

Hazardous and Special Products: Hauler Performance Reporting Guide

Pesticides



Table of Contents

Introduction

- What is HSP performance reporting?
- What data needs to be reported?
- How to log into the Registry
- How to manage contacts on your Registry account

How to submit your hauler performance report

- Step-by step instructions on how to complete the report

Additional resources

- More resources to help further answer your questions

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 the previous calendar year. **The deadline to submit performance reports is July 31.**

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, 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 the previous calendar year:

- The total weight of material picked up from both inside and outside Ontario
- The total weight of material picked up from outside Ontario
- The total weight of material picked up and dropped off for disposal (landfill)
- The total weight of material picked up and dropped off for incineration

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:

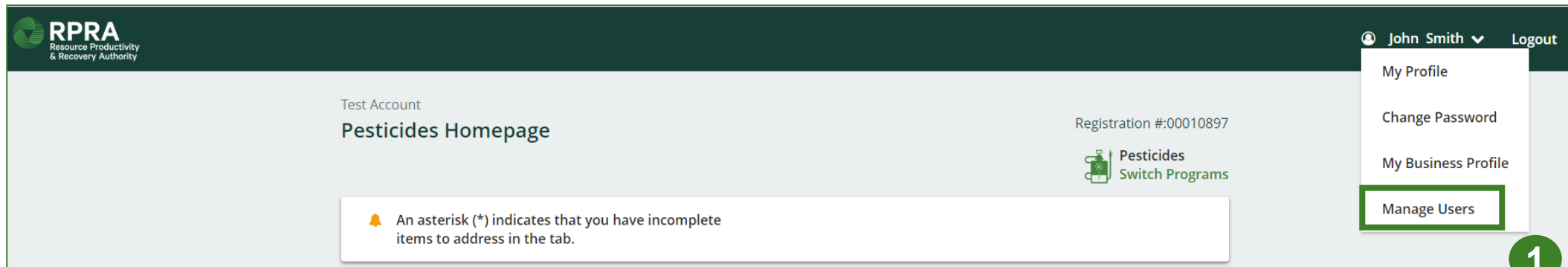
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

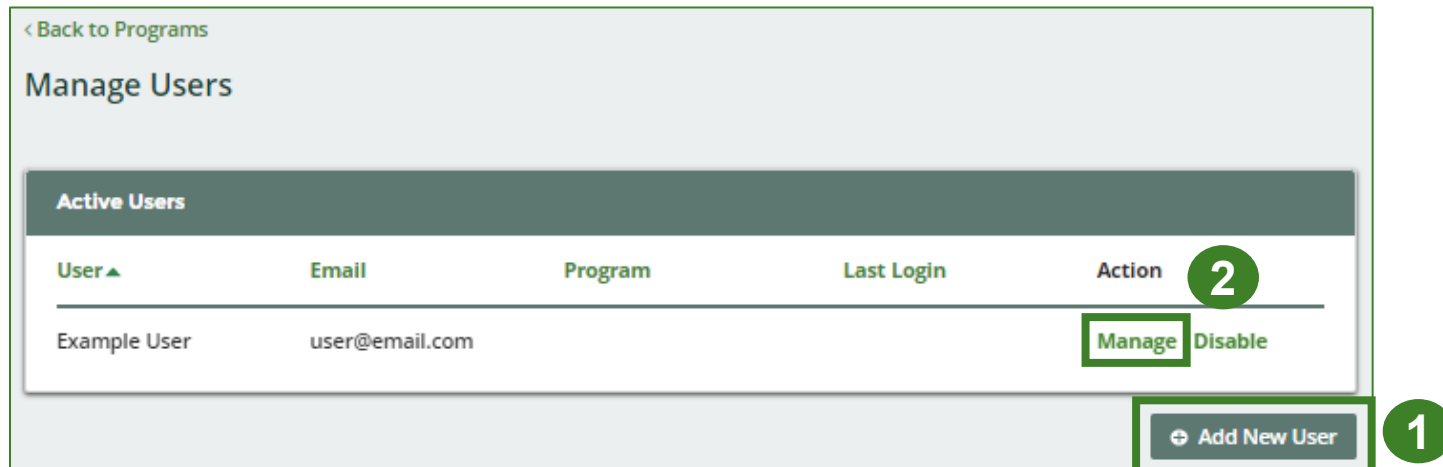
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

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.



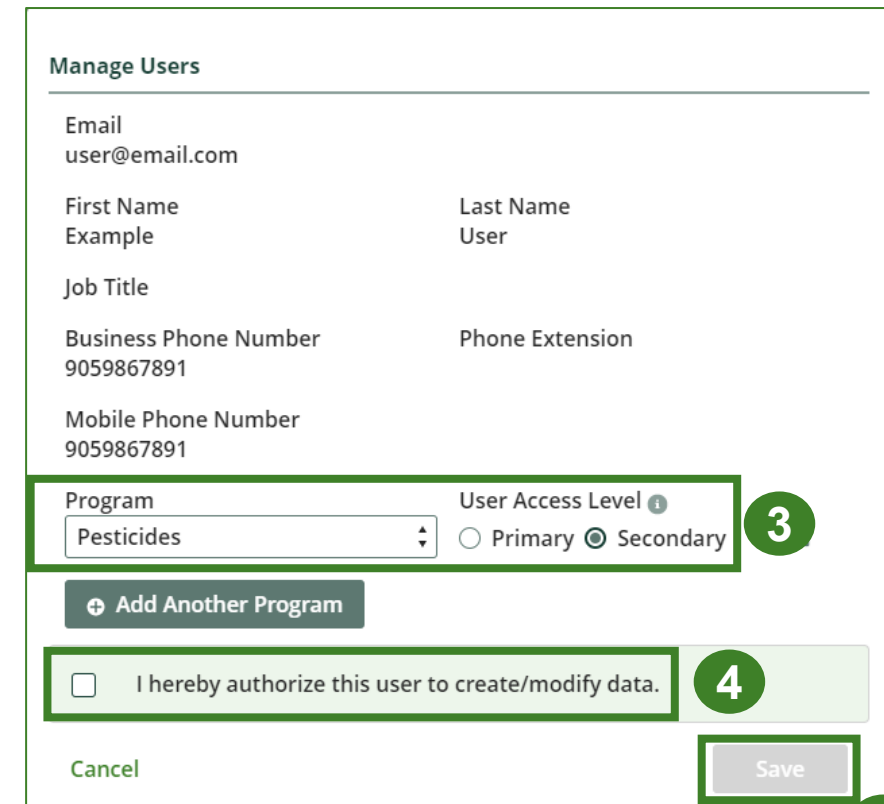
< Back to Programs

Manage Users

Active Users

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

1 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

3 Program: Pesticides User Access Level: Primary Secondary

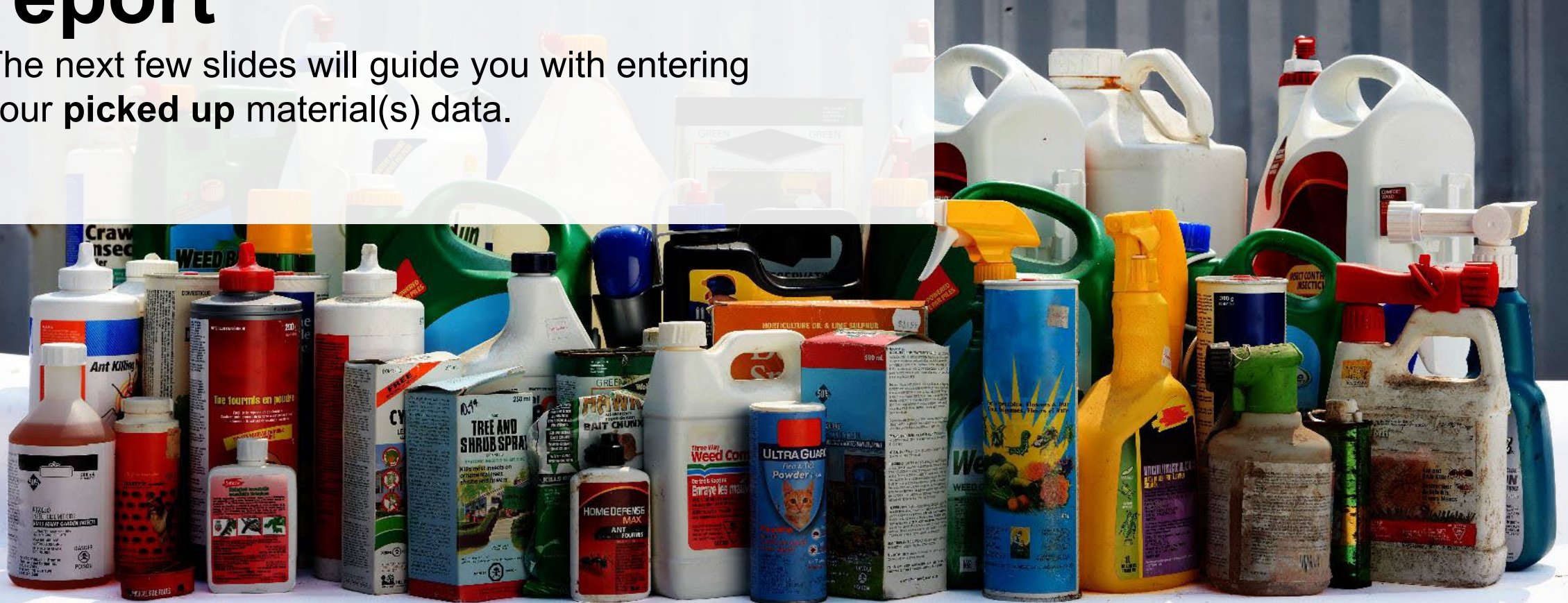
4 I hereby authorize this user to create/modify data.

Cancel **5** 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 submit your hauler performance report

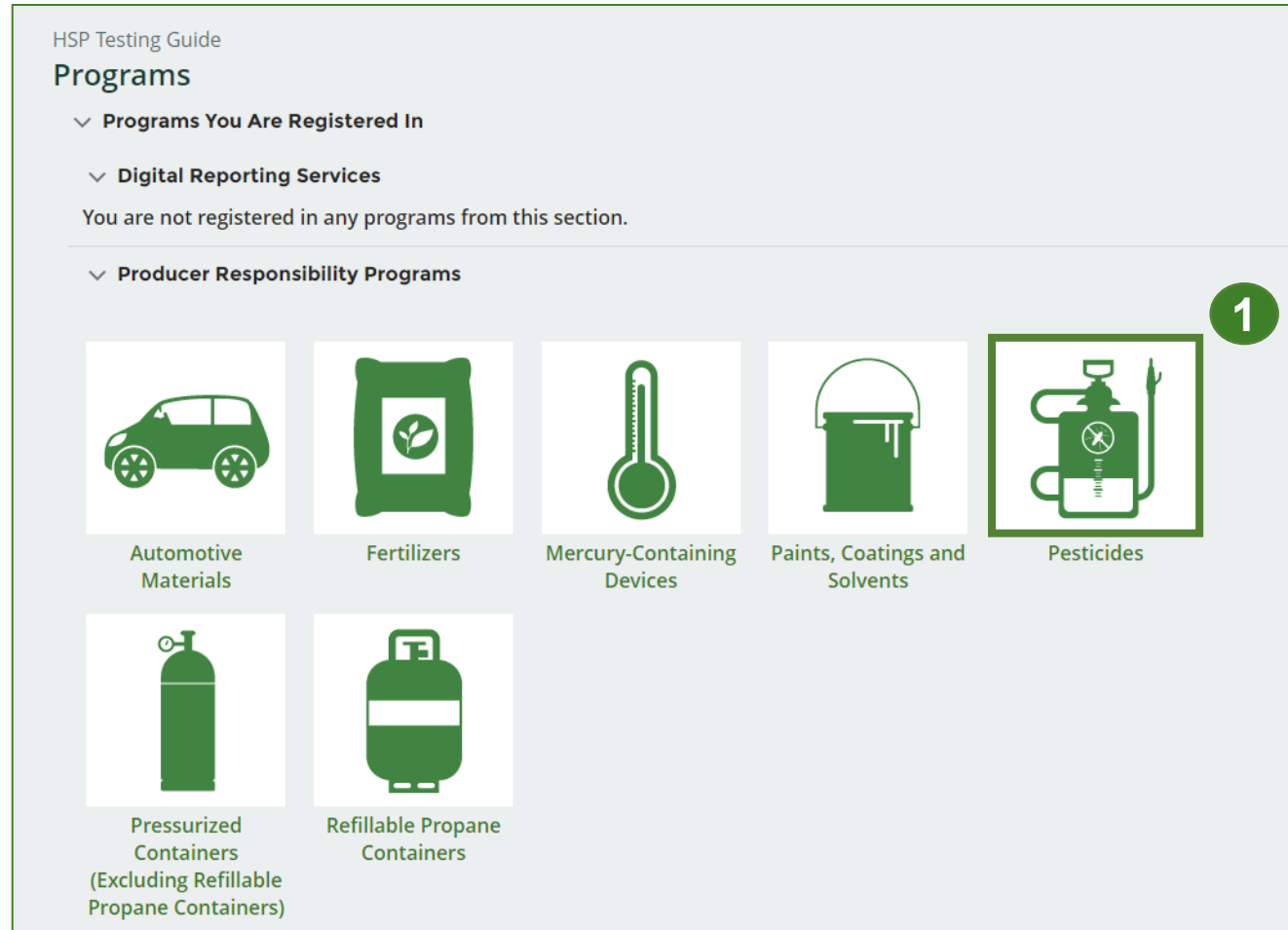
The next few slides will guide you with entering your **picked up material(s)** data.



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

Report	Status	Last Updated By	Action
2021/22 Pesticides Performance - Hauler	Not Started Due Date: Jul 31, 2023		Start

Attention

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

[Cancel](#) **Proceed**

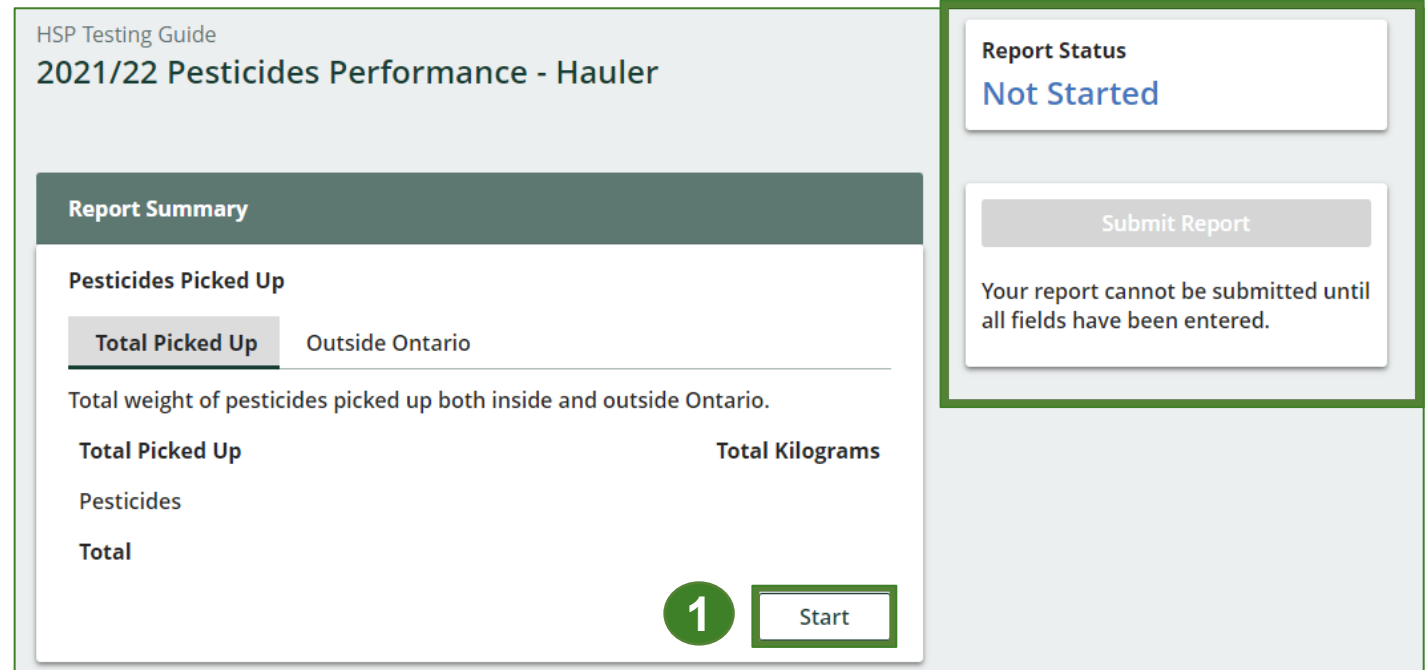
3

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.

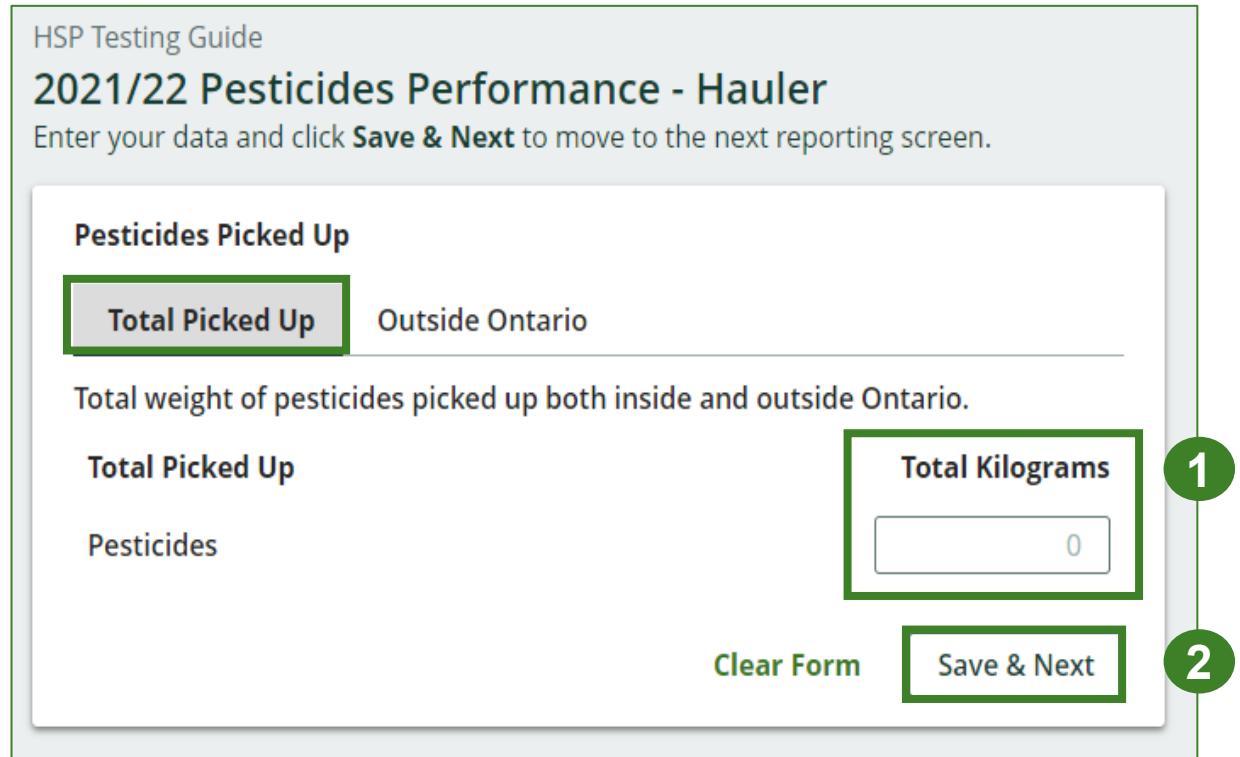
Total Picked Up

Pesticides

Total Kilograms

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 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

I did not pick up any pesticides outside Ontario.

Total Kilograms
0

Clear Form Previous **Save & Next**

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.

HSP Testing Guide
2021/22 Pesticides Performance - Hauler

Report Summary

Pesticides Picked Up

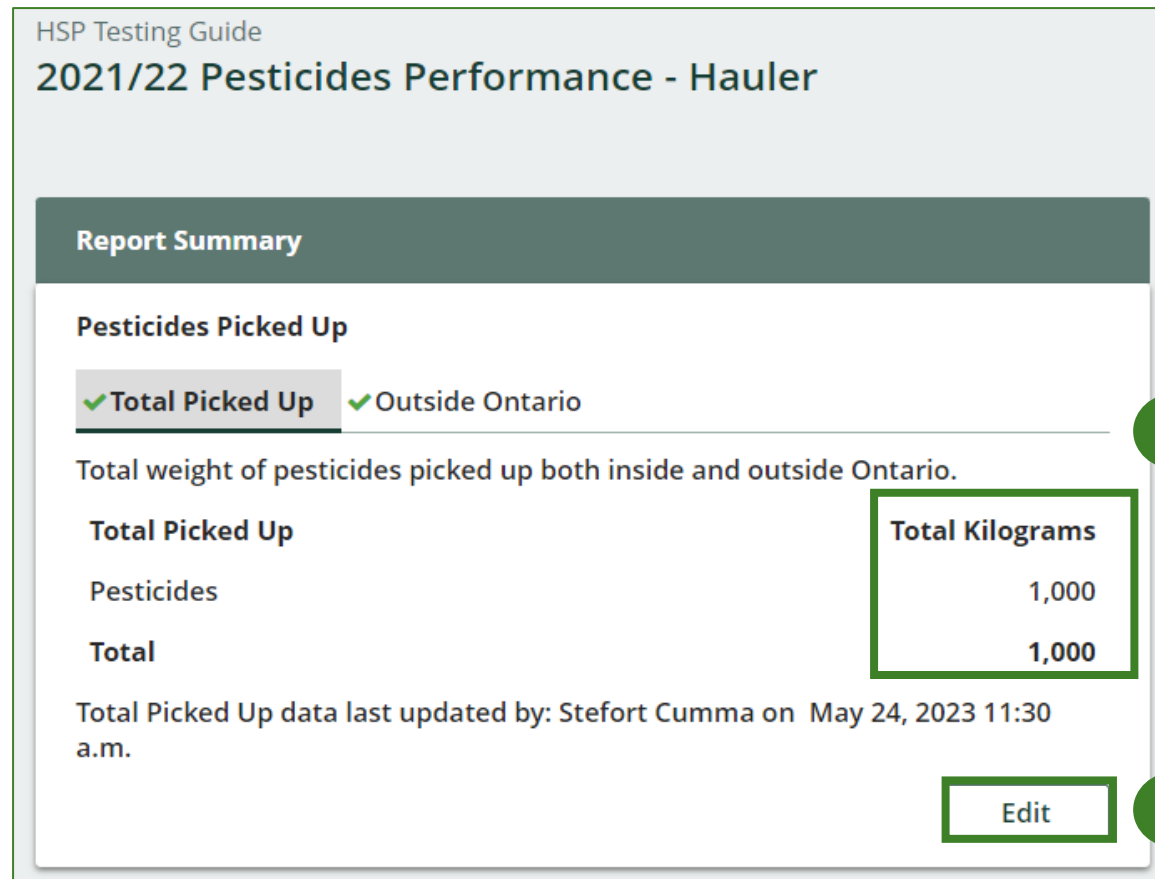
✓ **Total Picked Up** ✓ Outside Ontario

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

Total Picked Up	Total Kilograms
Pesticides	1,000
Total	1,000

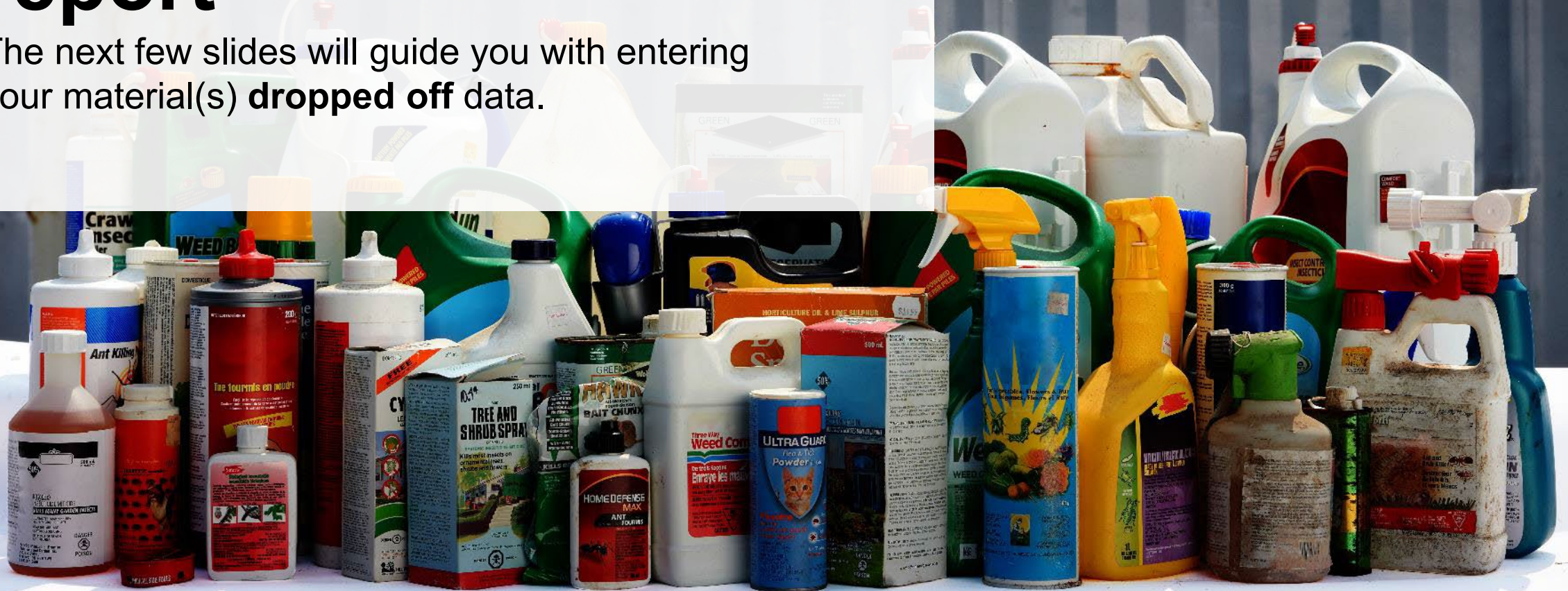
Total Picked Up data last updated by: Stefort Cumma on May 24, 2023 11:30 a.m.

[Edit](#)



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.

HSP Testing Guide
2021/22 Pesticides Performance - Hauler

Pesticides Dropped Off

Sent for Disposal Sent for Incineration

Include total weight of pesticides sent to landfill.

Sent for Disposal	Total Kilograms
Pesticides	
Total	

Start **1**

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

Pesticides

I did not send any pesticides for disposal.

Total Kilograms
0

Clear Form **Save & Next**

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.

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 waste-to-energy facilities for incineration.

Sent for Incineration

Pesticides

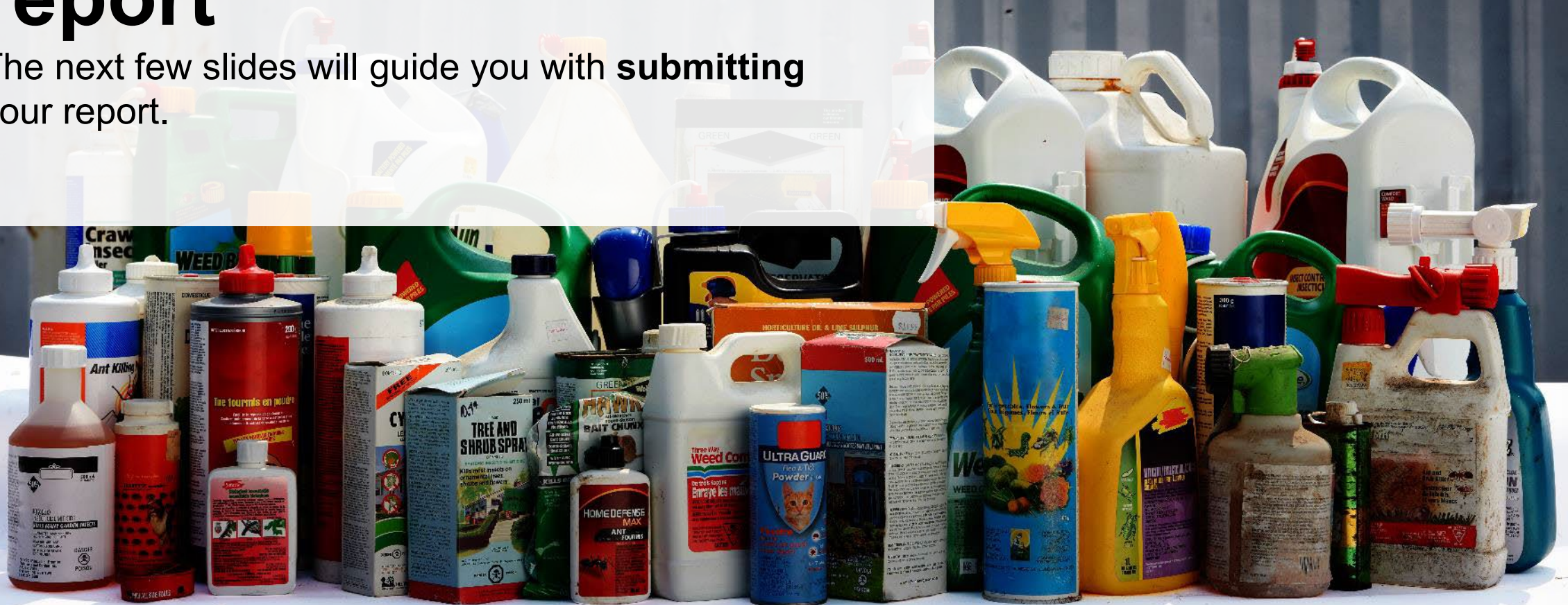
I did not send any pesticides for incineration.

Total Kilograms

Clear Form Previous **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

TopNotchAuto
2021/22 Pesticides Performance - Hauler

Report Status
In Progress

Submit Report

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.

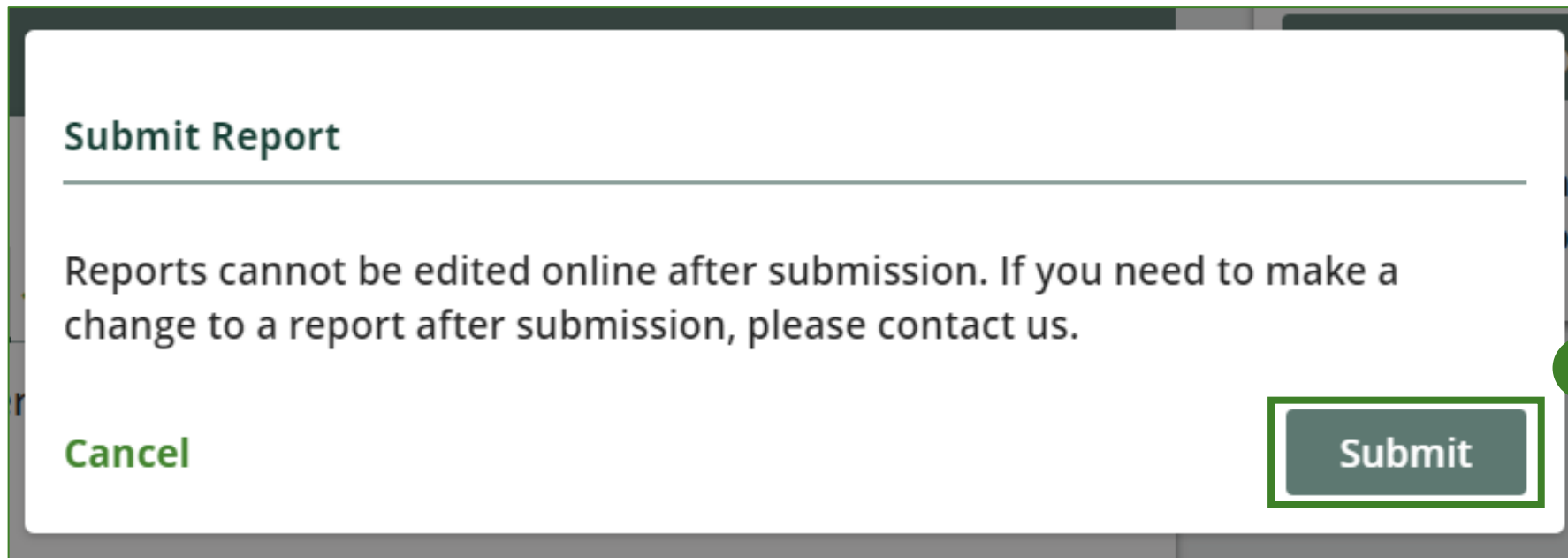
Edit

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.



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.

The screenshot shows a web interface for a performance report. A green box labeled '2' highlights the '< Back to Dashboard' link at the top left. Another green box labeled '1' highlights the 'Report Status' box in the top right, which displays 'Submitted' and the date 'May 24, 2023 12:09 p.m.'. The main content area is divided into two sections: 'Pesticides Picked Up' and 'Pesticides Dropped Off'. Each section contains a table with columns for the item name and 'Total Kilograms'. The 'Pesticides Picked Up' table shows a total of 1,000 kilograms. The 'Pesticides Dropped Off' table also shows a total of 1,000 kilograms. Both tables include a 'Total' row. Below each table, there is a note about the last update by 'Stefort Cumma' on 'May 24, 2023 12:09 p.m.'.

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: Stefort Cumma on May 24, 2023 12:09 p.m.

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: Stefort Cumma on May 24, 2023 12:09 p.m.

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.

HSP Testing Guide

Pesticides Homepage

Registration #:00025567

Pesticides Switch Programs

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

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

Pesticides			
Report ▼	Status	Last Updated By	Action
2021/22 Pesticides Performance - Hauler	Submitted May 24, 2023 12:09 p.m.	Stefort Cumma	View Download

1

2

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, contact the Compliance Team at registry@rpra.ca or call 1-833-600-0530.