Hazardous and Special Products: Hauler Performance Reporting Guide

Pressurized containers (refillable and non-refillable)

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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 **refillable and non-refillable pressurized containers** 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.
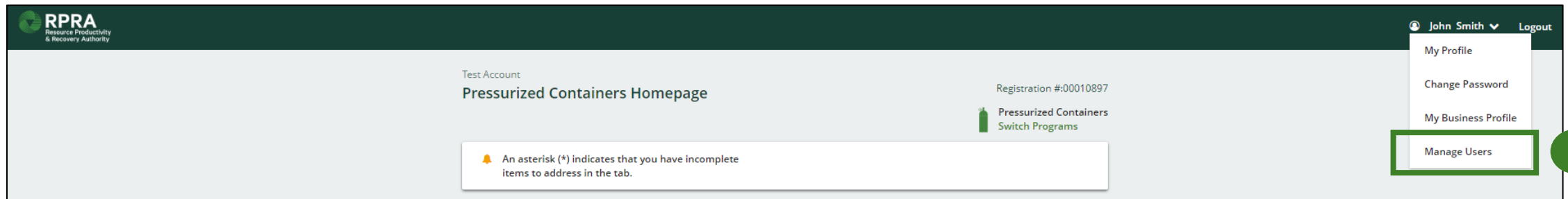
Tips for logging into an existing Registry account:

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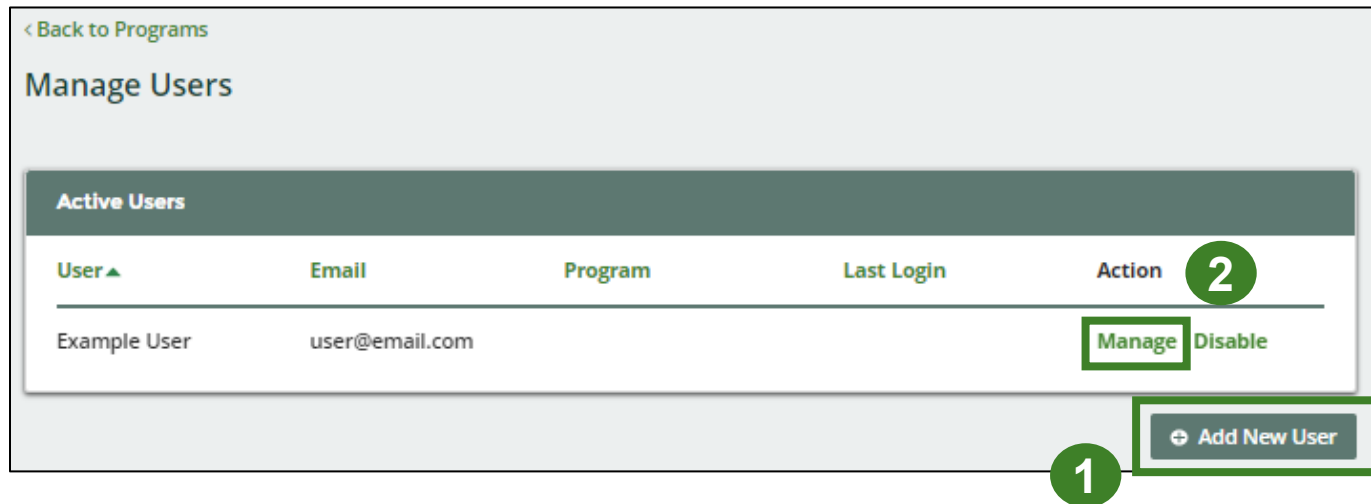
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.

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.
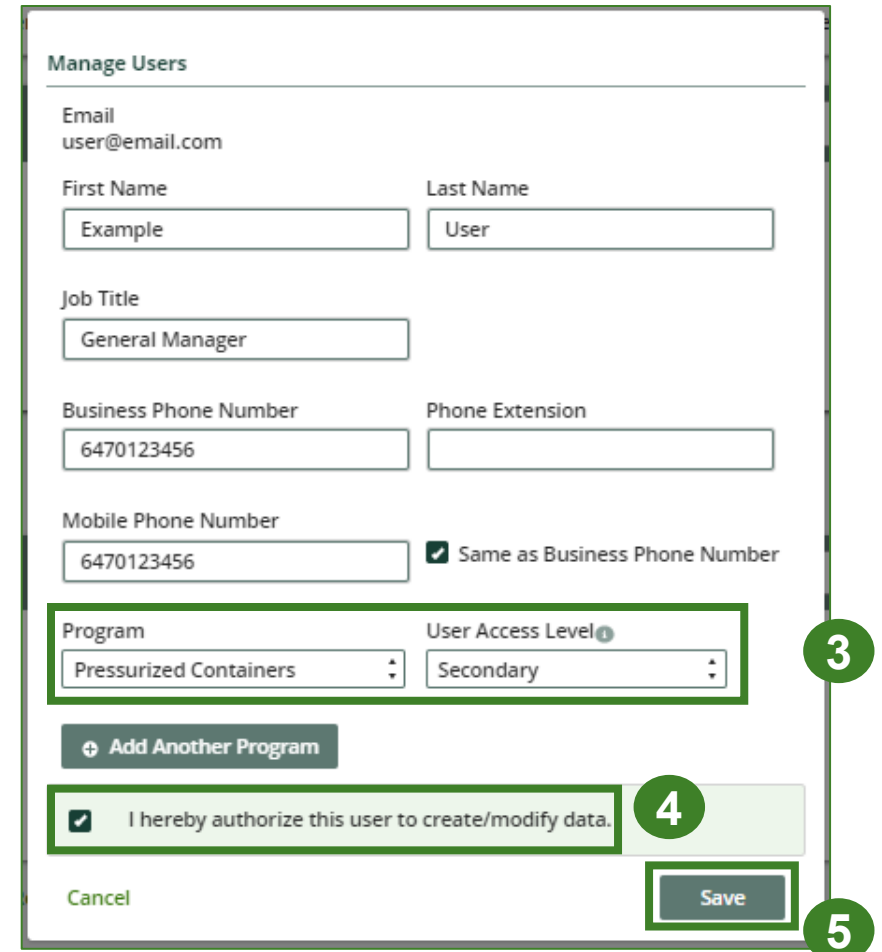
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**

How to submit your hauler performance report

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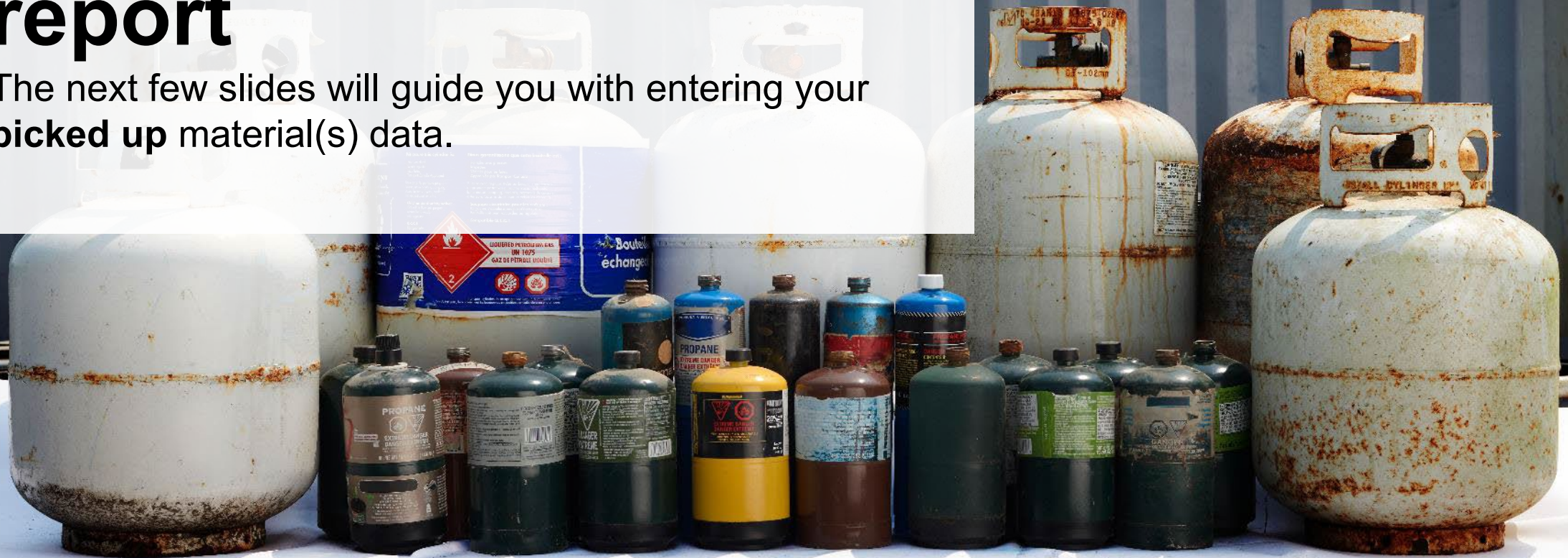
Performance report
Access your program

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

Performance report
Start your report

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

2. Under **Action**, click on **Start** to begin completing the Pressurized Containers 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).
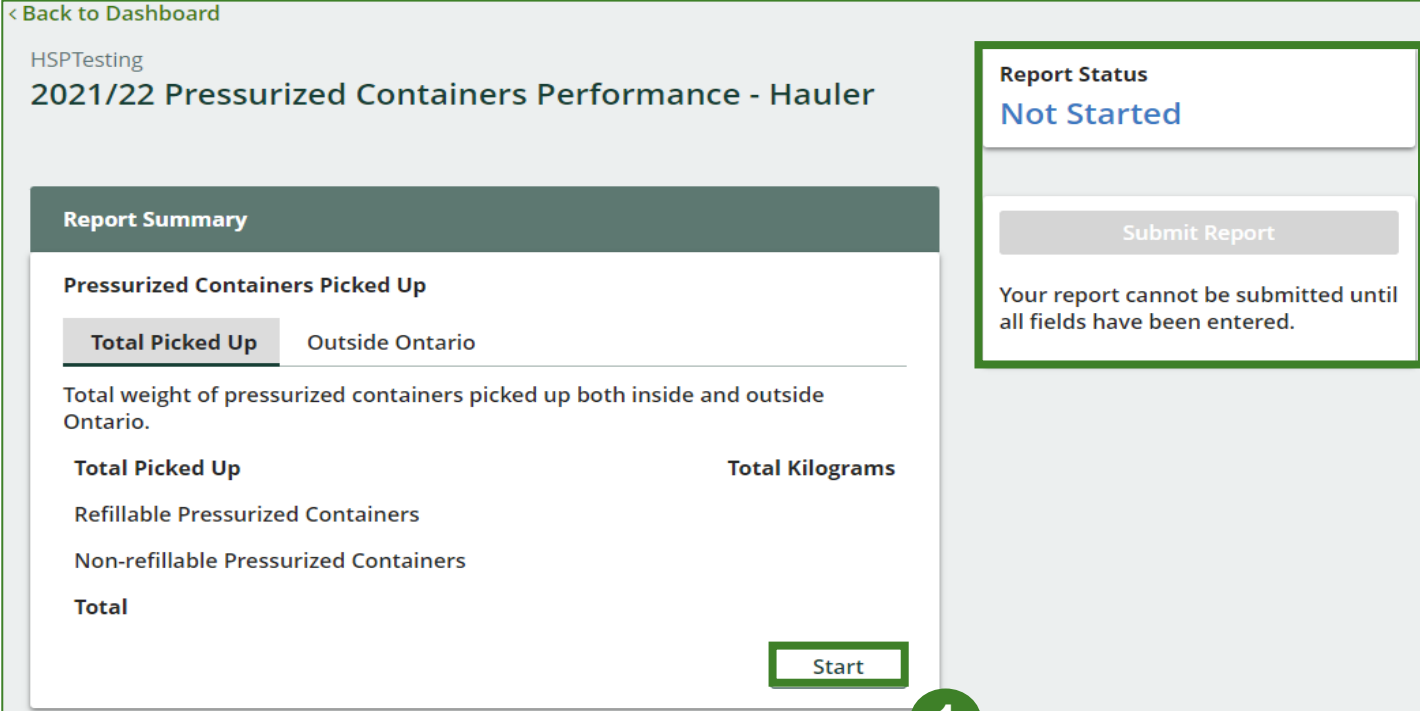
Performance report
Report summary page

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 **Pressurized Containers Picked Up**, click **Start** to begin entering the total weight of pressurized containers picked up inside and outside of Ontario.

Performance report
Enter weight of total picked up materials

1. Under the **Total Picked Up** tab, enter the **Total Kilograms** of refillable and non-refillable pressurized containers picked up inside of Ontario.

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

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

Pressurized Containers Picked Up

| Total Picked Up | Outside Ontario |

Total weight of pressurized containers picked up both inside and outside Ontario.

Total Picked Up	**Total Kilograms**
Refillable Pressurized Containers	0
Non-refillable Pressurized Containers	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 refillable and non-refillable pressurized containers picked up outside Ontario.

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

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

HSPTesting

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

Pressurized Containers Picked Up

✔Total Picked Up   Outside Ontario

Total weight of pressurized containers picked up outside Ontario.

Outside Ontario   **Total Kilograms**

Refillable Pressurized Containers   0

Non-refillable Pressurized Containers   0

1

☐ I did not pick up any pressurized containers outside Ontario.

2

Clear Form   Previous   Save & Next

3

Performance report
Review your data

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

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

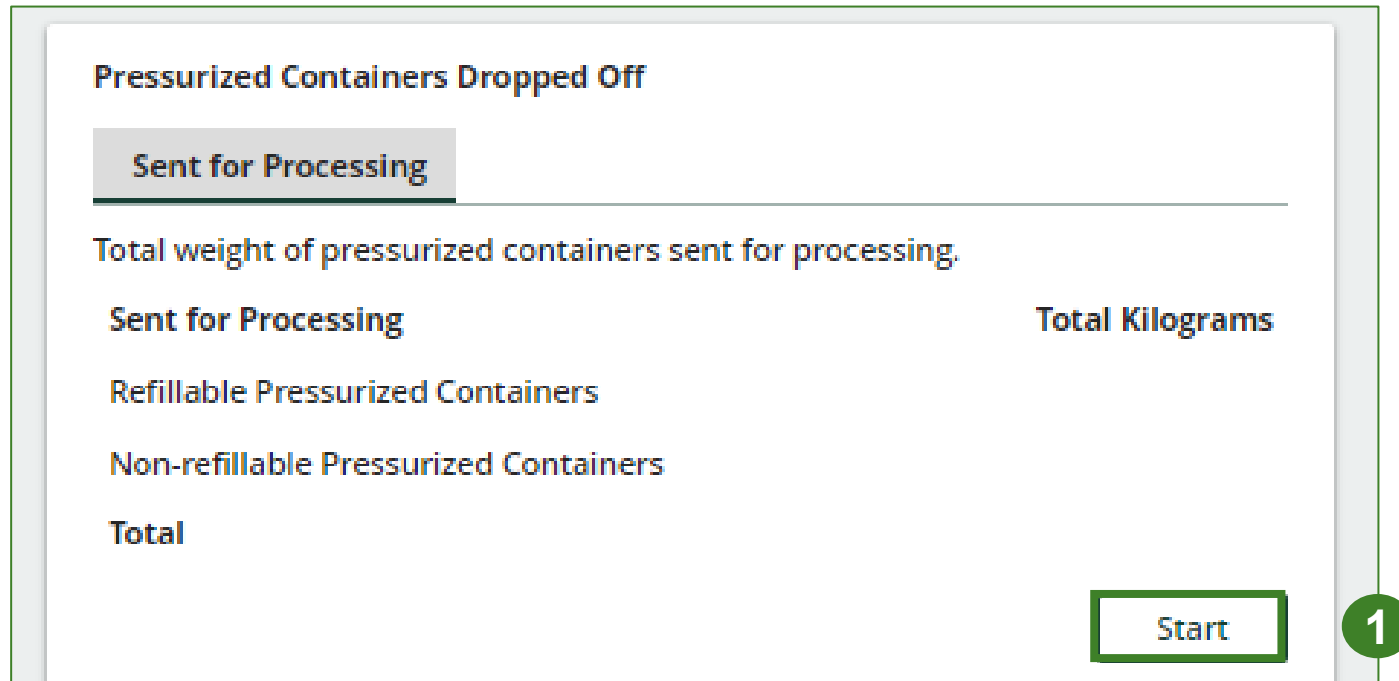# How to submit your hauler performance report

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 **Pressurized Containers Dropped Off**, click **Start** to enter the pressurized container weights dropped off for processing.

Performance report
Enter weight of materials sent for processing cont.

1. Under **Sent for Processing**, enter the **Total Kilograms** of refillable and non-refillable pressurized containers sent for processing.

2. If you did not send any pressurized containers for processing, click on the check box marked **I did not send any pressurized containers for processing**.

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

How to submit your hauler performance report

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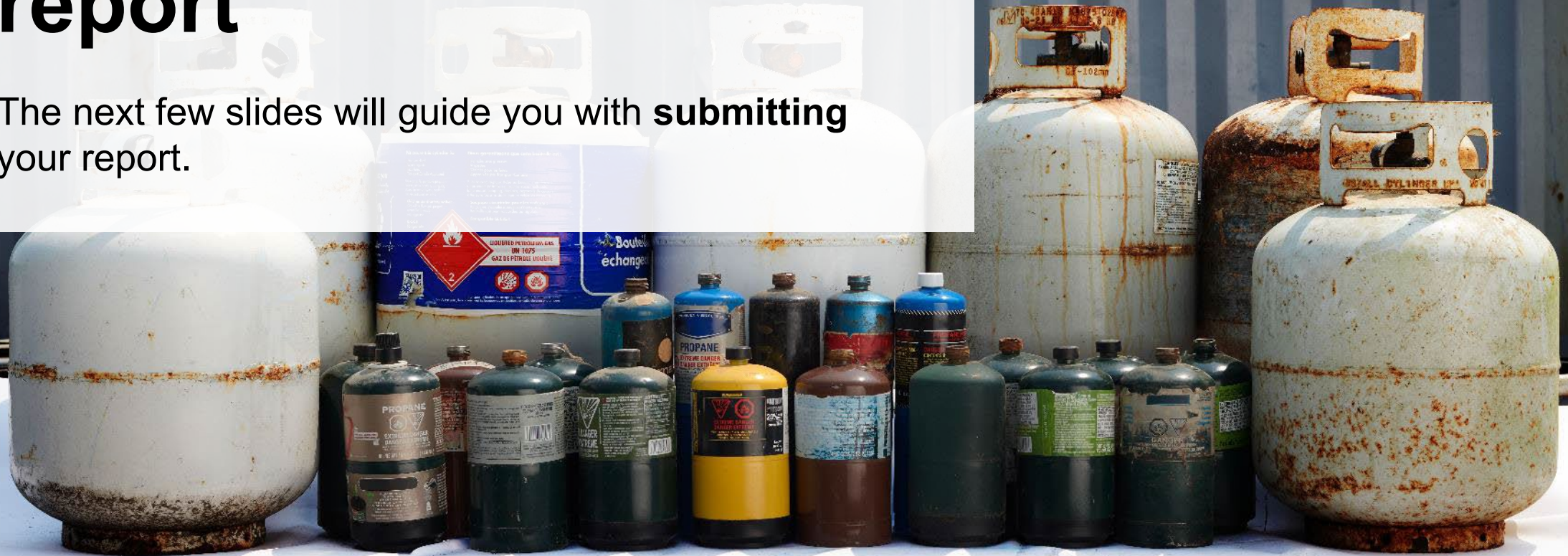
Performance report
Submit your report

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.

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.
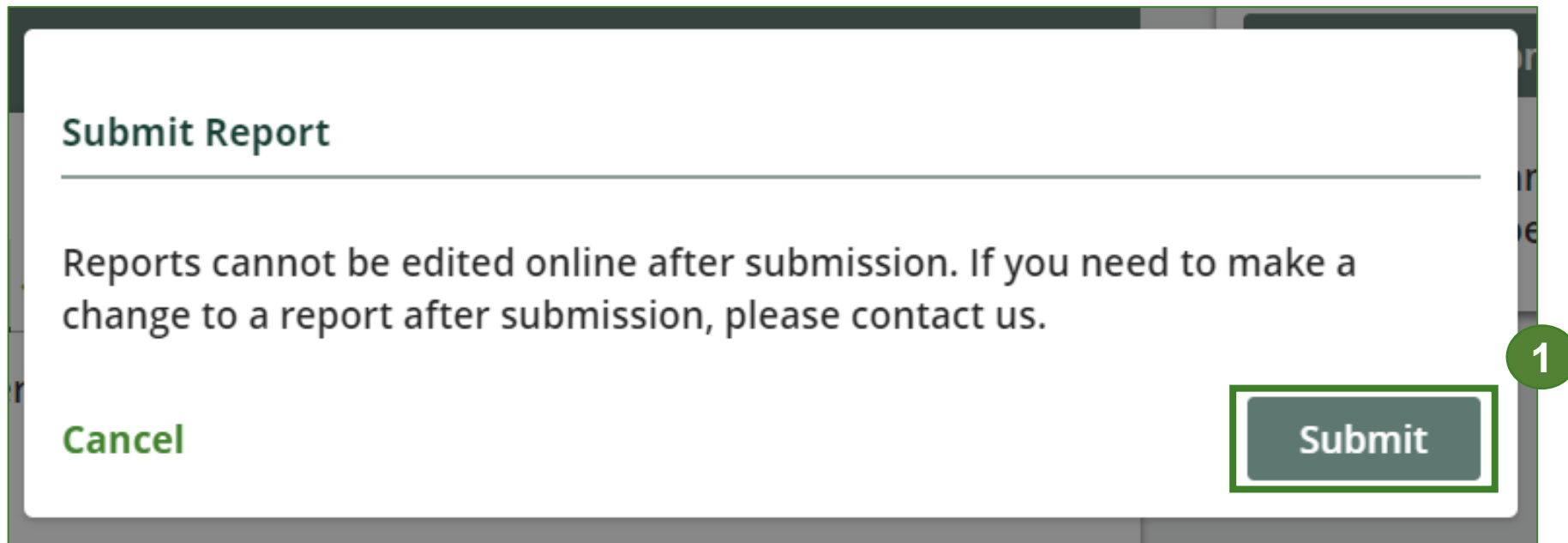
Performance report
View submitted report

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

2. Click on **Back to Dashboard** to return to the Pressurized Containers Homepage.

Performance report
View submitted report cont.

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