"/>		

▼ Address Information

Street	3426 5th Avenue	Postal Code	TOH 1W0
--------	-----------------	-------------	---------

Navigating an RDSD Filing



Filing Contacts (3)

Filing Contact Number	First Name	Last Name	Company Name
RC-0000104	Billy	Chitwood	Holly Tree Soils
RC-0000106	Stacie	King	King's Soils
RC-0000105	Andres	Matthews	Affinity Soils

[View All](#)

Filing Line Items (4)

Filing Line Item Name	Type	Last Modified By	Last Modified Date
FLI-0081	Reuse Site Details	James Acaster	01/10/2021 10:17 PM
FLI-0086	Instrument	James Acaster	01/10/2021 10:19 PM
FLI-0087	Soil Detail	Daniel Thomas	04/10/2021 7:13 AM
FLI-0122	Instrument	Daniel Thomas	04/10/2021 7:12 AM

[View All](#)

Sites (1)

Site Name	Account	Location	Community
Opel Site	Acaster Soils	4339 MacLaren Street, A...	Armstrong, Township of

[View All](#)

Filing Line Item
FLI-0087 [Printable View](#)

Type: Filing
Soil Detail: N00000019

Filing Line Item Summary

Type: Filing
Soil Detail: N00000019
Start Date: 01/06/2021
Final Date:

Soil Details

Amount: 5,000.00
Maximum Amount: 5,000.00

Instrument Details

Instrument Type (Consolidated):
Instrument Identification Number:
Instrument Issue Date:
Issuing Authority (Consolidated):
Instrument Issued To:

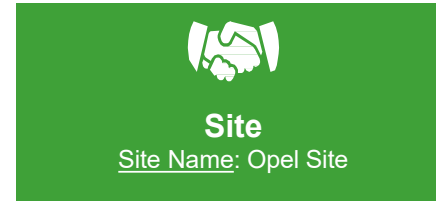
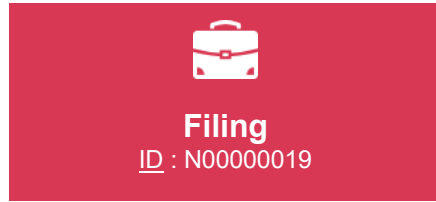
System Information

Selecting a Line Item

By selecting a Filing Line Item from the related lists on a Filing object, the user will be taken to a different page layout that is specific to Filing Line Items.

FLIs are used to represent multiple types of data within a Filing, including Soil Quality Standards, Property Uses, Instrument Types, Soil amounts, etc.

Navigating an RDSD Filing



Filing Contacts (3)			
Filing Contact Number	First Name	Last Name	Company Name
RC-0000104	Billy	Chitwood	Holly Tree Soils
RC-0000106	Stacie	King	King's Soils
RC-0000105	Andres	Matthews	Affinity Soils
View All			

Filing Line Items (4)			
Filing Line Item Name	Type	Last Modified By	Last Modified Date
FLI-0081	Reuse Site Details	James Acaster	01/10/2021 10:17 PM
FLI-0086	Instrument	James Acaster	01/10/2021 10:19 PM
FLI-0087	Soil Detail	Daniel Thomas	04/10/2021 7:13 AM
FLI-0122	Instrument	Daniel Thomas	04/10/2021 7:12 AM
View All			

Sites (1)			
Site Name	Account	Location	Community
Opel Site	Acaster Soils	4339 MacLaren Street, A...	Armstrong, Township of
View All			

Site Opel Site		
DETAILS	SITE DETAILS	SOIL DETAILS
Site Summary		
Account Acaster Soils	Filing N00000019	
Type Residential Development Soil Depot	Site Name Opel Site	
Property Type	Status Active	
Is Primary <input checked="" type="checkbox"/>		
Site Details		
Site Description Outskirts of Armstrong	Street 4339 MacLaren Street	
City Armstrong	Province Ontario	
Community Armstrong, Township of	Country Canada	
Postal Code K1P 5M7	Geographic Coordinates 45.439, -75.724	
Legal Description Of The Property PCL 11-3, SEC 65M2961 ; PT BLK 11, PL 65M2961 , PART 7 & 8, 65R18107.		

Selecting a Site

RDSDs have less location related details than other filing types. Consequently, there is only one site within RDSD filings.

Details about the site are located on the Site Object page. These details include:

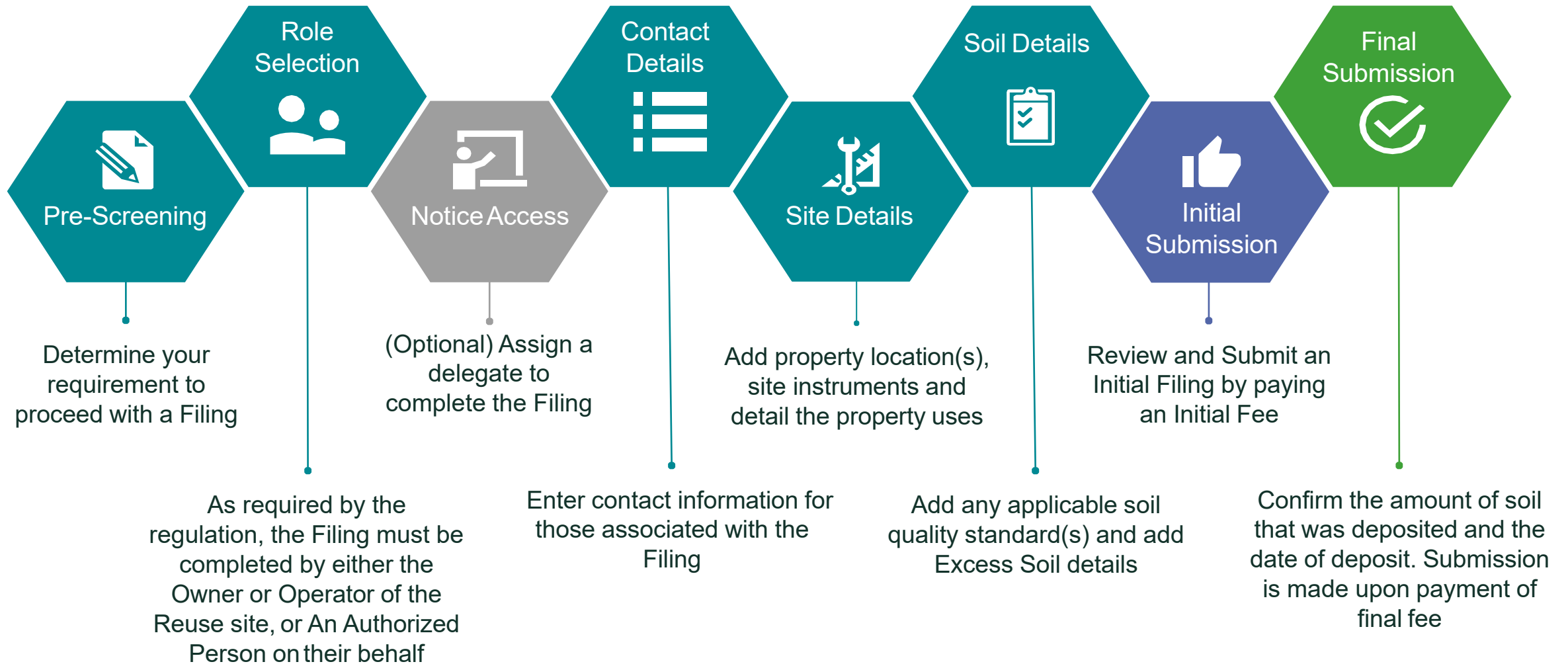
- Municipal Address
- Legal Land Description
- Geographic Coordinates

Navigating a Reuse Filing



A Reuse Filing

Here is an overview of how the Soil 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:



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
- Site Details
- Soil Details

Reuse Filings should be initiated by the **Owner** or **Operator** of the site, 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 **Owner(s)** or **Operator(s)**

Reuse Filings 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. Reuse Filings require the Type of Undertaking to be provided, Instruments in use and current and future property use(s).

Reuse Filings are required when there will be more than 10,000 m³ stored onsite. As part of the Filing, the following key data is required:

- Applicable Soil Quality Standards, depending upon which the Details of any Qualified Person(s) associated with a site-specific BRAT or Risk Assessment may also be required
- Date first load will be deposited
- Estimated date of final load
- Inventory amount of soil
- Total amount of soil to be deposited

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.

Reuse Filing Data Model for Internal Database Users



Filing
ID : N00000028
Filing Type : Reuse
Status : In progress
Company : Acaster Soils

Each record in the Filing object represents a single Filing, including RDSD, Reuse and Project Area.



Filing Contact
Name: JamesAcaster
Role: Owner
Phone: (780) 332 7828




Filing Contact
Name: JamesAcaster
Role: Operator
Phone: (780) 332 7828



Filing Contact
Name: Scott Davis
Role: Additional Operator
Phone: (780) 375 7908

Filing Contacts represent Contacts which are added to each Filing, including peer reviewers, operators, QPs, etc.




Site
Site Name: 1060 Lock Street
Community: Cambridge, City of
Is Primary: Yes



Site
Site Name: 51 184th Street
Community: Aurora, Town of
Is Primary: No

Sites represent the multiple property locations that make up a Reuse Site.




Filing Line Item
ID : FLI-0101
Type : Soil Detail
Maximum Amount : 12,000

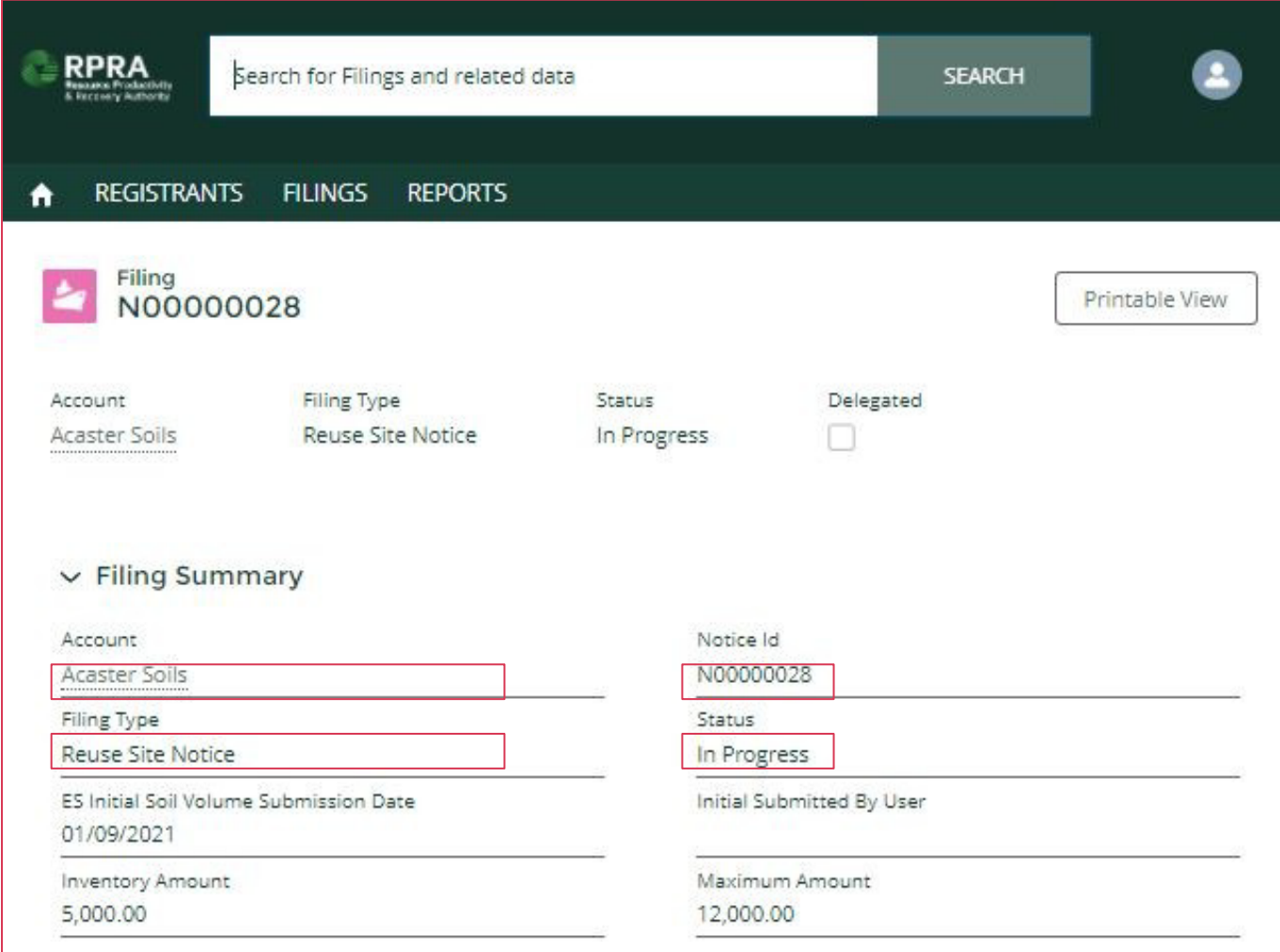


Filing Line Item
ID : FLI-0100
Type : Reuse Quality Standard Table
Table Volume : Volume Independent

Filing Line Items are used to represent multiple types of data within a Filing, including Soil Quality Standards, Property Uses, Instrument Types, Soil amounts, etc.

Navigating a Reuse Filing


Filing
ID : N00000028
Filing Type : Reuse
Status : In progress
Company : AcasterSoils



The screenshot shows the RPRAs website interface. At the top, there is a search bar with the text "Search for Filings and related data" and a "SEARCH" button. Below the search bar is a navigation menu with "REGISTRANTS", "FILINGS", and "REPORTS". The main content area displays the filing details for ID N00000028. It includes a "Printable View" button and a table with the following information:

Account	Filing Type	Status	Delegated
Acaster Soils	Reuse Site Notice	In Progress	<input type="checkbox"/>

Below the table is a "Filing Summary" section with the following details:

Account	Acaster Soils	Notice Id	N00000028
Filing Type	Reuse Site Notice	Status	In Progress
E5 Initial Soil Volume Submission Date	01/09/2021	Initial Submitted By User	
Inventory Amount	5,000.00	Maximum Amount	12,000.00


Filing Object

Clicking on the Notice ID will take you to the Filing Object page.

This page provides the:

- Filing Summary
- Submission details
- Pre-screening question/answers
- Primary site details and
- Lists the other related objects that were included as part of the notice (see next slide)

Navigating a Reuse Filing



Filing
ID : N00000028
Filing Type : Reuse
Status : In progress
Company : AcasterSoils

Filing Object: Related List

At the bottom of each Object page, you can see the other Objects that it relates to.

Clicking on each of these objects will take you to a page for that specific object.

For a Filing, you can find links to Filing Contacts, Filing Line Items, Sites and Files (declarations).


Filing Contacts (4) New			
Filing Contact Number	First Name	Last Name	Company Name
FC-0000112	James	Acaster	Acaster Soils
FC-0000113	James	Acaster	Acaster Soils
FC-0000114	Scott	Davis	ElectricSoil
FC-0000115	Darrel	Sanders	Four Leaf QP Services
View All			

Filing Line Items (5) New			
Filing Line Item Name	Type	Last Modified By	Last Modified Date
FLI-0097	Instrument	James Acaster	01/10/2021 11:13 PM
FLI-0098	Property Use	James Acaster	01/10/2021 11:13 PM
FLI-0099	Reuse Site Details	James Acaster	01/10/2021 11:15 PM
FLI-0100	Reuse Quality Standard Ta...	James Acaster	01/10/2021 11:13 PM
FLI-0101	Soil Detail	James Acaster	01/10/2021 11:15 PM
View All			


Sites (2) New			
Site Name	Account	Location	Community
Cambridge site	Acaster Soils	1060 Lock Street, Cambrid...	Cambridge, City of
Industrial Site	Acaster Soils	51 184th Street, Edmonton	Aurora, Town of



Filing Contact
Name: James Acaster
Role: Owner
Phone: (647) 961-7185

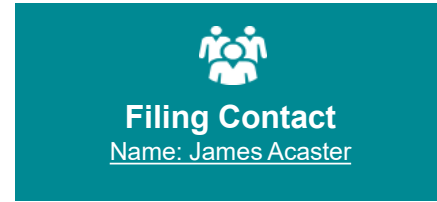
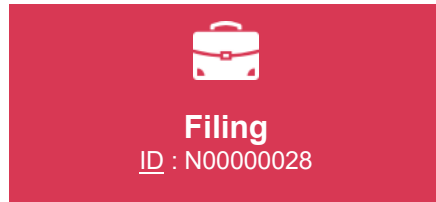


Filing Line Item
ID : FLI-0101
Type : Soil Detail
Maximum Amount : 8,000



Site
Site Name: Cambridge Site
Community: Cambridge City of
Is Primary: Yes

Navigating a Reuse Filing



Selecting a Filing Contact

By selecting a Filing Contact from the related lists on a Filing object, the user will be taken to a different page layout that is specific to Filing Contacts.

A Filing Contact represents contacts who are added to each Filing, including peer reviewers and qualified persons.

These pages show the contact's details, their role and function within the Filing.

Filing Contacts (4) New			
Filing Contact Number	First Name	Last Name	Company Name
FC-0000112	James	Acaster	Acaster Soils
FC-0000113	James	Acaster	Acaster Soils
FC-0000114	Scott	Davis	ElectricSoil
FC-0000115	Darrel	Sanders	Four Leaf QP Services
View All			


Filing Line Items (5) New			
Filing Line Item Name	Type	Last Modified By	Last Modified Date
FLI-0097	Instrument	James Acaster	01/10/2021 11:13 PM
FLI-0098	Property Use	James Acaster	01/10/2021 11:13 PM
FLI-0099	Reuse Site Details	James Acaster	01/10/2021 11:15 PM
FLI-0100	Reuse Quality Standard Ta...	James Acaster	01/10/2021 11:13 PM
FLI-0101	Soil Detail	James Acaster	01/10/2021 11:15 PM
View All			

Sites (2) New			
Site Name	Account	Location	Community
Cambridge site	Acaster Soils	1060 Lock Street, Cambrid...	Cambridge, City of
Industrial Site	Acaster Soils	51 184th Street, Edmonton	Aurora, Town of

Filing Contact FC-0000112 Printable View			
First Name	Last Name	Company Name	Filing
James	Acaster	Acaster Soils	N00000028

DETAILS		RELATED	
Filing Contact Number	FC-0000112	Filing	N00000028
Name	James Acaster	Company Name	Acaster Soils
Role	Owner	Business Phone Number	(647) 961-7185
Email	isai85s_o270u@gexik.com		
▼ Contact Filing Information			
Is Primary	<input checked="" type="checkbox"/>	Is Also Site Contact	<input checked="" type="checkbox"/>
Destination Contact?	<input type="checkbox"/>		
▼ Address Information			
Street	16 Fakington Road	Postal Code	M4B 1J6

Navigating a Reuse Filing



Filing
ID : N00000028



Filing Line Item
ID : FLI-0101

Filing Contacts (4) New

Filing Contact Number	First Name	Last Name	Company Name
FC-0000112	James	Acaster	Acaster Soils
FC-0000113	James	Acaster	Acaster Soils
FC-0000114	Scott	Davis	ElectricSoil
FC-0000115	Darrel	Sanders	Four Leaf QP Services

[View All](#)

Filing Line Items (5) New

Filing Line Item Name	Type	Last Modified By	Last Modified Date
FLI-0097	Instrument	James Acaster	01/10/2021 11:13 PM
FLI-0098	Property Use	James Acaster	01/10/2021 11:13 PM
FLI-0099	Reuse Site Details	James Acaster	01/10/2021 11:15 PM
FLI-0100	Reuse Quality Standard Ta...	James Acaster	01/10/2021 11:13 PM
FLI-0101	Soil Detail	James Acaster	01/10/2021 11:15 PM

[View All](#)

Sites (2) New

Site Name	Account	Location	Community
Cambridge site	Acaster Soils	1060 Lock Street, Cambrid...	Cambridge, City of
Industrial Site	Acaster Soils	51 184th Street, Edmonton	Aurora, Town of

Filing Line Item
FLI-0101 Printable View

Type: Filing
Soil Detail: N00000028

Filing Line Item Summary

Type	Filing
Soil Detail	N00000028
Start Date	01/09/2021
Final Date	31/10/2021
Record Type	Soil Detail

Soil Details

Amount	5,000.00
Maximum Amount	12,000.00

Instrument Details

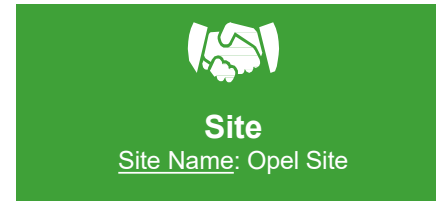
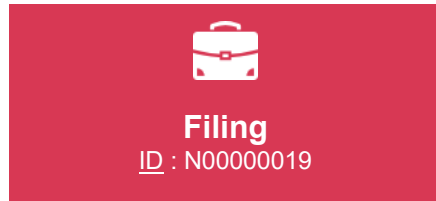
Instrument Type (Consolidated)	ConsolidatedIssuingAuthority
Instrument Identification Number	Instrument Issued To
Instrument Issue Date	

Selecting a Line Item

By selecting a Filing Line Item from the related lists on a Filing object, the user will be taken to a different page layout that is specific to Filing Line Items.

FLIs are used to represent multiple types of data within a Filing, including Soil Quality Standards, Property Uses, Instrument Types, Soil amounts, etc.

Navigating a Reuse Filing



Selecting a Site

Reuse Filings often contain multiple properties. Each property is created as a Site object.

Details about each property are located on the Site Object page. These details include:

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

Also found on this page is the Is Primary checkbox. This will be checked if the property viewed is the primary property.

Filing Contacts (4) New

Filing Contact Number	First Name	Last Name	Company Name
FC-0000112	James	Acaster	Acaster Soils
FC-0000113	James	Acaster	Acaster Soils
FC-0000114	Scott	Davis	ElectricSoil
FC-0000115	Darrel	Sanders	Four Leaf QP Services

[View All](#)

Filing Line Items (5) New

Filing Line Item Name	Type	Last Modified By	Last Modified Date
FLI-0097	Instrument	James Acaster	01/10/2021 11:13 PM
FLI-0098	Property Use	James Acaster	01/10/2021 11:13 PM
FLI-0099	Reuse Site Details	James Acaster	01/10/2021 11:15 PM
FLI-0100	Reuse Quality Standard Ta...	James Acaster	01/10/2021 11:13 PM
FLI-0101	Soil Detail	James Acaster	01/10/2021 11:15 PM

[View All](#)

Sites (2) New

Site Name	Account	Location	Community
Cambridge site	Acaster Soils	1060 Lock Street, Cambrid...	Cambridge, City of
Industrial Site	Acaster Soils	51 184th Street, Edmonton	Aurora, Town of

Site
Cambridge site

DETAILS | SITE DETAILS | SOIL DETAILS

Site Summary

Account Acaster Soils	Filing N00000028
Type Reuse	Site Name Cambridge site
Property Type	Status Active
Is Primary <input checked="" type="checkbox"/>	

Site Details

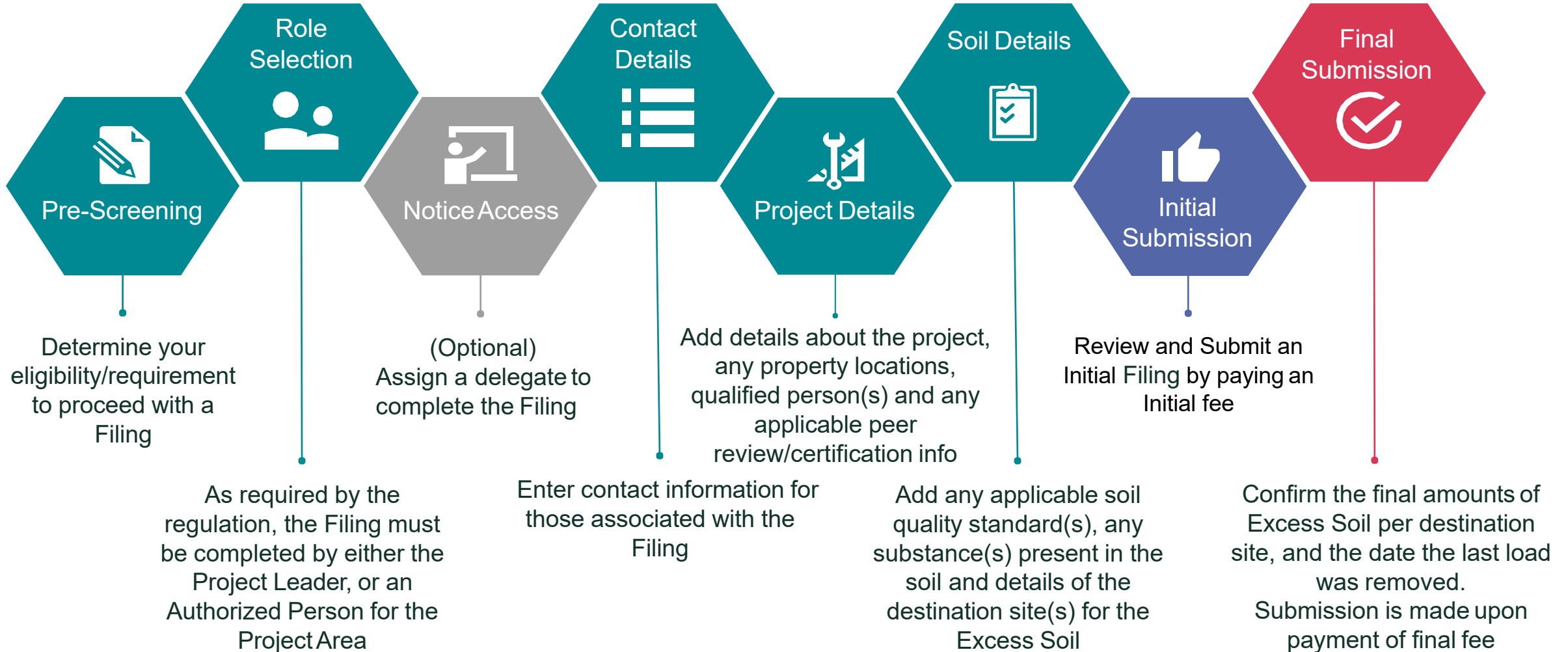
Site Description The Annprior property location	Street 1060 Lock Street
City Cambridge	Province Ontario
Community Cambridge, City of	Country Canada
Postal Code N1R 6J6	Geographic Coordinates 43.395, -80.391
Legal Description Of The Property T/W PT BLK 11, PL 65M2961, PT 9, 65R18107 AS IN LT1077992 ; S/T LT1081784 ;	

Navigating a Project Area Filing



A Project Area Filing

Here is an overview of how the Soil program participants will journey through a Project Area Filing Submission.



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(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:



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

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 **Project Leaders or Operators**.

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.

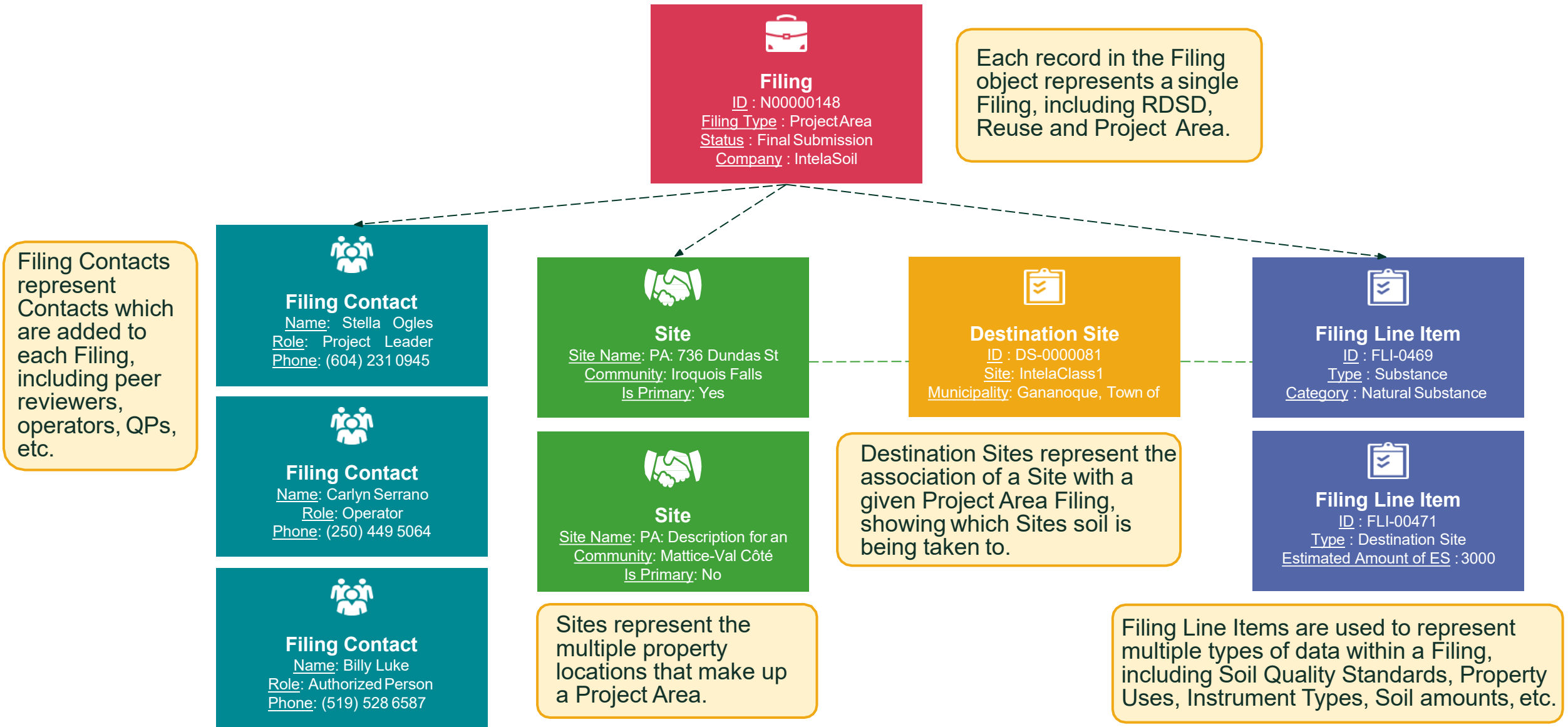
Depending on the nature of the Project Area, it may be required to provide details of any Qualified Person(s) and / or the details of any Peer Review or Certification Process.

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.

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.

Navigating a Project Area Filing



Navigating a Project Area Filing 2



Filing
ID : N00000148
Filing Type : Project Area
Status : Final Submission
Company : IntelaSoil



Search for Filings and related data

REGISTRANTS FILINGS REPORTS

Filing
N00000148

Account	Filing Type	Status	Delegated
IntelaSoil	Project Area Notice	Final Submission	<input type="checkbox"/>

▼ Filing Summary

Account	Notice Id
IntelaSoil	N00000148
Filing Type	Status
Project Area Notice	Final Submission
ES Total Estimated Soil Volume	Total Estimated ES Amount to Dest. Site
3,000.00	16,000.00

▼ Initial Submission

ES Initial Soil Volume Submission Date	Initial Submitted By User
13/10/2021	Billy Luke
ES Total Initial Soil Volume	
3,000.00	

▼ Final Submisson

ES Final Soil Volume Submission Date	Final Submitted By User
13/10/2021	Billy Luke

Filing Object

Clicking on the Notice ID will take you to the Filing Object page.

This page provides the:

- Filing Summary
- Submission details
- Pre-screening question/answers
- Primary site details and
- Lists the other related objects that were included as part of the notice (see next slide)

Navigating a Project Area Filing 3



Filing
 ID : N00000148
 Filing Type : Project Area
 Status : Final Submission
 Company : InteltaSoil

Filing Object: Related List

At the bottom of each Object page, you can see the other Objects that it relates to. Clicking on each of these objects will take you to a page for that specific object.

For a Project Area Filing, you can find links to Delegates, Filing Contacts, Filing Line Items, Destination Site, Sites, Files and Orders.

Filing Contacts (6)

Filing Contact Number	First Name	Last Name	Company Name
FC-0000438	Stella	Ogles	Ogles Soil
FC-0000439	Carlyn	Serrano	Serrano Soils
FC-0000440	Billy	Luke	InteltaSoil
FC-0000441	Jennifer	Allen	MageSoil
FC-0000442	Michelle	Mosteller	Accord Soil Investments
FC-0000443	Verna	Berg	Berg Peer Reviewing Services Inc.

View All



Filing Contact
 Name: Stella Ogles
 Role: Project Leader
 Phone: (604) 231 0945

Filing Line Items (6) New

Filing Line Item Name	Type	Last Modified By	Last Modified Date
FLI-0467	Project Area Quality Standard Table	Billy Luke	13/10/2021 3:28 PM
FLI-0472	Destination Site	Billy Luke	13/10/2021 3:32 PM
FLI-0468	Project Area Quality Standard Table	Billy Luke	13/10/2021 3:28 PM
FLI-0469	Substance	Billy Luke	13/10/2021 3:28 PM
FLI-0470	Substance	Billy Luke	13/10/2021 3:29 PM
FLI-0471	Destination Site	Billy Luke	13/10/2021 3:32 PM

View All



Filing Line Item
 ID : FLI-0469
 Type : Substance
 Category : Natural Substance

Destination Site (2) New

Destination Site Name	Site	Municipality/Community
DS-0000081	InteltaClass1	Gananoque, Town of
DS-0000082	James' Reuse Site	Armstrong, Township of

View All




Destination Site
 ID : DS-0000081
 Site: InteltaClass1
 Municipality: Gananoque, Town of

Sites (3)

Site Name	Account	Location	Community
PA: Description for an End Point ...		Description for an End Point woul...	Mattice-Val Côté, Township of
PA: 736 Dundas Street, Toronto		736 Dundas Street, Toronto	Iroquois Falls, Town of
InteltaClass1	InteltaSoil	2429 Brant Avenue, Red Earth	Gananoque, Town of

View All



Site
 Site Name: PA: Description for an
 Community: Mattice-Val Côté
 Is Primary: No

Navigating a Project Area Filing 4



Filing
ID : N00000148



Filing Contact
Name: Stella Ogles

Filing Contacts (6)

Filing Contact Nu...	First Name	Last Name	Company Name
FC-0000438	Stella	Ogles	Ogles Soil
FC-0000439	Carlyn	Serrano	Serrano Soils
FC-0000440	Billy	Luke	IntelaSoil
FC-0000441	Jennifer	Allen	MageSoil
FC-0000442	Michelle	Mosteller	Accord Soil Investm...
FC-0000443	Verna	Berg	Berg Peer Reviewing...

[View All](#)

Filing Contact FC-0000438

First Name: Stella
Last Name: Ogles
Company Name: Ogles Soil
Filing: [N00000148](#)

DETAILS

Filing Contact Number
FC-0000438

Name
Stella Ogles

Role
Project Leader

Email
stellarogles@armyspy.com

Contact Filing Information

Is Primary

Is Also Site Contact

Destination Contact?

Address Information

Selecting a Filing Contact

By selecting a Filing Contact from the related lists on a Filing object, the user will be taken to a different page layout that is specific to Filing Contacts.

A Filing Contact represents contacts who are added to each Filing, including peer reviewers and qualified persons.

These pages show the contact's details, their role and function within the Filing.

Navigating a Project Area Filing 5



Filing
ID : N00000148



Filing Line Item
ID : FLI-0469

Filing Contacts (6)			
Filing Contact Nu...	First Name	Last Name	Company Name
FC-0000438	Stella	Ogles	Ogles Soil
FC-0000439	Carlyn	Serrano	Serrano Soils
FC-0000440	Billy	Luke	IntelaSoil
FC-0000441	Jennifer	Allen	MageSoil
FC-0000442	Michelle	Mosteller	Accord Soil Investm...
FC-0000443	Verna	Berg	Berg Peer Reviewing...
View All			

Filing Line Items (6) New			
Filing Line Item N...	Type	Last Modified By	Last Modified Date
FLI-0467	Project Area Quality ...	Billy Luke	13/10/2021 3:28 PM
FLI-0472	Destination Site	Billy Luke	13/10/2021 3:32 PM
FLI-0468	Project Area Quality ...	Billy Luke	13/10/2021 3:28 PM
FLI-0469	Substance	Billy Luke	13/10/2021 3:28 PM
FLI-0470	Substance	Billy Luke	13/10/2021 3:29 PM
FLI-0471	Destination Site	Billy Luke	13/10/2021 3:32 PM

Filing Line Item FLI-0469

Type: Filing
Substance: [N00000148](#)

▼ Filing Line Item Summary

Type: Filing
Substance: [N00000148](#)

▼ Substance Details

Use of Substance: Solidification/dewatering
Category: Natural Substance

Name of Substance: Mud

▼ System Information


Created By: [Billy Luke](#), 13/10/2021 3:28 PM
Last Modified By: [Billy Luke](#), 13/10/2021 3:28 PM

Selecting a Line Item

By selecting a Filing Line Item from the related lists on a Filing object, the user will be taken to a different page layout that is specific to Filing Line Items.

FLIs are used to represent multiple types of data within a Filing, including Soil Quality Standards, Property Uses, Instrument Types, Soil amounts, etc.

Navigating a Project Area Filing 6


Filing
ID : N00000148


Destination Site
Site: [IntelaClass1](#)

Destination Site (2) New

Destination Site Name	Site	Municipality/Community
DS-0000081	IntelaClass1	Gananoque, Town of
DS-0000082	James' Reuse Site	Armstrong, Township of

[View All](#)

Sites (3)

Site Name	Account	Location	Community
PA: Description for...		Description for an E...	Mattice-Val Côté, To...
PA: 736 Dundas Str...		736 Dundas Street, ...	Iroquois Falls, Town of
IntelaClass1	IntelaSoil	2429 Brant Avenue, ...	Gananoque, Town of

[View All](#)

Destination Site DS-0000081

Site	Filing	Municipality/Community
IntelaClass1	N00000148	Gananoque, Town of

Destination Site Name: [DS-0000081](#)

Filing: [N00000148](#)

Site: [IntelaClass1](#)

Municipality/Community: [Gananoque, Town of](#)

System Information

Created By: [Billy Luke](#), 13/10/2021 3:29 PM

Last Modified By: [Billy Luke](#), 13/10/2021 3:29 PM

Filing Line Items (1) New

Filing Line Item N...	Type	Filing	Last Modified By
FLI-0471	Destination Site	N00000148	Billy Luke

[View All](#)


Selecting a Destination Site

By selecting a Destination Site from the related lists on a Filing object, the user will be taken to a different page layout that is specific to Destination Sites.


The Destination Site object is used to link a Filing to a Site Object. Note here how there are links to the **Site** object or back to the **Filing** object.

The Destination Site object also has related items as shown here. The Filing Line Item shown here contains data specific to the destination site.

Navigating a Project Area Filing 7



Filing
ID : N00000148



Site
Site Name: PA: Description for an End Point would be here

Destination Site (2)			
Destination Site Name	Site	Municipality/Community	
DS-0000081	IntelaClass1	Gananoque, Town of	▼
DS-0000082	James' Reuse Site	Armstrong, Township of	▼
View All			

Sites (3)			
Site Name	Account	Location	Community
PA: Description for...		Description for an E...	Mattice-Val Côté, To... ▼
PA: 736 Dundas Str...		736 Dundas Street, ...	Iroquois Falls, Town of ▼
IntelaClass1	IntelaSoil	2429 Brant Avenue, ...	Gananoque, Town of ▼
View All			

Site
PA: Description for an End Point would be here

DETAILS

▼ Site Summary

Account	N00000148
Type	Project Area Property
Property Type	End Point
Is Primary	<input type="checkbox"/>

▼ Site Details

Site Description	Description for an End Point would be here
City	
Community	Mattice-Val Côté, Township of
Postal Code	
Legal Description Of The Property	
Street	
Province	Ontario
Country	Canada
Geographic Coordinates	49.804488, -119.436922

Selecting a Site

On a Project Area filing, there could be multiple properties that make up the site location.

Each property is created as a Site object. The Type of Property is indicated on the Site Object page, and is also indicated as to whether the property is considered to be the Primary property within the Project Area.

When a Property does not have a name (as the End Point here) the name field is populated with the Property Description.