

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:

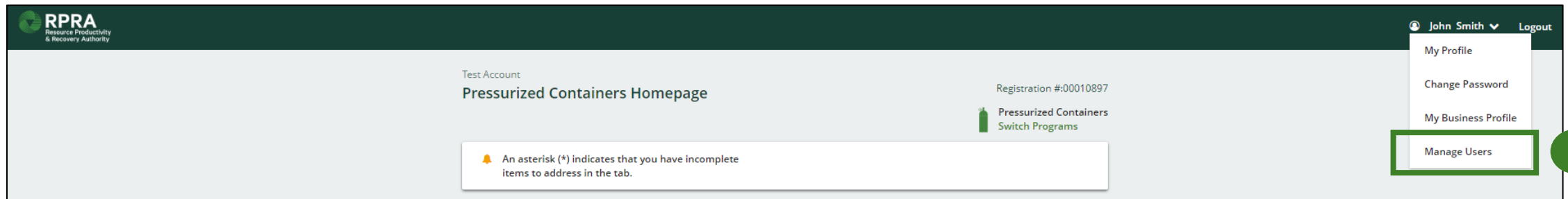
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

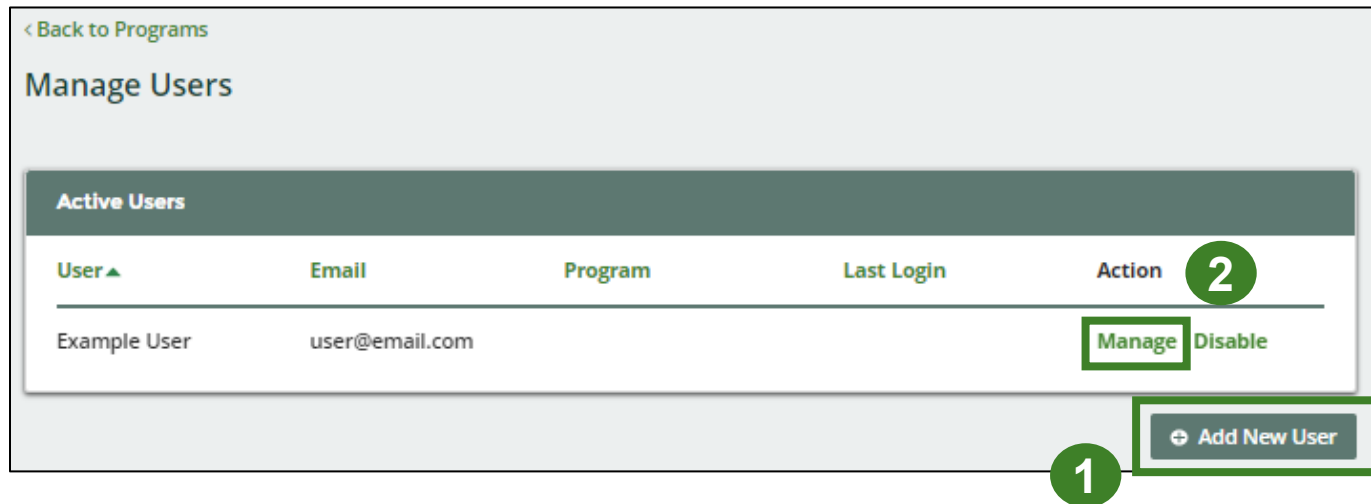
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



The screenshot displays the RPR Registry account dashboard. In the top right corner, the user profile 'John Smith' is shown with a dropdown arrow. The dropdown menu is open, listing options: 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green box. A green circle with the number '1' is positioned to the right of the 'Manage Users' option, indicating the first step in the process. The dashboard header includes the RPR logo and the text 'Resource Productivity & Recovery Authority'. The main content area shows 'Test Account', 'Pressurized Containers Homepage', and 'Registration #:00010897'. A notification banner at the bottom states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.'

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.



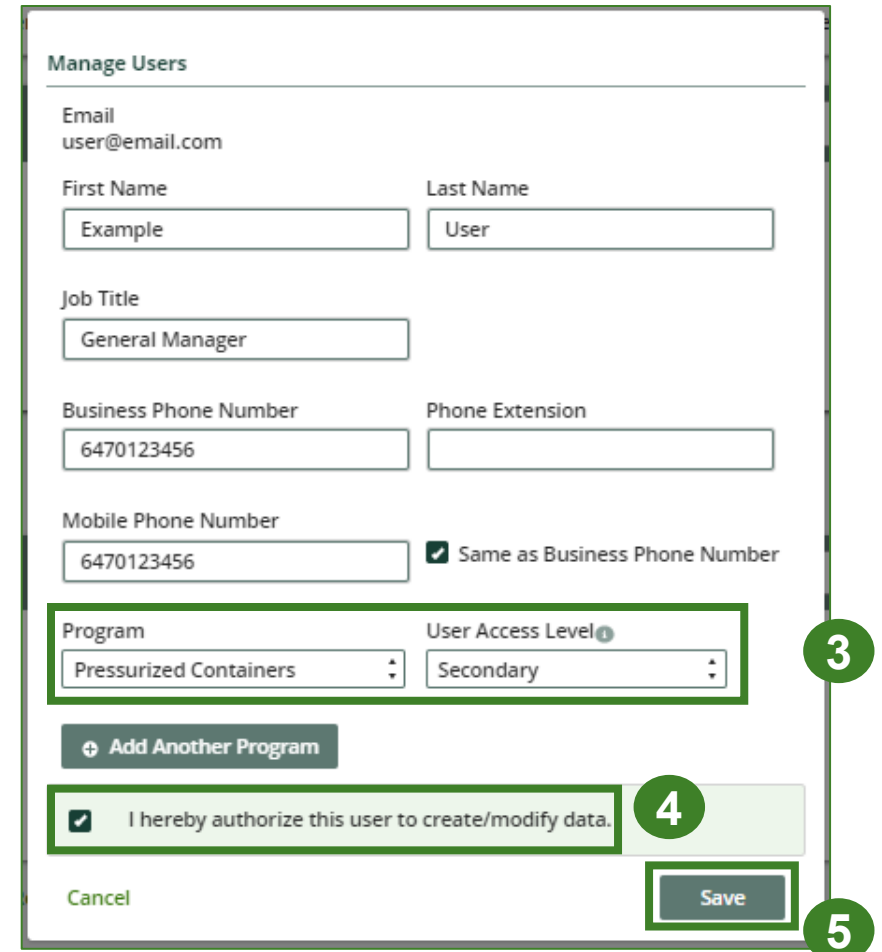
< Back to Programs

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 Last Name

Job Title

Business Phone Number Phone Extension

Mobile Phone Number Same as Business Phone Number

Program User Access Level

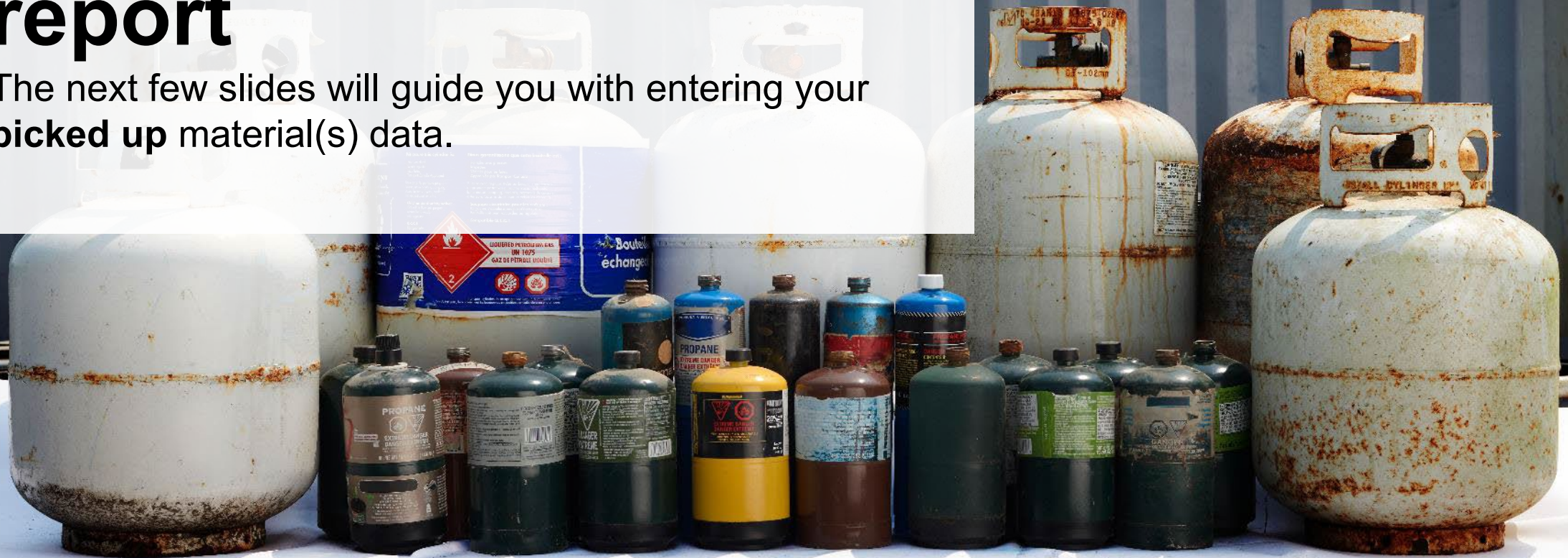
[+ Add Another Program](#)

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 **Pressurized Containers** 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

				
Automotive Materials	Fertilizers	Mercury-Containing Devices	Paints, Coatings and Solvents	Pesticides

1

	
Pressurized Containers (Excluding Refillable Propane Containers)	Refillable Propane Containers

> Programs You Are Not Registered In

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).

The screenshot shows the 'Pressurized Containers Homepage' with a registration number of 00025568. A notification states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' The navigation menu includes 'Producer *', 'Hauler *', 'Processor', 'PRO Status', 'Invoices', and 'Add Roles'. The 'Hauler *' tab is highlighted with a green box and a '1' callout. Below the navigation is a table titled 'Pressurized Containers (Excluding Refillable Propane Containers)'. The table has columns for 'Report', 'Status', 'Last Updated By', and 'Action'. A row shows '2021/22 Pressurized Containers Perform...' 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 Pressurized Containers' with a 'Manage' button. A modal window is open, displaying an 'Attention' message: 'It is an offence if you submit false or misleading information to the Authority.' The modal has 'Cancel' and 'Proceed' buttons. The 'Proceed' button is highlighted with a green box and a '3' callout.

HSP TESTING GUIDE
Pressurized Containers Homepage
Registration #:00025568
Pressurized Containers (Excluding Refillable Propane Containers)
Switch Programs

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

1

Producer * Hauler * Processor PRO Status Invoices Add Roles

Pressurized Containers (Excluding Refillable Propane Containers)

Report	Status	Last Updated By	Action
2021/22 Pressurized Containers Perform...	Not Started Due Date: Jul 31, 2023		Start

Types of Pressurized Containers
Identify the materials you work with. Manage

Attention

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

Cancel Proceed

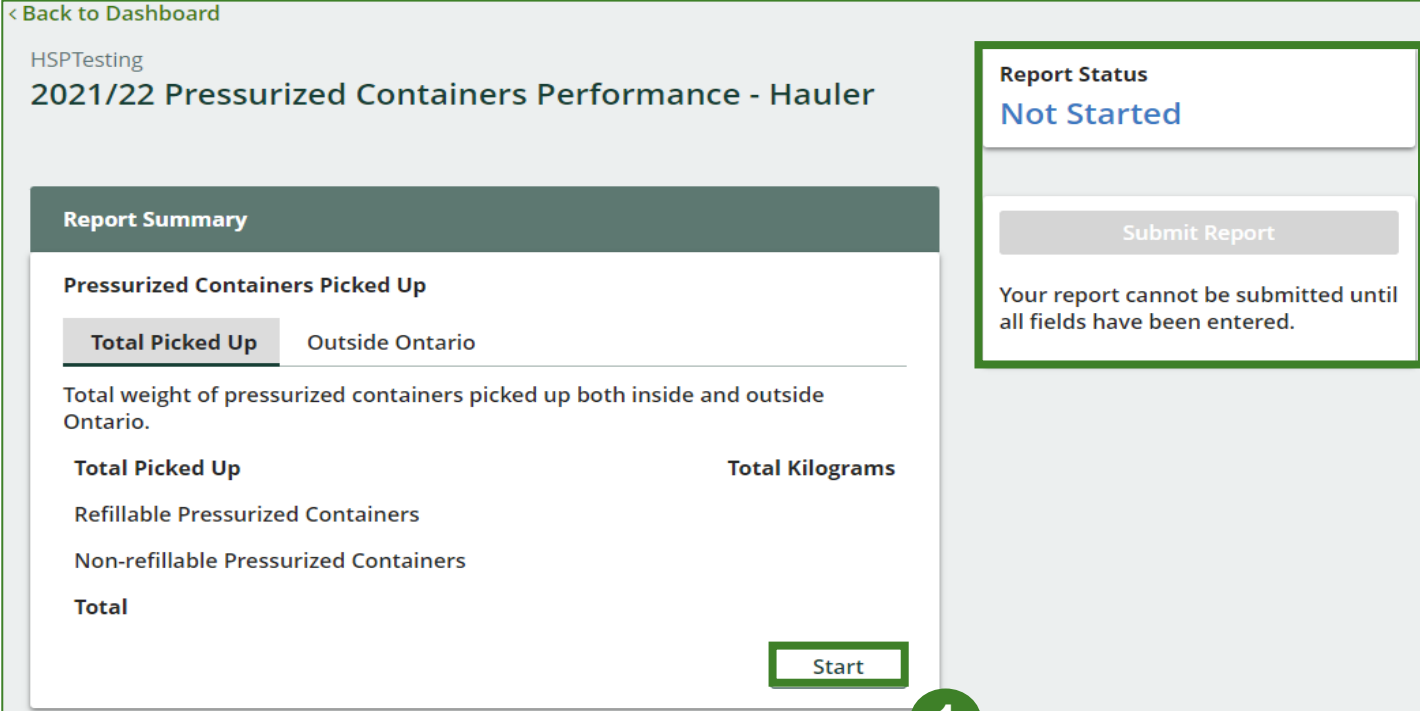
3

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



< Back to Dashboard

HSPTesting
2021/22 Pressurized Containers Performance - Hauler

Report Summary

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	
Non-refillable Pressurized Containers	
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 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

Refillable Pressurized Containers

Non-refillable Pressurized Containers

Total Kilograms

0

0

Clear Form **Save & Next**

1

2

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	<input type="text" value="0"/>
Non-refillable Pressurized Containers	<input type="text" value="0"/>

I did not pick up any pressurized containers outside Ontario.

Clear Form Previous **Save & Next**

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.

The screenshot shows a web interface for reviewing performance data. At the top left, there is a link '< Back to Dashboard'. Below it, the user 'HSPTesting' is identified, and the report title is '2021/22 Pressurized Containers Performance - Hauler'. A dark green header bar contains the text 'Report Summary'. Underneath, the section 'Pressurized Containers Picked Up' is active, with a sub-tab 'Total Picked Up' selected. The data is for 'Outside Ontario'. A descriptive text states: 'Total weight of pressurized containers picked up both inside and outside Ontario.' A table follows with the following data:

Total Picked Up	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Below the table, it says 'Total Picked Up data last updated by: HSP Testing on May 10, 2023 10:12 a.m.' and an 'Edit' button is located at the bottom right. Two green callout circles with numbers '1' and '2' are overlaid on the image. Circle '1' points to the 'Total Kilograms' column in the table. Circle '2' points to the 'Edit' button.

How to submit your hauler performance report

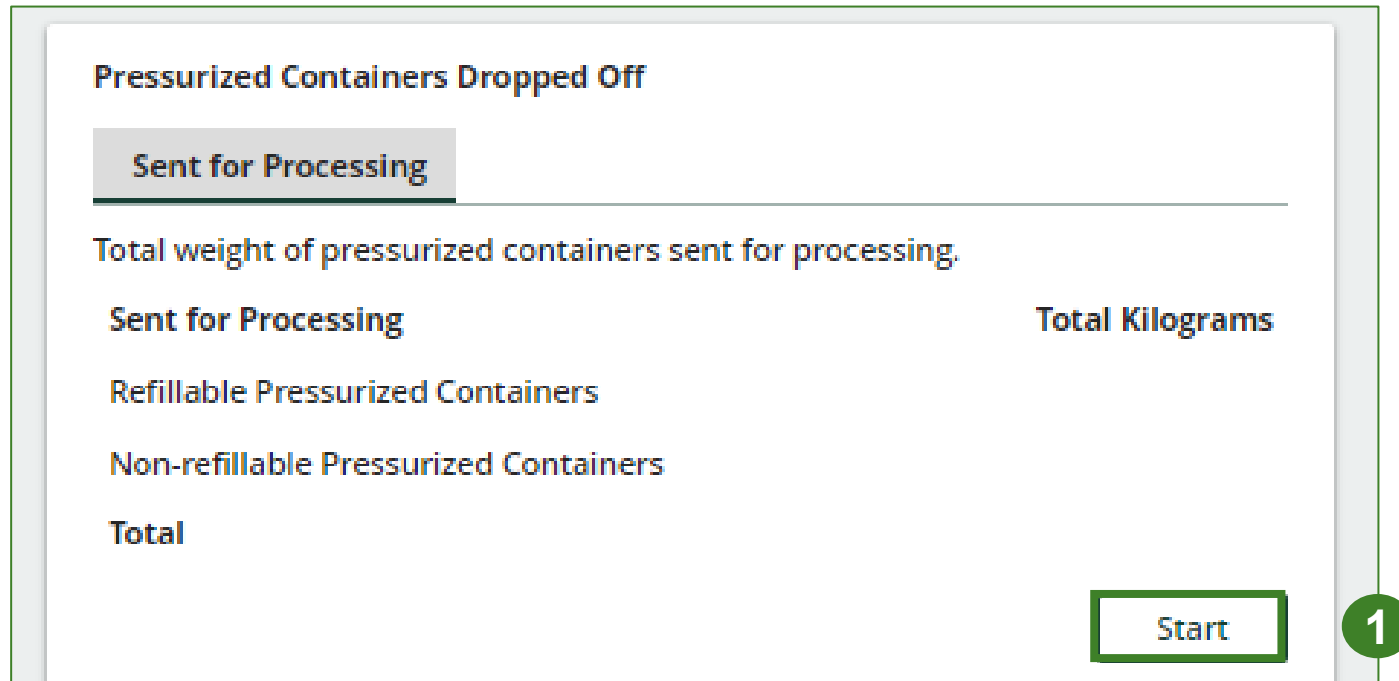
The next few slides will guide you with entering your material(s) **sent for processing** data.



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.



The screenshot shows a web form titled "Pressurized Containers Dropped Off". At the top, there is a tab labeled "Sent for Processing". Below the tab, the text reads "Total weight of pressurized containers sent for processing." followed by a table with two columns: "Sent for Processing" and "Total Kilograms". The table has three rows: "Refillable Pressurized Containers", "Non-refillable Pressurized Containers", and "Total". A green box highlights the "Start" button in the bottom right corner, and a green circle with the number "1" is next to it.

Sent for Processing	Total Kilograms
Refillable Pressurized Containers	
Non-refillable Pressurized Containers	
Total	

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.

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

Pressurized Containers Dropped Off

Sent for Processing

Total weight of pressurized containers sent for processing.

Sent for Processing

Refillable Pressurized Containers

Non-refillable Pressurized Containers

I did not send any pressurized containers for processing.

Clear Form **Save & Next**

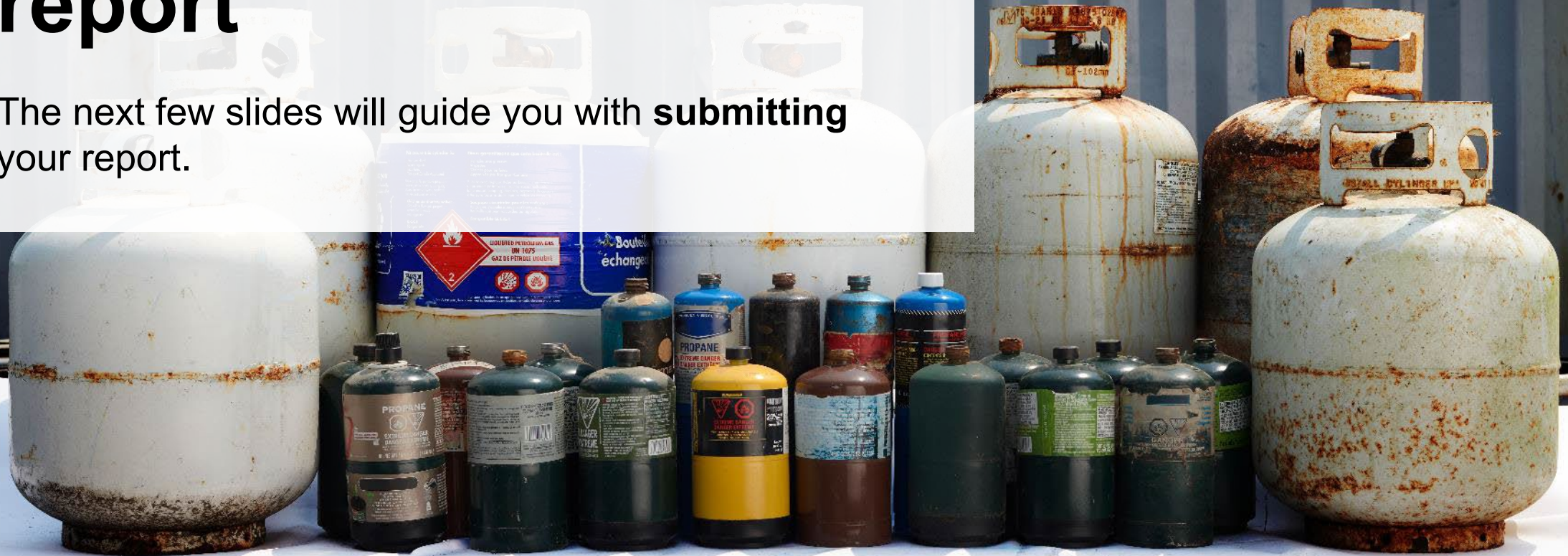
1

2

3

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 displays a web interface for a performance report. At the top left, there is a navigation link '< Back to Dashboard'. The main header identifies the user as 'HSPTesting' and the report as '2021/22 Pressurized Containers Performance - Hauler'. On the right side, a 'Report Status' box shows 'In Progress'. Below this is a 'Submit Report' button, which is highlighted with a green border and a circled '2'. A message below the button states: 'Your report cannot be submitted until all fields have been entered.' The main content area is titled 'Report Summary' and is highlighted with a green border and a circled '1'. It contains two sections: 'Pressurized Containers Picked Up' and 'Pressurized Containers Dropped Off'. Each section has a status indicator (checked) and a table of data. The 'Picked Up' section shows a total weight of 2,000 kilograms, with 1,000 kilograms for Refillable and 1,000 kilograms for Non-refillable containers. The 'Dropped Off' section also shows a total weight of 2,000 kilograms, with 1,000 kilograms for Refillable and 1,000 kilograms for Non-refillable containers. Both sections have an 'Edit' button highlighted with a green border.

Report Status
In Progress

Submit Report

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

Report Summary

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	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Total Picked Up data last updated by: HSP Testing on May 10, 2023 01:30 p.m.

Edit

Pressurized Containers Dropped Off

✓ Sent for Processing

Total weight of pressurized containers sent for processing.

Sent for Processing	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Sent for Processing data last updated by: HSP Testing on May 10, 2023 01:30 p.m.

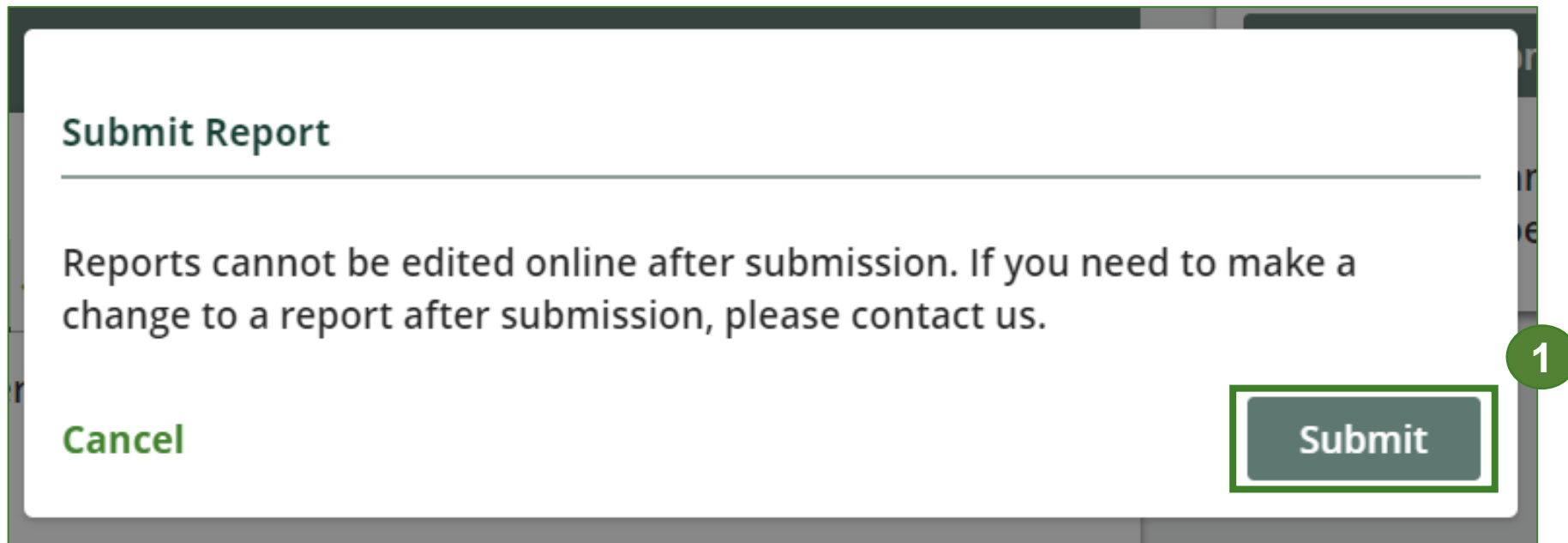
Edit

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 Pressurized Containers Homepage.

The screenshot shows a web interface for a performance report. At the top left, there is a link labeled 'Back to Dashboard' with a left-pointing arrow, highlighted by a green box and a green circle with the number '1'. Below this, the page title is 'HSP TESTING GUIDE 2021/22 Pressurized Containers Performance - Hauler'. On the top right, a 'Report Status' box shows 'Submitted' with the timestamp 'May 24, 2023 01:01 p.m.', highlighted by a green box and a green circle with the number '2'. The main content area is divided into two sections: 'Report Summary' and 'Pressurized Containers Dropped Off'. The 'Report Summary' section includes a sub-section 'Pressurized Containers Picked Up' with a filter for 'Total Picked Up' and 'Outside Ontario'. It contains a table with columns 'Total Picked Up' and 'Total Kilograms', listing 'Refillable Pressurized Containers' (1,000), 'Non-refillable Pressurized Containers' (1,000), and a 'Total' of 2,000. A note below the table states 'Total Picked Up data last updated by: Maajida Blake on May 24, 2023 01:01 p.m.'. The 'Pressurized Containers Dropped Off' section includes a sub-section 'Sent for Processing' and a similar table with the same data: 'Refillable Pressurized Containers' (1,000), 'Non-refillable Pressurized Containers' (1,000), and a 'Total' of 2,000. A note below this table states 'Sent for Processing data last updated by: Maajida Blake on May 24, 2023 01:01 p.m.'.

[Back to Dashboard](#)

HSP TESTING GUIDE
2021/22 Pressurized Containers Performance - Hauler

Report Status
Submitted
May 24, 2023 01:01 p.m.

Report Summary

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	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Total Picked Up data last updated by: Maajida Blake on May 24, 2023 01:01 p.m.

Pressurized Containers Dropped Off

Sent for Processing

Total weight of pressurized containers sent for processing.

Sent for Processing	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Sent for Processing data last updated by: Maajida Blake on May 24, 2023 01:01 p.m.

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.

The screenshot displays the 'Pressurized Containers Homepage' with a navigation menu including 'Producer *', 'Hauler', '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 titled 'Pressurized Containers (Excluding Refillable Propane Containers)'. The table has columns for 'Report', 'Status', 'Last Updated By', and 'Action'. A row is highlighted with a green border, containing the report title '2021/22 Pressurized Containers Perform...', status 'Submitted' (with a timestamp 'May 24, 2023 01:01 p.m.'), and the name 'Maajida Blake'. The 'Action' column for this row contains 'View' and 'Download' links. A green circle with the number '1' is positioned to the left of the report title, and another green circle with the number '2' is to the right of the 'View' and 'Download' links. At the bottom of the page, there is a section titled 'Types of Pressurized Containers' with a 'Manage' button.

Report	Status	Last Updated By	Action
2021/22 Pressurized Containers Perform...	Submitted May 24, 2023 01:01 p.m.	Maajida Blake	View Download

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.