

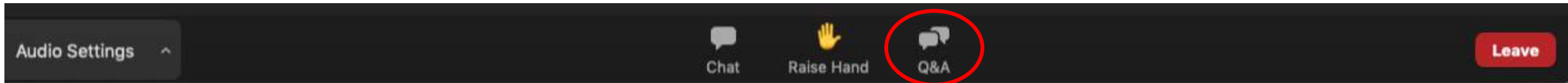
RPRA's Hazardous Waste Program Registry

Generator-focused Information Session

August 2022



How to ask a question



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

Agenda

1. Introduction
2. What's changing?
3. Account creation
4. Delegation
5. Looking ahead
6. Q&As



Introduction



Who is RPRA?

- The Resource Productivity and Recovery Authority (RPRA) is a regulator created by the Government of Ontario to:
 1. Support the transition to a circular economy by winding up and transitioning legacy waste diversion programs under the [*Waste Diversion Transition Act, 2016*](#) (WDTA) and implementing the new producer responsibility framework under the [*Resource Recovery and Circular Economy Act, 2016*](#) (RRCEA)
 2. Provide registration and reporting services for ministry programs, as directed by the Minister, such as for excess soil and hazardous waste
- RPRA is accountable to the Minister of the Environment, Conservation and Parks
- RPRA provides information to the Minister to support policy decisions but does not determine policy or write regulations

What is the Hazardous Waste Program Registry?

- RPRA is mandated by the ministry to:
 1. Create a digital registry for reporting all information under Ontario's Hazardous Waste Program, including registering facilities and waste streams, on-site waste activities and manifesting – no more paper manifests
 2. Set and collect fees to recover program costs
 3. Supporting stakeholders who report under the Hazardous Waste Program
- RPRA's Hazardous Waste Program Registry will **replace** the current HWIN system and will include a **mandatory** online reporting portal and electronic manifesting solution, including a mobile app
- The ministry will continue to oversee the Hazardous Waste Program and be responsible for compliance and enforcement activities

Development of the registry

- RPRA is building the registry in close collaboration with the ministry, technology partners, and industry stakeholders
- Stakeholder input is key to the process. Engagement activities include:
 - Industry working group meetings
 - Focus groups
 - Usability testing
 - 1:1 interviews with industry
 - Survey to broad registry user base



What's changing?

What's changing?

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

Key changes as of January 1, 2023

What's ending?

- ✘ End of annual registration for each generating facility (that currently takes place between January 1 and February 15 annually)
- ✘ End of paper manifests for waste shipments

What remains the same?

- ↔ Substance of your reporting (facility, waste stream, on-site, manifesting, when to report)

What's new?

- ✓ Requirement to report through the new registry
- ✓ Ability for a generator to delegate reporting and fee payment
- ✓ Requirement of carriers and receivers to create registry accounts
- ✓ Option for bulk data transfers to support high volume manifesting

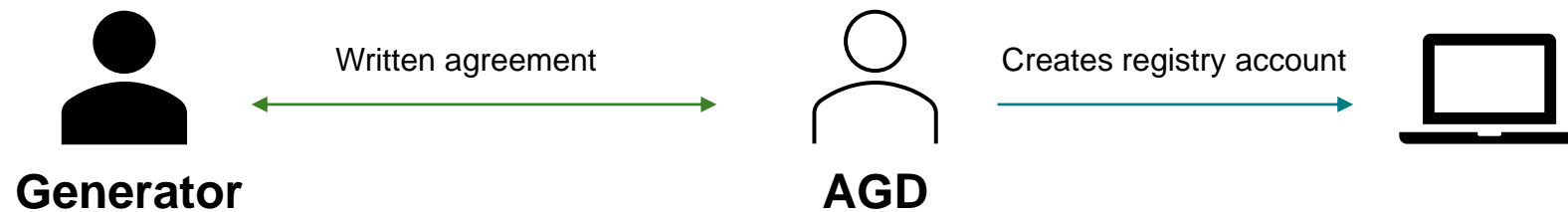
Delegation



What is delegation?

The amended Regulation 347 clarifies that generators can delegate a service provider to submit information to the registry on the generator's behalf – we call this kind of service provider an **“authorized generator delegate”** or an **“AGD”**

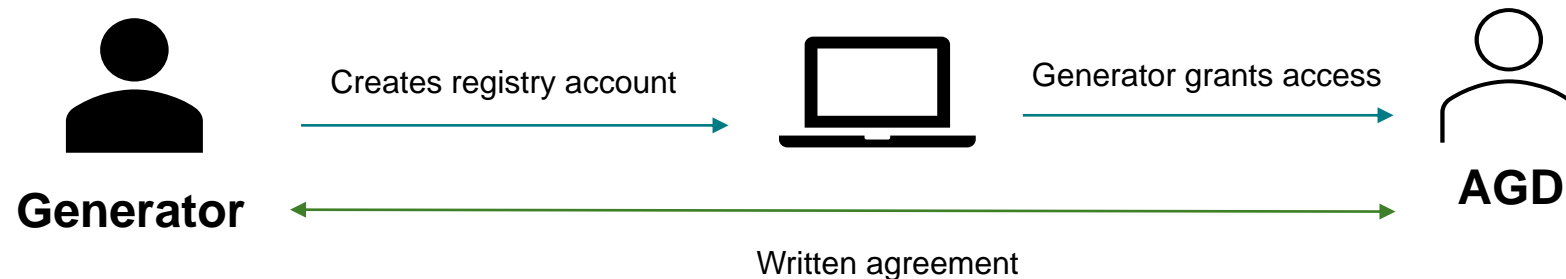
Full delegation



AGD manages:

- Facilities and waste information
- On-site activities
- Manifest sign off, on behalf of the generator
- Fee payment

Partial delegation



AGD or Generator manages:

- Facilities and waste information
- On-site activities
- Manifest sign off, on behalf of the generator

Generator manages:

- Fee payment

My business intends to delegate

What can you do to prepare to delegate to an AGD

- Does a service provider identify waste and report it through HWIN on your behalf? If you want that to continue, they will be an AGD in the HWP Registry
- Determine if you will be fully or partially delegating. You can delegate to multiple businesses and have different levels of delegation for your AGDs.
 - If you are a Generator and you have chosen to fully delegate to a service provider, you will NOT have to use the HWP Registry
- Communicate with your service providers about delegation
- Ensure all steps to prepare your business to delegate are completed in advance of November 15, 2022.

Two key things to keep in mind about delegation

1. Regulation 347 requires that delegation be documented in a written authorization between the generator and the AGD. The ministry's updated guidance manual will provide guidance on what the agreement should contain but this will not impact the kinds of delegation arrangements you can establish with your service providers. **You can choose now what kinds of delegation you want to do, and what business arrangements you need to support them.**

2. If your service providers are doing partial delegation, you as the generator will need to set up your Registry account, including your facilities and waste stream information. **Carriers and receivers will not be able to ship or receive waste from your facilities if they are not set up in the registry beforehand.**
 - a. If your service provider is doing full delegation, you as the generator will not have to interact with the Registry at all. They will set up your facilities under their AGD account.

 - b. If your service provider is doing partial delegation, you will need to set up your Registry account and facilities. You can then grant access to your facilities so they can manage your wastes and report waste activities on your behalf.

Account Creation

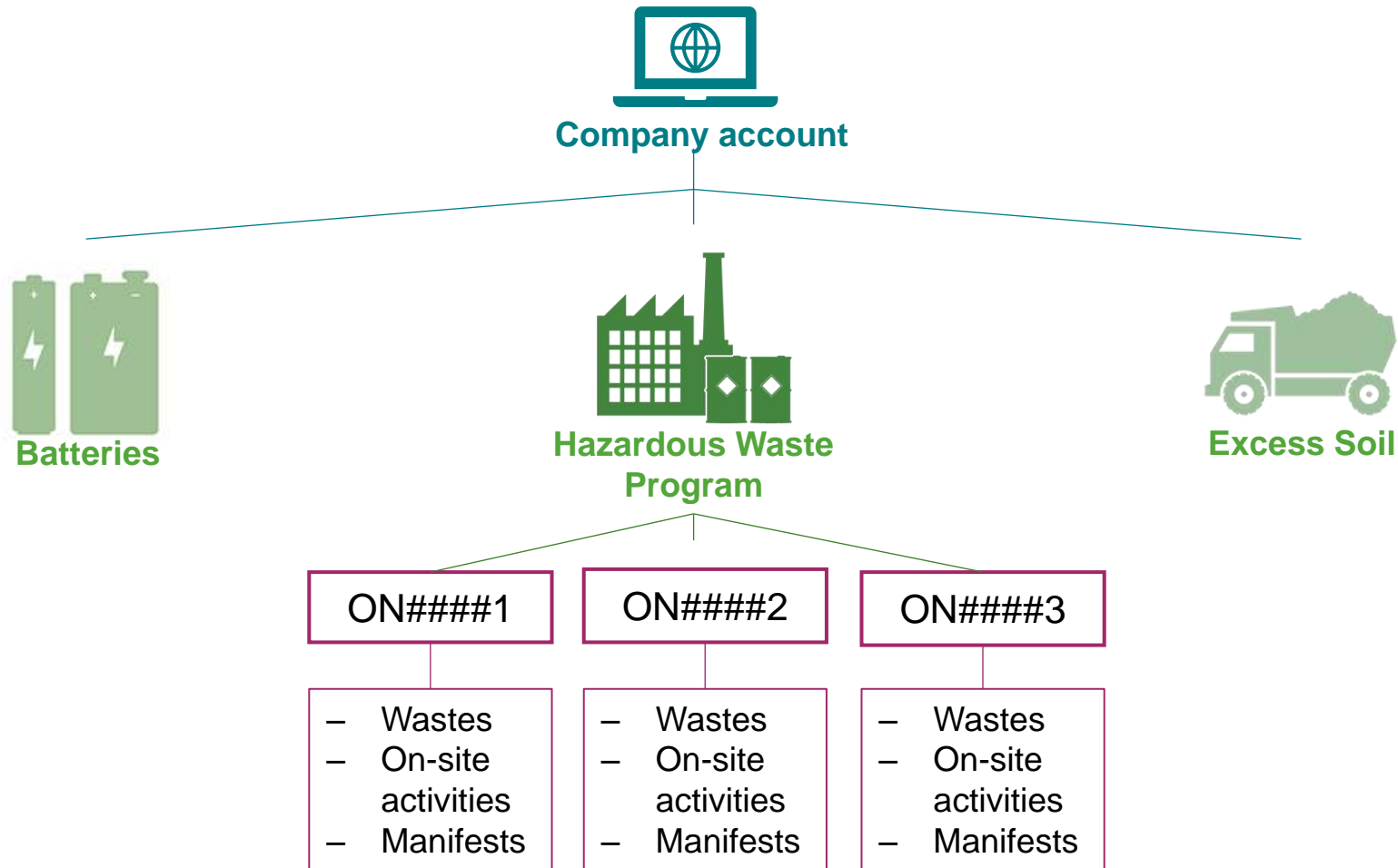


Do I need to create a Registry account?

- You (or your AGD) must set up an account in the HWP Registry to:
 - Complete your Generator Registration Report
 - Be listed on a manifest as a generator
 - Create or edit manifests
 - Sign manifests (and sign off on corrections)
 - Report on-site waste activities
- Create your account starting **November 15, 2022** – your account must be set up before January 1, 2023, for you to begin manifesting using the new registry on January 1.
- Paper manifests will no longer be accepted on January 1, 2023.
- All paper manifests with a ship-date in the 2022 calendar year, and payments for 2022 shipments, will continue to be processed through HWIN in early 2023.

**If you are a Generator and you have chosen to fully delegate to a service provider,
you will NOT have to use the HWP Registry**

Registry Account and User Management



Each company has:
One Registry account
One Account Admin user

The company account can have:
Multiple program enrolments
Multiple users per program

The company will manage:
All facilities (generator numbers) under **one** account

Note: if your company requires an additional Registry account, you will contact Registry Support for assistance

Creating your account on November 15, 2022

Simple and straightforward account creation process

Create Account

Business Address Individual Review

Business number and name

If your business does not have a CRA Business Number, please [contact us](#).

CRA Business Number (BN) ⓘ

Legal Business Name ⓘ

Business Operating Name ⓘ [Copy Legal Name](#)

Next Step >

Steps to create an account:

- Enter business number and name
- Enter business address and phone number
- Enter the name and contact information for the Registry's primary user for your business
- Set password
- Add additional users

Note: if your company does not have a CRA number or the number is already in use by another part of your company, you will contact Registry Support for assistance

Data Migration

In October 2022, RPRA will migrate active generator account data from HWIN to the Registry



Data that **will** be migrated:

- Generator ID
- Company details
- Site location
- Company official / alternate HWIN Administrator details
- Site Details
- Waste Identification (for active wastes):
 - Waste Class
 - Waste Stream
 - Land Disposal Restrictions (LDR) Notification Form
- Fee exemptions



Data that **won't** be migrated:

- Manifests
- On-site processing, storage and disposal information
- LDR questionnaires (only LDR notification forms will be migrated)
- Financial information (including account balances, payment information)
- Document attachments (such as copies of Environmental Compliance Approvals)

Prepare for account creation

- If your company already has a Registry account, ensure the account admin is aware of the launch of the HWP Registry on **November 15, 2022**
- Decide who will be added as users to your Hazardous Waste Program Registry Account
- Prepare for data migration of your HWIN data:
 - Ensure generator accounts are active and waste information is up to date.
 - Know the generator number for each facility
 - Know the primary or secondary HWIN username associated to the facility

Mobile App

- App is compatible with Apple (iOS) and Android
- Available for download on app stores on November 15, 2022
- The app will allow generators, carriers and receivers to:
 - View and sign manifest
 - Create new manifests (“parts A and B”)
 - Complete manifests (“part C”)
 - Including accepting or refusing wastes
 - Make corrections to the manifest
- Registry users will use the same username and password to sign into the app
- Ensure your staff are aware of the transition from paper manifests to use of the registry and mobile app for manifesting

What about fees?

How RPRA sets fees

- RPRA recovers program costs from registrants – we are not funded by government
- A new regulation under the RRCEA preserves and clarifies existing Hazardous Waste program fee exemptions, which RPRA must follow, including:
 - Municipal hazardous or special waste
 - Contaminated sites
 - Emergencies (spills)
 - Tonnage-fee exempt recycling facilities
- RPRA to publicly consult on fees in the fall 2022

What about fees?

How HWP Registry users will pay fees

- Fees will be invoiced to the generator company that sets up the generation facility (the generator, or, if fully delegated, the generator's authorized delegate) monthly.
- RPRA's HWP Registry will not operate with a pre-payment option
 - HWIN pre-paid balances will not be transferred to the new registry – managing your pre-paid account balances now may help you avoid having to request/obtain an HWIN refund later

End to End Registry Demo

The image displays three components of an end-to-end registry demo:

- Desktop Interface:** A web browser window showing the RPR Hazardous Waste Registry homepage for Stamford Waste Ltd. The page includes a navigation menu (Manifests, Facilities, Waste Streams, Invoices, Add Roles), a registration number (00010556), and a table of manifests. A placeholder text block is also visible.
- Mobile App Interface:** A smartphone screen showing a user profile for Jordan River at Stamford Waste Ltd, with a Logout button at the bottom.
- Video Call Grid:** A vertical column of participant avatars with initials and names: Ellen White (EW), Candice Mackay (CM), Charlie Gray (CA) (CG), Priyanka Zalodiyia (PZ), Keshavan Cheivan (KC), David Vincent, Pradeepan Sutha (PS), and Jerome Adba (JJ).

Desktop Interface Details:

Stamford Waste Ltd
Hazardous Waste Registry Homepage

Registration #:00010556
Hazardous Waste (formerly HWIN) Switch Programs
New Manifest

Manifests | Facilities | Waste Streams | Invoices | Add Roles

Placeholder Text
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Only display Manifests that require my action.

View: Open Manifests | Closed Manifests | Enter search terms here | Add Filters +

Manifest Number	Generator Number	Facility Name	Status	Date Shipped	Action
MN-00001388	ON001166919	Lakeshore Factory	In Transit	Jul 19, 2022	Print PDF

1 entries | Page 1 of 1 | 25 entries per page

Need help? Search our Registry Help & Support. Can't find an answer? Contact Us

HWP Registry Training and Support

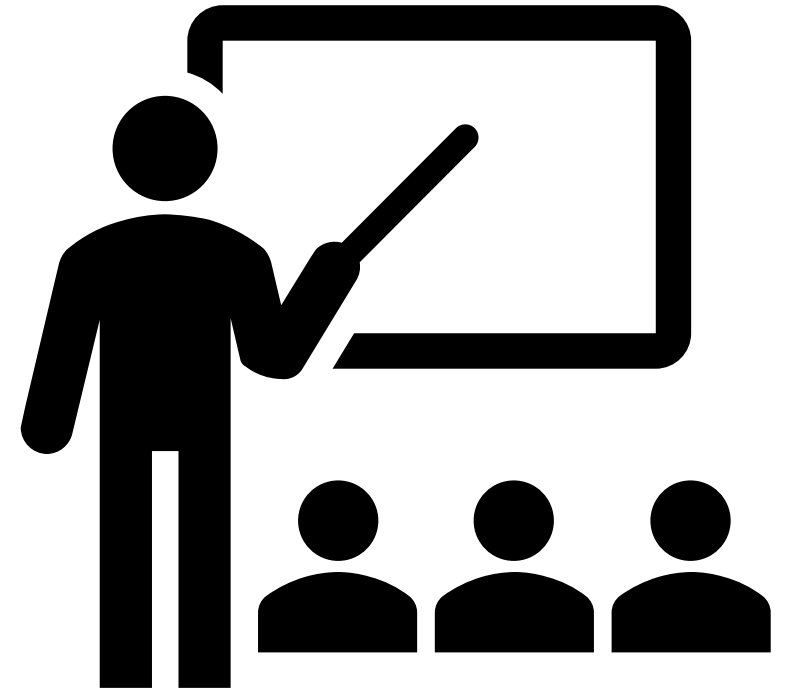


HWP Registry Training and Support

- RPRA will be providing comprehensive training and support for registry users, including materials posted to the RPRA website and interactive training sessions.
- Training content will be role-based (i.e., **generator, carrier, receiver**) and will provide information to support users as they perform various tasks in the HWP Registry such as registration, delegation, adding facilities, adding waste streams, manifesting, etc.
- Training materials will be available by **November 2022**
- Training will be provided in a range of formats to suit the needs of individual learners

Virtual Instructor-Led Training

- Conceptual course material (~1 hour duration)
- Users can watch a recording of a virtual-led training session
- Provides the learner with the basic concepts and understanding of a particular HWP Registry topic or role



Task Videos

- Short video 5 to 10 min in duration
- Provides the viewer a demonstration of how to perform a specific task in the HWP Registry

Hazardous Waste Program Registry

Task Video: Add a Facility



Overview:

The task video is designed to demonstrate the major steps you will need to complete when performing this task in the live system.

In this topic, we will walk through the steps for adding a new facility in the HWP Registry.


Simulations

- Self-paced, play-back (via weblink) typically 5-10 min, of a key HWP Registry task in a replicated environment, can be practiced an unlimited number of times
- Provides the learner the ability to get “hands-on” practice performing the steps to complete a common HWP Registry task



Work Instructions

- Step-by-step procedure, typically two or more pages, listing the steps and associated screenshots
- Serves as a support document to aid the user in completing a moderate to complex HWP Registry task




RPRA
Resource Productivity
& Recovery Authority

Add or Deactivate a Facility



WORK INSTRUCTION

Purpose

This work instruction document covers how to add a new facility or deactivate an existing facility in your company's HWP registry account. If the facility was previously registered in the Hazardous Waste Information Network (HWIN) system, refer to the work instruction titled "Add Facility – Retrieve from HWIN" for steps to pull that information from HWIN directly into the HWP.

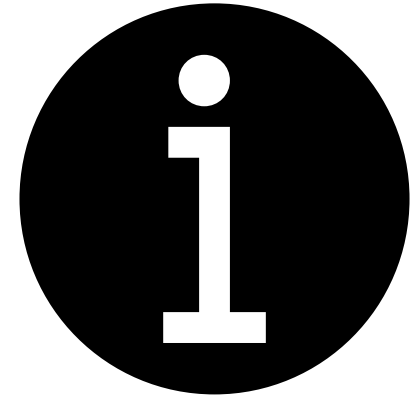
	WORK INSTRUCTION (STEP-BY-STEP)	<p>Work Instruction conventions:</p> <ul style="list-style-type: none"> All field, page, section, tab, and button names appear in bold font. All fields are required to be completed unless indicated otherwise.
	QUICK LINKS TO STEPS	<p>Ctrl+Click a link below to jump to related section and step(s) in this work instruction:</p> <ul style="list-style-type: none"> Add a Facility Waste Generation Activity Generator Identification Facility Location Primary Hazardous Waste Program Contact Deactivate a Facility

Add a Facility

Role	Generator Administrator, Authorized Generator Delegate (AGD)
1.	<p>From the Hazardous Waste Registry Homepage, click the Facilities tab.</p>  <p><i>The Facilities page displays.</i></p>
2.	<p>Click Add Facility button.</p> 

Quick Reference Guides

- Simplified step-by-step procedure typically only 1-2 pages, listing the steps and associated screenshots
- Serves as a support document to aid the user in completing a simple HWP Registry task



Looking ahead



Key dates

Date	Activity
Now until early fall 2022	<ul style="list-style-type: none">✓ Talk to your service provider about delegation and if applicable, decide if you would like to fully or partially delegate✓ Gather the generator numbers and HWIN usernames for your business✓ If currently an HWIN user, manage pre-paid account balances and ensure data in the system is accurate and up to date
Late-September 2022	RPRA to publicly consult on fees for registry users
By November 2022	RPRA to provide comprehensive training for registry users, including materials posted to website and interactive training sessions
November 15, 2022	Registry open for users to set up their registry accounts, including facility and waste stream information, so they are prepared to meet their reporting requirements and start manifesting on January 1, 2023
January 1, 2023	Regulatory requirement to report on waste management activities, including manifesting, through RPRA's new, digital registry, takes effect

Resources



Website

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



FAQs

Check out our [FAQs webpage](#) for answers to frequently asked questions about the HWP Registry, including questions that we receive during our webinars and other engagement activities.



Learning Series

This webinar is part of a series of information sessions for future registry users focused on training and guidance. The sessions will support obligated parties to use the system ahead of the registry launch in the winter.

For webinar recordings and presentation slides, visit our [Learning Series Events webpage](#).



News articles

We regularly publish updates on the progress of the registry development, as well as other key updates and upcoming activities.

[You can read all Hazardous Waste Program related articles here.](#)



Contact info

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If you have questions regarding the new Hazardous Waste Program Registry, please contact RPRA at hwp@rpra.ca

A row of five large, cylindrical metal drums, likely used for hazardous waste, is shown. Each drum has a white plastic bag covering its top opening. The drums are arranged in a line, and the background is a corrugated metal wall. The word "Questions?" is overlaid in white text with a black outline on the middle drums.

Questions?

A close-up photograph of a person's hands typing on a silver laptop keyboard. The laptop screen is black and displays the text "Help us improve our webinars" in white, bold, sans-serif font. The text is centered on the screen and overlaid on a semi-transparent grey rectangular background. The background of the image is blurred, showing a window with white curtains and some greenery. The person's hands are in the foreground, and the laptop is the central focus.

**Help us improve
our webinars**

The background of the slide is a photograph of an industrial or warehouse environment. In the foreground, a yellow Hyster forklift is partially visible, with its mast and a chain. Behind it, there are several blue pallets stacked. To the right, there are several black barrels or drums, some of which are on a wooden pallet. The overall scene is slightly blurred, focusing attention on the text overlay.

ACT NOW!

- ✓ Decide if you will be delegating to a service provider
- ✓ Communicate with your service provider about delegation
- ✓ Gather the generator numbers and HWIN usernames for your business
- ✓ If currently an HWIN user, manage pre-paid account balances and ensure data in the system is accurate and up to date

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