Hazardous and Special Products: Disposal Facility Performance Reporting Guide

Pesticides

RPRA Resource Productivity & Recovery Authority

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Introduction

What is Hazardous and Special Products performance reporting?

HSP performance is an annual report that disposal facilities with obligations under the [Hazardous and Special Products (HSP) Regulation](#) complete to report on their activities from October 1, 2021 to December 31, 2022. **The deadline to submit your performance report is September 15**.

This guide will assist disposal facilities with understanding what data they need to report and provide step-by-step instructions on how to complete the report in RPRA's 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 or call 1-833-600-0530.

What data needs to be reported?

Disposal facilities of **pesticides** are required to submit an annual performance report on their own activities from October 1, 2021 to December 31, 2022.

Disposal facilities are required to report on the following:

- A description of how the pesticides were disposed of.
- The weight of pesticides received from an HSP hauler and their name, contact information and RPRA registration number.
- The weight of pesticides received from a person other than an HSP hauler and their name, contact information and RPRA registration number.
- The weight of pesticides that were received from outside of Ontario (if applicable).

How to log into the Registry as an account admin

The report is completed online through RPRA's Registry.

You can access your Registry account here: 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.
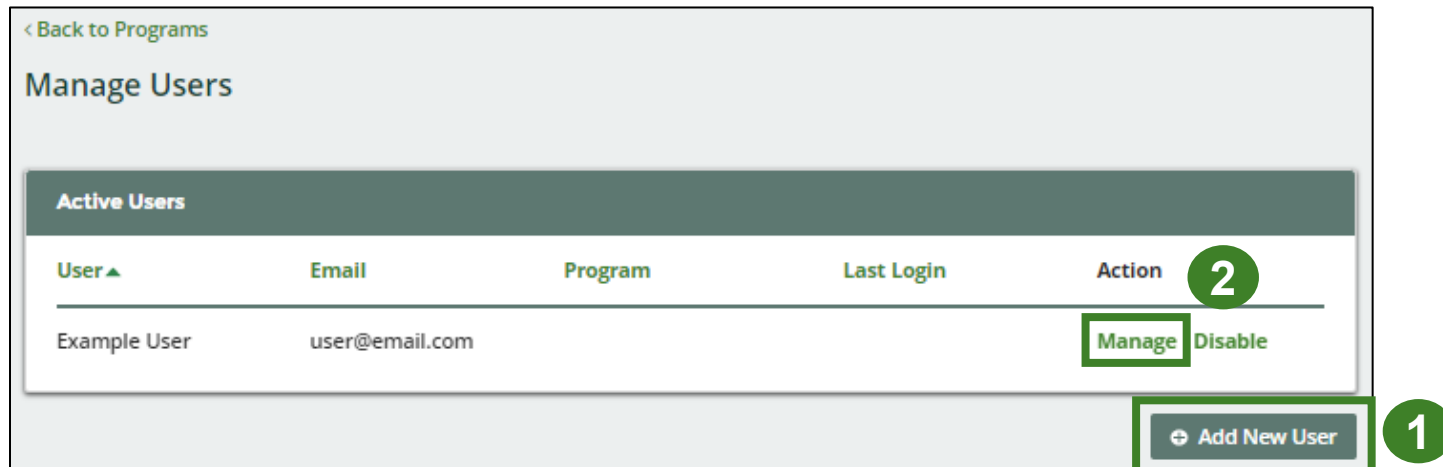
To manage contacts in your Registry account, see the following steps or watch our how-to video:

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.
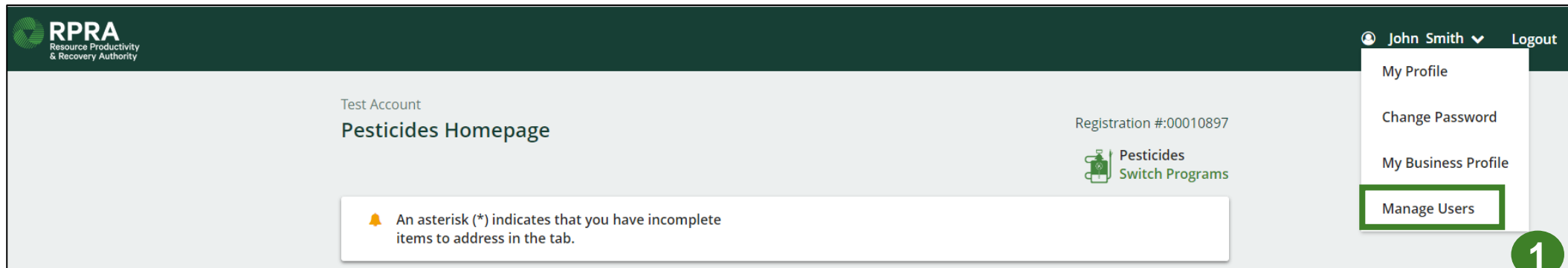
How to manage contacts on your Registry account cont.

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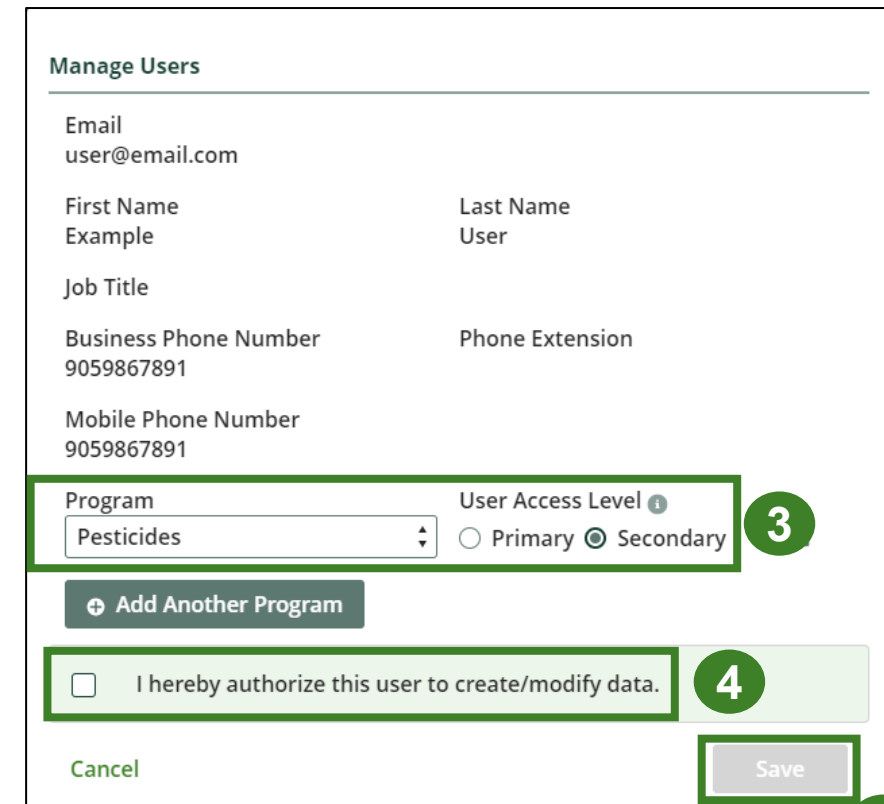2. Under Action, click **Manage** to update preferences of existing users.

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.**

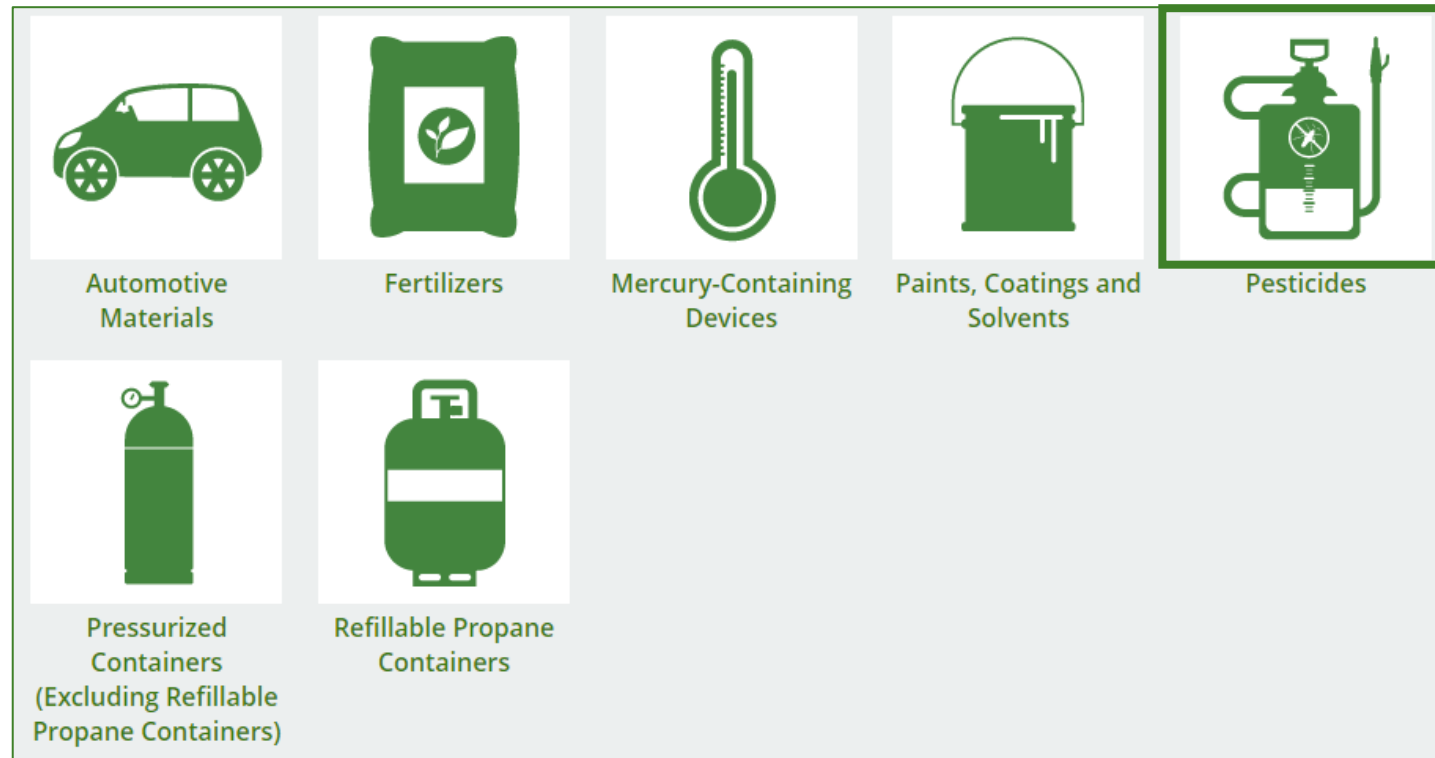# How to submit your disposal facility performance report

The next few slides will guide you with entering your **collected** material(s) data.

Performance report
Accessing your program

1. After logging in, click on the icon for the **Pesticides** program on your dashboard.

Performance report
Starting your report

1. Click on the **Disposal Facility Reporting** tab.

2. Under **Action**, click on **Start** to begin completing the Pesticides Performance – Disposal Facility report.

3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.

MHSPTestingGuide

Pesticides Homepage

Registration #:00025634

Pesticides
Switch Programs

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

(1)

Producer   Hauler *   **Disposal Facility ***   Invoices   Add Roles

Pesticides

Report ▾	Status	Last Updated By	Action
2021/22 Pesticides Performance - Dispos...	Not Started Due Date: Jul 31, 2023		Start **(2)**

Disposal Facilities   Manage

List the address of each facility where pesticides are disposed.

Attention

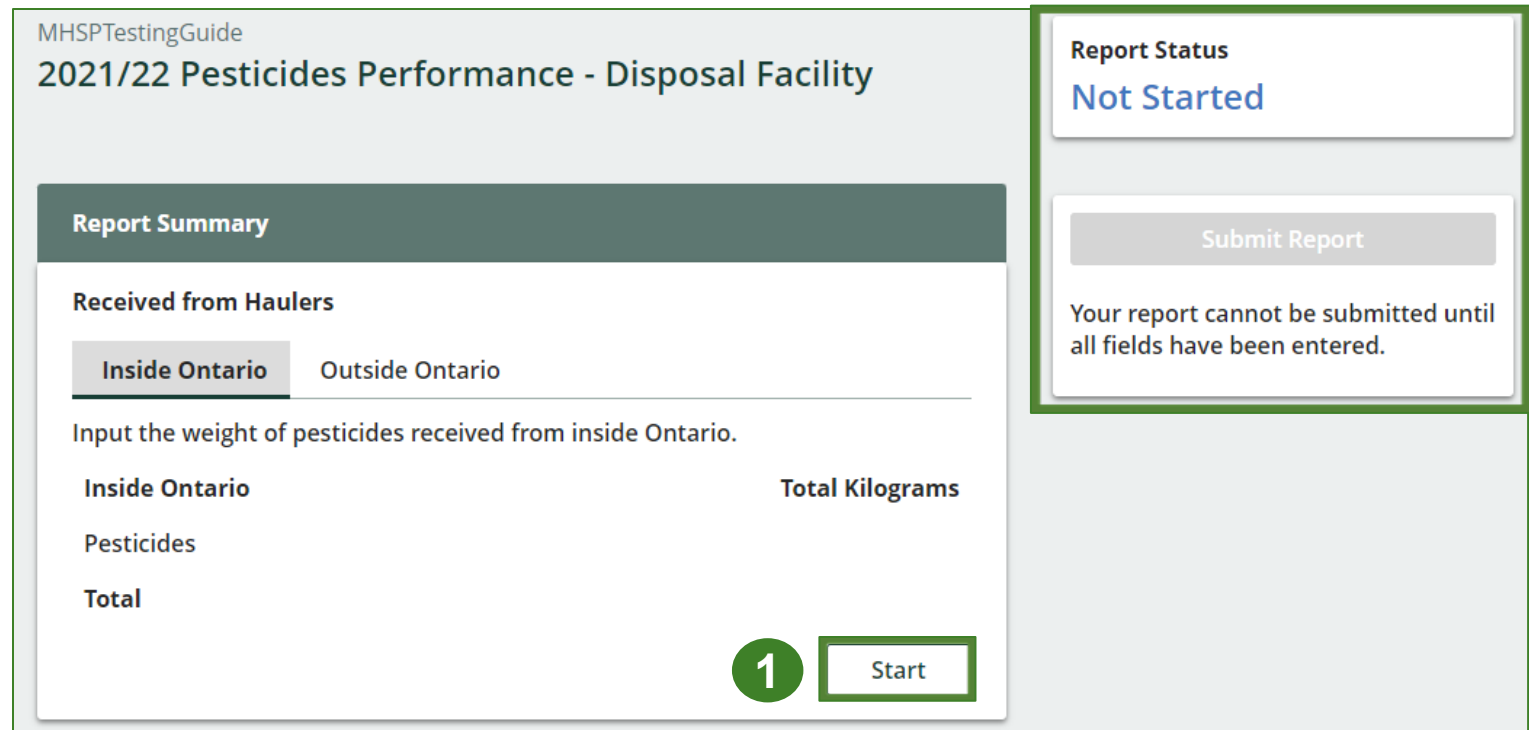It is an offence if you submit false or misleading information to the Authority.

(3)

Cancel   Proceed

Performance report
Report summary page

Before entering any information, your report status will be listed as **Not Started**, and the **Submit Report** button will be disabled until all sections of the report are completed. If some sections of the report are not applicable, enter **0.**

1. Under the **Inside** Ontario tab, click **Start** to begin entering the total weight received from haulers.

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2021/22 Pesticides Performance - Disposal Facility

Report Summary

Received from Haulers

Inside Ontario	Outside Ontario

Input the weight of pesticides received from inside Ontario.

Inside Ontario	Total Kilograms
Pesticides	
Total	

1 Start

Report Status
Not Started

Submit Report

Your report cannot be submitted until all fields have been entered.

Performance report
Add haulers you received materials from

Add each hauler that you received pesticides from to your report.

1. Use the **search bar** to look up the name of the hauler(s).

2. Once the hauler name appears in the list, click **Add**.

3. Hauler(s) added will appear in the **Step 2: Enter data for all your haulers** section.

Performance report
Enter weight of materials received from each hauler

1. Under **Action**, click **Enter** to add the total weight in kg of pesticides received for each hauler.

Haulers you have added in Step 1 above will appear in the table below.

Step 2: Enter data for all your haulers

Registration #	Company Name	Inside Ontario	Outside Ontario	Action
00026991	Pwc test	0	0	Enter ① Remove

Continue only when you have finished entering data for **all** of your haulers Continue >

Performance report
Enter weight of materials received from each hauler cont.

1. Under the **Inside Ontario** tab, enter the **Total Kilograms** collected from inside Ontario of pesticides received from that hauler.

2. Click **Save & Next**.

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2021/22 Pesticides Performance - Disposal Facility
Enter your data and click **Save & Next** to move to the next reporting screen.

Received from Haulers

Inside Ontario	Outside Ontario

Input the weight of pesticides received from inside Ontario.

Inside Ontario	**Total Kilograms**
Pesticides	0 **1**

Clear Form | Save & Next **2**

Performance report
Enter weight of materials received from each hauler cont.

1. Under the **Outside** Ontario tab, enter the **Total Kilograms** collected from outside Ontario of pesticides received from that hauler.

2. Click **Save & Next**.

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2021/22 Pesticides Performance - Disposal Facility
Enter your data and click **Save & Next** to move to the next reporting screen.

Received from Haulers

✓ Inside Ontario | **Outside Ontario**

Input the weight of pesticides received from outside Ontario.

Outside Ontario | **Total Kilograms** ①

Pesticides | 0

Clear Form | Previous | Save & Next ②

Performance report
Enter weight of materials received from each hauler cont.

1. Click on **Update**, if you need to make a change to data entered for a specific hauler.

2. Click on **Continue** to proceed.

Performance report
Report summary for pesticides

On the report summary you will see the sum of tonnages dropped off at your facility by all haulers.

1. Click on **Edit** if you need to make a change to the pesticides weight.

Karim's Auto
2021/22 Pesticides Performance - Disposal Facility

Report Status
In Progress

Report Summary	

Received from Haulers

✔Inside Ontario ✔Outside Ontario

Input the weight of pesticides received from inside Ontario.

Inside Ontario	Total Kilograms
Pesticides	0
Total	**0**

Inside Ontario data last updated by: Karim Asad on Jul 19, 2023 08:37 a.m.

Edit **1**

Submit Report

Your report cannot be submitted until all fields have been entered.

How to submit your disposal facility performance report

The next few slides will guide you with entering your **disposed** material data for processed material(s).

Performance report
Enter your processed material disposal data

1. Click **Start** to enter the weight of the materials disposed.

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Materials Sent for Disposal

Land Disposed	Incinerated

Includes total weight of pesticides disposed in landfill.

Land Disposed	**Total Kilograms**
Pesticides	
Total	

Start **1**

Performance report
Enter your processed material disposal data cont.

1. In each category (**Land Disposed**, **Incinerated**), enter the total weight of processed materials under **Total Kilograms**.
   - If applicable, list any materials included in the **Other** category.

2. If you did not send any material for land disposal or incineration, leave the kilograms field blank and click the check box for **I did not send any material**.

3. Click **Save & Next**.

Performance report
Enter weight of materials sent for disposal

1. Click on **Edit** if you need to change the previously entered data.

2. Click **Save & Next** to proceed.

How to submit your disposal facility performance report

The next few slides will guide you with **submitting** your report.

Performance report
Submit your report

1. Check that the **Submit Report** button is green and then click on it to submit the report.

2. After clicking on **Submit Report**, the below notice will appear. After reading the notice, click **Submit**.

TopNotchAuto
2021/22 Pesticides Performance - Disposal Facility

Report Status
In Progress

Report Summary

Submit Report

Received from Haulers

Your report cannot be submitted until all fields have been entered.

✓ Inside Ontario   ✓ Outside Ontario

Input the weight of pesticides received from inside Ontario.

Inside Ontario	Total Kilograms
Pesticides	1,000
Total	**1,000**

Inside Ontario data last updated by: Gary Agard on Jul 12, 2023 11:49 a.m.

Edit

Performance report
Submit your report cont.

1. After clicking on **Submit Report**, the below notice will appear. After reading the notice, click **Submit**.

Note: Once the report is submitted you are not able to make any changes.
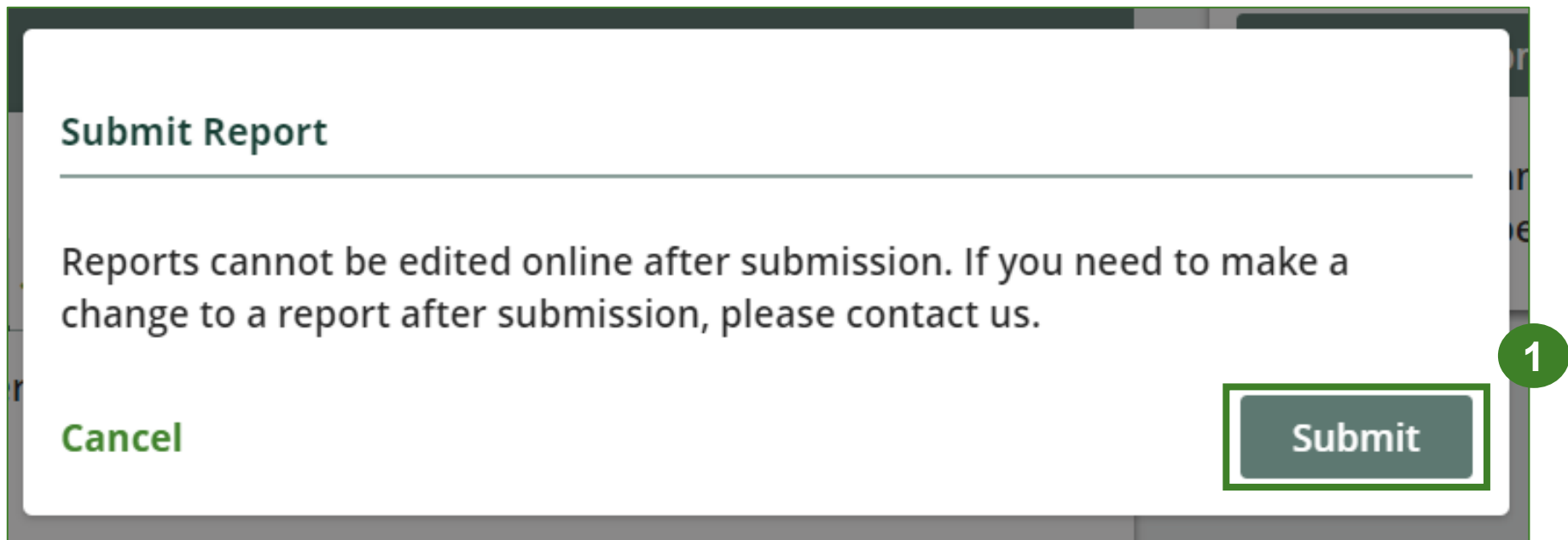
Performance report
Report summary

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

2. Click on **Back to Dashboard** to return to the Pesticides homepage.

Performance report
View submitted report

1. On the **Pesticides Homepage**, under the **Disposal Facility** tab, your Pesticides Performance – Disposal Facility report status should show **Submitted** and who it was last updated by.

2. Under **Action**, you can click **View** to review the report submission or click **Download** for a copy of report.

Additional resources

Have a question?

Resources to help you submit your report(s):

- Visit our [HSP disposal facility 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, please contact the Compliance Team at registry@rpra.ca or call 1-833-600-0530.