

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
2 St. Clair Avenue West Floor 12A
Toronto ON M4V 1L5
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.

- For individuals engaging in the prescribed activity, the person that is engaging in the prescribed activity is required to make the certification.
- 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.
- 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 1 – Registrant Contact Information

Business **Individual**

Legal/Business Name
[Acme Inc.](#)

Organization Type

CRA Business No.

[123456789](#)

Contact Person

Last Name

[Trustworthy](#)

First Name

[Virginia](#)

Job Title

Telephone No.

[\(416\) 555-1234](#)

ext.

Cell No.

Fax No.

E-mail Address

VTrust@acmeinc.com

Business Mailing Address

[123 Anywhere Street Anytown](#)

Postal/ ZIP Code

[A1B 2C3](#)

Province/State

[ON](#)

Physical Civic Address I do not have a physical civic address

123 Anywhere Street Anytown

Postal/ ZIP Code

A1B 2C3

Province/State

ON

Physical Surveyed Address I do not have a physical surveyed address

Lot No.

Concession

Geographic Township

Municipality

Part Lot Description

Non-address Information

Part 2 – Site Information

Site Name

Ce0g'pe0Uite #1

1. NAICS Code

493110

2. NAICS Code

3. NAICS Code

4. NAICS Code

5. NAICS Code

6. NAICS Code

Site Contact

Last Name

Trustworthy

First Name

Virginia

Telephone No.

(416) 555-1234

ext.

Cell No.

Fax No.

E-mail Address

VTrust@acmeinc.com

Do you have

Civic Address

Surveyed Address

Unsurveyed Address

Primary Civic Address

Unit No.

Unit Identifier

Street No.

123

Street Name (Include Street Type and Street Direction)

Anywhere St.

City/Town/Municipality

Anytown

Province

ON

Postal Code

A1B 1C3

District/County

MOE District Office

Othertown District Office

Property Identification Number (PIN)

Non-address Information

Additional Civic Address (Adjacent Property)

Unit No.

Unit Identifier

Street No.

Street Name (Include Street Type and Street Direction)

City/Town/Municipality

Province

Postal Code

District/County

MOE District Office

Property Identification Number (PIN)

Non-address Information

Additional Civic Address (Adjacent Property)

Unit No.	Unit Identifier	Street No.	Street Name (Include Street Type and Street Direction)		
City/Town/Municipality			Province	Postal Code	
District/County		MOE District Office		Property Identification Number (PIN)	
Non-address Information					

Primary Surveyed Address

Lot No.	Concession		Geographic Township		
Municipality			Part Lot Description		
District/County		MOE District Office		Property Identification Number (PIN)	
Non-address Information					

Additional Surveyed Address (Adjacent Property)

Lot No.	Concession		Geographic Township		
Municipality			Part Lot Description		
District/County		MOE District Office		Property Identification Number (PIN)	
Non-address Information					

Additional Surveyed Address (Adjacent Property)

Lot No.	Concession		Geographic Township		
Municipality			Part Lot Description		
District/County		MOE District Office		Property Identification Number (PIN)	
Non-address Information					

Unsurveyed Address

Unorganized Township

District/County		MOE District Office	
Map Datum	Geo-referencing method	Accuracy Estimate	Location Reference
UTM Zone	UTM Easting	UTM Northing	
Latitude		Longitude	
Non-address Information			

EXAMPLE

Part 3 – Activity Information

3.1 Registration Information

This form is to be used to register the use, operation, construction, alteration, extension, or replacement of the heating system. Please confirm that you will be engaging in one or more of these activities.

Yes No

3.2 Activity Design-Related Information

- a) Is the heating system used to produce or supply heat to the interior of a building or structure for one or more of the following:
- the comfort of occupants,
 - the maintenance of a building or structure,
 - the provision of a suitable temperature for materials, plant or animal life, or
 - heating hot water for domestic purposes?
- b) Does the heating system include one or more combustion units? Yes No
- c) Is the thermal input rating of each combustion unit that is part of the heating system 10.5 million kilojoules per hour or less? Yes No
- d) Is the total thermal input rating of all of the combustion units in the heating system greater than 1.58 million kilojoules per hour? Yes No
- e) Does the heating system use only one or both of the following as fuel:
- natural gas, or
 - propane?
- f) Is the wastewater from the heating system, if any,
- transferred to a waste management system that is subject to an environmental compliance approval or is registered in the Environmental Activity and Sector Registry,
 - discharged to a sewage works that is subject to an environmental compliance approval, or
 - discharged to a municipal sanitary sewer?

3.3 Environmental Activity and Sector Registration Exemptions

- a) Is the heating system comprised of a ground source heat pump as defined in Ontario Regulation 98/12 (Ground Source Heat Pumps) made under the Act? Yes No
- b) Is the heating system associated with a building or structure that contains one or more dwellings and is used by the occupants of not more than three dwellings in the building or structure? Yes No
- c) Is the heating system used in agriculture? Yes No
- d) Does the heating system provide heat used in an industrial or manufacturing process? Yes No
- e) Does the heating system derive its heat from an industrial or manufacturing process? Yes No
- f) Is the heating system used at the site of a building or structure, for:
- the construction,
 - alteration,
 - demolition,
 - drilling, or
 - blasting of the building or structure?
- g) Is the heating system used during an outdoor entertainment, artistic or sporting event, including an outdoor festival, fair, parade, fireworks display, art show, air show or car show, but not including a race of horses, dogs or motorized or non-motorized vehicles or boats? Yes No
- h) Is the heating system used solely to mitigate the effects of an emergency declared to exist under the *Emergency Management and Civil Protection Act*? Yes No
- i) Is the heating system part of a large municipal residential system or a small municipal residential system, as those systems are defined in Ontario Regulation 170/03 (Drinking Water Systems) made under the *Safe Drinking Water Act, 2002*? Yes No

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
Note that as of October 31, 2011 a reference to an Environmental Compliance Approval includes existing Certificates of Approval.

Environmental Compliance Approval Number	Date Issued (yyyy-mm-dd)
1234-ABCDEF	2006-03-11

Are you a delegated representative for the business? Yes No

Last Name		First Name
Company Name		
Job Title		
Telephone No.	Email Address	

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 heating system.
I am the person that is engaging in activities related to the heating system.
- b) For corporations engaging in activities related to the heating system.
I am an officer or director of or a person who has authority to bind the corporation that is engaging in activities related to the heating system.
- c) For partnerships engaging in activities related to the heating system
I am an individual who is a partner in the partnership that is engaging in activities related to the heating system.

I am an officer or director of or a person who has authority to bind the corporation that is a partner in the partnership that is engaging in activities related to the heating system.

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 *Environmental Protection Act* to provide false or misleading information to the Ministry.

Last Name

Trustworthy

First Name

Virginia

Company Name

Acme Inc.

Title

General Manager

Date (yyyy/mm/dd)

2012/12/12

EXAMPLE