



# Introduction to RPRA



**RPRA** Resource Productivity  
& Recovery Authority

# Excess Soils Portals



## 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](https://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](https://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

# Resources Available (1/2)

#	Session	Topic	Duration and Link
1	<b>Intro to Excess Soil</b> Nov 25th, 2021	<ul style="list-style-type: none"> <li>• Excess Soil Program introduction/overview</li> <li>• Creating a Registry account and managing user access</li> <li>• Program enrolment</li> <li>• Dashboard</li> <li>• Delegation/shared access overview</li> <li>• Public Experience Portal</li> </ul>	1.5 hours <a href="#">Link to recording</a> <a href="#">Link to presentation materials</a> <a href="#">Link to account creation and user management</a>
2	<b>Project Area Filing</b> Nov 30th, 2021	<ul style="list-style-type: none"> <li>• Project Area Filing Overview</li> <li>• Create a Filing &amp; update an existing Filing</li> <li>• Assigning and revoking Shared Access</li> <li>• Making an Initial and Final Submission</li> <li>• Downloading summary PDFs &amp; invoice PDFs related to your Filing</li> <li>• Receiving a confirmation email after a submission</li> </ul>	1.5 hours <a href="#">Link to recording</a>  <a href="#">Link to presentation</a>  <a href="#">Link to walkthrough training guide</a>
3	<b>Reuse Filing</b> Dec 2nd, 2021	<ul style="list-style-type: none"> <li>• Reuse Filing Overview</li> <li>• Create a Filing &amp; update an existing Filing</li> <li>• Assigning &amp; revoking Shared Access</li> <li>• Making an Initial and Final Submission</li> <li>• Downloading summary PDFs &amp; invoice PDFs related to your Filing</li> <li>• Receiving a confirmation email after a submission</li> </ul>	1.5 hours <a href="#">Link to recording</a>  <a href="#">Link to presentation material</a>  <a href="#">Link to walkthrough training guide</a>
4	<b>Residential Development Soil Depot Filing</b> (coming soon)	<ul style="list-style-type: none"> <li>• Residential Development Soil Depot Filing Overview</li> <li>• Create a Filing &amp; update an existing Filing</li> <li>• Making an Initial and Final Submission</li> <li>• Downloading summary PDFs &amp; invoice PDFs related to your Filing</li> </ul>	30 mins  <a href="#">Link to walkthrough training guide</a>

# Resources Available (2/2)

Topic	Link
<p>Frequently asked questions</p> <ul style="list-style-type: none"><li>• Fees</li><li>• Who has to file notices and when?</li><li>• Role definitions (project leader, owner, operator, authorized person, qualified person)</li></ul>	<a href="#">Link to FAQ</a>
<p>Declaration forms</p> <ul style="list-style-type: none"><li>• Project Area Initial and Final (fillable)</li><li>• Reuse Site Initial and Final (fillable)</li><li>• Residential Development Soil Depot Initial and Final (fillable)</li></ul>	<a href="#">Link to declaration forms</a>
<p>2022 Registry Fees for Excess Soils</p> <ul style="list-style-type: none"><li>• Fees that Registry users pay to cover RPRA's costs for building, maintaining, and operating the Excess Soil Registry and providing support to Registry users</li><li>• Outlined by notice type</li></ul>	<a href="#">Link to approved fees</a> <a href="#">Link to fee consultation process and report</a>
<p>MECP Presentation on the Excess Soils Registry</p> <ul style="list-style-type: none"><li>• Overview of the Excess Soils Registry and Regulatory Requirements</li></ul>	<a href="#">Link to presentation material</a>

# Contact us

**Website:** [www.rpra.ca/excess-soil-registry/](http://www.rpra.ca/excess-soil-registry/)

**Email:** [registry@rpra.ca](mailto:registry@rpra.ca)

**Phone:** | (647) 496-0530 | (833) 600-0530

# Thank You

