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## **Administration and Inspection Activities for the Management of Excess Materials**

(As Specified in OPSS 180 and NSSP ENVR0014)

### **180.01 SCOPE**

This CAIS covers the construction administration and inspection requirements for the management of excess materials as specified in OPSS 180, November 2016 and NSSP ENVR0014. February 2026

### **180.02 REFERENCES**

This CAIS refers to the following standards, specifications, or publications:

#### **Ontario Provincial Standard Specifications, General:**

OPSS 180 The Management of Excess Materials

#### **MTO Non-Standard Special Provisions:**

NSSP ENVR0014 Amendment to OPSS 180, November 2016 - Compliance With Ontario Regulation for On-Site and Excess Soil Management

#### **Construction Administration and Inspection Specifications (CAIS):**

CAIS 206 Grading  
CAIS 209 Swamp Excavation  
CAIS 1004 Aggregates - Miscellaneous

#### **MTO Forms:**

PH-CC-181 Site Selection Notification for Temporary Stockpiling Excess Materials Managed Through Re-Use  
PH-CC-182 Site Selection Notification for Excess Material Managed as Disposable Fill and Excess Soil  
PH-CC-183 Property Owner's Release  
PH-CC-184 Waste Quantity Report for Solid Non-Hazardous Industrial and Commercial Waste  
PH-CC-185 Excess Soil Quantity and Quality Report

### **180.03 DEFINITIONS**

For the purpose of this CAIS, the definitions shall be as specified in OPSS 180 and NSSP ENVR0014.

**180.04 DESIGN AND SUBMISSION REQUIREMENTS****180.04.01 Submission Requirements****180.04.01.01 Notification of Site Selection, and Property Owner Release**

Inspection Activities:

1	-	Witness the sampling.	-
2	-	When testing is required, Check that the Contractor is meeting the O. Reg 406/19 and O. Reg 153/04 requirements, and coordinate with MTO/MTO's design team as necessary.	

Administrative Activities:

1	M	Check that the Contractor is using a Qualified Person in accordance with O. Reg. 406/19. Contact the MTO CSA and MTO Environmental section for support.	-
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**180.04.01.02 Verification of Management by Disposal as Non-Hazardous Solid Industrial or Commercial Waste**

Administrative Activities:

1	M	Receive a copy of the weigh ticket or receipt on a weekly basis as specified in Clause 180.04.01.02.	-
2	M	Receive and review MTO form PH-CC-184.	-

**180.04.01.04 Environmental Compliance Approval**

Administrative Activities:

1	M	Receive and Check the approval(s) as specified in Clause 180.04.01.04.	-
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**180.04.01.05 Subject Waste Documentation**

Administrative Activities:

1	M	Receive the Contractor notification as specified in Clause 180.04.01.05.	-
2	M	Receive the Regulation 347 manifest with the completed Part B.	-
3	M	Retain copies #1 and #2 of the manifest with Part A and B completed.	-
4	M	Return copies #3 and #6 of the manifest to the carrier.	-
5	M	Receive and Check any additional documentation as specified in Clause 180.04.01.05.	-

**180.04.01.06 Excess Material Audit or Inventory Document**

Administrative Activities:

1	M	Receive and Check an excess material audit or inventory.	-
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**180.04.01.08 Excess Soil Documentation and Tracking**

1	M	Receive and Check the excess soil documentation received from the Contractor as specified.	-
2	M	Review the final documents and ensure that the documentation is filed in the contract management system.	-
3	-	Verify that there were no changes to the qualified person preparing the excess soil destination assessment report.	-
4	-	Inform MTO if a notice will be filed on the Registry (RPRA) and receive confirmation of registry submission.	-
5	-	Receive and review the MTO form PH-CC-181.	-
6	-	Receive and review any other property / owner's written permission to accept the excess soil as specified.	-
7	-	Receive and review the MTO form PH-CC-182.	-
8	-	Receive and review form PH-CC-183.	-
9	-	Receive and review hauling records and inform MTO what soil tracking system will be used.	-

**180.04.01.09 Notice to be Filed in the Registry**

Administrative Activities:

1	-	Review the notice filed on the Registry. Inform MTO of any concerns.	-
2	-	Verify that the information in the notice corresponds with the submissions received by the Contractor.	-

**180.07 CONSTRUCTION****180.07.01 Conditions on Management of Excess Material**

Administrative Activities:

1	-	Receive a copy of all test results and waste manifests.	-
2	-	Issue the test results and waste manifests to the Environmental Planner.	-
3	-	Record the locations of management areas and sources of excess material being managed.	-

4	-	Check that the Contractor providing the notification(s) as specified.	
5	-	Confirm with MTO if any additional inspections are required at the different locations such as at property owner and/or commercial site(s).	

## Inspection Activities:

1	-	Check that sampling, testing, storage, documentation/manifesting, transportation and disposal of excess materials that is hazardous waste is conducted in accordance with the Contract Documents.	50%
2	-	Check that areas are pre-cleared prior to excess material placement and contour graded and seeded and mulched after placement for MTO owned properties.	50%
3	-	Check for compliance with conditions on management of disposed fill and materials stockpiled inside the ROW, on MTO property and on third (3 <sup>rd</sup> ) party properties covered with the letters of agreement.	50%

**180.07.01.02 Temporary Stockpile for Re-Use**

## Inspection Activities:

1	-	If the Contractor will be storing excess soil on the MTO right of way, receive Review written permission and coordinate with MTO and MTO's property office.	-
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**180.07.08 Excess Earth Quantity Report**

## Administrative Activities:

1	-	Receive and Check completed PH-CC-185	-
2	-	Review the final completed PH-CC-185 and ensure it is filed in the contract management system.	-

**180.10 BASIS OF PAYMENT**

## Administrative Activities:

1	-	Basis of payment shall be as specified.	-
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WARRANT: Always with OPSS 180, General Specification for the Management of Excess Materials.