

# Hazardous and Special Products: Producer Supply Reporting Guide

Automotive materials  
(oil filters, oil containers, antifreeze)



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# Introduction



# What is Hazardous and Special Products supply data reporting?

HSP supply data is an annual report that producers with obligations under the [Hazardous and Special Products Regulation](#) complete to report on the weight of materials supplied into Ontario from the previous calendar year. Starting in 2024, only large producers are required to submit a report verifying their supply data. For further information on how to determine if you are a large producer and how to verify supply data, refer to [Appendix B of the Hazardous and Special Products Verification and Audit Procedure](#). Producers are also required to pay the associated RPRA [program fee](#).

Submitting supply data determines a producer's requirements for the following year.

This guide will assist producers with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the Registry.

Further information about the HSP Regulation can be found on [RPRA's website](#).

If you have further questions that are not answered in this guide, contact the Compliance Team at [registry@rpra.ca](mailto:registry@rpra.ca) or call 1-833-600-0530.



# What data needs to be reported?

If you are a producer of **oil filters, oil containers or antifreeze**, you are required to report on the following from the previous calendar year:

- The weight of materials supplied in Ontario
  - Antifreeze and oil containers are only obligated when the container has a capacity of 30 litres or 30 kilograms or less.
    - At this time, obligated producers of factory fill antifreeze are not required to include the weight of factory fill antifreeze when they report the total weight of obligated antifreeze they supplied in Ontario. The deadline for reporting factory fill antifreeze supply will be communicated at a later date.
- A [brand supply list](#) that makes up your supply data.
- For further information on how to determine your supply data and how to verify it, refer to [Appendix B of the Hazardous and Special Products Verification and Audit Procedure](#).
- For clarification on what products must be reported, refer to [Compliance Bulletin – What HSP needs to be reported](#).

**Note:** The product's primary packaging is also obligated. Primary packaging made of corrugated and boxboard boxes, plastic film, shrink wrap or printed materials is not obligated under the HSP Regulation, please see the [Blue Box Regulation](#) for more information and possible obligations.

# How to log into the Registry as an account admin

The supply data report is completed online through RPRA's Registry.

You can access your Registry account here: [registry.rpra.ca](https://registry.rpra.ca)

## Tips for logging into the Registry for the first time:

- If you don't have an account, click "Don't have an Account? Create a new Account"
- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use

## Tips for logging into an existing Registry account:

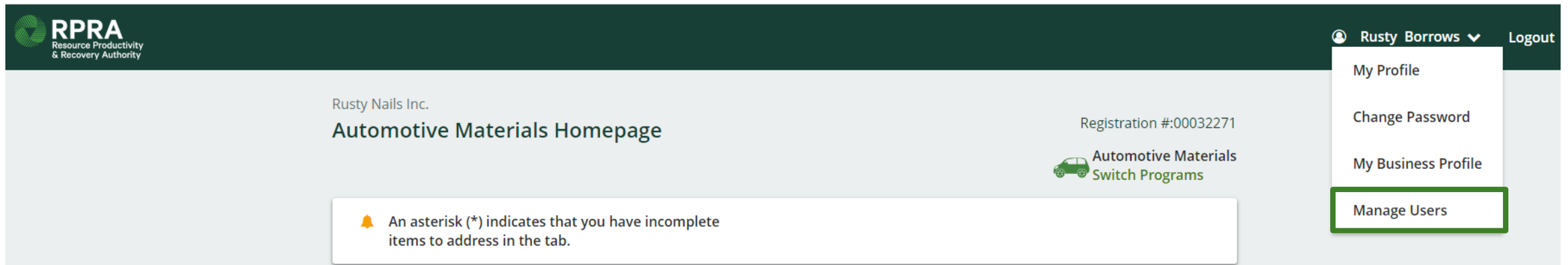
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
  - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided

# How to manage contacts in your Registry account

Account admins must add any new or manage existing primary contacts under the program they wish to give them access to (e.g., permissions to view and complete reports). Read this [FAQ](#) for more information on user levels in the Registry.

To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



The screenshot displays the RPRA (Resource Productivity & Recovery Authority) Registry account interface. The top navigation bar is dark green with the RPRA logo on the left and the user name 'Rusty Borrows' with a dropdown arrow and a 'Logout' link on the right. The main content area is light gray and shows the user's profile information: 'Rusty Nails Inc.', 'Automotive Materials Homepage', and 'Registration #:00032271'. A green car icon and the text 'Automotive Materials Switch Programs' are also visible. A notification box at the bottom left states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.' The user profile dropdown menu is open, showing options: 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green border.

# How to manage contacts in your Registry account cont.

1. Click **Add New User** to add an additional user to your account.
2. Under Action, click **Manage** to update preferences of existing users.

< Back to Programs

## Manage Users

Active Users

User ▲	Email	Program	Last Login	Action
Example User	user@email.com			<a href="#">Manage</a> <a href="#">Disable</a>

[+ Add New User](#)

## Manage Users

Email  
user@email.com

First Name  
Example

Last Name  
User

Job Title

Business Phone Number  
9059867891

Phone Extension

Mobile Phone Number  
9059867891

Program  
Automotive Materials

User Access Level ⓘ  
 Primary  Secondary

[+ Add Another Program](#)

I hereby authorize this user to create/modify data.

Cancel [Save](#)

3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save**.



# How to manage a PRO in your registry account



# Why should I work with a PRO?

As of October 1, 2021, HSP producers are individually accountable and financially responsible for collecting, and managing their products when consumers discard them. Producers are also required to operate a promotion and education program depending on the material each producer supplies into Ontario.

Producers have the choice of working with one or more producer responsibility organizations (PROs) registered with RPRA to meet their obligations.

A PRO is a business established to contract with producers to provide collection, management and administrative services to help producers meet their regulatory obligations under the HSP Regulation, including:

- Arranging, establishing or operating a collection or management system.
- Arranging, establishing or operating a promotion and education system.
- Preparing and submitting reports.

# How do I contact a PRO?

For a list of PROs and the materials they provide services for, visit our [HSP PRO webpage](#).

**Note:** PROs operate in a competitive market and producers can choose the PRO (or PROs) they want to work with. The terms and conditions of each contract with a PRO may vary.

Once you have signed an agreement with a PRO(s) you must select them in your account. The steps to select them are indicated in the next slides.

# When to manage your PRO in your Registry account

The chart below outlines the steps that should be taken by a producer prior to managing their PRO in their Registry account.



## Important:

- If you have chosen to work with a PRO(s), you must select them in your account once you have entered into an agreement.
- You will also need to manage your PRO if you terminate your agreement with your PRO, you will need to include an end date to an existing PRO association in your Registry account.
- If you have an agreement with a PRO(s) but have not assigned them in your Registry account at the time of performance reporting beginning, log into the Registry and assign them. You must identify your PRO(s) in your Registry account for your report to appear in your PROs' account.

# How to select and manage a PRO in your account

## Accessing your program

Only Account Admins can manage PROs in the Registry. If you are not the Account Admin for your company, you need to have the Account Admin complete the steps in this guide.

1. Log into your Registry account using [this link](#).
  - If you have forgotten your password, select the **Forgot Password** option.
2. The programs you are enrolled in will show on your dashboard. Click on the program you want to add a PRO for.

**1**

### Registry Sign In

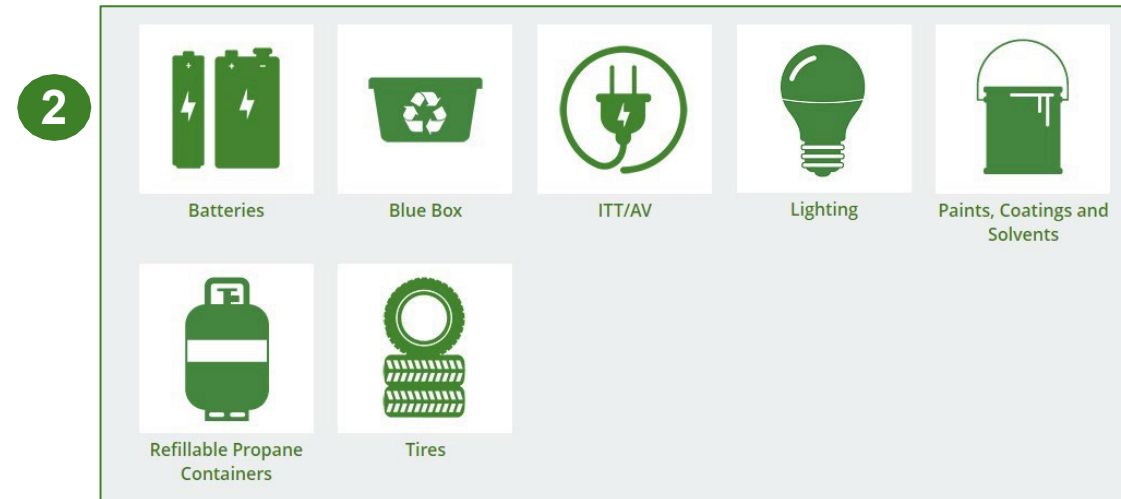
Email

Password

**Sign In**

[Forgot Password](#)

[Don't have an Account? Create a new Account](#)



# How to select and manage a PRO in your account

## Confirm if you have contracted with a PRO

Once you are on your program homepage, respond to the question below the report list.

**Note:** This question will appear once you have completed at least one supply data report **and** if you have collection or management requirements.

This button is not viewable to primary and secondary users.

Best In Town Auto  
Automotive Materials Homepage  
Registration #:00032272  
Automotive Materials Switch Programs

⚠ An asterisk (\*) indicates that you have incomplete items to address in the tab.

Producer \* PRO Status Collection Activities Invoices Add Roles

Report	Status	Last Updated By	Action
2024 Automotive Materials Supply Report	Not Started Due Date: Jul 31, 2024		Start
2023 Automotive Materials Supply Report	Submitted May 28, 2024 01:06 p.m.	John St. John	View Download

Has your business contracted one or more Producer Responsibility Organizations (PROs) to act on your behalf? If so, click Yes to identify them, their responsibilities, and provide them access to report performance on your behalf. Only make a selection once you know whether or not you will be working with a PRO.

No My business will not be contracting with any PROs.

Yes My business has contracted one or more PROs.

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)



# How to select and manage a PRO in your account

## Confirm if you have contracted with a PRO cont.

1. If you have not contracted with a PRO and are meeting your collection and management requirements yourself, click **No**.
2. If you have chosen to work with a PRO to meet your collection and management requirements on your behalf, click **Yes**.

If you clicked on Yes, you will be prompted to the next step to indicate the details of your agreement.

Has your business contracted one or more Producer Responsibility Organizations (PROs) to act on your behalf?  
If so, click Yes to identify them, their responsibilities, and provide them access to report performance on your behalf. Only make a selection once you know whether or not you will be working with a PRO.

1  No My business will not be contracting with any PROs.

2  Yes My business has contracted one or more PROs.

# How to select and manage a PRO in your account

## Reporting responsibility selection

Identify your involvement with reporting on behalf of yourself.

1. Under **Responsible for Performance Report**, identify if you will be submitting your performance report. If you have delegated this report to your PRO, select **Does not report**.
2. Under **Responsible for collection and management**, identify if you will be submitting your collection and management report. If you have delegated this report to your PRO, select **Does not report**.

**Manage Reporting Responsibilities**

Indicate whether you will be reporting your own performance, collection and management in part or in whole. If a PRO will be reporting on your behalf, select "Does not report" from the dropdown list.

Producer	Responsible for Performance Report	Responsible for Collection and Management Report
Test Producer 123	<input type="text" value="Does not report"/> <small>If you select "does not report" for the producer, you must identify the PRO(s) who will be reporting on your behalf and select "reports in full" or "reports in part".</small>	<input type="text" value="Does not report"/> <small>If you select "does not report" for the producer, you must identify the PRO(s) who will be reporting on your behalf and select "reports in full" or "reports in part".</small>

1

2

# How to select and manage a PRO in your account

## Reporting responsibility selection cont.

Next, you will fill out the following fields to identify your PROs involvement in reporting on your behalf:

1. **PRO:** the name of the PRO you have an agreement with.
2. **Service start date:** the date when your agreement with the PRO started.
3. **Service stop date:** the date when your agreement with the PRO ends. If your agreement does not have a stop date, leave this field blank.
4. **Materials:** the HSP material(s) you are a producer of under the HSP Regulation.
5. **Responsible for Performance Report:** whether your PRO will report in full *or* in part the activities related to collection, processing and disposal of the material(s) you supply. If your PRO will report this on behalf of you, you must select **Reports in full**.
6. **Responsible for collection and management:** whether your PRO will report in full *or* in part the collection system established across Ontario and the haulers and processors they work with. If your PRO will report this on behalf of you, you must select **Reports in full**.

Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or collection and management, select "Reports in part" from the dropdown list.

1 PRO      2 Service Start Date      3 Service Stop Date      4 Materials      5 Responsible for Performance Report      6 Responsible for Collection and Management Report

            Antifreeze  
 Oil Filters  
 Oil Containers

Reports in full    Reports in full

# How to select and manage a PRO in your account

## Reporting responsibility selection cont.

1. Finish managing your PRO by checking **I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf.**
2. Click **Done**.

**Manage Reporting Responsibilities**

Indicate whether you will be reporting your own performance, collection and management in part or in whole. If a PRO will be reporting on your behalf, select "Does not report" from the dropdown list.

Producer	Responsible for Performance Report	Responsible for Collection and Management Report
Test Producer 123	Does not report <small>If you select "does not report" for the producer, you must identify the PRO(s) who will be reporting on your behalf and select "reports in full" or "reports in part".</small>	Does not report <small>If you select "does not report" for the producer, you must identify the PRO(s) who will be reporting on your behalf and select "reports in full" or "reports in part".</small>

Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or collection and management, select "Reports in part" from the dropdown list.

PRO	Service Start Date	Service Stop Date	Materials	Responsible for Performance Report	Responsible for Collection and Management Report
Pwc Test	Aug 10, 2022		<input checked="" type="checkbox"/> Antifreeze <input checked="" type="checkbox"/> Oil Filters <input checked="" type="checkbox"/> Oil Containers	Reports in full	Reports in full

I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf.

# Registry program enrollment for new registrants





# How to enroll in the Automotive Materials program as a new registrant

1. After you log into the **Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in
2. Click **HSP – Automotive Materials**
3. Select the **Producer** role and the year that you began marketing antifreeze, oil filters, or oil containers into Ontario
  - Selecting from this drop-down list will determine if you are required to report on previous years, in addition to the current year
4. Confirm **the role you have selected is correct**
5. Click **Done**

The screenshot shows two sequential screens from a web application. The first screen, titled "Programs", displays a grid of seven program options, each with an icon and a label. A green box highlights the "HSP - Automotive Materials" option, which is accompanied by a car icon. A green circle with the number "1" is positioned to the left of the top-left corner of this screen. A second green circle with the number "2" is positioned to the left of the "HSP - Automotive Materials" icon. The second screen, titled "Role Selection", contains a section for selecting roles. The "Producer" role is selected with a checked checkbox. Below this, there is a question about the marketing start date, followed by a date range selector showing "Jan 1, 2023 to Dec 31, 2023". Other roles, "Hauler" and "Processor", are listed with unchecked checkboxes. At the bottom of the screen, there is a confirmation statement with a checked checkbox, and two buttons: "Cancel" and "Done". A green circle with the number "3" is to the left of the "Producer" checkbox, a green circle with the number "4" is to the left of the confirmation statement, and a green circle with the number "5" is to the right of the "Done" button.

**1** Programs  
Programs you are registered in. Select the program you wish to manage.

**2** HSP - Automotive Materials  
HSP - Fertilizers  
HSP - Mercury-Containing Devices  
HSP - Paints, Coatings and Solvents  
HSP - Pesticides  
HSP - Pressurized Containers (Excluding Refillable Propane Containers)  
HSP - Refillable Propane Containers

**3** **Role Selection**  
Select from the options below to add roles to your account

**Producer**  
\*When did you begin marketing (e.g. selling) antifreeze, oil filters, or oil containers into Ontario?  
Jan 1, 2023 to Dec 31, 2023

Hauler  
 Processor

**4**  I confirm that the roles selected above are correct. I understand that after I click Done, I will have to contact Registry Support if I want to remove a role.

**5** Cancel Done



# How to submit your producer supply report

The next few slides will guide you with entering your supply data.



# Supply report

## Starting your report

1. On the **Automotive Materials** homepage, you will be able to see all reports that require action.
2. Under Action, click **Start** on the earliest required supply report.
  - Reports must be submitted in chronological order.
3. A window about submitting false or misleading information will then pop up, click **Proceed**.

Best In Town Auto  
Automotive Materials Homepage **1** Registration #:00032272  
Automotive Materials Switch Programs

An asterisk (\*) indicates that you have incomplete items to address in the tab.

[Producer \\*](#) [PRO Status](#) [Collection Activities](#) [Invoices](#) [Add Roles](#)

### Automotive Materials

Report ▼	Status	Last Updated By	Action
2024 Automotive Materials Supply Report	Not Started Due Date: Jul 31, 2024		<b>Start</b> <b>2</b>
2023 Automotive Materials Supply Report	Submitted May 28, 2024 01:06 p.m.	John St. John	<a href="#">View</a> <a href="#">Download</a>

Has your business contracted one or more Producer Responsibility Organizations (PROs) to act on your behalf? If so, click Yes to identify them, their responsibilities, and provide them access to report performance on your behalf. Only make a selection once you know whether or not you will be working with a PRO.

No My business will not be contracting with any PROs.

Yes My business has contracted one or more PROs.

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

**Attention**

It is an offence if you submit false or misleading information to the Authority.

[Cancel](#) **Proceed** **3**

# Supply report

## Starting your report

1. On the **Automotive Materials Supply Report** screen, a green lock will appear next to the supply year if supply data for that year has already been submitted.
2. Click Next to enter supply data in the applicable material categories for **Antifreeze**, **Oil Filters** and **Oil Containers**.

Best In Town Auto  
2024 Automotive Materials Supply Report  
Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data Brand Supply Confirm and Pay

2021 2022 2023

### Antifreeze

Click **Open** to use our conversion tool to calculate the weight of antifreeze from the number of units supplied. [Open](#)

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
7,800	<input type="text" value="0"/>	7,800

This data cannot be edited because it was submitted as part of a previous report.

### Oil Filters

Click **Open** to use our conversion tool to calculate the weight of oil filters from the number of units supplied. [Open](#)

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
8,200	<input type="text" value="0"/>	8,200

This data cannot be edited because it was submitted as part of a previous report.

### Oil Containers

Click **Open** to use our conversion tool to calculate the weight of oil containers from the number of units supplied. [Open](#)

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
12,000	<input type="text" value="0"/>	12,000

This data cannot be edited because it was submitted as part of a previous report.

You can enter either the actual weight or your own calculated weight of automotive materials in the **Weight (in kg)** box. Provide the details of the method used to calculate the weight of automotive materials if not using the Weight Conversion Tool (max. 250 characters).

Press Next to continue to next year [Next >](#)

# Supply report

## Entering your supply data

1. On the **Automotive Materials Supply Report** screen, enter your supply data for each applicable year and material.
  - **Note:** a separate section will appear for oil containers and oil filters.
2. Click **Open** to use our weight conversion tool to determine weights, if required, or enter actual weights.
3. Click **Save & Next**.

Rusty Nails Inc.  
**2024 Automotive Materials Supply Report**  
Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data   Brand Supply   Confirm and Pay

2021   2022   2023

### Antifreeze

Click **Open** to use our conversion tool to calculate the weight of antifreeze from the number of units supplied.

Weight (in kg)   Weight From Conversion Tool   Total Kilograms

None Supplied this year   [Clear Form](#)

**Open**

Weight Conversion Tool - Antifreeze 2023

Antifreeze	Volume (L)	Conversion Factor	Kilograms
1 - Antifreeze Concentrate	<input type="text" value="0"/>	x 1.15 kg	0
2 - Antifreeze Pre-Mix	<input type="text" value="0"/>	x 1.08 kg	0
3 - Antifreeze Containers	<input type="text" value="0"/>	x 0.05 kg	0

[Cancel](#)   **Next**



# How to submit your producer supply report

The next slide will guide you with uploading your **brand supply list**.



# Supply report

## Upload your brand supply list

1. Create a document listing the brands you supplied into Ontario, regardless of why you are the producer for them (e.g., brand holder or first importer). You may also download last year's brand list as a reference and re-submit it.
  - Ensure that the document meets the requirements outlined on the **Upload List of Brands Supplied** screen.
2. Click the **Upload** button and navigate to the file saved on your computer. Upload the file.
3. Click **Save & Next**.

Rusty Nails Inc.

### 2024 Automotive Materials Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data → Brand Supply → Confirm and Pay

#### Upload List of Brands Supplied

Provide a list of all brands you included in your supply regardless of why you are the producer for them.

Please ensure the list of brand meets the following requirements:

- Save the list of brands as an Excel CSV file. The file must be encoded as UTF-8.
- Using Column A only, list each brand in a separate line, resulting in one brand name per row. Do not enter data in any other columns.
- There are no headers present in the file (only the names of supplied brands).
- Brand names only include these characters: alphanumeric, space, hyphen, periods and parentheses.
- Brand names do not include special characters like quotes (double or single), brackets and semicolons.
- File size is less than or equal to 5 MB.

#### Upload Brand Supply List

Download Last Year Brand Supply

Upload

Click Save & Next to view the Report Summary and complete your report.

Previous Save & Next



# Supply report

## Summary review

1. At the top, you will see your **collection and management requirements** for the following year for each material type.
  - Any year with a **green check mark** beside it can still be edited.
  - Any year with a **green lock icon** will be read-only.
2. Toggle between reporting years.
  - Any year with a **green lock icon** will be read-only.
3. When reviewing **Supply Report** data, you can edit before submitting.

**Note:** There's no minimum management requirements for antifreeze and oil containers.

Best In Town Auto  
2024 Automotive Materials Supply Report

### Report Summary

Your minimum management requirements for 2025 are:  
7,253 Kilograms      Oil Filters

Your antifreeze supply was less than the threshold for a small producer. You are exempt from reporting on performance, collection and management for this material.

You must meet the collection system requirements of a small producer for oil filters.

You must meet the collection system requirements of a small producer for oil containers.

Your minimum management requirements are calculated in accordance with Section 31 of the HSP Regulation. (Note: there are no minimum management requirements for antifreeze and oil containers.) Your collection system requirements are calculated in accordance with Part IV of the HSP Regulation.

🔒 2021    🔒 2022    ✓ 2023

#### Antifreeze

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
7,800	0	7,800

#### Oil Filters

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
8,200	0	8,200

#### Oil Containers

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
12,000	0	12,000

2021 data last updated by: John St. John on May 28, 2024 01:06 p.m.

#### Uploaded List of Brands

HspbbBrandsTemplate (1).csv

[Edit Report](#)

# How to submit your producer supply report

The next slide will guide you with uploading your supply data verification report.

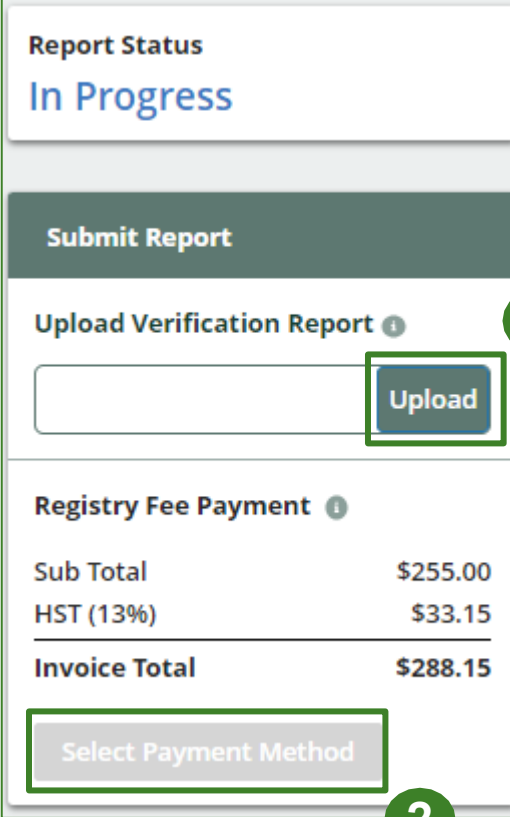


# Supply report

## Upload your verification report

Starting in 2024, only large producers are required to submit a report verifying the supply data. For further information on how to determine if you are a large producer and how to verify supply data, refer to [Appendix B of the Hazardous and Special Products Verification and Audit Procedure](#).

1. Click the upload button to attach a pdf to proceed to payment processing.
2. Once the Verification Report is submitted, the **Select Payment Method** button will be highlighted in green.
  - Clicking this button will take you to a dropdown menu of payment methods to complete the transaction.



The screenshot shows a web interface with the following elements:

- Report Status:** In Progress
- Submit Report:** A dark green button.
- Upload Verification Report:** A section with a file input field and an **Upload** button. A green circle with the number '1' is next to the Upload button, and a green box highlights the button.
- Registry Fee Payment:** A section with a table of costs:

Sub Total	\$255.00
HST (13%)	\$33.15
<b>Invoice Total</b>	<b>\$288.15</b>
- Select Payment Method:** A button at the bottom, highlighted with a green box and a green circle with the number '2'.



# How to submit your producer supply report

The next few slides will guide you with **selecting your program fee payment method** and **submitting your supply data report**.

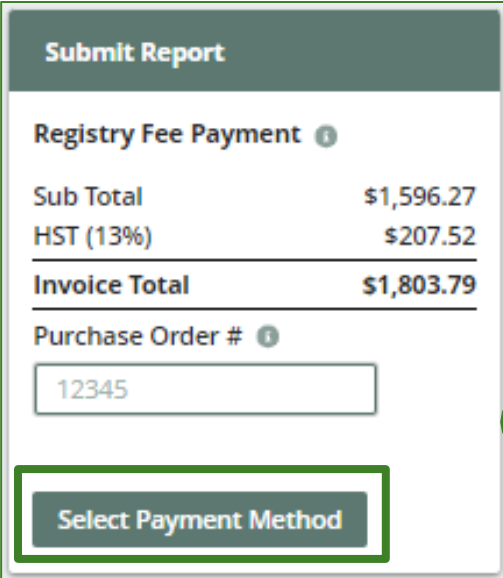


# Supply report

## Payment submission

Before submitting the report, you will need to select and submit payment for the **program fee**. This amount has been calculated in the system based on the supply data you have provided.

1. Click **Select Payment Method**.
2. From the drop-down menu, click on your preferred method.
  - If you choose any payment option other than credit card and bank withdrawal, you will receive an email with instructions on how to submit payment.
3. Click **Submit**.



The screenshot shows a 'Submit Report' form. At the top, there is a dark header with the text 'Submit Report'. Below this, the section is titled 'Registry Fee Payment'. A summary table shows: Sub Total (\$1,596.27), HST (13%) (\$207.52), and Invoice Total (\$1,803.79). Below the table is a 'Purchase Order #' field with the value '12345'. At the bottom of the form, a button labeled 'Select Payment Method' is highlighted with a green box. A green circle with the number '1' is positioned to the right of the form.



The screenshot shows a 'Payment Method' dropdown menu. The menu is open, displaying options: --none--, --none-- (highlighted), Bank Withdrawal, Credit Card, EDI Payment Method, Cheque, and Electronic Bill Payment. A green box highlights the dropdown menu, and a green circle with the number '2' is to its right. Below the menu, a 'Submit' button is highlighted with a green box, and a green circle with the number '3' is to its right.

# Performance report

## View submitted report

1. Your report status should now read as **Submitted**.

2. Click on **Back to Dashboard** to return to the Automotive Materials Homepage.

[Back to Dashboard](#)

Rusty Nails Inc.  
2024 Automotive Materials Supply Report

**Report Summary**

Your minimum management requirements for 2025 are:  
7,877 Kilograms      Oil Filters

Your antifreeze supply was less than the threshold for a small producer. You are exempt from reporting on performance, collection and management for this material.

You must meet the collection system requirements of a small producer for oil filters.

You must meet the collection system requirements of a small producer for oil containers.

Your minimum management requirements are calculated in accordance with Section 31 of the HSP Regulation. (Note: there are no minimum management requirements for antifreeze and oil containers.) Your collection system requirements are calculated in accordance with Part IV of the HSP Regulation.

**Submit Report**

**Registry Fee Payment** ⓘ

Sub Total	\$1,596.27
HST (13%)	\$207.52
<b>Invoice Total</b>	<b>\$1,803.79</b>

**Purchase Order #**

Payment Method

**EDI Payment Method**

Your submission has been received. You will be sent an email with the Authority's banking information so that you can complete your EDI payment.

[Download Invoice - Summary Report 28/05/2024](#)

🔒 2021   🔒 2022   🔒 2023

### Antifreeze

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
7,800	0	7,800

### Oil Filters

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
9,600	0	9,600

### Oil Containers

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
16,200	0	16,200

2021 data last updated by: Rusty Borrows on May 28, 2024 10:31 a.m.

### Uploaded List of Brands

HspbbBrandsTemplate (1).csv



# Supply report

## View submitted report

On the **Automotive Materials Homepage**, under the **Producer Reports tab**, you can **view** and **download** your submitted reports and invoices.

Rusty Nails Inc. Automotive Materials Homepage Registration #:00032271

Automotive Materials Switch Programs

Producer PRO Status Collection Activities Invoices Add Roles

Report ▼	Status	Last Updated By	Action
2024 Automotive Materials Supply Report	Submitted May 28, 2024 12:08 p.m.	Rusty Borrows	<a href="#">View</a> <a href="#">Download</a>
2023 Automotive Materials Supply Report	Submitted May 28, 2024 10:31 a.m.	Rusty Borrows	<a href="#">View</a> <a href="#">Download</a>

No Producer Responsibility Organizations (PROs) currently on record [Manage PROs](#)

If at any time you enter into an agreement with a PRO, add the PRO to identify them and their responsibilities and provide them access to report performance on your behalf.

Management Systems [Manage](#)

Identify the haulers and processors you have contracted.

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

# Additional resources



# Have a question?

## Resources to help you submit your report:

- Visit our [HSP producer webpage](#) for additional information on reporting requirements.
- For support with navigating the Registry and meeting your regulatory requirements, visit our [HSP Registry Resources webpage](#) to access registry procedures, compliance bulletins, how-to videos, FAQs and more.
- If you have further questions that are not answered in this guide, contact the Compliance Team at [registry@rpra.ca](mailto:registry@rpra.ca) or call 1-833-600-0530.