

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 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 **refillable and non-refillable pressurized containers** are required to report the following information from the previous calendar year:

- The total weight and type of material picked up from both inside and outside Ontario
- The total weight of type of material picked up from outside Ontario
- The weight and type of material picked up and dropped off to a processor

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:

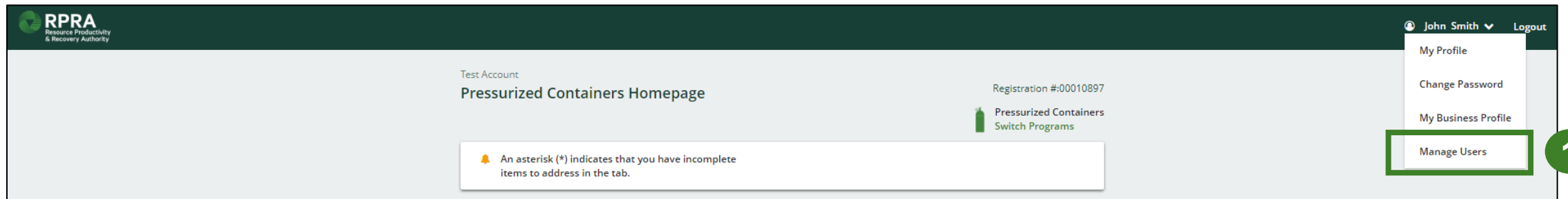
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

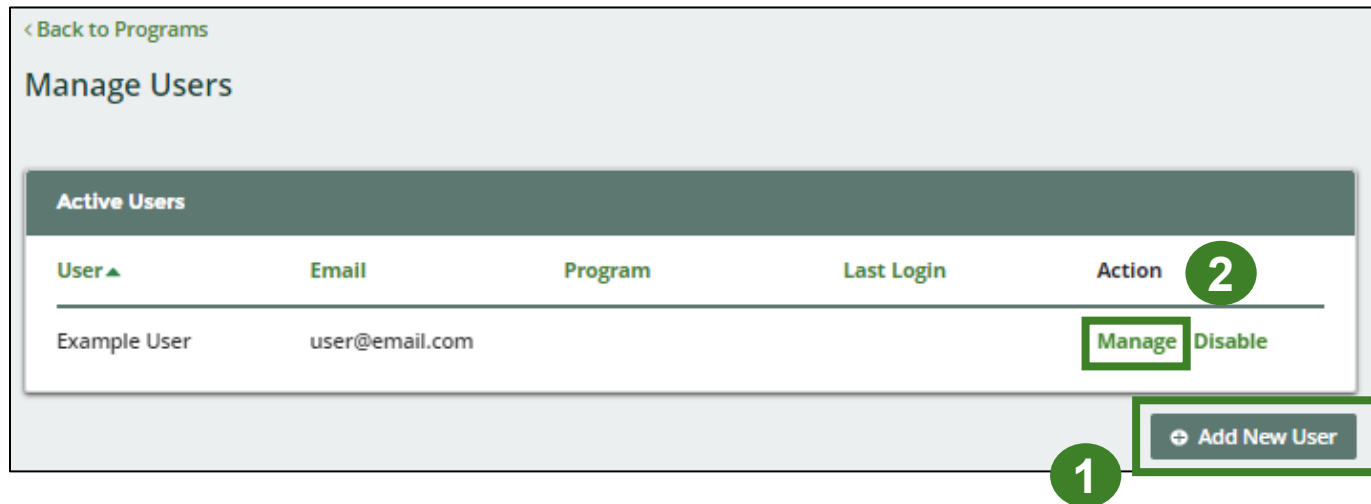
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



The screenshot displays the RPRP (Resource Productivity & Recovery Authority) Registry 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 Pressurized Containers Homepage' and 'Registration #:00010897'. A notification box at the bottom center 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 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.

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.



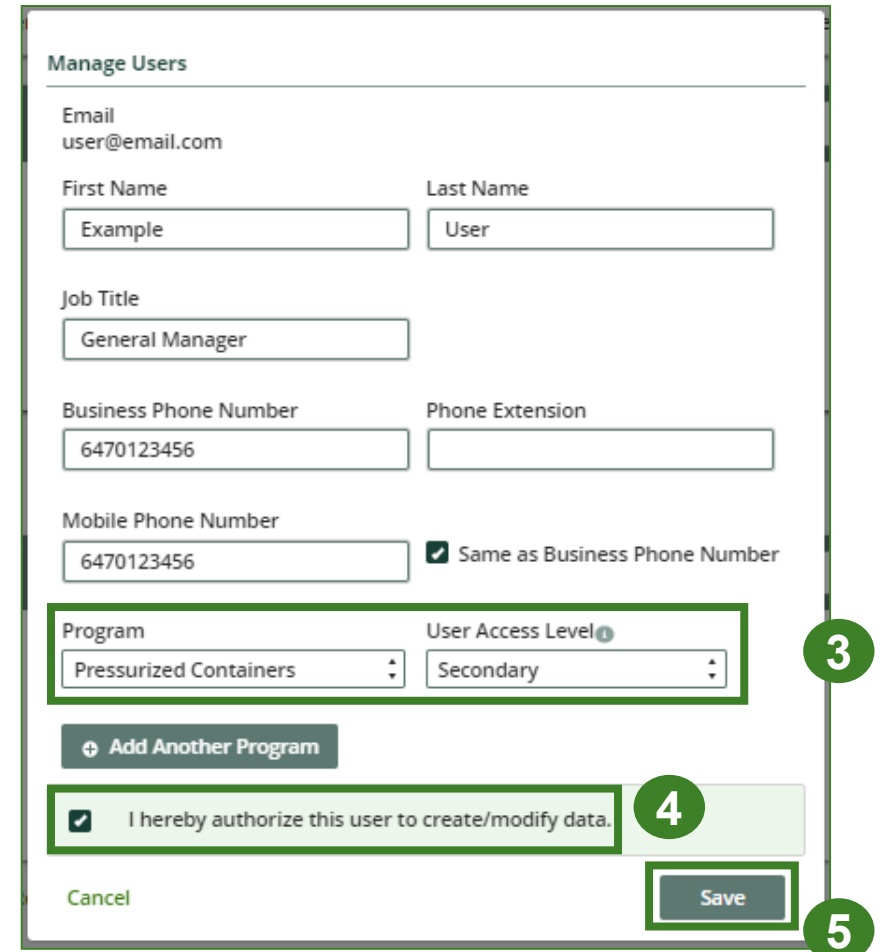
< Back to Programs

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: Example Last Name: User

Job Title: General Manager

Business Phone Number: 6470123456 Phone Extension:

Mobile Phone Number: 6470123456 Same as Business Phone Number

Program: Pressurized Containers User Access Level: Secondary 3

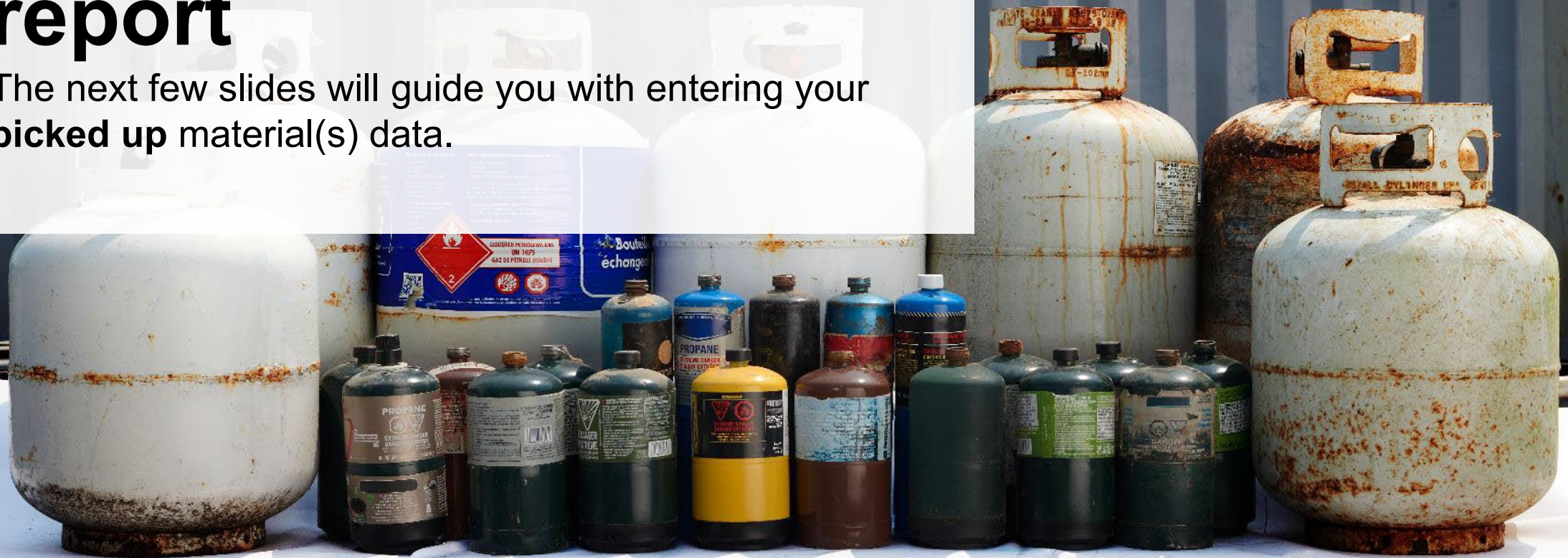
[+ Add Another Program](#)

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 'Proceed' button is highlighted with a green box and a '3' callout, while the 'Cancel' button is also visible.

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**

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, there is a navigation link '< Back to Dashboard' and the user 'HSPTesting'. The main title is '2021/22 Pressurized Containers Performance - Hauler'. Below this is a 'Report Summary' section. Under 'Pressurized Containers Picked Up', there is a filter for 'Total Picked Up' set to 'Outside Ontario'. A summary 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 visible. 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

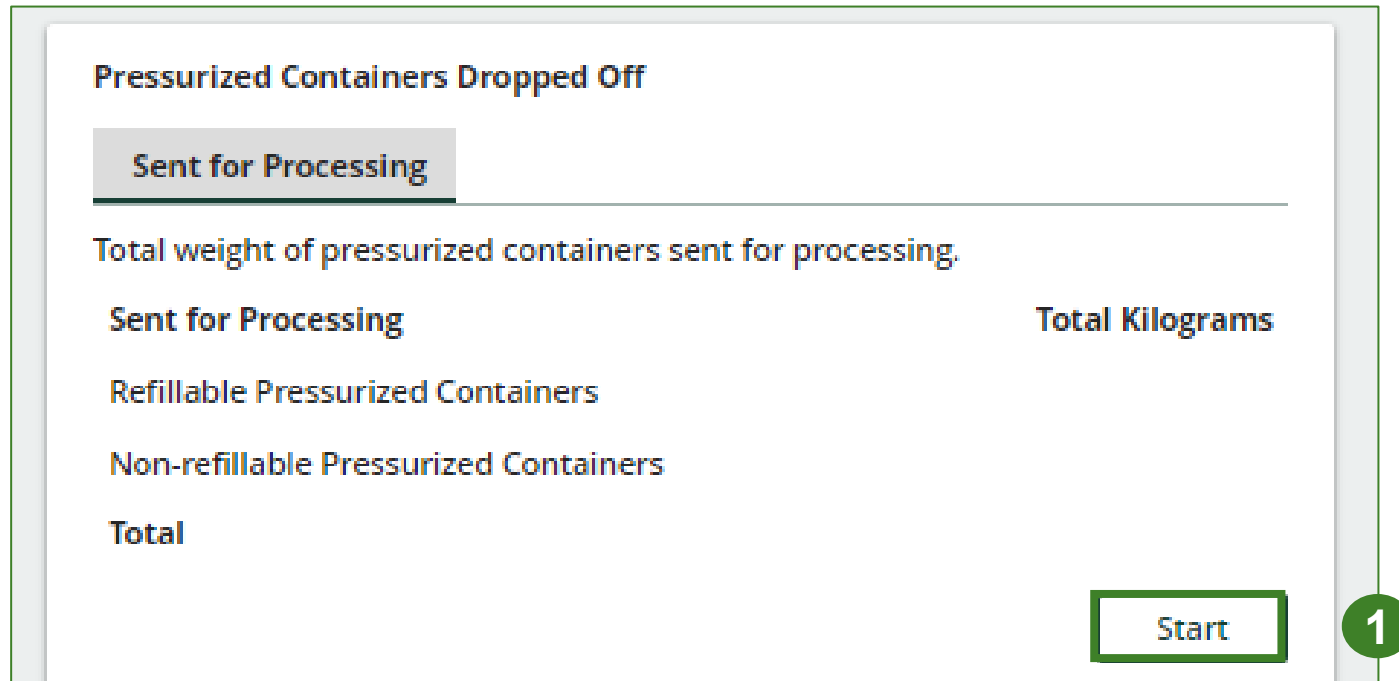
The next few slides will guide you with entering your material(s) **sent for processing** data.



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

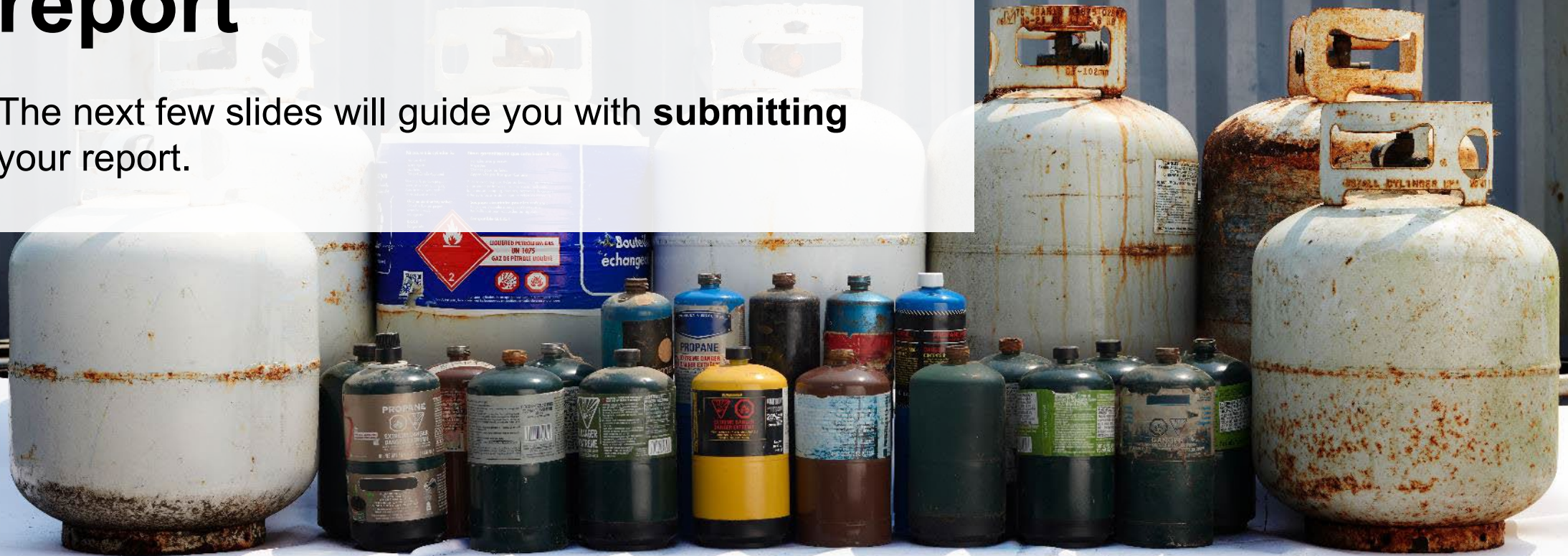
Non-refillable Pressurized Containers

I did not send any pressurized containers for processing.

Clear Form **Save & Next**

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

HSPTesting
2021/22 Pressurized Containers Performance - Hauler

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.

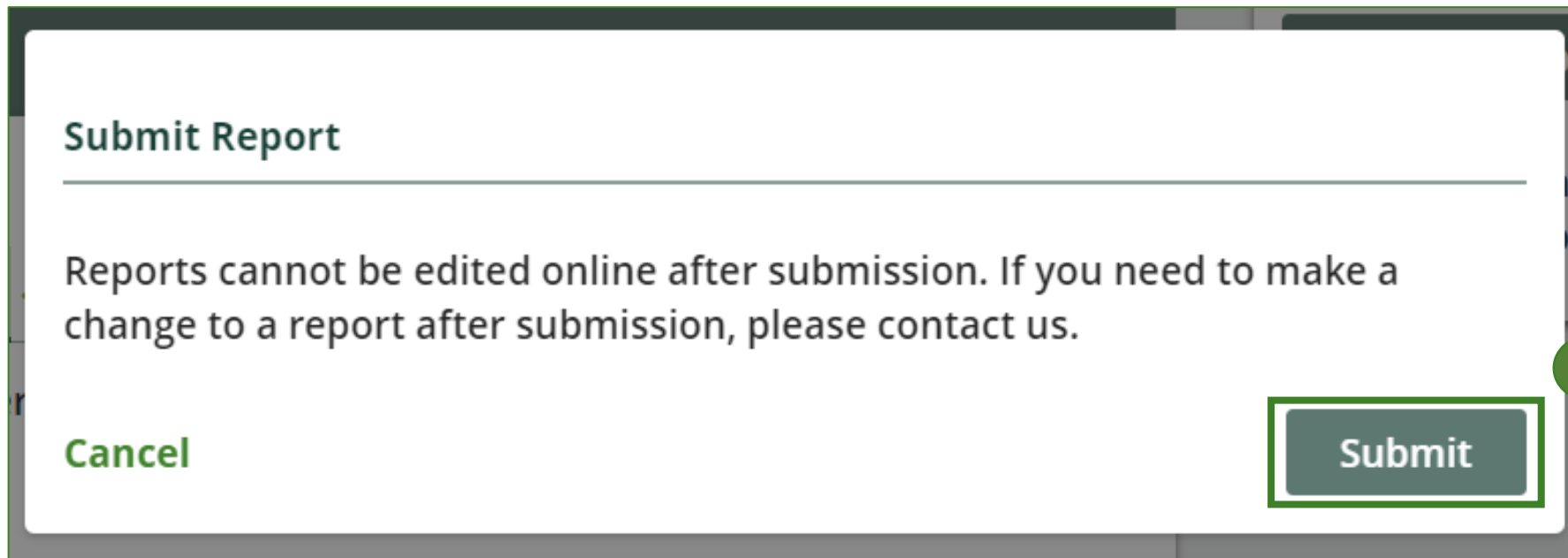
Edit

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 green button labeled 'Back to Dashboard' with a callout '1' next to it. Below this, the page title is 'HSP TESTING GUIDE 2021/22 Pressurized Containers Performance - Hauler'. On the top right, there is a box labeled 'Report Status' with the text 'Submitted' and 'May 24, 2023 01:01 p.m.', with a callout '2' next to it. The main content is divided into two sections: 'Report Summary' and 'Pressurized Containers Dropped Off'. The 'Report Summary' section has a sub-section 'Pressurized Containers Picked Up' with a button 'Total Picked Up' and a filter 'Outside Ontario'. It contains a table 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: Maajida Blake on May 24, 2023 01:01 p.m.' The 'Pressurized Containers Dropped Off' section has a sub-section 'Sent for Processing' and contains a similar table:

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

Below this table, it says '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 this is a table titled 'Pressurized Containers (Excluding Refillable Propane Containers)'. The table has columns for 'Report', 'Status', 'Last Updated By', and 'Action'. One report is listed: '2021/22 Pressurized Containers Perform...' with a status of 'Submitted' (dated May 24, 2023 01:01 p.m.) and updated by 'Maajida Blake'. The 'Action' column for this report contains 'View' and 'Download' links. A 'Manage' button is located at the bottom right of the page.

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