# Hazardous and Special Products: Hauler 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 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 **pesticides** 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.

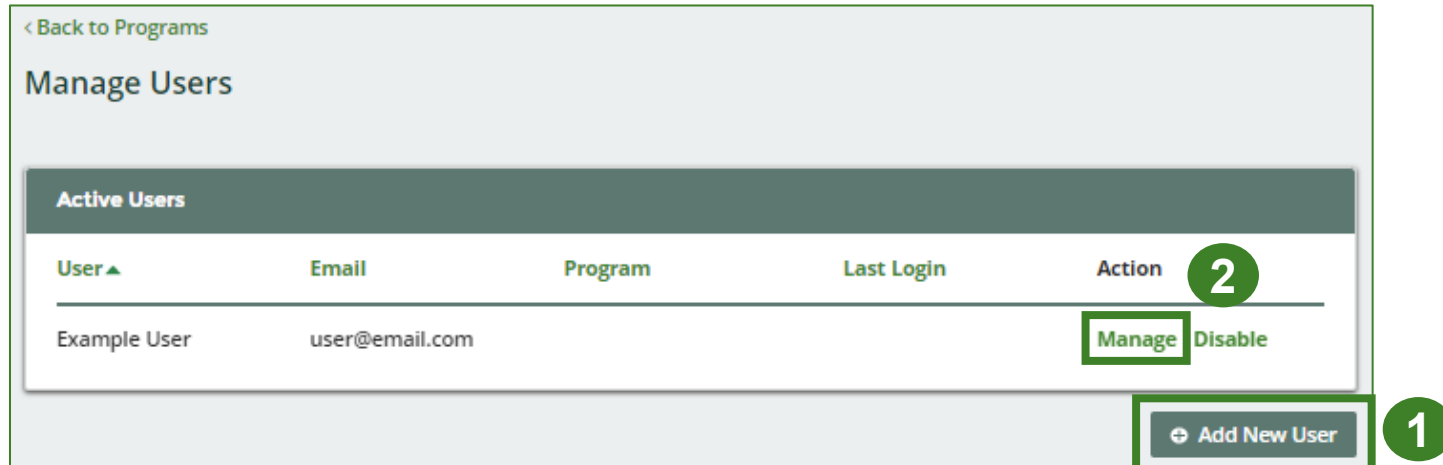To manage contacts in your Registry account, see the following steps or watch our how-to video:

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.
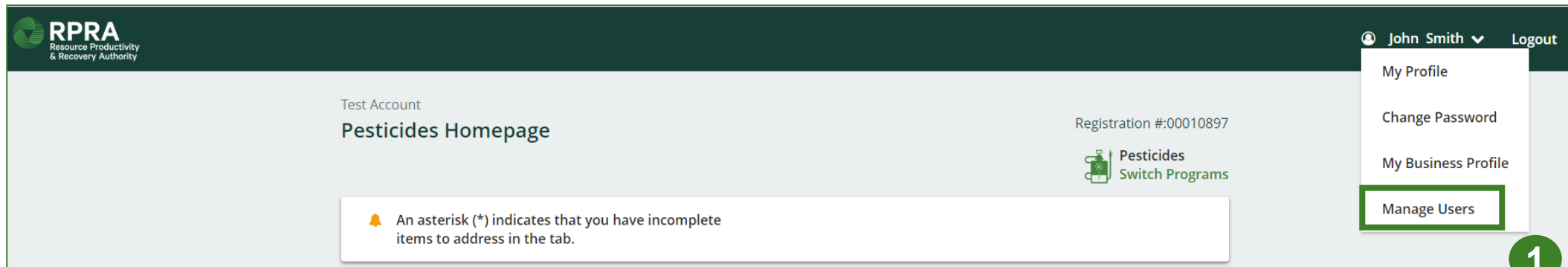
# How to manage contacts on your Registry account cont.

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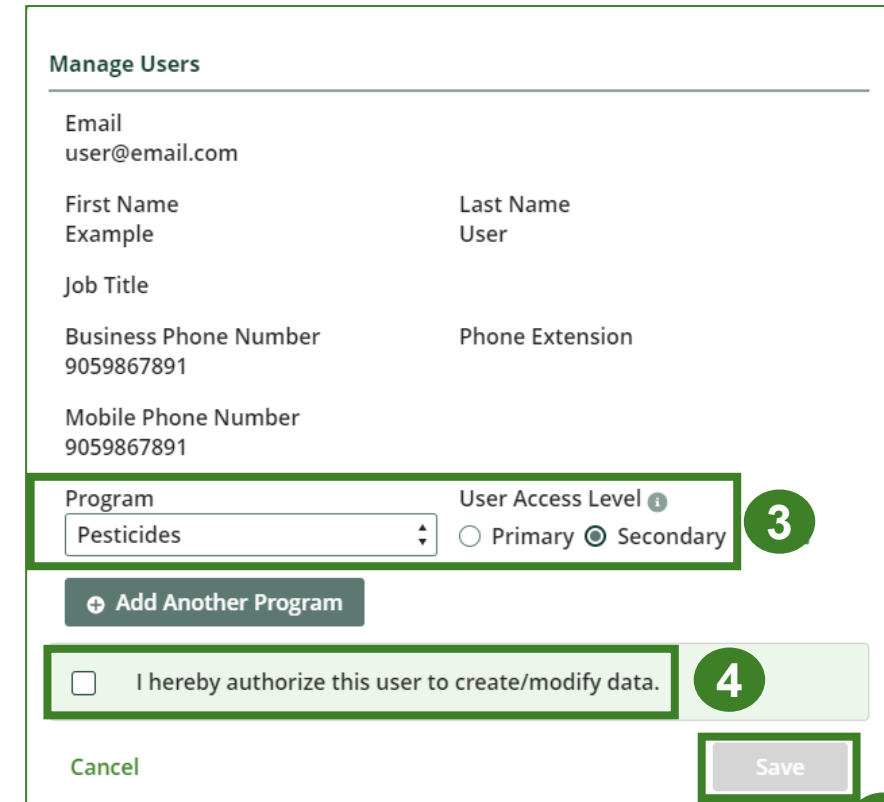2. Under Action, click **Manage** to update preferences of existing users.



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.**

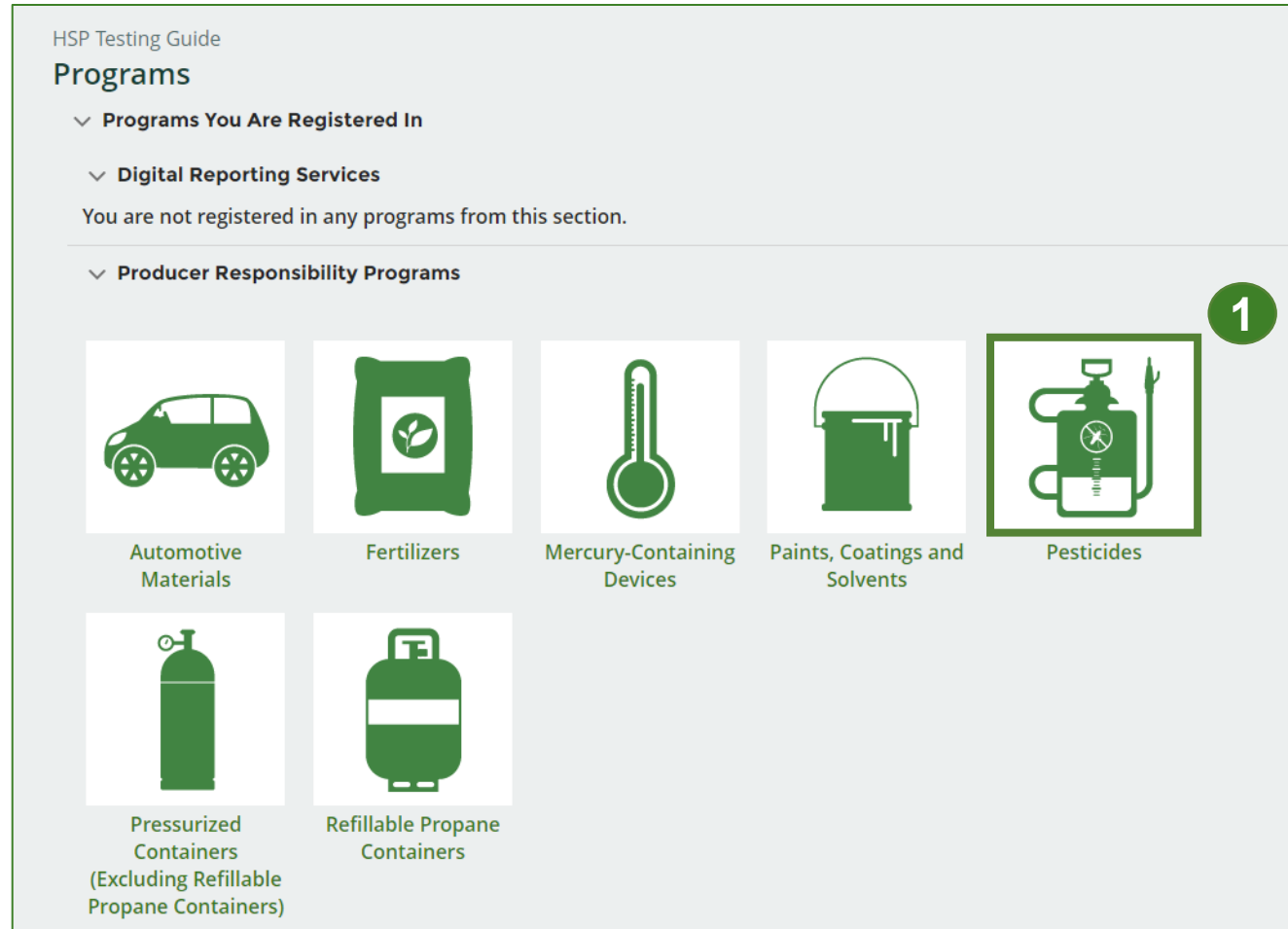# How to submit your hauler performance report

The next few slides will guide you with entering your **picked up** material(s) data.
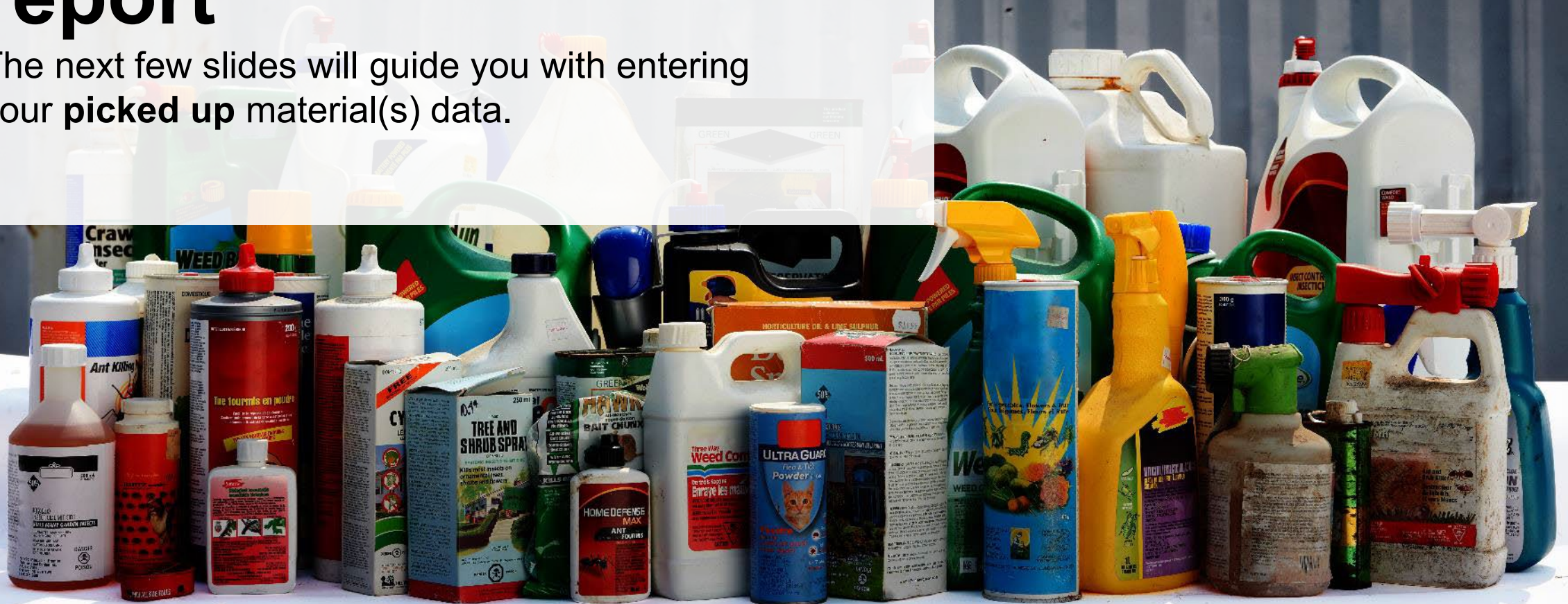
# Performance report
## Access your program

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

# Performance report
## Start your report

1. On the **Pesticides Homepage**, click on the **Hauler** tab to navigate to the hauler reports.

2. Under **Action**, click on **Start** to begin completing the Pesticides 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
**Pesticides Homepage**

Registration #:00025567

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 - Hauler | Not Started<br>Due Date: Jul 31, 2023 | | Start |

**(2)**

**Attention**

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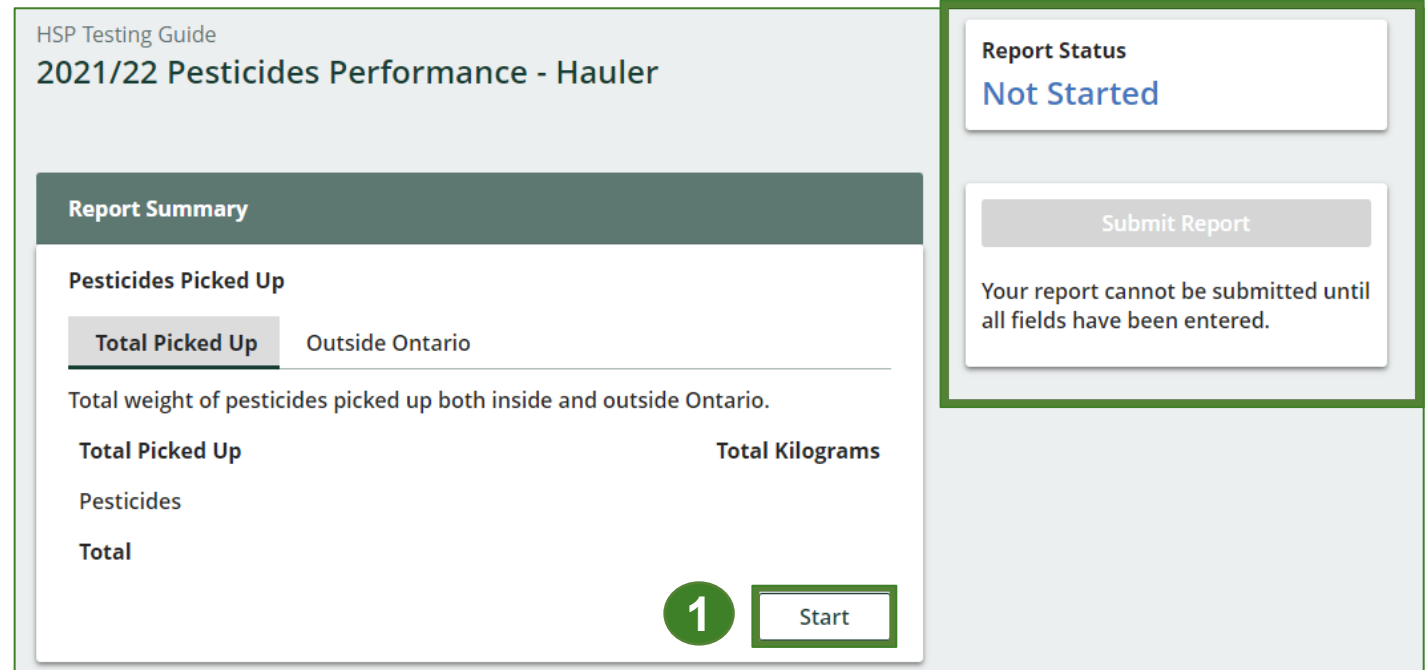
Cancel                                    Proceed

**(3)**

# 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 **Pesticides Picked Up**, click **Start** to begin entering the total weight of pesticides picked up inside and outside of Ontario.

HSP Testing Guide
### 2021/22 Pesticides Performance - Hauler

**Report Summary**

**Pesticides Picked Up**

| Total Picked Up | Outside Ontario |

Total weight of pesticides picked up both inside and outside Ontario.

| **Total Picked Up** | **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
## Enter weight of total picked up materials

1. Under the **Total Picked Up** tab, enter the **Total Kilograms** of pesticides picked up inside of Ontario.

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

HSP Testing Guide

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

**Pesticides Picked Up**

| Total Picked Up | Outside Ontario |

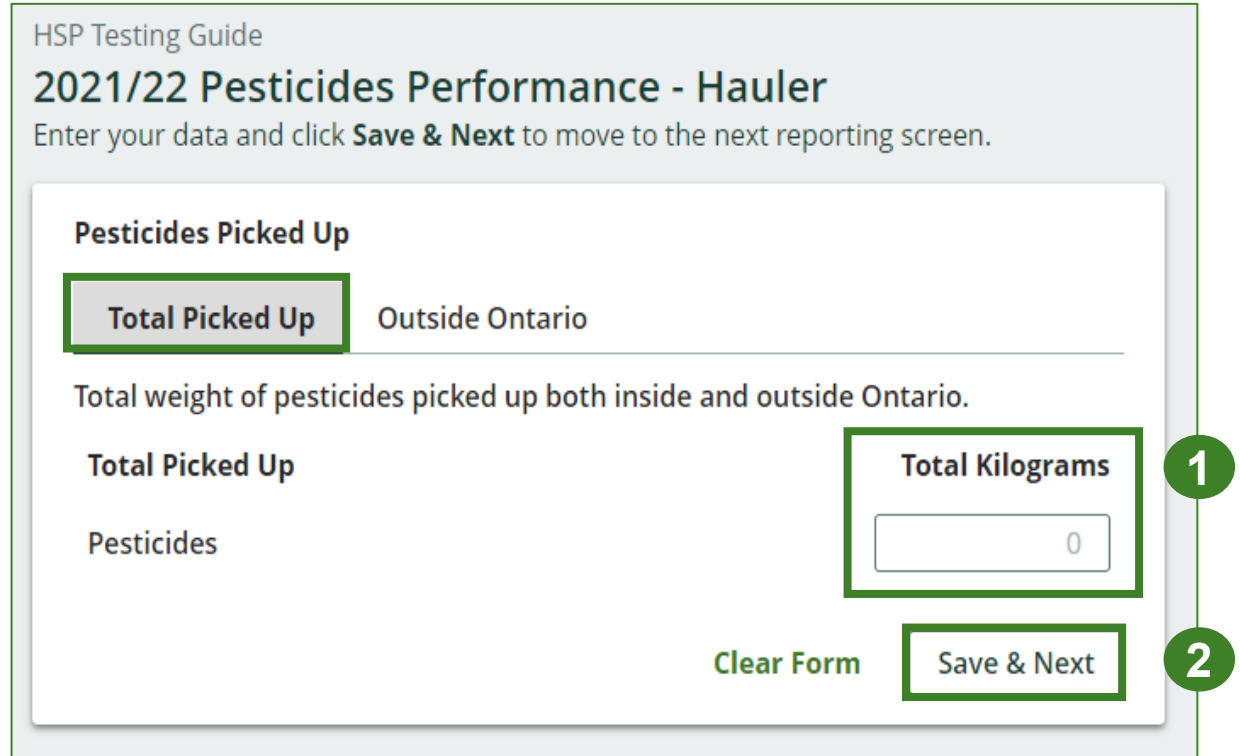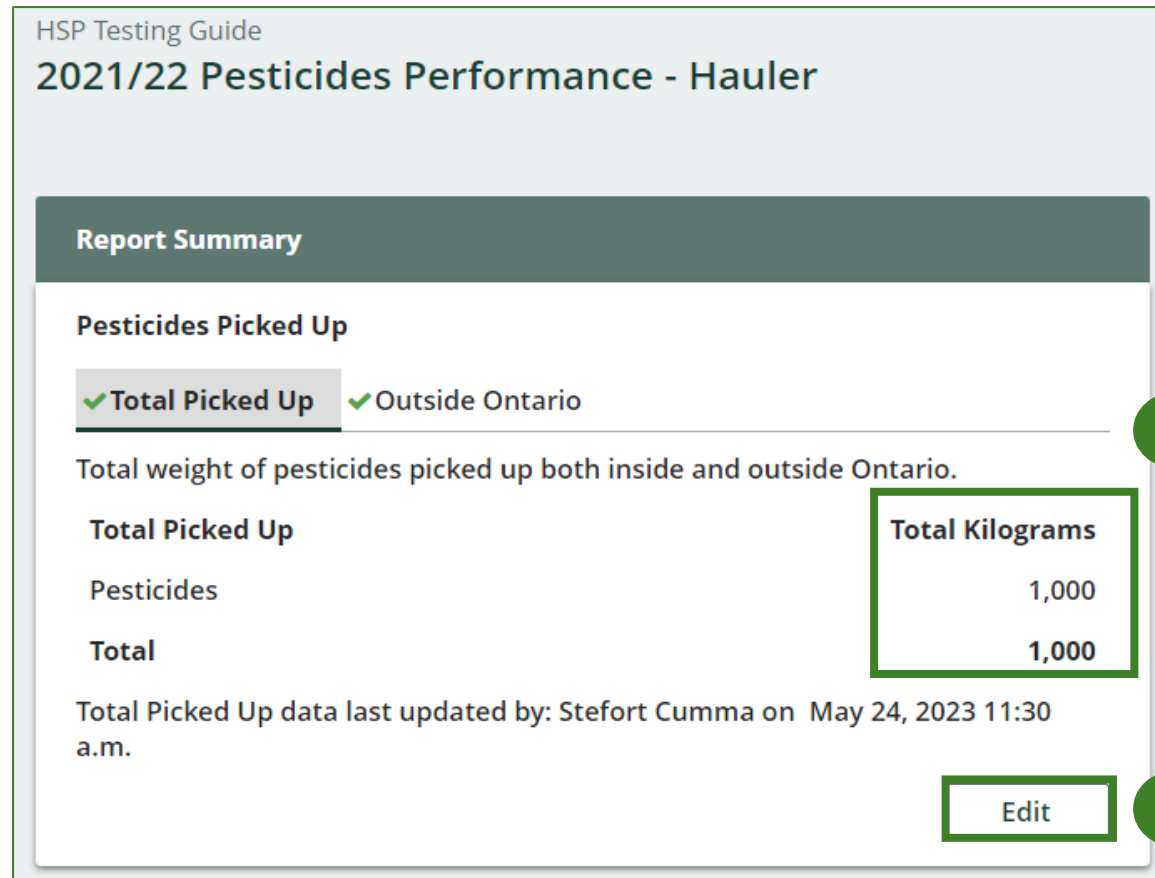Total weight of pesticides picked up both inside and outside Ontario.

**Total Picked Up** | **Total Kilograms** | **1**

Pesticides | 0

Clear Form | Save & Next | **2**

# Performance report
## Enter weight of total picked up materials cont.

1. Under the **Outside Ontario** tab, enter the **Total Kilograms** of pesticides picked up outside of Ontario.

2. If you did not pick up any pesticides outside of Ontario, click on the check box marked **I did not pick up any pesticides outside Ontario**.

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

HSP Testing Guide

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

**Pesticides Picked Up**

✔Total Picked Up | **Outside Ontario**

Total weight of pesticides picked up outside Ontario.

**Outside Ontario**

**Pesticides**

**Total Kilograms**

0

☐ I did not pick up any pesticides outside Ontario.

Clear Form | Previous | Save & Next

1

2

3

# Performance report
## Review your data

1. Review the previously entered **Total Kilograms** of pesticide picked up.

2. Click on **Edit** if you need to make a change to the pesticide weights.

# How to submit your hauler performance report

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

# Performance report
## Enter your weight of materials dropped off

1. Under **Pesticides Dropped Off**, click **Start** to enter the pesticide weights sent for disposal, which includes materials sent to landfills.

# Performance report
## Enter your weight of materials dropped off cont.

1. Under **Sent for Disposal**, enter the **Total Kilograms** of pesticides sent for disposal.

2. If you did not send any pesticides for disposal, click on the check box marked **I did not send any pesticides for disposal**.

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

HSP Testing Guide

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

**Pesticides Dropped Off**

**Sent for Disposal** | Sent for Incineration

Include total weight of pesticides sent to landfill.

**Sent for Disposal**

**Total Kilograms**

Pesticides

0

**(1)**

**(2)** ☐ I did not send any pesticides for disposal.

Clear Form | Save & Next **(3)**

# Performance report
## Enter your weight of materials sent for disposal cont.

1. Under **Sent for Incineration**, enter the **Total Kilograms** of pesticides sent for incineration.

2. If you did not send any pesticides for incineration, click on the check box marked **I did not send any pesticides for incineration**.

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

# How to submit your hauler performance report

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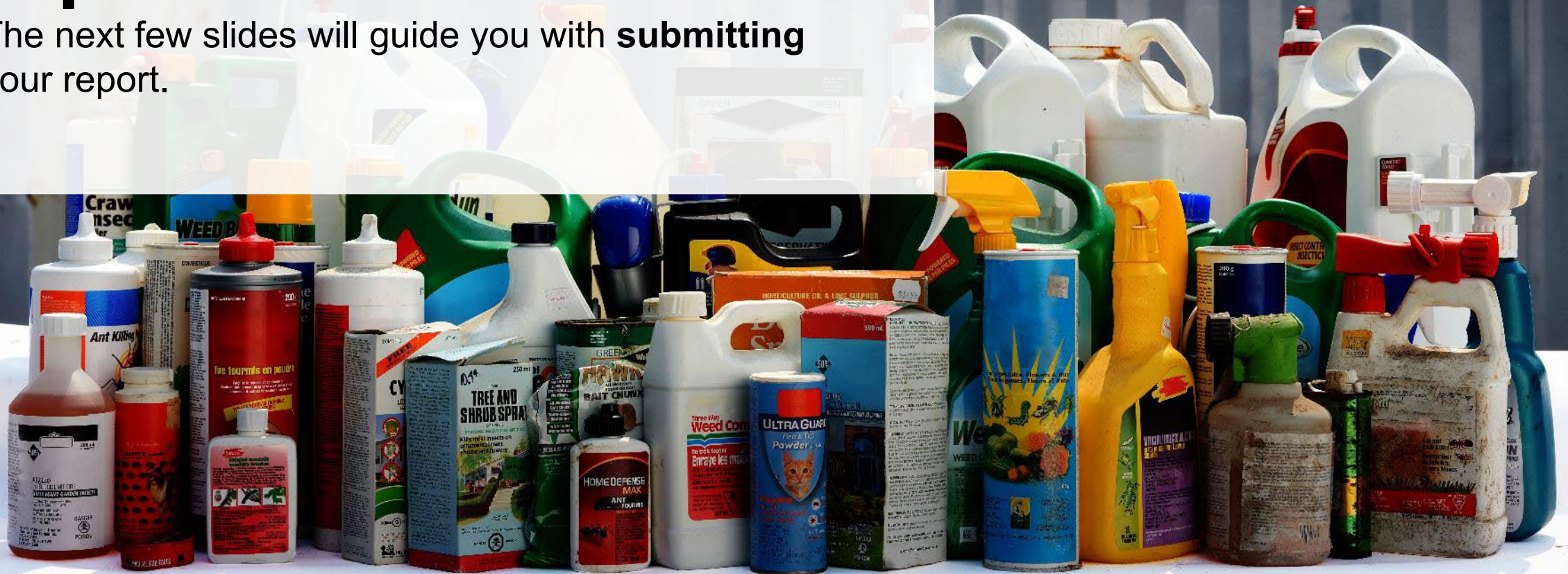
# Performance report
## Submit your report

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

TopNotchAuto
2021/22 Pesticides Performance - Hauler

**(1)**

**Report Status**
In Progress

**Submit Report** **(2)**

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

### Report Summary

**Pesticides Picked Up**

✓Total Picked Up    ✓Outside Ontario

Total weight of pesticides picked up both inside and outside Ontario.

| Total Picked Up | Total Kilograms |
|---|---|
| Pesticides | 1,000 |
| **Total** | **1,000** |

Total Picked Up data last updated by: Gary Agard on  Jul 12, 2023 03:51 p.m.

Edit

**Pesticides Dropped Off**

✓Sent for Disposal    ✓Sent for Incineration

Include total weight of pesticides sent to landfill.

| Sent for Disposal | Total Kilograms |
|---|---|
| Pesticides | 1,000 |
| **Total** | **1,000** |

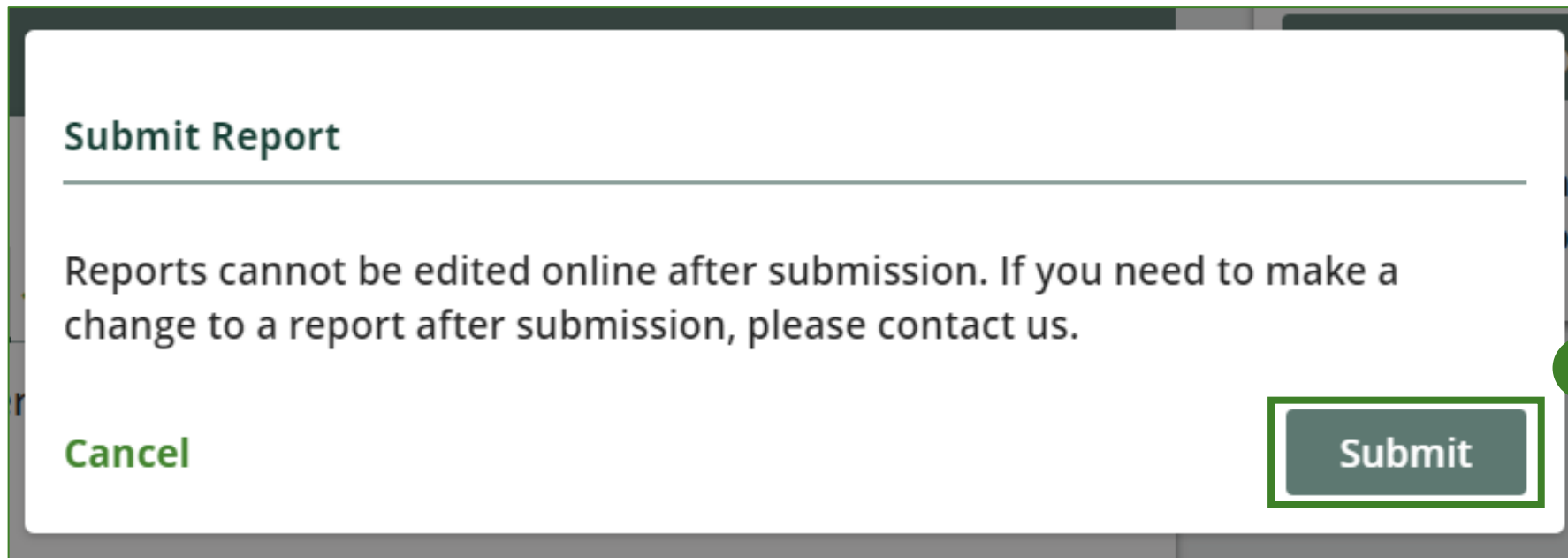Sent for Disposal data last updated by: Gary Agard on  Jul 12, 2023 03:52 p.m.

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.

**Submit Report**

Reports cannot be edited online after submission. If you need to make a change to a report after submission, please contact us.

Cancel                                    Submit

**1**

# Performance report
## View submitted report

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 cont.

1. On the **Pesticides Homepage,** under the **Hauler Reports** tab, your Pesticides 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.

# 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.