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Registering on the  
Environmental Activity and Sector Registry (EASR)  
End of Life Vehicles

Ministry of the Environment and Climate Change (MOECC)  
Modernization of Approvals Branch

# **Steps to Obtaining an EASR Using the Online Process**

There are three key steps to register an Environmental Activity and Sector Registry (EASR):

1. Create a Service Ontario ONe-Key Account
2. Create and use a Ministry of the Environment and Climate Change Client Account (CAMS)
3. Register an EASR (5 Parts)

**You can complete steps 1 and 2 before the EASR  
comes into effect!**

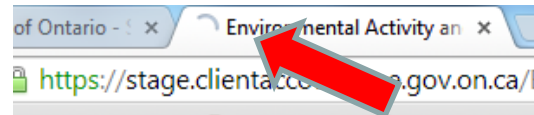
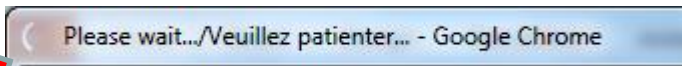
# Resources

What you will need or find handy:

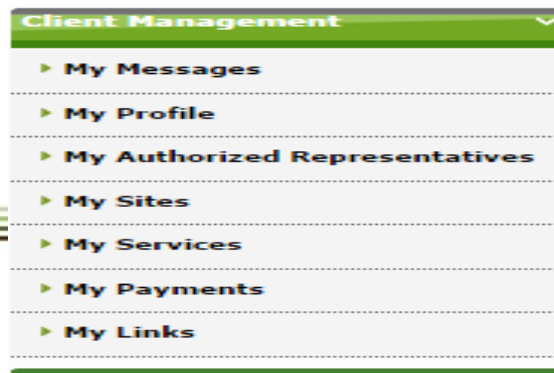
- The link to the Province's ONe-Key account  
<https://www.one-key.gov.on.ca/iaalogin/IAALogin.jsp>
- Use Chrome or Firefox as your browser
- A Canada Revenue Agency (CRA) document that states your CRA Business Number and references your business information (from CRA's perspective)
- CRA contact info 1-800-959-5525 or [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)
- Ministry general inquiry line 416-314-8001 or toll-free 1-800-461-6290
- Conservation Authority link <http://www.conservation-ontario.on.ca/about-us/conservation-authorities/ca-contact-list>

# Please Be Patient!

- Don't go click wild! In Google Chrome, a 'wheel' in the corner will usually spin to show that the application is working



- Some boxes, such as **Municipality**, will pre-populate if you type in a few applicable letters and wait 5-10 seconds
- System times out due to inactivity after 15 minutes...just log back in and most information should be saved
- As with many things, you'll get better with experience
- Orient yourself by navigating around the system using the dashboard



# Step 1. Create a ONe-Key Account Registering Your Account

Ontario ONe-key

HELP | ServiceOntario | About Ontario

Sign in

**Sign in with your ONe-key ID**

**New to ONe-key?**  
A ONe-key account gives you secure access to Ontario Government programs and services. [Learn more](#)

**Don't have a ONe-key ID? [Sign up now!](#)**

**Sign in**

**ONe-key ID:**

**Password:**

**Sign in**

[Can't access your account?](#)

**Maintenance Notice:**  
Please be advised that due to infrastructure upgrades you may experience service interruptions from 6 p.m. on Friday, January 15 until 12 p.m. on Saturday, January 16. We strongly recommend not using the service during these periods. We apologize for the inconvenience.

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Last Modified: May 20, 2011

ServiceOntario

You are logged out | Log in

Login

**ONe-key Account Registration**

**Create your ID and Password** (\*) indicates a mandatory field

\* Choose your ONe-key ID:

\* Password:

\* Confirm your password:

☐ \* I accept the [Terms and Conditions of Use](#) and I have reviewed the [Notice of Collection](#)

**Need assistance?** Please call ServiceOntario at 416-326-1234 (GTA) or 1-800-267-8097

**Password Recovery Info** (\*) indicates a mandatory field

If you forget your password you can create a new one, after answering a set of security questions. Create your own set of security questions and answers below.

\* Security Question 1:  Refresh Questions

\* Question 1 Answer:

\* Security Question 2:  Refresh Questions

\* Question 2 Answer:

\* Security Question 3:  Refresh Questions

\* Question 3 Answer:

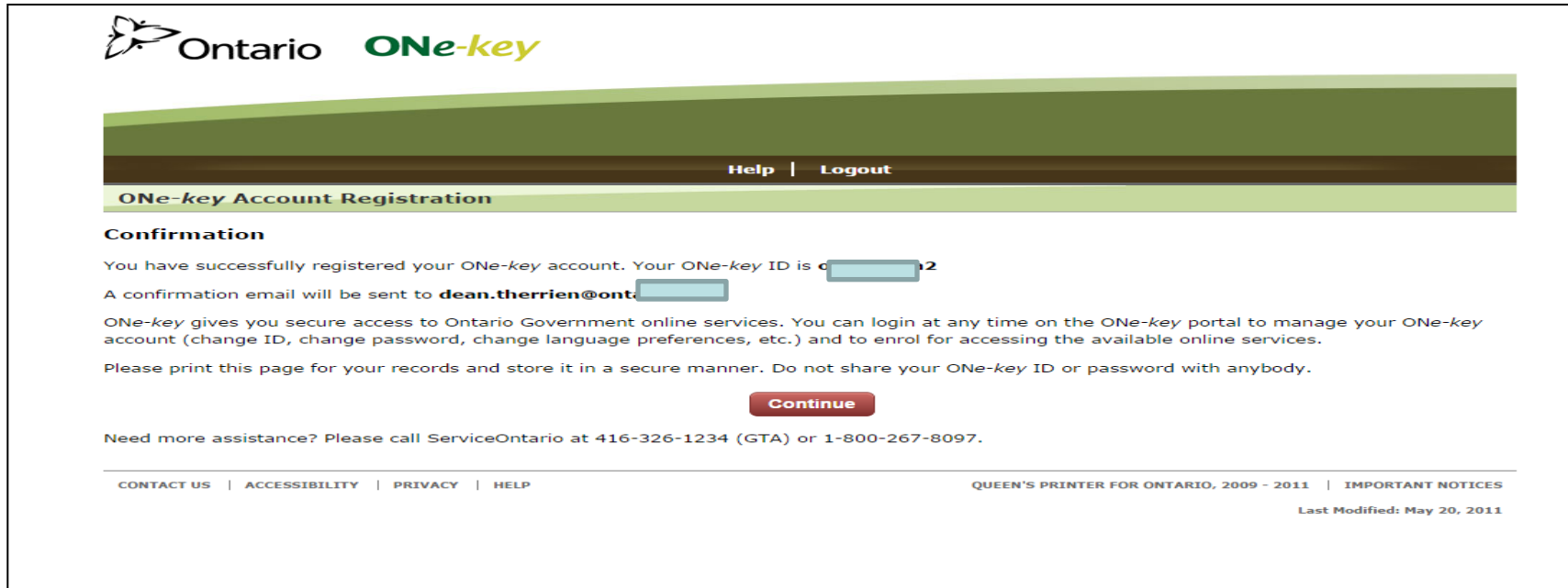
**Optional ID Recovery Info**

<https://www.one-key.gov.on.ca/iaalogin/IAALogin.jsp>

Choose an **ID**, **Password**, and fill out the **Password Recovery Info**, Click on **Confirm** and Continue

*NOTE: Be sure to keep a record of your ONe-Key ID and Password for your records in a safe place. ID and password are case-sensitive and need to be entered exactly as they were originally.*

# One-Key Account Confirmation



The screenshot shows the Ontario One-Key account confirmation page. At the top, there is the Ontario logo and the 'ONe-key' brand name. Below this is a navigation bar with 'Help' and 'Logout' links. The main heading is 'ONe-key Account Registration'. The section is titled 'Confirmation' and contains the following text: 'You have successfully registered your ONe-key account. Your ONe-key ID is c[redacted]2'. It states that a confirmation email will be sent to 'dean.therrien@ont[redacted]'. The text explains that ONe-key provides secure access to Ontario Government online services and lists actions like changing ID, password, or language preferences. A warning to not share the ID or password is included. A red 'Continue' button is positioned below the text. At the bottom, there is a line of assistance information: 'Need more assistance? Please call ServiceOntario at 416-326-1234 (GTA) or 1-800-267-8097.' The footer contains links for 'CONTACT US', 'ACCESSIBILITY', 'PRIVACY', and 'HELP', along with copyright information for the Queen's Printer for Ontario (2009-2011) and a 'Last Modified' date of May 20, 2011.

Ontario **ONe-key**

[Help](#) | [Logout](#)

**ONe-key Account Registration**

**Confirmation**

You have successfully registered your ONe-key account. Your ONe-key ID is c[redacted]2

A confirmation email will be sent to **dean.therrien@ont[redacted]**

ONe-key gives you secure access to Ontario Government online services. You can login at any time on the ONe-key portal to manage your ONe-key account (change ID, change password, change language preferences, etc.) and to enrol for accessing the available online services.

Please print this page for your records and store it in a secure manner. Do not share your ONe-key ID or password with anybody.

[Continue](#)

Need more assistance? Please call ServiceOntario at 416-326-1234 (GTA) or 1-800-267-8097.

[CONTACT US](#) | [ACCESSIBILITY](#) | [PRIVACY](#) | [HELP](#)

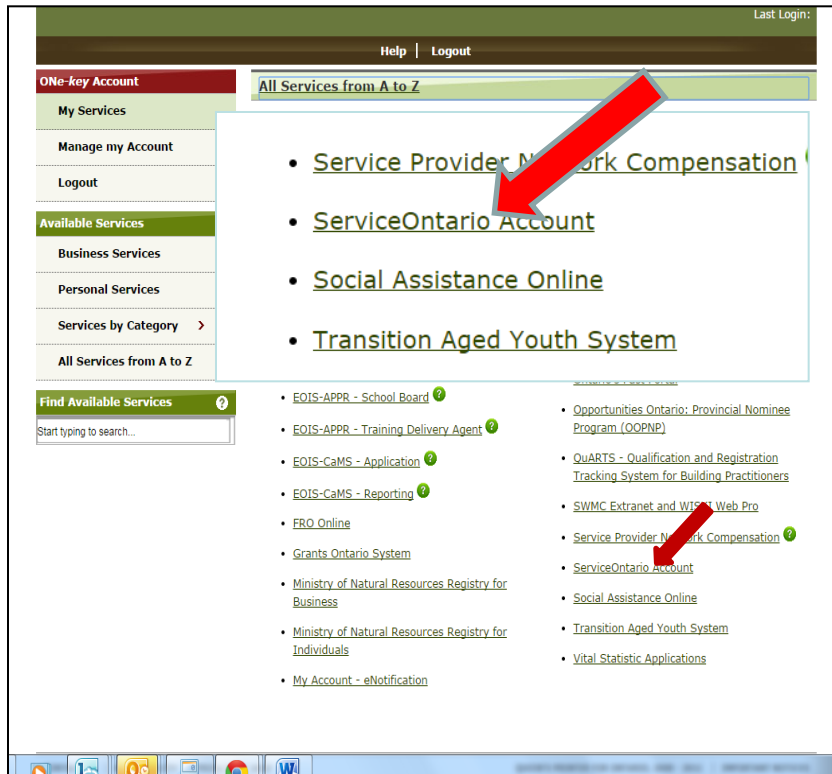
QUEEN'S PRINTER FOR ONTARIO, 2009 - 2011 | [IMPORTANT NOTICES](#)

Last Modified: May 20, 2011

An confirmation screen and e-mail will confirm your ONe-Key account registration

**Congratulations!**  
**You have registered your One-key account!**

# Accessing MOECC Service



## Term and conditions

### Terms and conditions

The ServiceOntario Account is an online service that offers electronic one-stop shopping. It enables Ontarians to find, fill in, save and submit forms electronically, eliminating the need to complete, print and mail in forms.

Inactive accounts, together with any saved forms will be deleted after 40 months of inactivity. Some forms have been determined to contain sensitive information, and thus you may not be permitted to email them to yourself. Forms that you submit will be temporarily stored by ServiceOntario for 30 months to ensure that they are successfully transmitted to the recipient. All forms are sent securely to the appropriate recipient.

### Questions

If you have any questions about the collection, use and disclosure of your information please contact:

Team Manager  
ServiceOntario Contact Centre  
PO Box 105  
777 Bay Street  
Toronto ON M5G 2C8

Toll-free: 1-888-745-8888  
TTY Toll-free: 1-800-268-7095

Toronto: 416-212-8888  
TTY Toronto: 416-325-3408

If you select the "Yes, I agree" option, you are acknowledging the Terms and Conditions above.  
If you select the "No, I do not agree" option you cannot proceed to the ServiceOntario Account.

[No, I do not agree](#)

[Yes, I agree](#)

[Yes, I agree](#)

[Privacy](#)

[Accessibility](#)

[Contact Us](#)

- Click on **ServiceOntario Account**
- Read **Terms and conditions** about the account
- Confirm if you agree

# Accessing MOECC Service

## Account

**Note:** For your security, you will be automatically logged out of your account after 15 minutes of inactivity.

### Account

Activities

Profile information

Account settings

Account help

ServiceOntario privacy

### Activities (View most recent, [View all](#))

Date/time ▼ Activity Status

You have no activities

View activities by month:

### Messages (View most recent, [View all](#))

Date/time ▼ Subject From

You have no messages.

View messages by month:

### Recommended

Add a service

Find a form

Add a profile

[Privacy](#)

[Accessibility](#)

[Contact Us](#)

[FAQ](#)

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## Add a service

**Note:** For your security, you will be automatically logged out of your account after 15 minutes of inactivity.

### Account

Activities

Profile information

Account settings

Account help

ServiceOntario privacy

### Add a service

View the services you can enroll in. If you are already enrolled, you can access the service by clicking on the Enrolled link.

#### Services

#### Status

**Accessibility compliance reporting**  
Access forms to report on your business' accessibility plans. [Learn more](#)

[Enroll now](#)

**Environmental approvals**  
Access tools to speed up environmental approvals for select industries. [Learn more](#)

[Enroll now](#)

**Private security and investigative services**  
Register, renew, or update your Individual, Agency or Registered Employer Licence. [Learn more](#)

[Enroll now](#)

**Small claims eFiling**  
File and manage your small claims. [Learn more](#)

[Enroll now](#)

### Recommended

[Add a service](#)

[Find a form](#)

[Add a profile](#)

- Click **Add a service**.
- Select **Environmental Approvals - Enroll now**.



# Types of Accounts: Client and Representative

## **Client account** (one per company):

- required by every company to register an EASR
- Established and administrated by an:
  - ☐ executive (i.e. smaller company, executive completes registration);  
or
  - ☐ employee (i.e. mid-large company, consultant/staff completes registration)
- If needed, the Client account administrator can assign different roles to Representatives to support and/or certify registration

## **Representative account** (one or multiple):

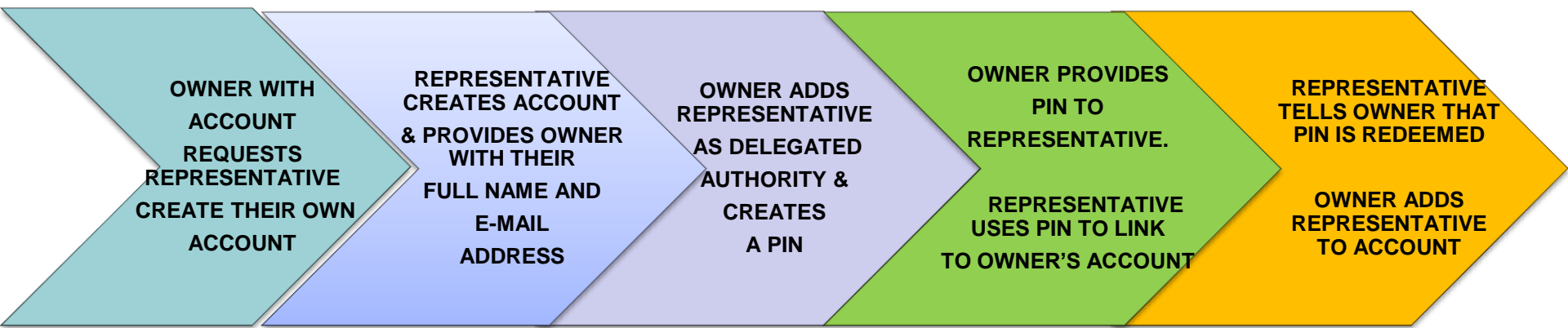
- Flexible to include executives, employees, or consultants to administrate and /or certify EASR registration under different organizational structures
- Each person needs their own personal ONe-Key and ministry account

# Scenario A: Business Owner Filling Out Registration



- In this scenario, the Client Account is the Business Accountable Person's account (i.e. the business owner).
- If the business owner is the only person registering for an EASR, then the Client Account is the only account you need to register and verify the registration.
- Only someone with the authority to legally bind the company should be signing off on the registration through their own ONe-Key account! This message appears on the page where the registration is verified.

# Scenario B: Consultant or Employee Filling Out Registration



- In this scenario, an employee or consultant is supporting the registration.
- The Business Accountable Person (i.e. business owner) needs to make them a “Delegated Authority” to allow them to work on the application.
- Do not share your user name and password. Separate accounts need to be created when different people will be working on the same registration.
- The business owner (through their own ONe-Key account) completes the certification to legally bind the company.

## Step 2. Create a MOECC Client Account (CAMS)

### Ministry of the Environment and Climate Change Tools

You do not have access to view the Ministry of the Environment and Climate Change Account. If you need to create an account, start by answering the questions below.

Are you a client or a representative who will be doing work on behalf of a client?

☒ Client ☐ Representative

**Client Account Creation**

- You have entered the “Ministry of the Environment and Climate Change Tools” screen
- Select **Client** to begin the initial MOECC client account setup
- Fields will appear to enter business information

# Canada Revenue Agency Number and Business Information

Ministry of the Environment and Climate Change Tools

You do not have access to view the Ministry of the Environment and Climate Change Account. If you need to create an account, please start by answering the questions below.

Are you a client or a representative who will be doing work on behalf of a client?  
☒ Client ☐ Representative

Do you have a 9 digit Business Number issued by Canada Revenue Agency?  
☒ Yes ☐ No

Fields marked by an asterisk (\*) are mandatory.

Legal name\*

Business number\*

Postal code\*

Ownership type\*

Next step

**CAUTION!**  
A CRA number can only be used once.  
No one in the company can use this CRA number to create a separate account ever again!

Business Details

Business number 774021273 Legal name ON-BD testing (TRUST) April 2014 INC

Is the business Directory Information above correct?  
☒ Yes ☐ No

Next step

Do you have a 9 digit CRA Business Number?

1. Click **yes**
2. Enter business information (exactly as CRA has on file) and click **Next Step**.
  - *Contact CRA to verify the information if validation fails.*
3. Confirm **Business Directory Information** is correct and click **Next Step**

# Business Accountable Person Role and Information

Ministry of the Environment and Climate Change Tools

Please provide your business accountable person information

Fields marked by an asterisk (\*) are mandatory.

Title*	<input type="text" value="Ms"/>
First name*	<input type="text"/>
Last name*	<input type="text"/>
Middle name	<input type="text"/>
Name suffix(e.g. Junior, III)	<input type="text"/>
Job title*	<input type="text"/>
Phone number*	<input type="text"/>
Phone number extension	<input type="text"/>
Fax number	<input type="text"/>

A Business Accountable Person is:

- An officer, director or person with authority to bind the company to the EASR activity
- Needs to use their own account to legally bind the company to the EASR.

# Physical Business Address & MOECC Account Password Setup

Ministry of the Environment and Climate Change Tools

Please provide your physical business address

Fields marked by an asterisk (\*) are mandatory.

☒ Civic address ☐ Surveyed address

Postal code\* M7A 0B4

Lookup address Find a postal code (Canada Post)

Street number\* 135

Street name\* St. Clair

Street type ---

Street direction ---

Unit identifier ---

Unit number

City/town\* Toronto

Municipality\* TORONTO

Province/state Ontario

Ministry of the Environment and Climate Change

Please create a MOECC account password

This password will be used along with the business information by you or others in your organization to access the MOECC account as a "client".

MOECC account password (password is case sensitive):

Confirm password:

Two steps to managing the MOECC account

1. Secure the client MOECC account password and business information and keep it for company records. Clients are those accountable in your organization who have the authority to act on behalf of the company and have the ability to bind the company.
2. To set up consultants or other employees as representatives and give them permissions to the MOECC account please see the document "adding an authorized representative and gaining access to client accounts" located here: <http://www.ontario.ca/environment-and-energy/environmental-approvals>

☐ I agree to terms

Next step

Remember to keep a record of the information you enter here, exactly the way it was entered in.

Type a few letters and municipality should appear

- Enter physical business address of your company
- Confirm if this business address equals the site address (where activity will occur)
- Create a **MOECC account password**, check to **Agree to Terms**, and click **Next Step**

# Review & Submit Info

Ministry of the Environment and Climate Change Tools

Client - Review information

**Your business information**

First name	Eugenia
Last name	Chalambalakis
Business name	New School Designs
Where in Ontario is or will your business be located?	TORONTO
Business type (e.g. restaurant)	Beer and wine-making supplies stores
Email address	<input type="text" value="eugenia.chalambalakis@gmail.com"/>

[Update](#)

**Your business accountable person information**

Title	Ms
First name	Eugenia
Last name	Chalambalakis
Middle name	
Name suffix(e.g. Junior, III)	
Job title	Maker

ServiceOntario

You are logged in | [Log out](#)

[Account](#) > Ministry of the Environment and Climate Change Tools

Ministry of the Environment and Climate Change Tools

Your Ministry of the Environment and Climate Change account has been successfully created.

[Continue](#)

[Privacy](#) [Accessibility](#) [Contact Us](#)

[FAQ](#) [© Queen's Printer for Ontario 2014-2015](#)

- Review Business and Business Accountable Person information
  - Incorrect? Click **Update**
  - Correct? Click **Submit**
  - A screen will appear to confirm the MOECC account creation; Click **Continue**

**Congratulations!** You have created a MOECC account!



# Accessing the MOECC Client Account

Ministry of the Environment and Climate Change Tools

**Business Details**

Accountable person Eugenia Chalambalacis	MOECC primary contact Eugenia Chalambalacis
Physical Address 1325 Pharmacy Avenue (AVE) Toronto ONTARIO M1R 2J1	Mailing address 1325 Pharmacy Avenue (AVE) Toronto ONTARIO M1R 2J1 CANADA

[Access MOECC Client Account Management system](#)

**Client Management** ▾

- ▶ **My Messages**
- ▶ **My Profile**
- ▶ **My Authorized Representatives**
- ▶ **My Sites**
- ▶ **My Services**
- ▶ **My Payments**
- ▶ **My Links**

Click to access the MOECC account

- Accessing the **MOECC Client Account Management System (CAMS)** allows account management and completion of tasks to register an EASR.
- For example:
  - **My Profile** provides the ability to view or edit your information.
  - **My Authorized Representatives** lists or facilitates the adding of Representatives

# Choose a Ministry Service

ONTARIO.CA | MINISTRY OF THE ENVIRONMENT AND CLIMATE CHANGE | ACCESS ENVIRONMENT

**Client Management** ▾

- My Messages
- My Profile
- My Authorized Representatives
- My Sites
- **My Services**
- My Payments

**Enroll Your Services:**

Please choose the services:

☒ EASR APPLICATION

☐ ECA APPLICATION

Submit

To view, modify delete existing draft EASRs and create a new EASRs:

1. Click on **My Services**
2. Select the service (i.e. **EASR APPLICATION**)
3. Click **Submit**.

# Create an EASR

MINISTRY OF THE ENVIRONMENT AND CLIMATE CHANGE | ACCESS ENVIRONMENT

Client: Frank's Auto Clinic

Choose the service action:

Services:

Enroll more services

Services

Service ID	Service	Description	Date Issued	Status	Action
------------	---------	-------------	-------------	--------	--------

Service Applications

Request ID	Service Type	Description	Status	Date Submitted	Date Closed	Action
1000013293	EASR	Automotive Refinishing Facility-	Draft	2016/02/26		Select


- Choose the service action: **Create EASR** from drop down menu
- Services Table: List of registered EASRs that have been submitted and paid for
- Service Applications: Draft EASRs


# Select Activity Related to Your Business

Environmental Activity and Sector Registry

Select an Activity

Select an Activity

Cancel  Save and Continue

 Ontario  
MINISTRY OF THE ENVIRONMENT AND CLIMATE CHANGE

ONTARIO.CA | MINISTRY OF THE ENVIRONMENT AND CLIMATE CHANGE | ACCESS ENVIRONMENT

Environmental Activity and Sector Registry Registration of Activities Related to End-of-Life Vehicle Waste Disposal Sites

**Before You Register**


In order to register your End-of-Life Vehicle Waste Disposal Sites it must meet specific requirements detailed in the following regulations made under the Environmental Protection Act:  
Ontario Regulation TBD ; and  
Ontario Regulation TBD

These regulations can be found on the Government of Ontario's E-Laws website at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca) by searching for the regulation number (e.g. TBD)

Additional information and guidance is also provided in the following publication(s):

Publication List	
Publication Number	Title
0000e	TBD

The above publication(s) are also available on the following Ministry's website by searching by the publication number:  
<http://www.ontario.ca/environment-and-energy/environmental-approvals>

Cancel  Continue

In the Environmental Activity and Sector Registry page:

1. Choose **Select an Activity** from drop down menu
2. Click **Save and Continue**.

In the **Before You Register** page, the applicable EASR regulation, information and guidance can be referenced (if desired)

- Click **Continue**

# Read General Instructions on Registering your Activity

Environmental Activity and Sector Registry      Registration of Activities Related to End-of-Life Vehicle Waste Disposal Sites

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## General Instructions for Registering Activities

Based on how you answer specific questions, you may be notified that your activity cannot be registered. If an activity cannot be registered it may still require an Environmental Compliance Approval.

The collection of personal information and other information in this form is necessary to administer the Environmental Activity and Sector Registry (EASR), a public registry established under subsection 20.20(1) of the Environmental Protection Act (EPA). The information collected in this form will be used for the purposes set out in subsection 20.20 (2) of the EPA including for the purposes of allowing persons to register activities prescribed by the regulations for the purposes of subsection 20.21(1) of the EPA, and providing public access to information contained in the registrations and other information filed in the EASR, with the exception of payment information. The information will also be used in connection with the Ministry's compliance and enforcement activities under the EPA, and to administer the Act.

Questions about the collection of information can be directed to:

Client Service Representative  
Environmental Approvals Access and Service Integration Branch  
Ministry of the Environment  
135 St. Clair W 1st Floor  
Toronto ON M4V 1P5  
Telephone: 416 314-8001  
Toll Free: 1 800 461-6290

Once the required information is filed in the Environmental Activity and Sector Registry with respect to a prescribed activity, O.Reg. 245/11 (Prescribed Activities and the Environmental Activity and Sector Registry) requires that one of the persons listed below certify that the information filed in the Registry is complete and accurate. The wording of the certification before submittal is summarized below.

a) For individuals engaging in the prescribed activity, the person that is engaging in the prescribed activity is required to make the certification.

b) For corporations engaging in the prescribed activity, the officer or director of or a person who has authority to bind the corporation that is engaging in the prescribed activity is required to make the certification.

c) For partnerships engaging in the prescribed activity, an individual who is a partner in the partnership that is engaging in the prescribed activity is required to make the certification, or an officer or director of or a person who has authority to bind the corporation that is a partner in the partnership is required to make the certification.



**General Instructions for Registering Activities** provides information on:

- Environmental Compliance Approval requirement if ineligible for an EASR;
- collection of personal information; and
- persons able to certify

Click **Continue** once you have read and understand instructions.

# Step 3 - Registering your EASR Activity

There are 5 Parts to completing the EASR registration:

Part 1 – Confirm Registrant Contact Information

Part 2 – Select and Confirm Site Information (following Site Creation)

Part 3 - Confirmation of EASR Eligibility for Activity

Part 4 –Environmental Compliance Approval Information (If applicable)

Part 5 -Verification & Certification of EASR


Once all parts are complete, you can:

- review an information summary; or
- return to any part to edit the information if needed.

# Part 1 – Confirm Registrant Contact Information

Environmental Activity and Sector Registry		Registration of Activities Related to End-of-Life Vehicle Waste Disposal Sites	
<b>Part 1 — Registrant Contact Information</b>			
<input checked="" type="radio"/> Individual <input type="radio"/> Organization			
<b>Legal/Business Name</b> Aaran Enterprises			
<b>Organization Type</b> Full-service restaurants		<b>CRA Business No.</b>	
<b>Contact Person</b>			
<b>Last Name</b> Vive		<b>First Name</b>	
<b>Job Title</b> Business Analyst			
<b>Telephone No.</b> (416) 325-7560 Ext.		<b>Cell No.</b>	<b>Fax No.</b>
<b>Email Address</b> Aaran.Vive@ontario.ca			
<b>Business Mailing Address</b> 135 ST CLAIR Avenue (AVE) West, TORONTO, CANADA			
<b>Postal/Zip Code</b> M4V 1P5	<b>Province/State</b> ONTARIO		
<b>Physical Civic Address</b> 135 ST CLAIR Avenue (AVE) West, TORONTO			
<b>Postal/Zip Code</b> M4V 1P5	<b>Province/State</b> ONTARIO		
<b>Cancel</b>		<b>Save and Continue</b>	

*Information correct?*



**Registrant Contact Information** should be pre-populated with Business Accountable Person information

- If correct, choose **Save and Continue**
- If incorrect, choose **Cancel**:
  - ***CRA business number?*** Contact CRA and ask them to correct your information (may take 24 hours before reflecting in MOECC system)
  - ***No CRA business number?*** Update information in **My Profile**


# Insert Operation Name and Type

Environmental Activity and Sector Registry      Registration of Activities Related to End-of-Life Vehicle Waste Disposal Sites

Each field marked by an asterisk (\*) must be completed.

**Select Operation**

Operation Name \*

Operation Type \*  

**Select NAICS Code**

Sector

Sub Sector

Industry Group


Industry

National Industry

**Selected NAICS Code**

**NAICS Code**

Code	Code Description
<input type="button" value="Remove NAICS Code"/>	



- **Operation Name:** Actual name communicated to public
- **Operation Type:** Stationary or mobile will be the only available option
- **Note: NAICS Code** is optional here; you can add later when you create/select site. Click **Save and Continue**




# Site Creation

## Begin Creating a New Site

ONTARIO.CA | MINISTRY OF THE ENVIRONMENT AND CLIMATE CHANGE | ACCESS ENVIRONMENT

Environmental Activity and Sector Registry Registration of Activities Related to Automotive Refinishing Facility

Site Name	Primary Address	City/Township Municipality	Postal Code

Cancel  Create New Site Save and Continue

Environmental Activity and Sector Registry Registration of Activities Related to End-of-Life Vehicle Waste Disposal Sites

1 2 Next

All the sites associated with the user

Site Name	Primary Address	City/Township Municipality	Postal Code
<input type="radio"/> AIR ECA	1833 DALHOUSIE CRES, ONTARIO	OSHAWA	L1G 8C5
<input type="radio"/> ELV Test 1 Site	1818 DALHOUSIE CRES, ONTARIO	OSHAWA	L1G 8C5
<input type="radio"/> ELV Test 2 site	1856 DALHOUSIE CRES, ONTARIO	OSHAWA	L1G 8C5
<input type="radio"/> Main	135 ST CLAIR AVE W, ONTARIO	TORONTO	M4V 1P5
<input type="radio"/> NOISE VIBRATION Site	1835 DALHOUSIE CRES, ONTARIO	OSHAWA	L1G 8C5
<input type="radio"/> NonStandard Unsurvey	Part789, Ref. Plan 1000, Parcel 1001,		
<input type="radio"/> OtherCountryTEST	80 Kane ST W, APT 1002, NEW YORK UNITED STATES	Buffalo	14204
<input checked="" type="radio"/> SITE	135 ST CLAIR AVE W, ONTARIO	TORONTO	M4V 1P5
<input type="radio"/> Sewage - Industrial	1817 DALHOUSIE CRES, ONTARIO	OSHAWA	L1G 8C5

Example of previously created sites

Cancel Create New Site Save and Continue

- **Create New Site** allows a site to be created for the new EASR
- Site creation can be set up in advance to link to future EASR activities

NOTE: Previously created site(s) will be available for viewing and selecting when you are ready to register

# Site Creation

## Insert NAICS and Other Site Information

Create Site > Add NAICS Code

Each field marked by an asterisk (\*) must be completed.

Enter Name: Aaran Enterprises

Site Name \*

Select NAICS code from below drop-down lists: ([more Information on NAICS](#))

Sector: Select a sector

Sub Sector:

Industry Group:

Industry:

National Industry:

Selected NAICS Code: Add NAICS Code to Site

NAICS Code Current Site \*

Code	Code Description
------	------------------

Remove NAICS Code from Site

Cancel Next

**Example**

- 23 Construction
- Select:
- 11 Agriculture, forestry, fishing and hunting
- 21 Mining, quarrying, and oil and gas extraction
- 22 Utilities
- 23 Construction
- 31 Manufacturing
- 32 Manufacturing
- 33 Manufacturing
- 41 Wholesale trade
- 44 Retail trade
- 45 Retail trade
- 48 Transportation and warehousing
- 49 Transportation and warehousing
- 51 Information and cultural industries
- 52 Finance and insurance
- 53 Real estate and rental and leasing
- 54 Professional, scientific and technical services
- 55 Management of companies and enterprises
- 56 Administrative and support, waste management and remediation services
- 61 Educational services

Create Site > Add Special Policy Area

Special Policy Areas

Site is Special Policy Area? ☐ Yes ☒ No

Source Protection Areas

Site is inside Source Protection Area? ☐ Yes ☒ No

Cancel Back Next

### Add NAICS Code (mandatory):

1. Enter **site name**
2. Select **NAICS code** from drop down lists
3. Click **Add NAICS Code to Site**, then click **Next**

Next screen asks if site is in a **Special Policy Area** or **Source Protection Area**

- If unsure, contact the local Conservation Authority



# Site Creation

## Add Site Contact and Address

Create Site > Add Site Contact

Available Client Contacts


Primary	Name	Phone	Email
<input checked="" type="checkbox"/>	x	Eugenia Chalamalakis	(416) 325-7549 [redacted]@gmail.com

  **Add Client Contact to Site**

Site Contacts

Primary	Name	Phone	Email
---------	------	-------	-------

**Set As Primary** **Remove Site Contact** **Add New Site Contact**

**Cancel**  **Next**

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Create Site > Add Site Address

Site Addresses

Primary	Address	Country
---------	---------	---------

**Update Address** **Remove Address** **Set As Primary Address**

**Add Site Address**

☒ Civic Address ☐ Lot & Concession Address ☐ Non-Standard Location

☐ Out of Country Address


**Add Address**

**Civic Address**

Postal Code  **Postal Code Lookup**

Property ID Number

Assessment Roll Number



Add Site Contact:

1. Check the box,
2. Click **Add Client Contact to Site**  
If needed, **Add New Site Contact** (if applicable)
3. Click **Next**;
4. Click **Add Address** for the Site in the next screen

# Site Creation

## Add and Set Site Address

Postal Code

Property ID Number

Assessment Roll Number

Unit No.  Unit Identifier

Street No. \*  Street Name \*  Street Type  Street Direction

Municipality \*  Municipality Type  County/District

City/Town \*  Province \*  Postal Code \*  Country

Non-Address Information

Legal Description

MOECC District/Area Office

Toll free  Phone

Create Site > Add Site Address

Site Addresses

Primary	Address	Country
<input checked="" type="radio"/>	x 1325 PHARMACY AVE, SCARBOROUGH, ON, M1R 2J1	CAN

Add Site Address

☒ Civic Address ☐ Lot & Concession Address ☐ Non-Standard Location

☐ Out of Country Address

Add Site address:

1. Enter postal code into **Postal Code Lookup** to pre-populate most fields
2. Populate any remaining fields and click **Next**
3. Choose the **Site Address** in next screen
4. Click **Set As Primary Address** and then click **Next**

# Site Creation

## Enter Geo Reference and Preview Site Information

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Create Site > Geo Reference Information

Geo Reference Information System Returned

**Site Address and Geo Reference Information**

Primary	Address	Country
x	1325 PHARMACY AVE, SCARBOROUGH, ON, M1R 2J1	CAN

Click on the address below to select geographic information.

1325 Pharmacy Avenue, SCARBOROUGH, ONTARIO

Geographic Latitude and Longitude

Degrees			Minutes	Seconds	Degrees			Minutes	Seconds		
Latitude	43		45		15	Longitude	-79		18		28

Geographic Universal Transverse Mercator (UTM)

Zone  East (M)  North (M)

Map Datum  Geo Reference Method  Accuracy Estimate  Location Reference

Cancel Back Next

Create Site > Site Preview

Site Name: 1325 Pharmacy Avenue Site Status: IN PROGRESS

Client Name: New School Designs

**Site NAICS Code Information** Edit

Code	Code Description
312120	Breweries

**Special Policy Areas and Source Protection Area Information** Edit

Area	Description
------	-------------

**Site Contact Information** Edit

Primary	Name	Phone	Email
x	Eugenia Chalambas	(416) 325-7549	e[REDACTED].com

**Site Address Information** Edit

Primary	Address	Country
x	1325 PHARMACY AVE, SCARBOROUGH, ON, M1R 2J1	CAN

Cancel Back Create

*Information correct?*

Add Geo Reference Information:

1. Highlight and click on the site address and click (will pre-populate)
2. Click **Next**
3. Review information in the **Site Preview**; if correct, click **Create**.

# Site Creation Confirmation and Selection

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## Create Site

Thank you for your request. Your site information has been recorded.

Ok

Environmental Activity and Sector Registry Registration of Activities Related to Waste Management System

Site Name	Primary Address	City/Township Municipality	Postal Code
1325 Pharmacy Avenue	1325 PHARMACY AVE, ONTARIO	SCARBOROUGH	M1R 2J1

Cancel Create New Site Save and Continue

**Congratulations! You have created a new site!**

- A confirmation screen will appear; click **OK**
- Your site will be listed under **My Sites** (in your dashboard)
- Select the site for your EASR, then **Save and Continue**.

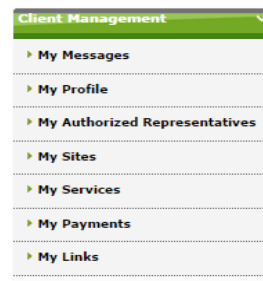
Client Management

- My Messages
- My Profile
- My Authorized Representatives
- My Sites
- My Services
- My Payments
- My Links

# Part 2 - Confirm Site Information

Environmental Activity and Sector Registry				Registration of Activities Related to End-of-Life Vehicle Waste Disposal Sites	
<b>Part 2 — Site Information</b>					
<b>Site Name</b>					
Main					
1.NAICS Code 722511	2.NAICS Code	3.NAICS Code	4.NAICS Code	5.NAICS Code	6.NAICS Code
<b>Site Contact</b>					
Last Name Vive			First Name Aarti		
Telephone No. (416) 325-7560 Ext.		Cell No.		Fax No.	
Email Address vive@ontario.ca					
<b>Primary Civic Address</b>					
Unit No.	Unit Identifier	Street No. 135	Street Name (Including Street Type and Street Direction) FAIR AVE W		
City/Town/Municipality TORONTO/TORONTO		Province ON		Postal/Zip Code M4V 1P5	
District/County		MOECC District Office Toronto District Office		Property Identification Number (PIN)	
Non-address Information					
<div>Cancel</div> <div>Save and Continue</div>					

- Part 2 – Site Information** summarizes the site information summary
- Information correct? **Save and Continue**
  - Information not correct? **Cancel** and return to **My Sites** to update it.



# Part 3 - Confirmation of EASR Eligibility for Activity

In Part 3, you confirm your **Activity Information**

Answer questions to confirm that activity meets EASR registration requirements

As you answer each question, system will either:

1. Provide you with the next question; or
2. Show a pop-up with next steps

**Save and Continue** appears if all answers indicate you are eligible for an EASR; click to continue

Environmental Activity and Sector Registry		Registration of Activities Related to End-of-Life Vehicle Waste Disposal Sites	
<b>Part 3 — Activity Information</b>			
<b>3.1 Registration Information</b>			
(a)	Does your site receive end-of-life vehicles?	<input type="radio"/> Yes	<input type="radio"/> No
(b)	Does your site have 10 or more end-of-life vehicles on site at any one time, or receive more than 2 end-of-life vehicles in any one calendar year?	<input type="radio"/> Yes	<input type="radio"/> No
(c)	Does your site engage in anything other than the collection, handling, transportation, storage and/or transfer of end-of-life vehicles, and store or handle any end-of-life vehicle for more than 180 days?	<input type="radio"/> Yes	<input type="radio"/> No
<b>3.2 End-of-Life Vehicle Site Related Information</b>			
(a)	Has your site been identified as a significant drinking water threat in a source protection plan prepared under the Clean Water Act, 2006?	<input type="radio"/> Yes	<input type="radio"/> No
(b)	Does your site engage in the disposal of waste by depositing it into the land (e.g. landfill waste)?	<input type="radio"/> Yes	<input type="radio"/> No
(c)	Does your site accept or manage any PCB waste, radioactive waste, or treated and/or untreated biomedical waste?	<input type="radio"/> Yes	<input type="radio"/> No
(d)	Does your site accept or manage any asbestos waste, other than components removed from a motor vehicle that contain asbestos (e.g. brake pads)?	<input type="radio"/> Yes	<input type="radio"/> No
<b>3.3 End-of-Life Vehicle Activity Related Information</b>			
(a)	Are the only wastes managed on site the following: -End-of-life vehicles; -A component removed from an end-of-life vehicle, including fluid-containing components (e.g. internal combustion engine, transmission, radiator) or other wastes removed from an end-of-life vehicle (e.g. tires); -Metal, or other waste that is primarily metal by weight, that is destined for a site at which the principal purpose of use is not waste management or combustion.	<input type="radio"/> Yes	<input type="radio"/> No
(b)	Does your site engage in thermal treatment of waste (e.g. incineration)?	<input type="radio"/> Yes	<input type="radio"/> No
(b)(i)	If yes, is one of the following conditions met? -An environmental compliance approval has been issued in respect of the thermal treatment site; OR -The site is a waste-derived fuel site that includes a combustion unit that is used principally for heating the interior of a building or other enclosed space for the comfort of occupants or for the provision of a suitable temperature for materials (including plant or animal life) in the building or enclosed space and is located in the Territorial District of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay or Timiskaming.	<input type="radio"/> Yes	<input type="radio"/> No
(c)	Does your site store more than 5,000 tires?	<input type="radio"/> Yes	<input type="radio"/> No
(c)(i)	If yes, has an Environmental Compliance Approval been issued in respect of the used tire site?	<input type="radio"/> Yes	<input type="radio"/> No
<b>3.4 End-of-Life Vehicle Equipment Related Information</b>			
(a)	Does your site use any shredding or rotary shearing/shredding equipment?  If the answer to this question is yes, you may be required to obtain an Environmental Compliance Approval for your air activities in addition to your registration on the Environmental Activity and Sector Registry for your waste operations.	<input type="radio"/> Yes	<input type="radio"/> No
(b)	Does the facility engage in any torching or lancing of materials?	<input type="radio"/> Yes	<input type="radio"/> No
(b)(i)	If yes, are one of the following conditions met? -The metal cut has a maximum thickness of 250 mm; AND -A plan is in place to prevent visible emissions from being carried beyond the property upon which the end-of-life vehicle site is situated.	<input type="radio"/> Yes	<input type="radio"/> No
	If the answer to this question is no, you may be required to obtain an Environmental Compliance Approval for your air activities in addition to your registration on the Environmental Activity and Sector Registry for your waste operations.		
(c)	Does the facility operate crushing equipment?	<input type="radio"/> Yes	<input type="radio"/> No
(c)(i)	If yes, is one of the following conditions met? -Crushing equipment is located a minimum distance of 250m from the property boundary of the closest noise receptor; OR -The crushing equipment has a barrier with a minimum density of 20 kg/m2 installed that blocks the line of sight between the crushing equipment and the closest noise receptor; OR -The crushing equipment is not operated for more than 50 days per calendar year.	<input type="radio"/> Yes	<input type="radio"/> No
	If the answer to this question is no, you may be required to obtain an Environmental Compliance Approval for your air activities in addition to your registration on the Environmental Activity and Sector Registry for your waste operations.		
<b>Cancel</b>		<b>Save and Continue</b>	



# Part 4 –Environmental Compliance Approval Information



MINISTRY OF THE ENVIRONMENT AND CLIMATE CHANGE

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Environmental Activity and Sector Registry

Registration of Activities Related to  
End-of-Life Vehicle Waste Disposal Sites

## Part 4 . Approvals Information

### 4.1 Environmental Compliance Approvals (ECA) Information

Do you currently have an Environmental Compliance Approval for the activity that is to be registered?

☐ Yes ☒ No

Cancel

Save and Continue



Do you have an Environmental Compliance Approval for the activity to be registered?

- **Yes?** Enter the ECA number and date issued
- **No?** Click **Save and Continue**

# Part 5 -Verification & Certification of EASR

## Part 5 - Verification of Information

Each field marked by an asterisk (\*) must be completed.

### 5.1 Person Certifying Information

The person certifying that information being filed for this registration is complete and accurate must be one of those listed below.

Please indicate which option applies to this registration.

- a) For individuals engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites.  
I am the person that is engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites.
- b) For corporations engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites.  
I am an officer or director of a person who has authority to bind the corporation that is engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites.
- c) For partnerships engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites.  
I am an individual who is a partner in the partnership that is engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites.
- d) For partnerships engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites.  
I am an officer or director of a person who has authority to bind the corporation that is a partner in the partnership that is engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites.

☒☐☐☐

### 5.2 Certification

- ☒ I, the undersigned hereby declare that the information provided in this Registration is complete and accurate, and I am aware that it is an offence under s 184(2) of the *Environment Protection Act* to provide false or misleading information to the Ministry.

Last Name

Vive

First Name

Aaran

Company Name \*

Title \*

Business Analyst

Date (yyyy/mm/dd)

2016/03/02

Cancel

Save and Continue

The Business Accountable Person (through their own ONE-Key account) completes Part 5 to legally bind the company. They are required to:

1. Read and select the option that best represents their situation
2. Read the **Certification** paragraph and certify that the information is complete and accurate
3. Enter in their **Job Title**
4. Clicks **Save and Continue**

# Attestation and Submission Review

Would you like to continue with the attestation?

**Yes** **No**

---

Environmental Activity and Sector Registry **Registration of Activities Related to Automotive Refinishing Facility**

**General Instructions for Registering Activities**

Based on how you answer specific questions, you may be notified that your activity cannot be registered. If an activity cannot be registered it may still require an Environmental Compliance Approval.

The collection of personal information and other information in this form is necessary to administer the Environmental Activity and Sector Registry (EASR), a public registry established under subsection 20.20(1) of the Environmental Protection Act (EPA). The information collected in this form will be used for the purposes set out in subsection 20.20 (2) of the EPA including for the purposes of allowing persons to register activities prescribed by the regulations for the purposes of subsection 20.21(1) of the EPA, and providing public access to information contained in the registrations and other information filed in the EASR, with the exception of payment information. The information will also be used in connection with the Ministry's compliance and enforcement activities under the EPA, and to administer the Act.

Questions about the collection of information can be directed to:

Client Service Representative  
Environmental Approvals Access and Service Integration Branch  
Ministry of the Environment and Climate Change  
135 St. Clair W 1st Floor  
Toronto ON M4V 1P5  
Telephone: 416 314-8001  
Toll Free: 1 800 461-6290

Once the required information is filed in the Environmental Activity and Sector Registry with respect to a prescribed activity, O.Reg. 245/11 (Prescribed Activities and the Environmental Activity and Sector Registry) requires that one of the persons listed below certify that the information filed in the Registry is complete and accurate. The wording of the certification before submittal is summarized below.

a) For individuals engaging in the prescribed activity, the person that is engaging in the prescribed activity is required to make the certification.

b) For corporations engaging in the prescribed activity, the officer or director of or a person who has authority to bind the corporation that is engaging in the prescribed activity is required to make the certification.

c) For partnerships engaging in the prescribed activity, an individual who is a partner in the partnership that is engaging in the prescribed activity is required to make the certification, or an officer or director of or a person who has authority to bind the corporation that is a partner in the partnership is required to make the certification.

**Part 4 . Approvals Information**

**4.1 Environmental Compliance Approvals (ECA) Information**

Do you currently have an Environmental Compliance Approval for the activity that is to be registered? ☐ Yes ☐ No

---

**Part 5 - Verification of Information**

**5.1 Person Certifying Information**

The person certifying that information being filed for this registration is complete and accurate must be one of those listed below.

Please indicate which option applies to this registration.

a) For individuals engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites, I am the person that is engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites. ☐

b) For corporations engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites, I am an officer or director of a person who has authority to bind the corporation that is engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites. ☐

c) For partnerships engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites, I am an individual who is a partner in the partnership that is engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites. ☐

d) For partnerships engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites, I am an officer or director of a person who has authority to bind the corporation that is a partner in the partnership that is engaging in activities related to the End-of-Life Vehicle Waste Disposal Sites. ☐

**5.2 Certification**

☒ I, the undersigned hereby declare that the information provided in this Registration is complete and accurate, and I am aware that it is an offence under s 184(2) of the *Environment Protection Act* to provide false or misleading information to the Ministry.

Last Name  First Name

Vive  Aaran

Company Name

Aaran Enterprises

Title  Date (yyyy/mm/dd)

Business Analyst  2016/03/02

**Edit** **Submit**

- Click **yes** in popup box **Would You Like to Continue with the Attestation?**
- Review the summary pages (General Instructions and 5 parts of registration).
  - Ensure the information is correct:
    - Not correct? Click **Edit** and return to the step to update.
    - Correct? Click **Submit** to continue

# Payment

Environmental Activity and Sector Registry **Registration of Activities Related to Automotive Refinishing Facility**

• The pending payment for this EASR Registration has been added to My Payments. Please close the browser window to return to My Services page.



1. Click the **Pay Now** button.

2. You will be transferred to Desjardins secure website where you will be presented with payment options to make your payment.

3. Once the payment has been received by us, a copy of your receipt will be sent to you via email.

**To pay later:**


1. Click the **Pay Later** button, to close this window.

2. To pay for the EASR later, select "My Payments" option from the left menu.

3. Select the EASR from the Pending Payments list.



**Client Management**

- My Messages
- My Profile
- My Authorized Representatives
- My Sites
- My Services
- My Payments** 
- My Links

**Browse by Category**

**Browse by Subject Matter**

**Explore Government**


- Ontario.ca
- Office of the Premier

**My Payments**

Services: **EASR**

**Pending Payments**

Service	Reference	ID	Description	Payment Request Type	Payment Status	Amount Due \$
EASR	1000022315	19585	1325 Pharmacy Application Fee Avenue	Pending Payment		\$1,190.00



**Transaction History**

Service	Reference	ID	Description	Transaction Category	Date/Time	Amount	Payment Method	Receipt
---------	-----------	----	-------------	----------------------	-----------	--------	----------------	---------

You have the option to **Pay Now** or **Pay Later**.

## Pay later?

1. Choose **My Payments** to view draft EASR under **Pending Payment**
2. Choose **Make Payment** when ready to pay

**NOTE:** An EASR is not registered until payment is received

# Paying Now

edit?PAY\_SESSION\_ID=Oz8xNSUx

### Order Summary

**Details**

Payment to: Environmental Approvals-LRC

Total: \$1,190.00 (CAD)

### Payment Method

**Credit Cards Accepted**

VISA MasterCard American Express

Note: Credit card payments will be directed to a secure payment gateway website hosted by our third party card processor. After completing your payment, you will be redirected back.

Please be patient while your payment is authorized.  
This process usually takes 15-45 seconds.  
Do not stop or reload your browser until the process is finished.

**Interac® Online**

The Interac Online service allows you to pay for goods and services over the Internet directly from your Internet banking account. Currently Royal Bank, BMO, TD and Scotiabank are supported. [Learn more about Interac Online.](#)

Caution: This payment session will expire in 30 minutes. We recommend having an already established Internet banking account before selecting this payment method.

© Trademark of Interac Inc. Used under licence.

**Make Payment** **Cancel**

### Desjardins Solutions en ligne

#### Item Details

Description	Amount
Goods/Services Purchased	1,190.00
<b>Total</b>	<b>1,190.00 CAD</b>

#### Supplier details

Ontario  
CCPAY NOBILL  
Canada

#### Payment Details

Cardholder Name \*

Card Type \*

Credit Card Number \*

Card Expiry \*  /

\* Mandatory Field

**Return** **Pay Now**

This process can be slow...be patient!

## Pay Now?

1. Choose a credit card or Interac
2. Click **Make Payment**.
3. Enter credit card information into the Desjardins site.
4. Click **Pay Now**.

# Confirmation

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### Submission Summary

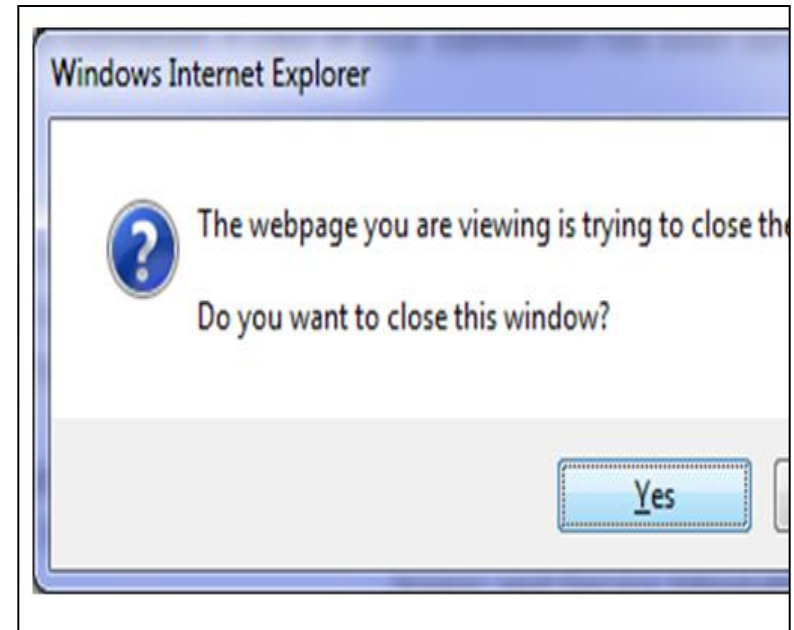
Thank you. Your application has been submitted. A copy of your submission has been sent to the email address in your profile(if provided).

Card Type :	MASTERCARD
Transaction Type :	Purchase
Payment Total :	\$1,190.00 CAD
Payment Status :	Successful
Payment Conf# :	716425
Date/Time :	October 07, 2013 09:50 AM
Submission Conf# :	1000003828
Submitted To :	Ministry of the Environment and Climate Change - Environmental Approvals Access and Service Integration Branch 1-800-461-6290

### More Information

Should you have any questions or comments regarding your application, please call or email the contact listed above.

Every effort is made to ensure that the online form is successfully delivered; however, making sure that the document was received remains the responsibility of the user.



- A **Submission Summary** page and will be displayed after payment.
- A confirmation email for the payment and submission will be sent.
- Click **Close**
- Pop up window will appear asking to confirm closing the window. Click **Yes**.

**Congratulations!**  
**You have paid for and registered an EASR!**

# Viewing Submissions

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**Client Management** ▾

- ▶ My Messages
- ▶ My Profile
- ▶ My Authorized Representatives
- ▶ My Sites
- ▶ My Services
- ▶ My Payments
- ▶ My Links

**Browse by Category** >

Client: New School Designs ▾

Choose the service action: ▾

Services: EASR ▾

[Enroll more services](#)

**Services**

Service ID	Service	Description	Date Issued	Status	Action
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**Service Applications**

Request ID	Service Type	Description	Status	Date Submitted	Date Closed	Action
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**New EASR will appear here!**

- The new EASR will now be visible under **My Services**.
- Completed and pending payments can be reviewed in **My Payments**

# Additional Support

- An additional reference deck is available to walk through Representative account set-up
- The ministry is available to help through account set up and EASR registration. The ministry's general inquiry line (8AM to 5PM):
  - 416-314-8001
  - toll-free 1-800-461-6290
- The ministry is enhancing e-learning modules to cover different Client and Representative ministry account scenarios
  - These will assist in setting up ministry accounts that fit different organizational structures and individual responsibilities related to EASR registration
- Questions?