

# Hazardous and Special Products: Hauler Performance Reporting Guide

Paints, coatings and solvents



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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](mailto:registry@rpra.ca) or call 1-833-600-0530.

# What data needs to be reported?

Haulers of **paints, coatings and solvents** 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](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:

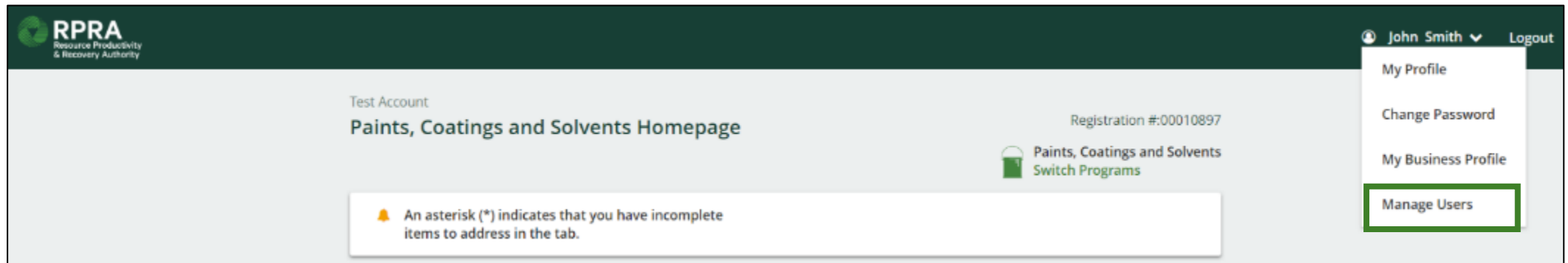
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen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

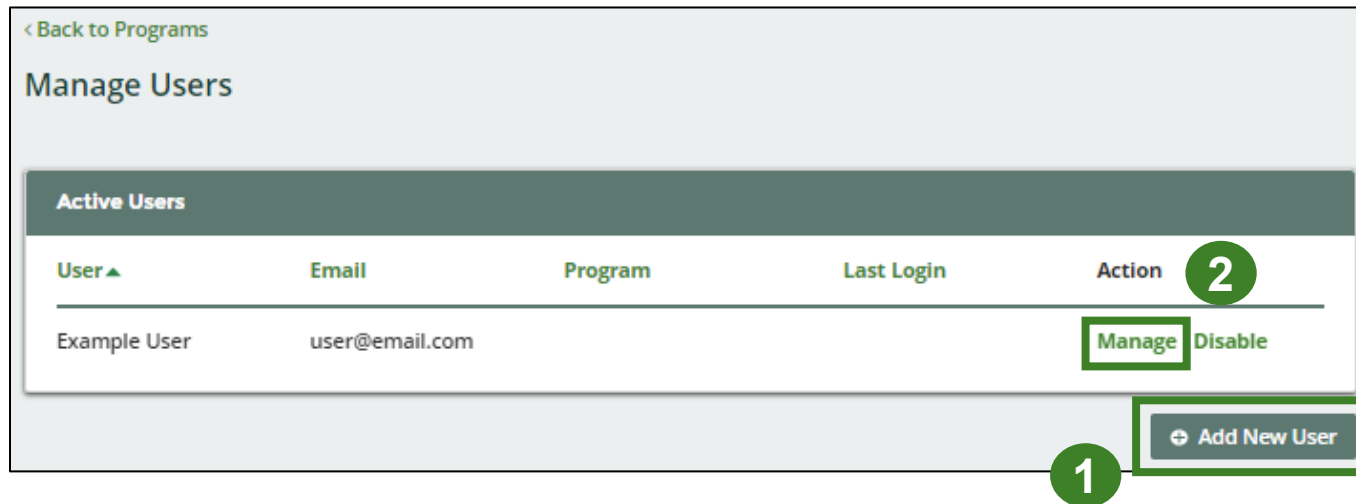
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



The screenshot displays the RPRP (Resource Productivity & Recovery Authority) account dashboard. The top navigation bar is dark green with the RPRP 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 contains the text 'Test Account', 'Paints, Coatings and Solvents Homepage', and 'Registration #:00010897'. 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 dropdown menu is open, listing 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green rectangular border. A green circle with the number '1' is positioned to the right of the dropdown 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

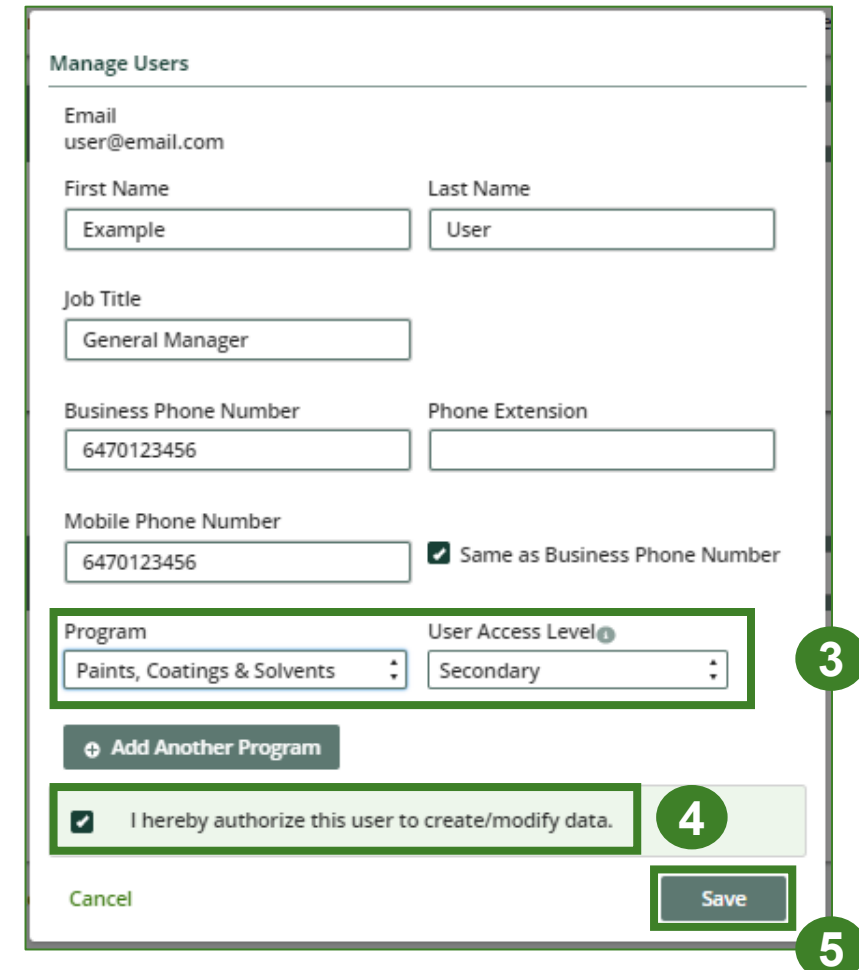
## Manage Users

**Active Users**

User ▲	Email	Program	Last Login	Action 2
Example User	user@email.com			<b>Manage</b> 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  
General Manager

Business Phone Number  
6470123456

Phone Extension

Mobile Phone Number  
6470123456  Same as Business Phone Number

Program  
Paints, Coatings & Solvents

User Access Level  
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

## Accessing your program

1. After logging in, click on the icon for the **Paints, Coatings and Solvents** program on your dashboard.

HSP Testing Guide

### Programs


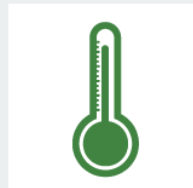



▼ Programs You Are Registered In

▼ Digital Reporting Services

You are not registered in any programs from this section.

▼ Producer Responsibility Programs

1

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



# Performance report

## Start your report

1. On the **Paints, Coatings and Solvents Homepage**, click on the **Hauler** tab to navigate to the hauler reports.
2. Under **Action**, click on **Start** to begin completing the Paints, Coatings and Solvents 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).

HSP Testing Guide  
Paints, Coatings and Solvents Homepage  
Registration #:00025567  
Paints, Coatings and Solvents Switch Programs

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

1 Producer \* **Hauler \*** Processor \* Invoices Add Roles

Report	Status	Last Updated By	Action
2021/22 Paints, Coatings, and Solvents Pe...	Not Started Due Date: Jul 31, 2023		<b>Start</b>

Types of Paints, Coatings and Solvents  
Identify the materials you work with. [Manage](#)

Attention

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

[Cancel](#) **Proceed**

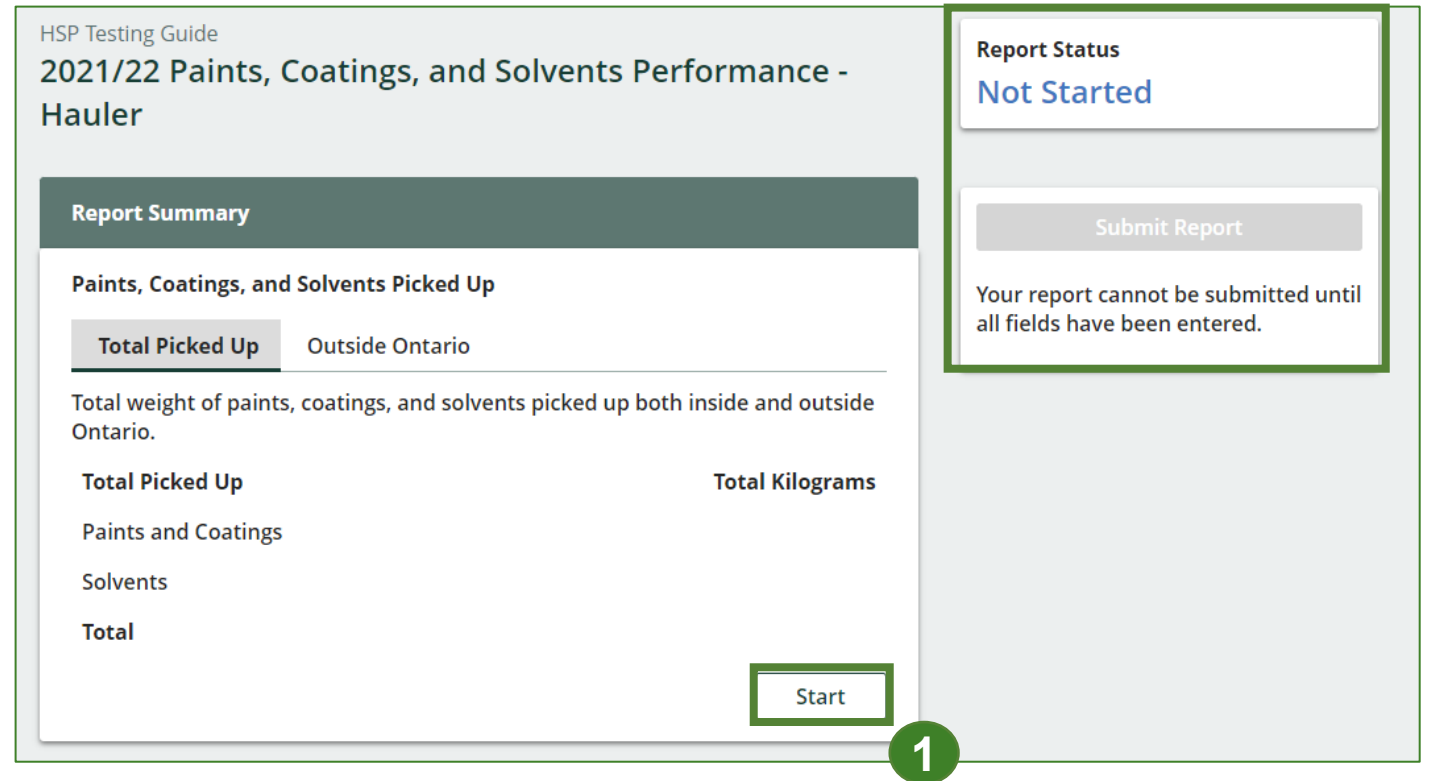


# Performance report

## 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 **Paints, Coatings and Solvents Picked Up**, click **Start** to begin entering the total weight of paints, coatings, and solvents picked up inside and outside Ontario.



HSP Testing Guide  
2021/22 Paints, Coatings, and Solvents Performance - Hauler

**Report Summary**

Paints, Coatings, and Solvents Picked Up

Total Picked Up Outside Ontario

Total weight of paints, coatings, and solvents picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Paints and Coatings	
Solvents	
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 paints and coatings and solvents picked up inside of Ontario.
2. Click **Save & Next** to proceed.

HSP Testing Guide  
2021/22 Paints, Coatings, and Solvents Performance -  
Hauler  
Enter your data and click **Save & Next** to move to the next reporting screen.

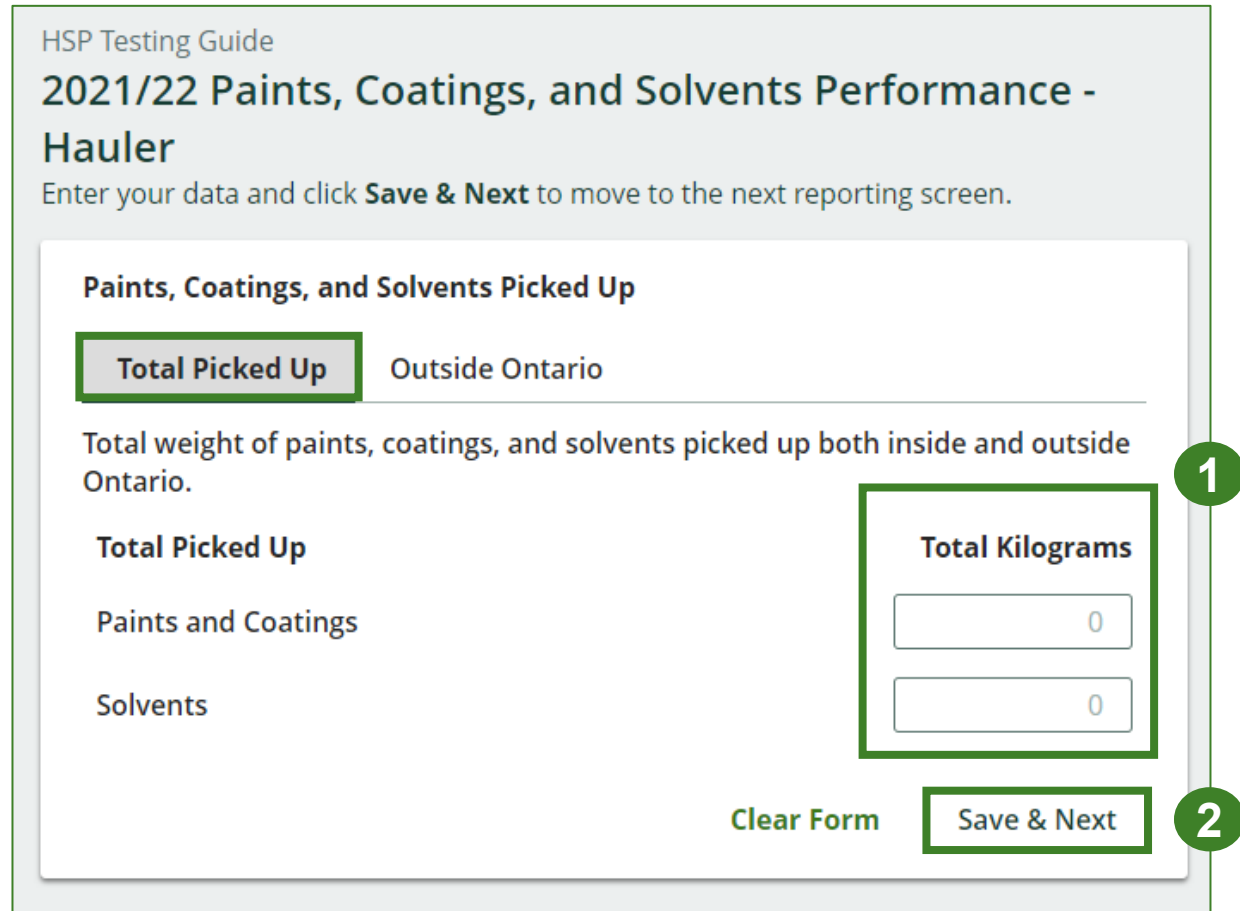
**Paints, Coatings, and Solvents Picked Up**

**Total Picked Up** Outside Ontario

Total weight of paints, coatings, and solvents picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Paints and Coatings	<input type="text" value="0"/>
Solvents	<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 each type of paints and coatings and solvents collected outside of Ontario.
2. If you did not pick up any paints, coatings or solvents outside of Ontario, click on the check box for **I did not pick up any paints, coatings, and solvents outside Ontario.**
3. Click **Save & Next** to proceed.

HSP Testing Guide  
2021/22 Paints, Coatings, and Solvents Performance - Hauler  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Paints, Coatings, and Solvents Picked Up**

Total Picked Up **Outside Ontario**

Total weight of paints, coatings, and solvents picked up outside Ontario.

Outside Ontario	Total Kilograms
Paints and Coatings	<input type="text" value="0"/>
Solvents	<input type="text" value="0"/>

I did not pick up any paints, coatings, and solvents outside Ontario.

**Clear Form** **Previous** **Save & Next**



# Performance report

## Review your materials picked up data

1. Review the previously entered **Total Kilograms** of paints, coatings and solvents picked up.
2. Click on **Edit** if you need to make a change to the paints, coatings and solvents weights.

**Report Summary**

**Paints, Coatings, and Solvents Picked Up**

✓ Total Picked Up ✓ Outside Ontario

Total weight of paints, coatings, and solvents picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Paints and Coatings	1,000
Solvents	1,000
<b>Total</b>	<b>2,000</b>

Total Picked Up data last updated by: Stefort Cumma on May 24, 2023 09:58 a.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 **Paints, Coatings, and Solvents Dropped Off**, click **Start** to enter the paints, coatings and solvents weights dropped off for processing.

HSP Testing Guide  
2021/22 Paints, Coatings, and Solvents Performance -  
Hauler

**Paints, Coatings, and Solvents Dropped Off**

**Sent for Processing**

Total weight of paints, coatings, and solvents sent for processing.

Sent for Processing	Total Kilograms
Paints and Coatings	
Solvents	
Total	

**Start**

1



# Performance report

Enter weight of materials sent for processing cont.

1. Under **Sent for Processing**, enter the **Total Kilograms** of paints, coatings and solvents sent for processing.
2. If you did not send any paints, coatings or solvents for processing, click on the check box marked **I did not send any paints, coatings, and solvents for processing**.
3. Click **Save & Next** to proceed.

HSP Testing Guide  
2021/22 Paints, Coatings, and Solvents Performance - Hauler

Enter your data and click **Save & Next** to move to the next reporting screen.

**Paints, Coatings, and Solvents Dropped Off**

**Sent for Processing**

Total weight of paints, coatings, and solvents sent for processing.

Sent for Processing	Total Kilograms
Paints and Coatings	<input type="text" value="0"/>
Solvents	<input type="text" value="0"/>
<input type="checkbox"/> I did not send any paints, coatings, and solvents 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.

The screenshot shows a web interface for submitting a performance report. At the top left, there is a navigation link '< Back to Dashboard'. The main header includes 'HSP Testing Guide' and '2021/22 Paints, Coatings, and Solvents Performance - Hauler'. On the right, a 'Report Status' box shows 'Submitted' on 'May 24, 2023 10:52 a.m.'. A sidebar on the right contains a 'Report Status' section with 'In Progress' and a 'Submit Report' button, which is highlighted with a green border and a circled '2'. A large green border with a circled '1' highlights the 'Report Summary' section. This section is titled 'Paints, Coatings, and Solvents Picked Up' and includes a sub-section 'Total Picked Up' with a lock icon and 'Outside Ontario'. Below this is a table showing the total weight of paints, coatings, and solvents picked up both inside and outside Ontario. The table has two columns: 'Total Picked Up' and 'Total Kilograms'. The data rows are: 'Paints and Coatings' (1,000 kg), 'Solvents' (1,000 kg), and 'Total' (2,000 kg). A note at the bottom states 'Total Picked Up data last updated by: Stefort Cumma on May 24, 2023 10:52 a.m.'. Below the 'Report Summary' section is another section titled 'Paints, Coatings, and Solvents Dropped Off' with a sub-section 'Sent for Processing' and a lock icon. This section includes a table showing the total weight of paints, coatings, and solvents sent for processing. The table has two columns: 'Sent for Processing' and 'Total Kilograms'. The data rows are: 'Paints and Coatings' (1,000 kg), 'Solvents' (1,000 kg), and 'Total' (2,000 kg). A note at the bottom states 'Sent for Processing data last updated by: Stefort Cumma on May 24, 2023 10:52 a.m.'.

< Back to Dashboard

HSP Testing Guide  
2021/22 Paints, Coatings, and Solvents Performance - Hauler

Report Status  
Submitted  
May 24, 2023 10:52 a.m.

Report Status  
In Progress

Submit Report

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

**1**

**Report Summary**

Paints, Coatings, and Solvents Picked Up

Total Picked Up Outside Ontario

Total weight of paints, coatings, and solvents picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Paints and Coatings	1,000
Solvents	1,000
<b>Total</b>	<b>2,000</b>

Total Picked Up data last updated by: Stefort Cumma on May 24, 2023 10:52 a.m.

**2**

**Paints, Coatings, and Solvents Dropped Off**

Sent for Processing

Total weight of paints, coatings, and solvents sent for processing.

Sent for Processing	Total Kilograms
Paints and Coatings	1,000
Solvents	1,000
<b>Total</b>	<b>2,000</b>

Sent for Processing data last updated by: Stefort Cumma on May 24, 2023 10:52 a.m.

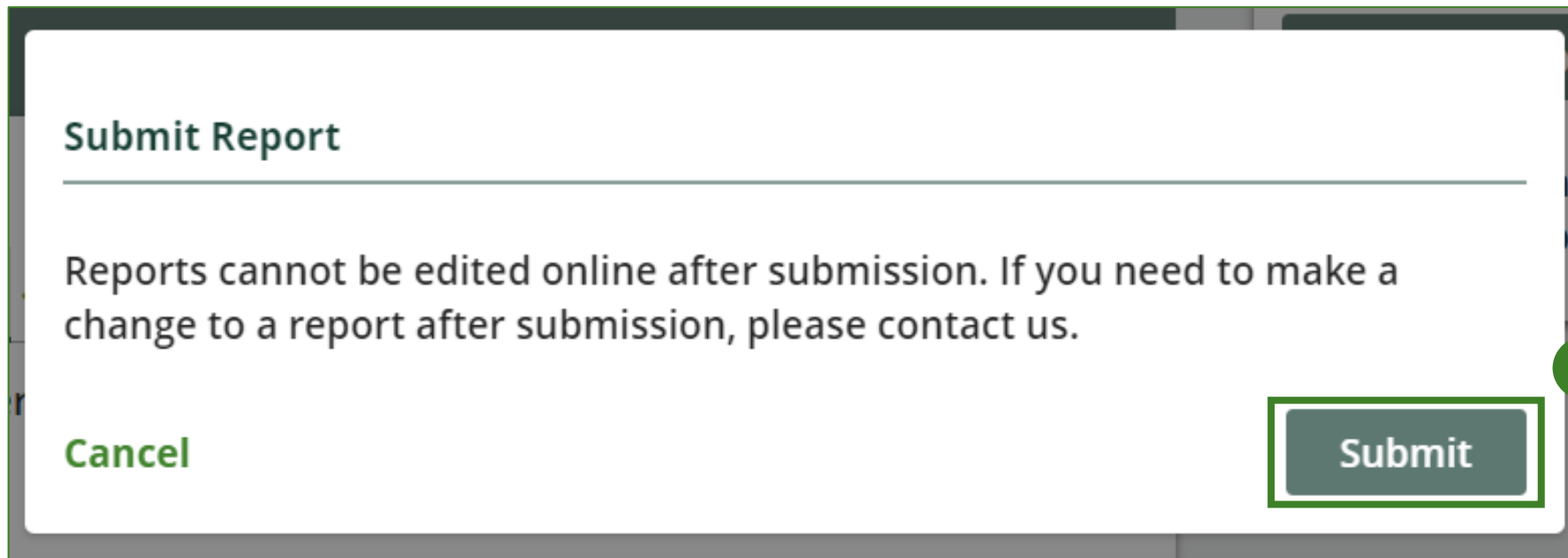


# Performance report

## 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 paints, coatings and solvents homepage.

The screenshot shows a web interface for a performance report. A green box labeled '1' highlights the 'Report Status' section, which displays 'Submitted' and the timestamp 'Jul 12, 2023 02:36 p.m.'. A green box labeled '2' highlights the '< Back to Dashboard' link in the top left corner of the report content area.

2021/22 Paints, Coatings, and Solvents Performance - Hauler

Report Status  
Submitted  
Jul 12, 2023 02:36 p.m.

< Back to Dashboard

Report Summary

Paints, Coatings, and Solvents Picked Up

Total Picked Up Outside Ontario

Total weight of paints, coatings, and solvents picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Paints and Coatings	1,000
Solvents	1,000
<b>Total</b>	<b>2,000</b>

Total Picked Up data last updated by: Gary Agard on Jul 12, 2023 02:36 p.m.

Paints, Coatings, and Solvents Dropped Off

Sent for Processing

Total weight of paints, coatings, and solvents sent for processing.

Sent for Processing	Total Kilograms
Paints and Coatings	0
Solvents	0
<b>Total</b>	<b>0</b>

Sent for Processing data last updated by: Gary Agard on Jul 12, 2023 02:36 p.m.

# Performance report

## View submitted report

1. On the **Paints, Coatings and Solvents Homepage**, under the **Hauler Reports** tab, your Paints, Coatings and Solvents 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.

HSP Testing Guide  
Paints, Coatings and Solvents Homepage  
Registration #:00025567  
Paints, Coatings and Solvents  
Switch Programs

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

Producer \* **Hauler** Processor \* Invoices Add Roles

**Paints, Coatings and Solvents**

Report ▼	Status	Last Updated By	Action
2021/22 Paints, Coatings, and Solvents Pe...	Submitted May 24, 2023 10:52 a.m.	Stefort Cumma	<b>View</b> <b>Download</b>

**Types of Paints, Coatings and Solvents**  
Identify the materials you work with. [Manage](#)



# 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](mailto:registry@rpra.ca) or call 1-833-600-0530.