

Ministry of the Environment and Climate Change

Air Emissions Environmental Activity Sector

Registration (EASR) Registration Toolkit

This toolkit provides additional information to support businesses eligible to register for the Air Emissions EASR. It includes a checklist, fact sheet, flow chart, and links.

To register for an **Air Emissions EASR** you will need to:

1. Review guidance	<ul style="list-style-type: none"> ✓ Fact Sheet (pages 2 and 3 of this document) ✓ Flow Chart (page 4 of this document) ✓ eLearning Modules <p>Additional Guidance</p> <ul style="list-style-type: none"> ✓ User Guide for the Air Emissions EASR (January 2017) ✓ Regulation O. Reg. 1/17 ✓ EASR Publication Document
2. Prepare the required technical documents	<p>Please refer to the User Guide for Air Emissions EASR (January 2017) (link when available?) to clarify what information is required for your registration. Depending on your activity(ies), you may need to prepare:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Environmental Activity and Sector Registry Emission Summary and Dispersion Modelling report (EASR ESDM report) and supplement <input type="checkbox"/> Noise Report <input type="checkbox"/> Acoustic Assessment Summary Table (if acoustic assessment conducted) <input type="checkbox"/> Operating, maintenance and monitoring procedures <input type="checkbox"/> Odour Screening Report <input type="checkbox"/> Odour Best Management Practices Plan <input type="checkbox"/> Odour Control Report <input type="checkbox"/> Fugitive Dust Control Best Management Practices Plan
3. Set up your Service Ontario Account	<p>Visit Service Ontario to set-up your account.</p>
4. Set up your MOECC account	<p>Log into your Service Ontario Account, select “Environmental Approvals” and begin the process of setting up your MOECC account.</p>
5. Complete the Registration Online	<ul style="list-style-type: none"> ✓ Client Information ✓ Site Information ✓ Eligibility Requirements ✓ Activity and Operation Information ✓ Upload of Emission Summary Table and Acoustic Assessment Summary Table ✓ Attestation ✓ Payment

Your MOECC account will have the details of your registration. You can also view your registration on Access Environment

(<http://www.accessenvironment.ene.gov.on.ca/AEWeb/ae/GoSearch.action?search=basic&lang=en>).

For more information:

Please call [416-314-8001](tel:416-314-8001) or [1-800-461-6290](tel:1-800-461-6290) or email EAASIBGen@ontario.ca.

FACT SHEET

How to Register Using the Air Emissions Environmental Activity and Sector Registration

A new online registration process for facilities with air emissions is effective on January 31, 2017. Eligible businesses are now required to obtain an Environmental Activity and Sector Registration (EASR). EASR is an online registration process for routine activities and sectors.

EASR makes it easier for businesses to register by:

- eliminating administrative burdens
- making the process faster, transparent, and more accessible
- potentially reducing costs through a one-time fee

Follow these steps to register for the proposed Air Emissions EASR:

1. Determine if your business/activities would be eligible

- For a list of eligible activities, see the Air Emissions EASR regulation (O. Reg. 1/17) posted on Ontario's e-Laws site (<https://www.ontario.ca/laws/regulation/r17001>).
- Facilities with air emissions that meet the criteria in the Air Emissions EASR regulation are able to register activities under the new EASR, with some exceptions.

2. Gather the required information to prepare your submission

The following information is required prior to registering a new or existing facility or making any modifications:

- The review and/or completion of assessments of any air, noise or odour emissions from the facility
- Confirmation that the reports are in compliance with the regulation and guidelines by a licensed engineering practitioner.
- Operating procedures and maintenance programs for sources of contaminants.

O. Reg. 1/17 Requirements

<u>Air Emissions</u>	<u>Noise Emissions</u>	<u>Odour Emissions</u>
<ul style="list-style-type: none"> ➤ Emission Summary and Dispersion Modelling (ESDM) report prepared in accordance with sections 9 to 17 and section 26 of O. Reg. 419/05 and accompanied by an ESDM Supplemental Report document ➤ Emission summary table ➤ Best Management Practices Plan for fugitive dust (if applicable) ➤ Statement verifying each piece of combustion equipment (boiler or heater, electricity generation engine, or small wood fired combustor) meets in-stack limits 	<ul style="list-style-type: none"> ➤ Assessment of noise emissions using current ministry screening techniques or an Acoustic Assessment Report (AAR). ➤ A noise abatement action plan if the facility commenced operation before filing of O.Reg.1/17 and noise emissions exceed applicable sound level limits (see NPC-300) ➤ Acoustic summary table (if an AAR was prepared) submitted electronically with registration 	<ul style="list-style-type: none"> ➤ An odour survey form ➤ If indicated by the survey form, a Best Management Practices Plan for Odour and/or Odour Control Report must be prepared

3. Complete your registration online

Visit www.ontario.ca/page/environmental-activity-and-sector-registry to find out how to set-up your account and register for an EASR online. You can set-up your account now. If you are a new registrant you will need to pay a one-time registration fee of \$2,353.

Additional Information

Proposed Exemptions

The ministry has consulted on proposed amendments to the Environmental Compliance Approvals Exemption regulation (EBR # 012-8764) to exempt the following activities from applying for an environmental compliance approval or registering on the Environmental Activity and Sector Registry:

- Air Ventilation Systems in Public and Private Schools (primary and secondary);
- Heating, Ventilation and Air Conditioning (HVAC) Systems;
- Standby Power Systems; and,
- Comfort Heating Systems Small Wood Fired Combustors (rated at 50kW or less).

The exemptions would reduce the regulatory burden on less complex activities whose emissions do not pose a significant risk to human health or the environment. The types of facilities where these activities typically occur include office buildings, apartment buildings and public and private schools.

If you are transitioning from an ECA to an EASR

Environmental Compliance Approval (ECA) applicants who submitted an application on or before December 31, 2016 have the option to remain in the ECA process or withdraw and register on the EASR. If you choose to remain in the ECA process you have to register by 2027 or when a facility modification occurs.

The regulation comes into force on January 31, 2017, at which point businesses can begin registering their activities under the new Air Emissions EASR. After this date new and existing facilities that make modifications are required to register their activities under the Air Emissions EASR.

Further, by January 31, 2027 an existing ECA issued for any activity to which the regulation is applicable will cease to apply.

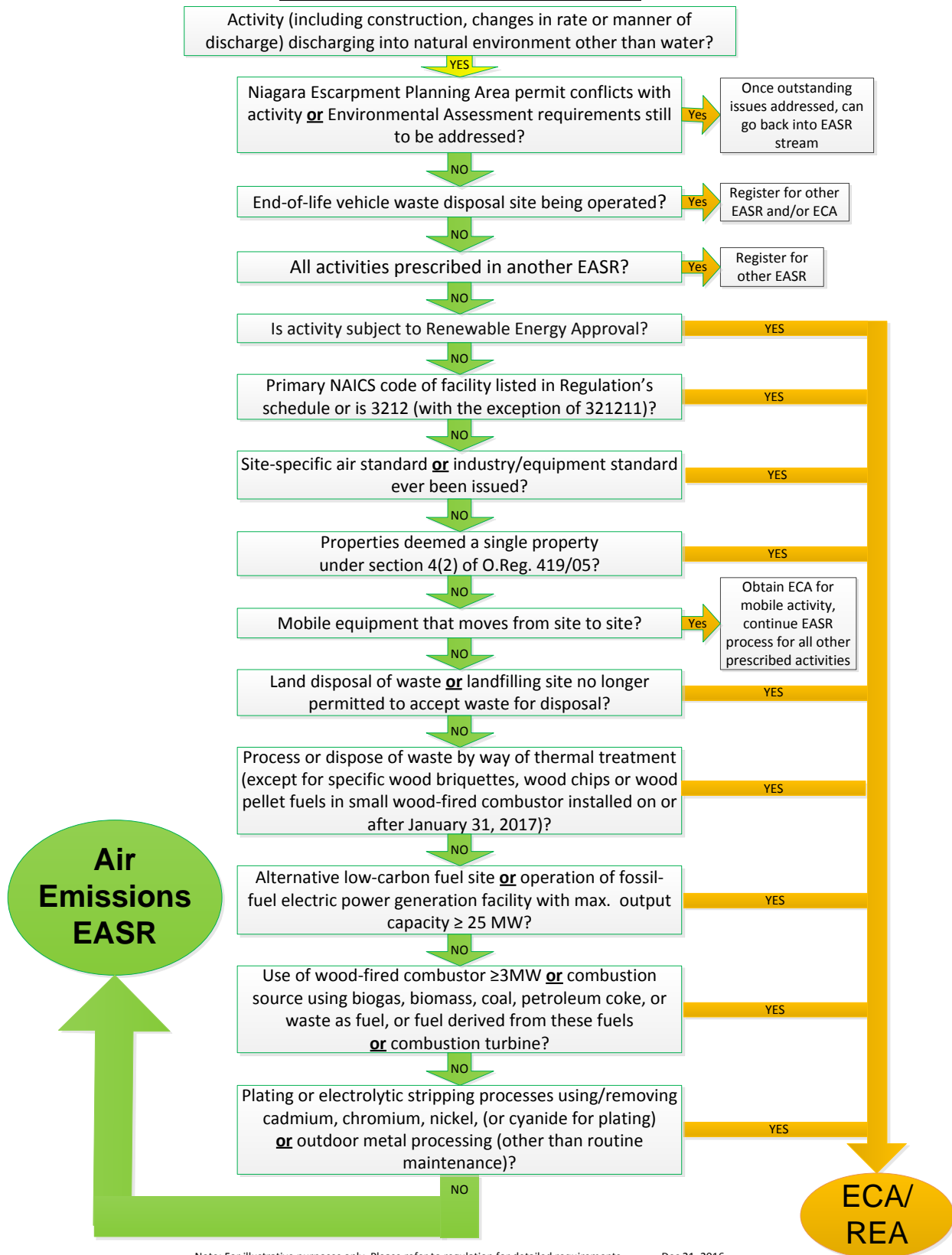
Compliance requirements for EASRs

Ministry staff will conduct proactive inspections on facilities that register or are eligible for the EASR, as well as continue addressing reported incidents/complaints at the facilities. The ministry will conduct pro-active audits to validate completed assessments of any air, noise or odour emissions to ensure they meet the EASR requirements. The regulation contains specific record-keeping requirements.

For more information and support using EASR

- Visit spaces.hightail.com/space/7gpSA to view eLearning modules to support your registration. New eLearning material will be available in January 2017 to guide proponents through the registration process.
- Additionally, the Environmental Activity and Sector Registry (www.ontario.ca/page/environmental-activity-and-sector-registry) contains detailed information about EASRs.
- The client services help desk can be reached at 416-314-8001, toll-free at 1-800-461-6290, or by email at EAASIBGen@ontario.ca.

Air Emissions EASR Flow Chart



Note: For illustrative purposes only. Please refer to regulation for detailed requirements.

Dec 21, 2016