

Hazardous and Special Products: Hauler Performance Reporting Guide

Automotive materials
(oil filters, oil containers and antifreeze)



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Introduction



What is Hazardous and Special Products performance reporting?

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

This guide will assist haulers 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, please contact the Compliance Team at registry@rpra.ca or call 1-833-600-0530.

What data needs to be reported?

Haulers of **oil filters, oil containers, antifreeze** are required to report the following information from October 1, 2021 to December 31, 2022:

- The weight and type of material picked up and delivered to a processor or disposal facility.
- The weight and type of material picked up and delivered to a processor or disposal facility from a collection service in Ontario.
- The name and contact information of the person who operated the collection service.
- The weight and type of material provided to each processor or disposal facility and their name and contact information.
- The name and contact information of the producer or PRO if the hauler belongs to a collection system.

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:

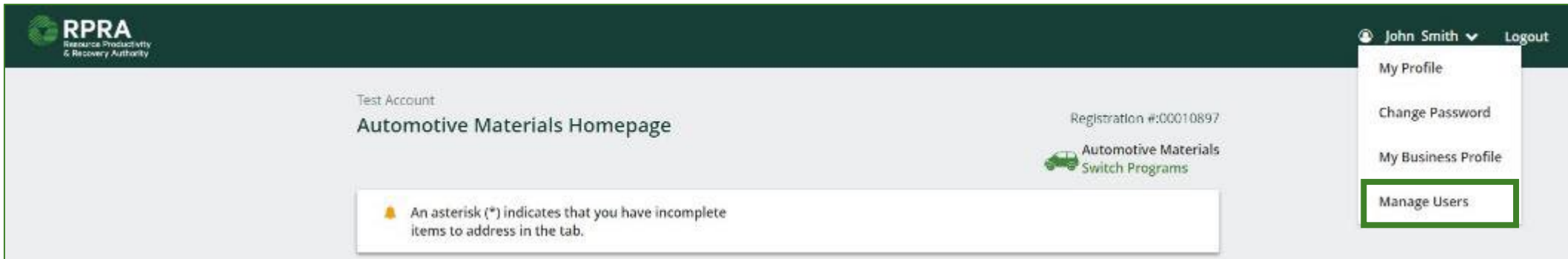
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided.
- Watch [this how-to video](#) if you would like to watch step-by-step instructions.

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](#):

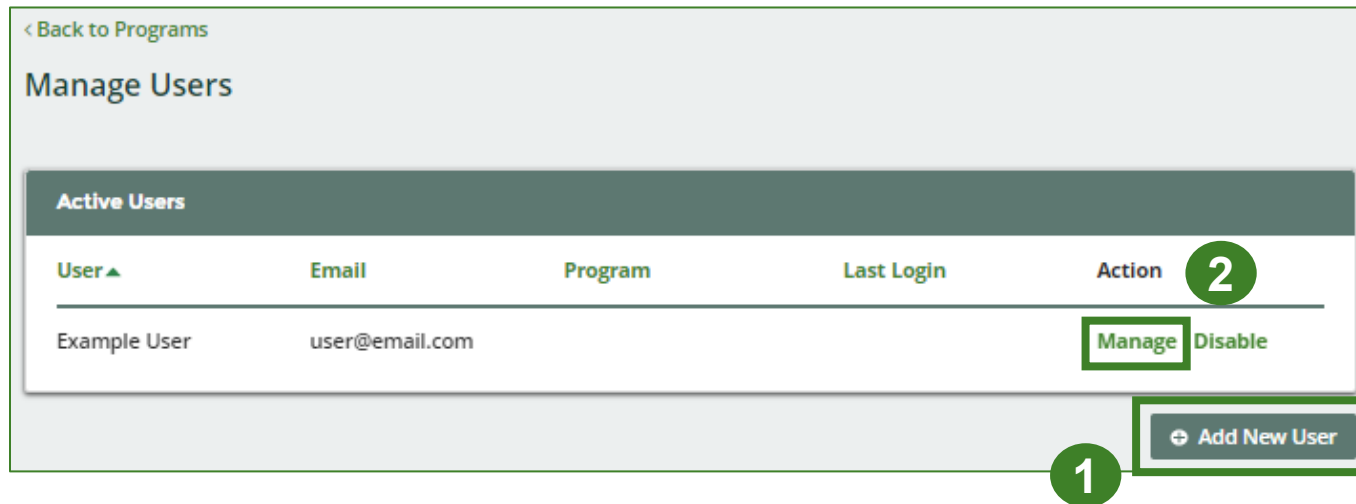
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



The screenshot displays the RPRA (Resource Productivity & Recovery Authority) Automotive Materials Homepage. The top navigation bar is dark green with the RPRA logo on the left and the user name 'John Smith' with a dropdown arrow and a 'Logout' link on the right. The main content area is light gray and includes the text 'Test Account', 'Automotive Materials Homepage', and 'Registration #:00010897'. A green icon for 'Automotive Materials Switch Programs' is also visible. A notification box at the bottom left states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' On the right side, a user menu is open, listing 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green border. A green circle with the number '1' is positioned to the right of the menu.

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.



< Back to Programs

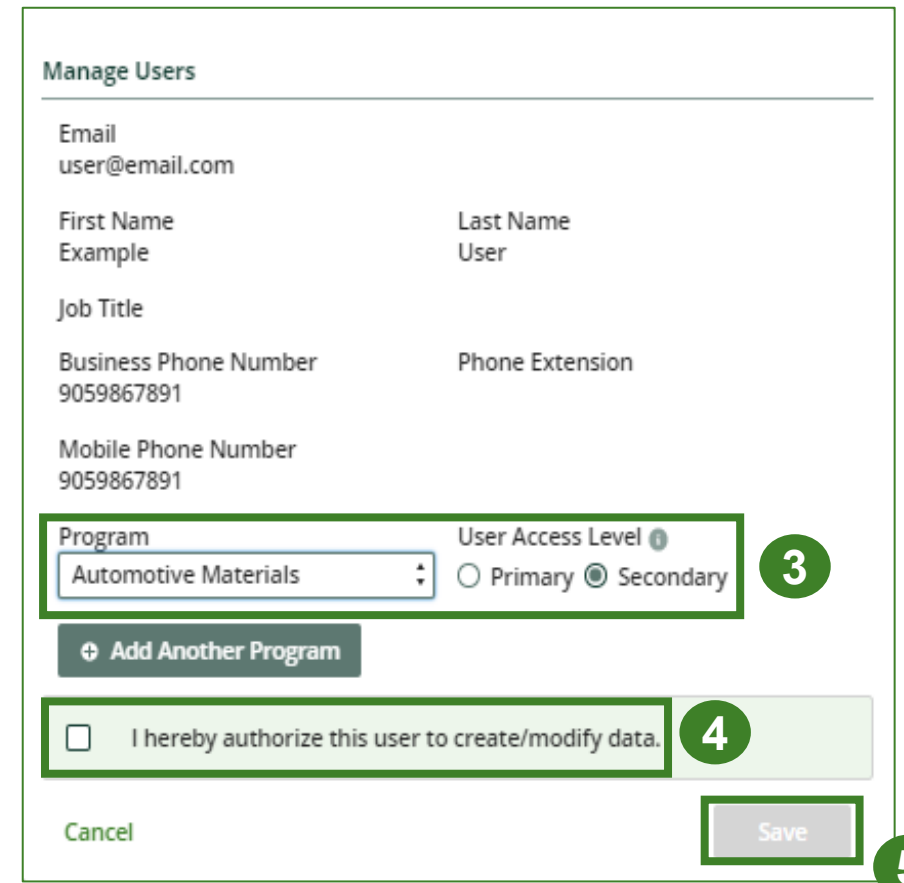
Manage Users

Active Users

User ▲	Email	Program	Last Login	Action 2
Example User	user@email.com			Manage Disable

1 **+ Add New User**

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**.



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 3
 Primary Secondary

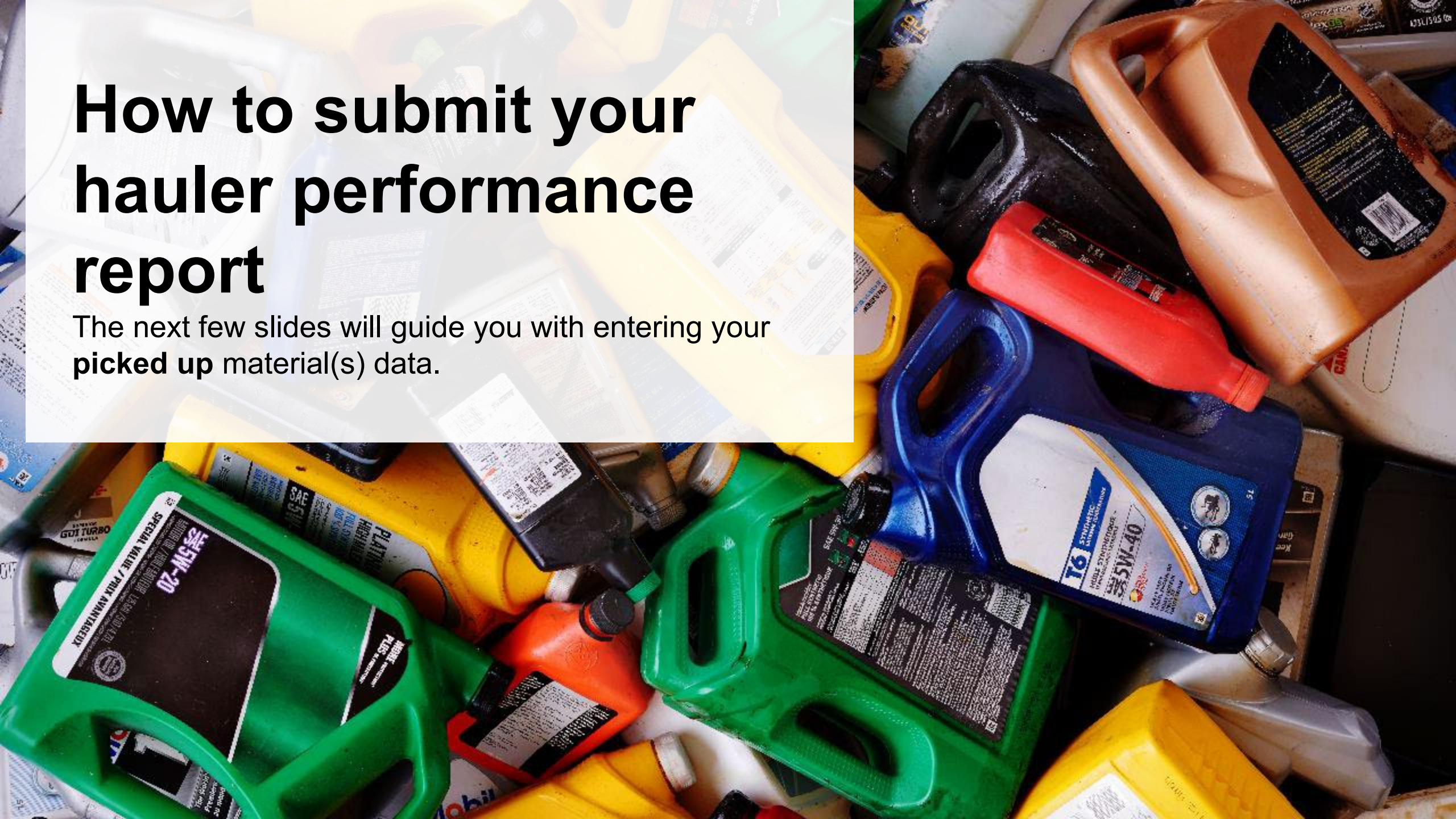
+ Add Another Program

I hereby authorize this user to create/modify data. 4

Cancel **Save** 5

How to submit your hauler performance report

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



Performance report

Access your program

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

HSP TESTING GUIDE

Programs








▼ Programs You Are Registered In

▼ Digital Reporting Services

You are not registered in any programs from this section.

▼ Producer Responsibility Programs

1

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

> Programs You Are Not Registered In

Performance report

Start your report

1. On the **Automotive Materials Homepage**, click on the **Hauler** tab to navigate to the hauler reports.
2. Under **Action**, click on **Start** to begin completing the Automotive Materials Performance – Hauler report.
3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.

Note: Only the roles you are enrolled in will be clickable (e.g., if you are only a hauler, you will only see the hauler tab and add roles tab).

The screenshot shows the 'Automotive Materials Homepage' with a registration number of 00025568. A notification states that an asterisk (*) indicates incomplete items. The navigation tabs include 'Producer *', 'Hauler *', 'Processor', 'PRO Status', 'Invoices', and 'Add Roles'. The 'Hauler *' tab is selected and highlighted with a green box and a '1' callout. Below the tabs is a table with columns for 'Report', 'Status', 'Last Updated By', and 'Action'. A row shows '2021/22 Automotive Materials Performa...' with a status of 'Not Started' and a due date of 'Jul 31, 2023'. The 'Start' button in the 'Action' column is highlighted with a green box and a '2' callout. Below the table is a section for 'Types of Automotive Materials' with a 'Manage' button. A modal window titled 'Attention' is open, containing the text 'It is an offence if you submit false or misleading information to the Authority.' and a 'Proceed' button highlighted with a green box and a '3' callout.

HSP TESTING GUIDE
Automotive Materials Homepage
Registration #:00025568
Automotive Materials
Switch Programs

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

1 Producer * Hauler * Processor PRO Status Invoices Add Roles

Report	Status	Last Updated By	Action
2021/22 Automotive Materials Performa...	Not Started Due Date: Jul 31, 2023		Start

Types of Automotive Materials
Identify the automotive materials you work with. Manage

Attention

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

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 **Automotive Materials Picked Up**, click **Start** to begin entering the total weight of automotive materials picked up inside and outside of Ontario.

< Back to Dashboard

HSPTesting
2021/22 Automotive Materials Performance - Hauler

Report Summary

Automotive Materials Picked Up

Total Picked Up Outside Ontario

Total weight of automotive materials picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Antifreeze and Oil Containers	
Antifreeze Liquid	
Oil Filters	
Total	

Start

Report Status
Not Started

Submit Report

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

1

Performance report

Enter weight of total picked up materials

1. Under the **Total Picked Up** tab, enter the **Total Kilograms** of antifreeze and oil containers, antifreeze liquid and oil filters picked up inside of Ontario.
2. Click **Save & Next** to proceed.

HSPTesting
2021/22 Automotive Materials Performance - Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

Automotive Materials Picked Up

Total Picked Up Outside Ontario

Total weight of automotive materials picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Antifreeze and Oil Containers	<input type="text" value="0"/>
Antifreeze Liquid	<input type="text" value="0"/>
Oil Filters	<input type="text" value="0"/>

Clear Form **Save & Next**

Performance report

Enter weight of total picked up materials cont.

1. Under the **Outside Ontario** tab, enter the **Total Kilograms** of antifreeze and oil containers, antifreeze liquid and oil filters picked up outside of Ontario.
2. If you did not pick up any automotive materials outside of Ontario, click on the check box marked **I did not pick up any automotive materials outside Ontario**.
3. Click **Save & Next** to proceed.

HSPTesting
2021/22 Automotive Materials Performance - Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

Automotive Materials Picked Up

✓ Total Picked Up **Outside Ontario**

Total weight of automotive materials picked up outside Ontario.

Outside Ontario	Total Kilograms
Antifreeze and Oil Containers	0
Antifreeze Liquid	0
Oil Filters	0

I did not pick up any automotive materials outside Ontario.

Clear Form Previous **Save & Next**

Performance report

Review your data

1. Review the previously entered **Total Kilograms** of automotive materials picked.
2. Click on **Edit** if you need to make a change to the automotive materials weights.

< Back to Dashboard

HSPTesting
2021/22 Automotive Materials Performance - Hauler

Report Summary

Automotive Materials Picked Up

✓ Total Picked Up ✓ Outside Ontario

Total weight of automotive materials picked up both inside and outside Ontario.

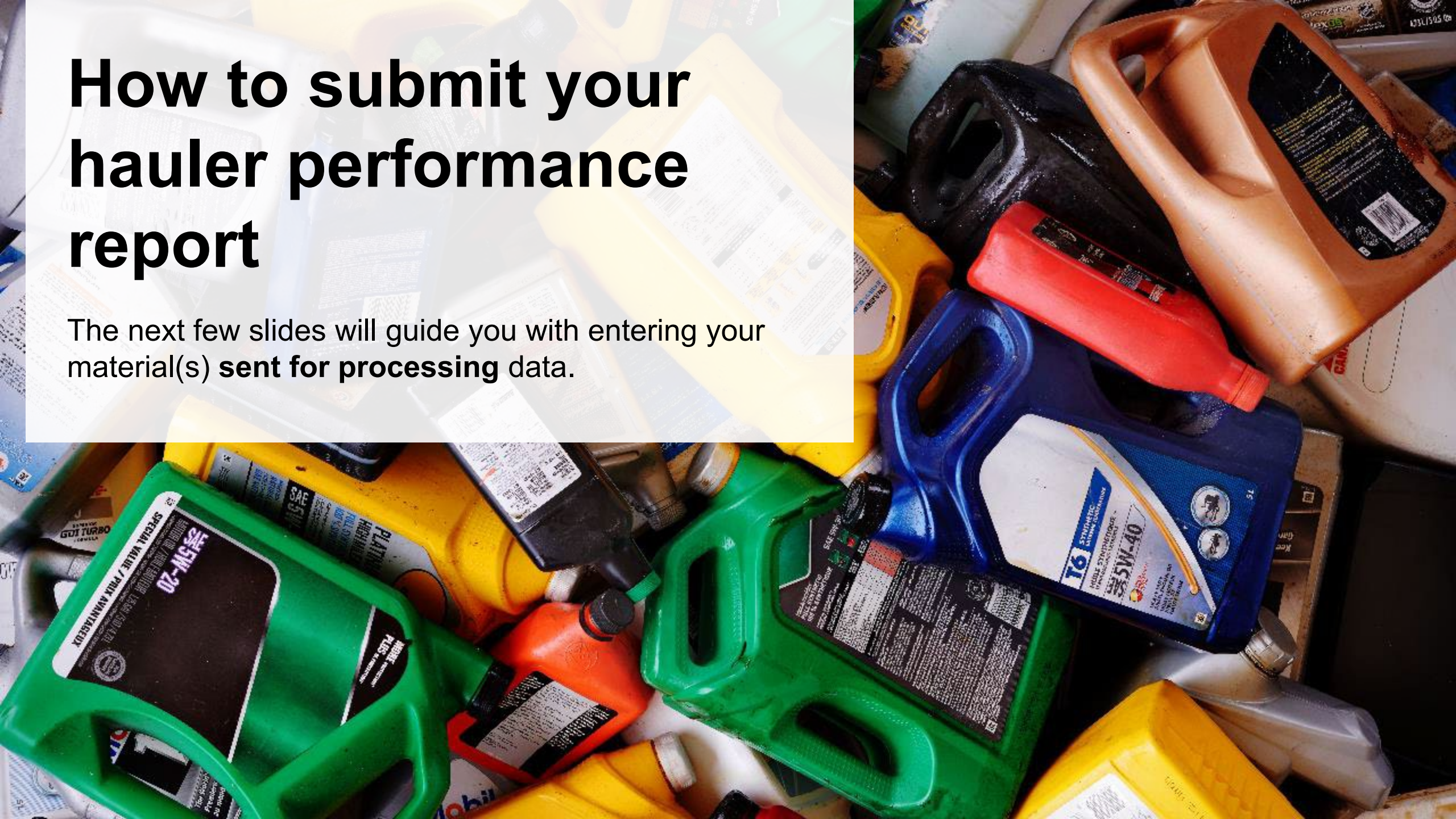
Total Picked Up	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
Total	3,000

Total Picked Up data last updated by: HSP Testing on May 10, 2023 03:38 p.m.

Edit

How to submit your hauler performance report

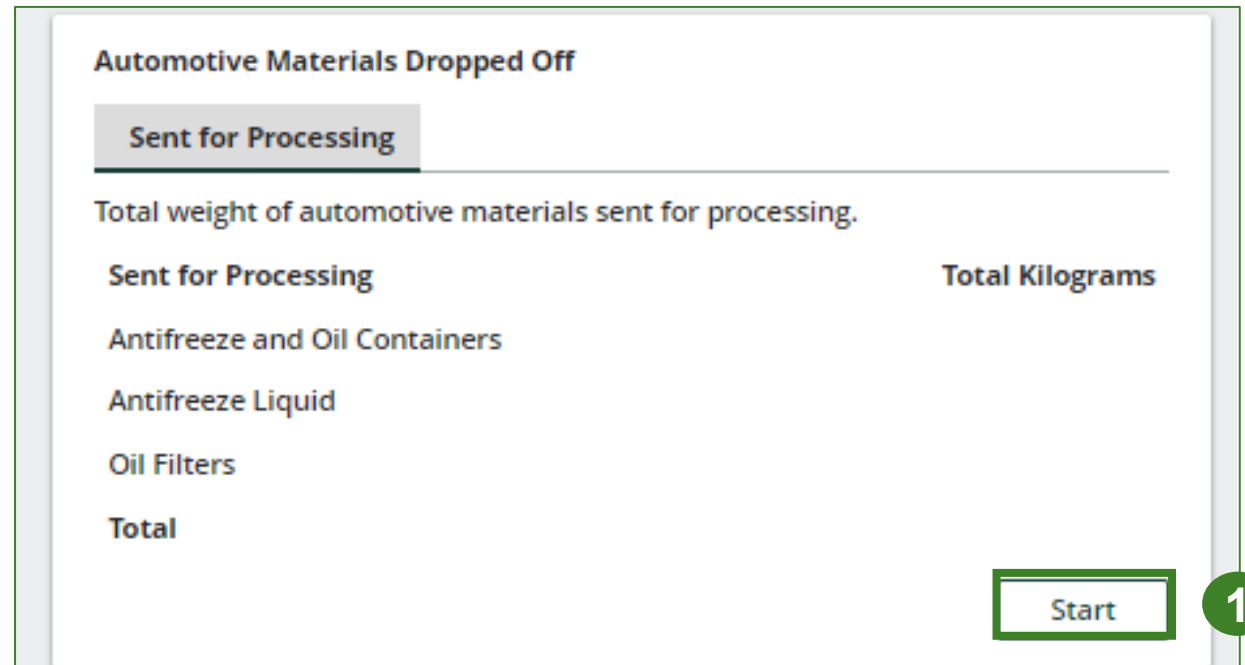
The next few slides will guide you with entering your material(s) sent for processing data.



Performance report

Enter weight of materials sent for processing

1. Under **Automotive Materials Dropped Off**, click **Start** to enter the automotive materials weights dropped off for processing.



The screenshot shows a web form titled "Automotive Materials Dropped Off". At the top, there is a tab labeled "Sent for Processing". Below the tab, the text reads "Total weight of automotive materials sent for processing." followed by a table. The table has two columns: "Sent for Processing" and "Total Kilograms". The rows in the table are "Antifreeze and Oil Containers", "Antifreeze Liquid", "Oil Filters", and "Total". At the bottom right of the form, there is a "Start" button, which is highlighted with a green box and a green circle containing the number "1".

Sent for Processing	Total Kilograms
Antifreeze and Oil Containers	
Antifreeze Liquid	
Oil Filters	
Total	

Performance report

Enter weight of materials sent for processing cont.

1. Under **Sent for Processing**, enter the **Total Kilograms** of antifreeze and oil containers, antifreeze liquid and oil filters sent for processing.
2. If you did not send any automotive materials for processing, click on the check box marked **I did not send any automotive materials for processing**.
3. Click **Save & Next** to proceed.

HSPTesting
2021/22 Automotive Materials Performance - Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

Automotive Materials Dropped Off

Sent for Processing

Total weight of automotive materials sent for processing.

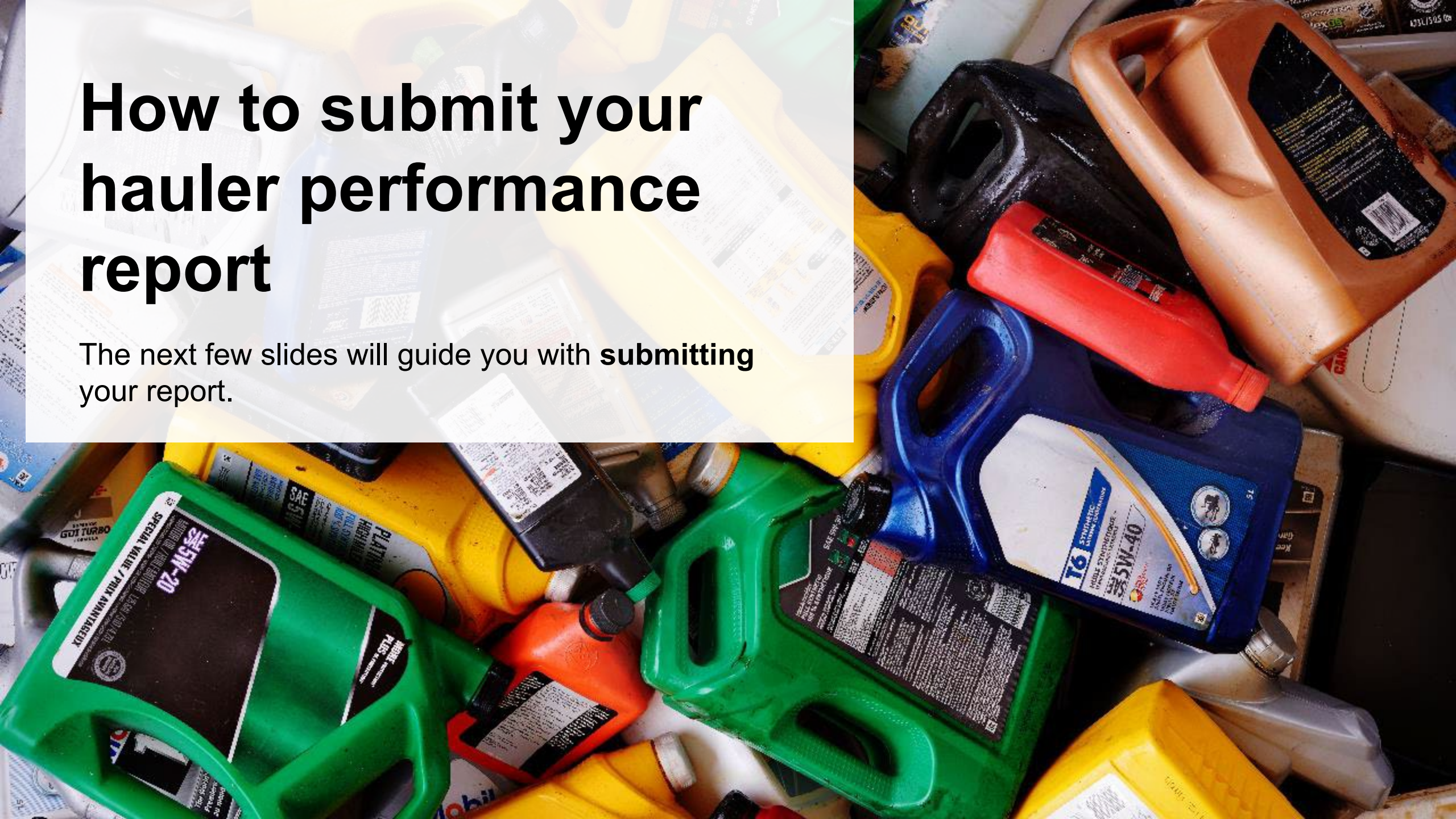
Sent for Processing	Total Kilograms
Antifreeze and Oil Containers	<input type="text" value="0"/>
Antifreeze Liquid	<input type="text" value="0"/>
Oil Filters	<input type="text" value="0"/>

I did not send any automotive materials for processing.

Clear Form **Save & Next**

How to submit your hauler performance report

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



Performance report

Submit your report

1. Under **Report Summary**, you can review the data previously entered and click **Edit** if you need to make changes.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.

< Back to Dashboard

HSPTesting
2021/22 Automotive Materials Performance - Hauler

Report Status
In Progress

Submit Report

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

Report Summary

Automotive Materials Picked Up

✓ Total Picked Up ✓ Outside Ontario

Total weight of automotive materials picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
Total	3,000

Total Picked Up data last updated by: HSP Testing on May 10, 2023 03:38 p.m.

Edit

Automotive Materials Dropped Off

✓ Sent for Processing

Total weight of automotive materials sent for processing.

Sent for Processing	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
Total	3,000

Sent for Processing data last updated by: HSP Testing on May 10, 2023 03:55 p.m.

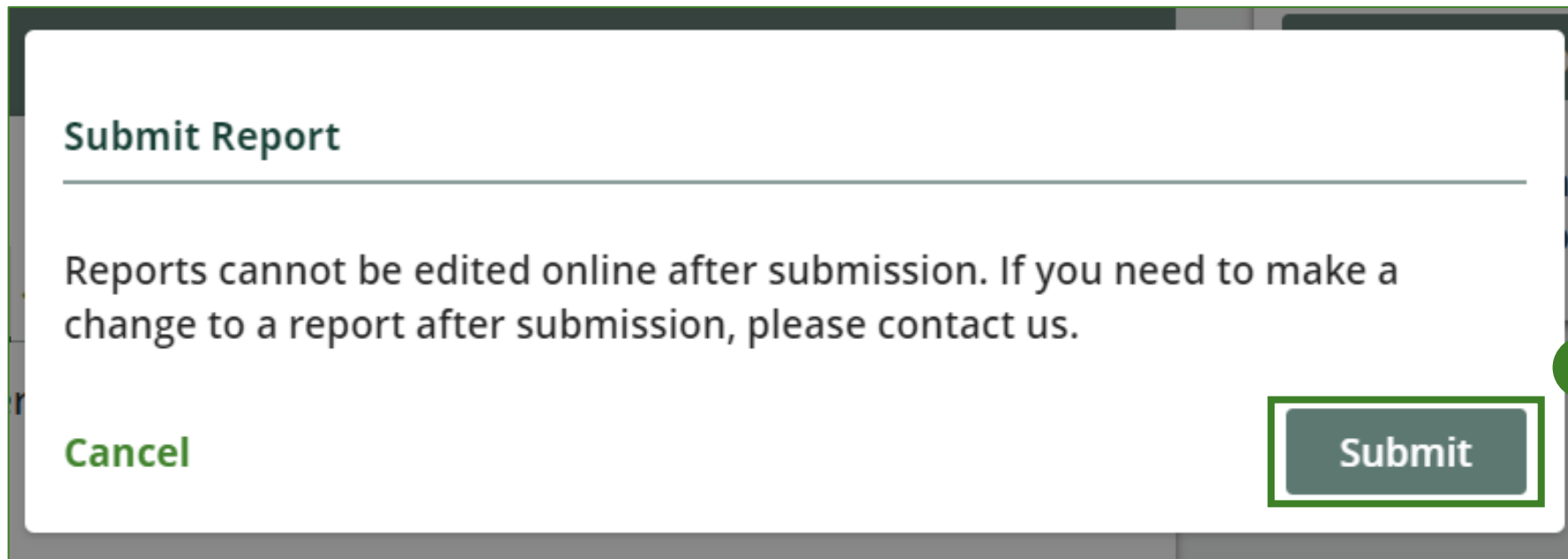
Edit

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

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.

The screenshot shows a web interface for a performance report. At the top left, there is a button labeled 'Back to Dashboard' with a green callout circle containing the number '2'. The main header area includes the text 'HSP TESTING GUIDE' and '2021/22 Automotive Materials Performance - Hauler'. On the top right, a box displays the 'Report Status' as 'Submitted' with a timestamp 'May 24, 2023 12:42 p.m.', highlighted by a green callout circle with the number '1'. Below the header, there are two main sections: 'Report Summary' and 'Automotive Materials Dropped Off'. The 'Report Summary' section has a sub-section 'Automotive Materials Picked Up' with a 'Total Picked Up' button and a location indicator 'Outside Ontario'. It contains a table of material weights and a timestamp. The 'Automotive Materials Dropped Off' section has a 'Sent for Processing' button and a similar table and timestamp.

Back to Dashboard

HSP TESTING GUIDE
2021/22 Automotive Materials Performance - Hauler

Report Status
Submitted
May 24, 2023 12:42 p.m.

Report Summary

Automotive Materials Picked Up

Total Picked Up Outside Ontario

Total weight of automotive materials picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
Total	3,000

Total Picked Up data last updated by: Maajida Blake on May 24, 2023 12:42 p.m.

Automotive Materials Dropped Off

Sent for Processing

Total weight of automotive materials sent for processing.

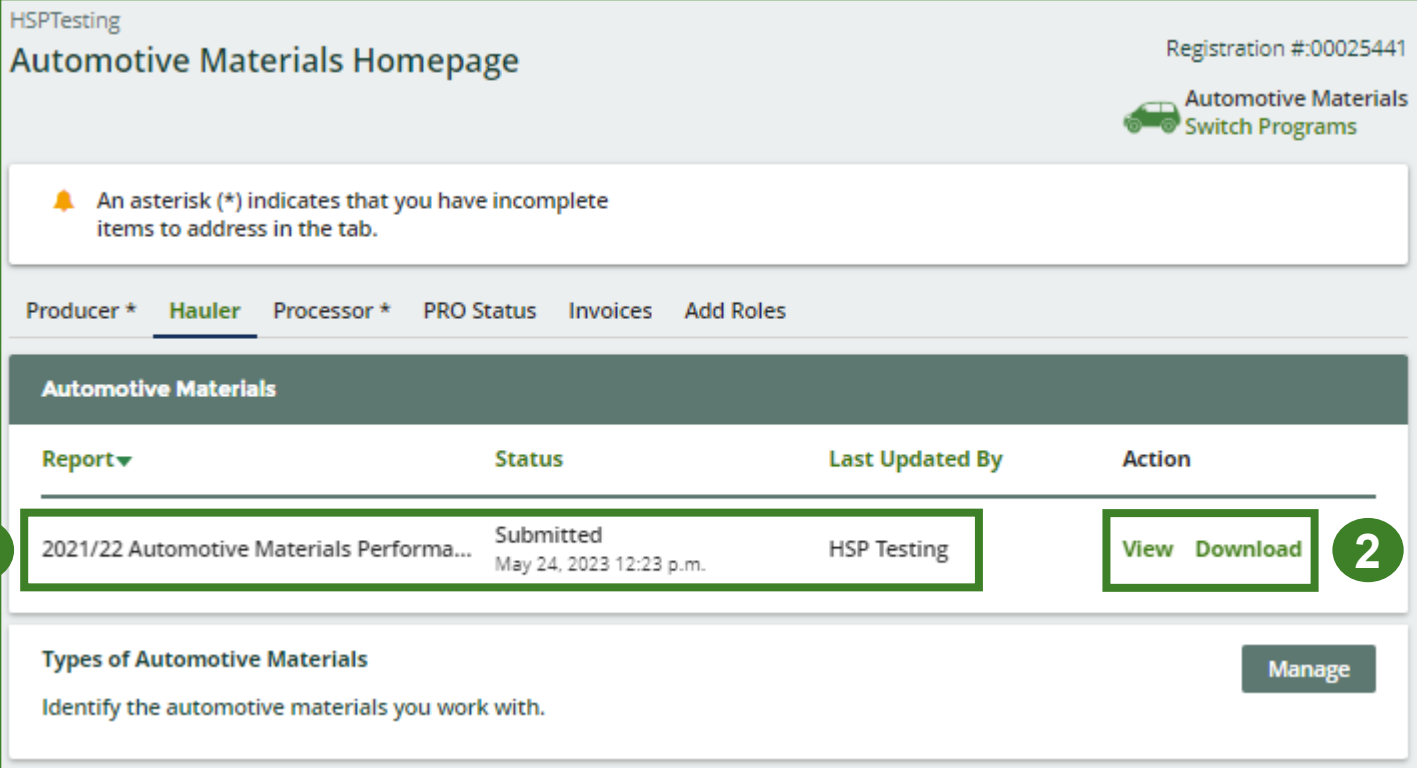
Sent for Processing	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
Total	3,000

Sent for Processing data last updated by: Maajida Blake on May 24, 2023 12:42 p.m.

Performance report

View submitted report cont.

1. On the **Automotive Materials Homepage**, under the **Hauler Reports** tab, your Automotive Materials Performance – Hauler 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 the report.



The screenshot shows the 'Automotive Materials Homepage' for user 'HSPTesting'. The page includes a navigation menu with 'Producer *', 'Hauler' (selected), 'Processor *', 'PRO Status', 'Invoices', and 'Add Roles'. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below the navigation is a table with the following data:

Report	Status	Last Updated By	Action
2021/22 Automotive Materials Performa...	Submitted May 24, 2023 12:23 p.m.	HSP Testing	View Download

Below the table is a section titled 'Types of Automotive Materials' with the text 'Identify the automotive materials you work with.' and a 'Manage' button.

Annotations: A green circle with the number '1' is placed to the left of the table row. A green circle with the number '2' is placed to the right of the 'View' and 'Download' buttons.

Additional resources



Have a question?

Resources to help you submit your report:

- Visit our [HSP hauler 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.