

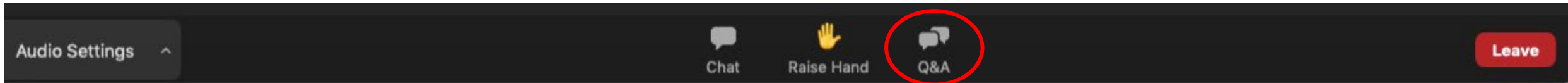
# RPRA's Hazardous Waste Program Registry

Receiver-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. Creating your account and using the mobile app
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

A photograph of a warehouse filled with stacks of large plastic drums. The drums are arranged in several rows. On the left, there are blue drums, some with white lids. In the center, there are white drums. On the right, there are black drums. The drums are stacked in a way that shows their cylindrical shape and the horizontal ridges. The lighting is bright, casting shadows on the floor. The background shows the interior of a warehouse with a concrete floor and some structural elements.

**What's changing?**



# Focus of today's discussion

The Hazardous Waste  
Program Registry  
operated by RPPRA allows  
users to comply with  
reporting requirements in  
Regulation 347: General  
– Waste Management

(highlighted in yellow)

## MOVEMENT DOCUMENT / MANIFEST DOCUMENT DE MOUVEMENT / MANIFESTE

UE01006-5

Generator / consigneur name  
Nom de producteur / expéditeur

Unique Identification Number  
Numéro d'identification unique

Mailing addr. / Adr. postale

City / Ville

Prov.

Country / Pays

Postal code / Code postal

E-mail / Courriel électronique

Tel. No. / N° de tél

Shipping facility company name /  
Nom de l'entreprise du lieu d'installation de l'envoi

Unique Identification Number  
Numéro d'identification unique

Shipping facility addr. /  
Adr. du lieu de l'installation de l'envoi

City / Ville

Prov.

Country / Pays

Postal code / Code postal

E-mail / Courriel électronique

Tel. No. / N° de tél

Intended receiver / consignee name  
Nom de réceptionnaire / destinataire prévu

Unique Identification Number  
Numéro d'identification unique

Mailing addr. / Adr. postale

City / Ville

Prov.

Country / Pays

Postal code / Code postal

E-mail / Courriel électronique

Tel. No. / N° de tél

Receiving facility company name /  
Nom de l'entreprise du lieu d'installation de réception

Unique Identification Number  
Numéro d'identification unique

Receiving facility addr. / Adr. du lieu d'installation de réception

City / Ville

Prov.

Country / Pays

Postal code / Code postal

E-mail / Courriel électronique

Tel. No. / N° de tél

Carrier name  
Nom de transporteur

Unique Identification Number  
Numéro d'identification unique

Mailing addr. / Adr. postale

City / Ville

Prov.

Country / Pays

Postal code / Code postal

E-mail / Courriel électronique

Tel. No. / N° de tél

Vehicle / Véhicule

Registration No. / N° d'immatriculation

Prov.

Trailer - Rail car No. 1  
1<sup>re</sup> remorque - wagon

Trailer - Rail car No. 2  
2<sup>de</sup> remorque - wagon

Port of entry  
Point d'entrée

Port of exit  
Point de sortie

Date

Carrier Certification: I certify that I have received waste or recyclable material from the generator/consignor for delivery to the receiver/consignee as set out in Part A and that the information contained in Part B is complete and correct.  
Attestation du transporteur: J'atteste avoir reçu les déchets ou matières recyclables du producteur/expéditeur en vue de leur livraison au réceptionnaire/destinataire, tels qu'ils figurent à la partie A et que les renseignements inscrits à la partie B sont exacts et complets.

Name of authorized person (print)  
Nom de l'agent autorisé (caractère d'imprimerie)

Tel. No. / N° de tél

Year / Année

Month / Mois

Day / Jour

Signature

Prov. code  
Code prov.

UN No.  
N° NU

Shipping name  
Appellation réglementaire

Class / Classe  
Sub. Class(es)  
Classe(s) sub.

Packing category  
Gr. d'emballage/  
catégorie

Toxic by inhalation  
Toxique par inhalation

Quantity shipped  
Quantité expédiée

Units  
L or / ou Kg  
Unités

Packaging/Contentant  
No. / N°

Codes  
int.-ext.

Phys. state  
Etat phys.

Permit No.  
N° de permis

Permit Line No.  
N° de ligne de la permis

Shipment  
Envoi

Of / De

D or R code  
Code D ou R

C code  
Code C

Basel Annex VIII or  
OECD Code  
Annexe VIII de Bâle  
ou Code OCDE

H code  
Code H

Y code  
Code Y

National code in country of /  
Code national du pays d'

Export  
Exportation

Import  
Importation

Customs codes  
Codes de douanes

Recover/consignee certification: I certify that the information contained in Part C is correct and complete.  
Attestation du réceptionnaire/destinataire: J'atteste que tous les renseignements à la partie C sont exacts et complets.

Name of authorized person (print)  
Nom de l'agent autorisé (caractère d'imprimerie)

Tel. No. / N° de tél

TDGR additional info  
Info additionnelle RTMD

Special handling / Manutention spéciale

Attached / Ci-joint

As follows / Ci-contre:

Date shipped / Date d'expédition

Time / Heure

Scheduled arrival date / Date d'arrivée prévue

Year / Année

Month / Mois

Day / Jour

Signature

ECCC XBR v1.0 (2020/03)

Additional carriers and waste lines on reverse / Transporteurs et lignes de déchets additionnelles au verso

Copy / Copie \_\_\_ / Colour / Couleur \_\_\_\_\_

# 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 through 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



# Creating your account and using the mobile app



# Why do I need a registry account?

- You must set up an account in the new registry to:
  - Be listed on a manifest as a receiver
  - Create, edit and sign manifests
  - Correct and complete manifests
  - Complete waste refusals
- 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

# 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
- Link ECA numbers to your account



# Mobile app

- App is compatible with Apple (iOS) and Android
- Available for download on app stores on November 15, 2022
- The app will allow 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

# 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
- 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 for all facilities they operate (or, if fully delegated, to 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



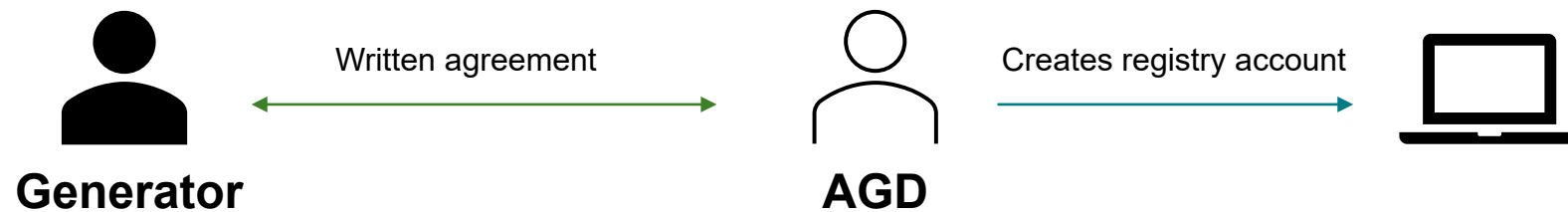
# Delegation



# 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”**

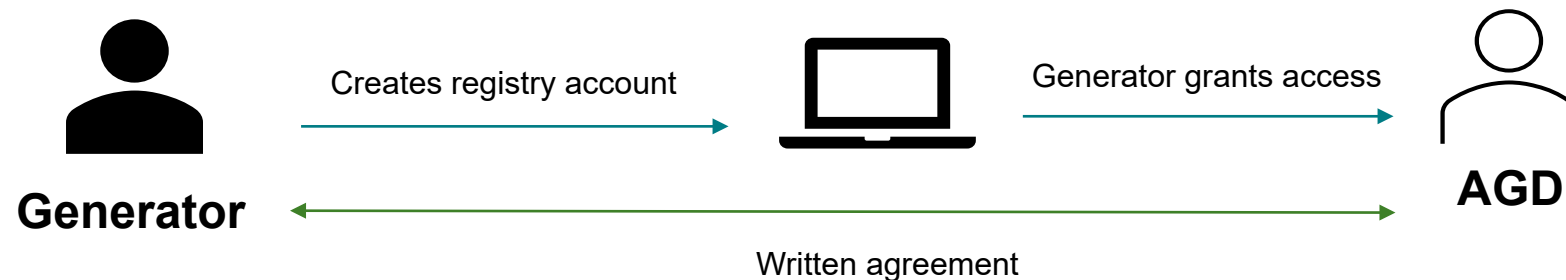
## Full delegation



### 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 be an AGD

## What can you do to prepare your generator clients for delegation

- If your business identifies waste and reports it through HWIN on behalf of generators and wishes to continue to provide this service, you will be acting as an AGD in the new registry
- Determine if you will be a full or partial delegate for your clients
  - Full Delegation – AGD will receive and pay manifest and tonnage fees for all delegated generator facilities; service agreements with generator clients may need to reflect this business process change
- Communicate with your generator clients about their ability to delegate to a service provider and prepare your staff to answer questions about delegation
- If you will be acting as a full delegate, gather the generator numbers and HWIN usernames for each of your generator clients
- Ensure all steps to prepare your business to act as a delegate are completed in advance of November 15, 2022

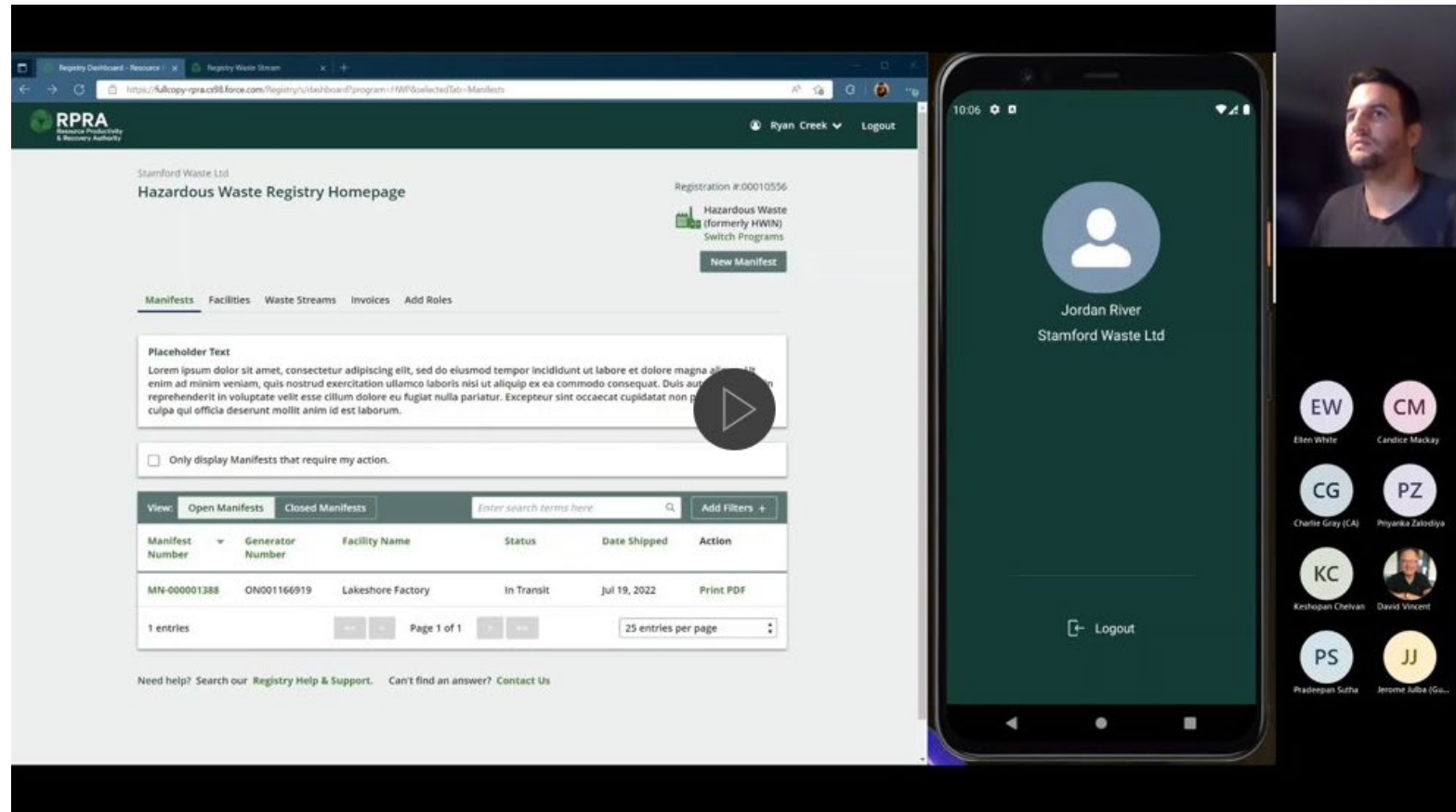
**If you are interested in learning more about becoming an AGD,  
please reach out to RPRA at [hwp@rprra.ca](mailto:hwp@rprra.ca)**

# End-to-end HWP Registry demo

This demo showcases the functionality of creating a new manifest on the mobile app and how the information submitted through the app is replicated in the desktop application (i.e. live synchronization). This demo was created and led by our technology partners, PwC Canada and Vyana.

Please note: there is placeholder text as part of the demo that will be updated before the registry and app go live.

[Watch the demo](#)





The image is a composite. The background is a faded photograph of a Hyster forklift in an industrial setting, with blue storage bins visible. Overlaid on the bottom right is a sharp, clear photograph of several black drums stacked on a wooden pallet. The drums have white labels with hazard symbols. The text 'Looking ahead' is superimposed on the left side of the faded background.

**Looking ahead**

# 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 materials will be offered in various formats
  - virtual instructor-led training
  - task videos
  - simulations
  - quick reference guides
  - work instructions
- Training content will be role-based (i.e., generator, carrier, receiver, AGD) 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**
- Sign up for our [Hazardous Waste Program Newsletter](#) to get status updates on the program

# Key dates

Date	Activity
Now to early fall 2022	<ul style="list-style-type: none"><li>• Ensure your staff are aware of the transition from paper manifests to use of the registry and mobile app for manifesting</li><li>• Ensure staff who will be completing manifests have an email address they can use for the registry and access to a mobile device (if they will be using the mobile app)</li><li>• Decide if you will be a delegate</li><li>• Communicate to your generator clients the ability to delegate to a service provider and prepare your staff to answer questions about delegation</li></ul>
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 and mobile app available for download 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.

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

If you have questions about your requirements under the regulations, please contact the ministry at [HWINmodernization@ontario.ca](mailto:HWINmodernization@ontario.ca)

If you have questions regarding the new Hazardous Waste Program Registry, please contact RPRA at [hwp@rpra.ca](mailto:hwp@rpra.ca)





Questions?

A close-up photograph of a person's hands typing on a silver laptop keyboard. The laptop screen is black and displays a semi-transparent grey rectangular box containing white text. The background is blurred, showing a window with white curtains and some green foliage. The person's left hand is on the left side of the keyboard, and their right hand is on the right side, with fingers positioned over the keys. The text is centered within the grey box and reads "Help us improve our webinars".

**Help us improve  
our webinars**





# ACT NOW!

- ✓ Ensure your staff are aware of the transition from paper manifests to use of the registry and mobile app for manifesting
- ✓ Ensure staff who will be completing manifests have an email address they can use for the registry and access to a mobile device (if they will be using the mobile app)
- ✓ Decide if you will be a delegate
- ✓ Communicate with your generator clients about their ability to delegate to a service provider and prepare your staff to answer questions about delegation
- ✓ If you intend to act as an AGD, gather the generator numbers and HWIN usernames for each of your generator clients
- ✓ Ensure you know your ECA numbers
- ✓ If currently an HWIN user, manage pre-paid account balances and ensure data in the system is accurate and up to date