

Hazardous and Special Products: Hauler Performance Reporting Guide

Refillable propane containers



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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 propane 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.

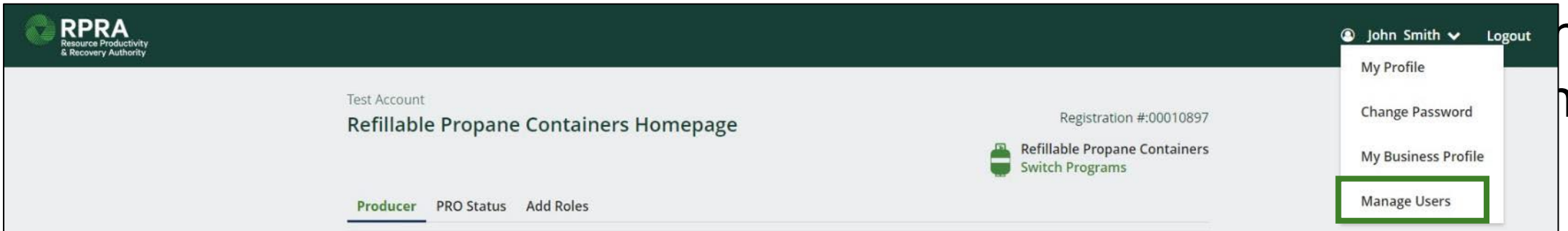
Tips for logging into an existing Registry account:

- 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.

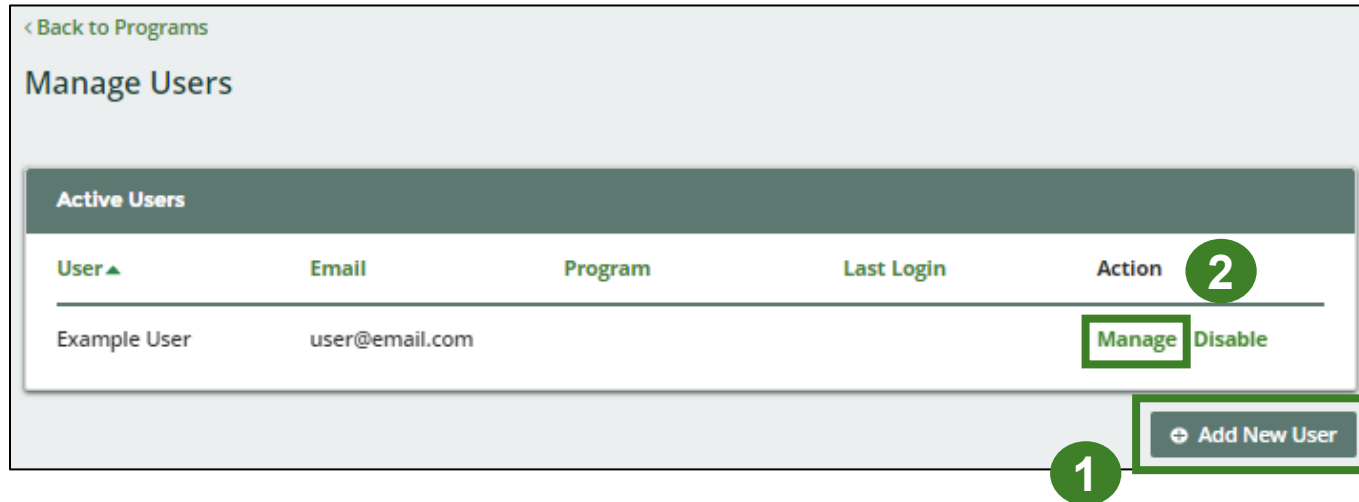
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):



The screenshot displays the RPRC (Resource Productivity & Recovery Authority) Registry account dashboard. The top navigation bar includes the RPRC logo and the user's name 'John Smith' with a dropdown arrow and a 'Logout' link. The main content area shows 'Test Account' and 'Refillable Propane Containers Homepage' with a registration number '00010897'. A 'Producer' role is selected, with options for 'PRO Status' and 'Add Roles'. A 'Switch Programs' button is visible. The user profile dropdown menu is open, showing options for 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users', which is highlighted with a green box. A green circle with the number '1' is positioned to the right of the 'Manage Users' option.

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.



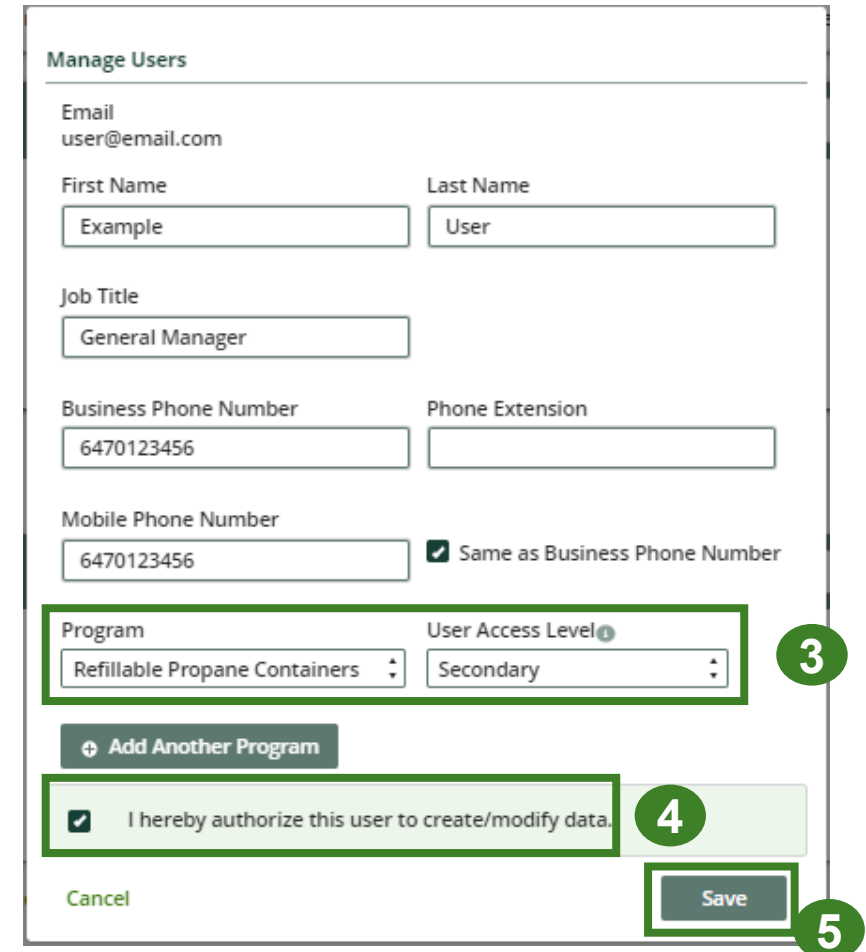
< Back to Programs

Manage Users

Active Users

User ▲	Email	Program	Last Login	Action 2
Example User	user@email.com			Manage Disable

1 [+ Add New User](#)



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

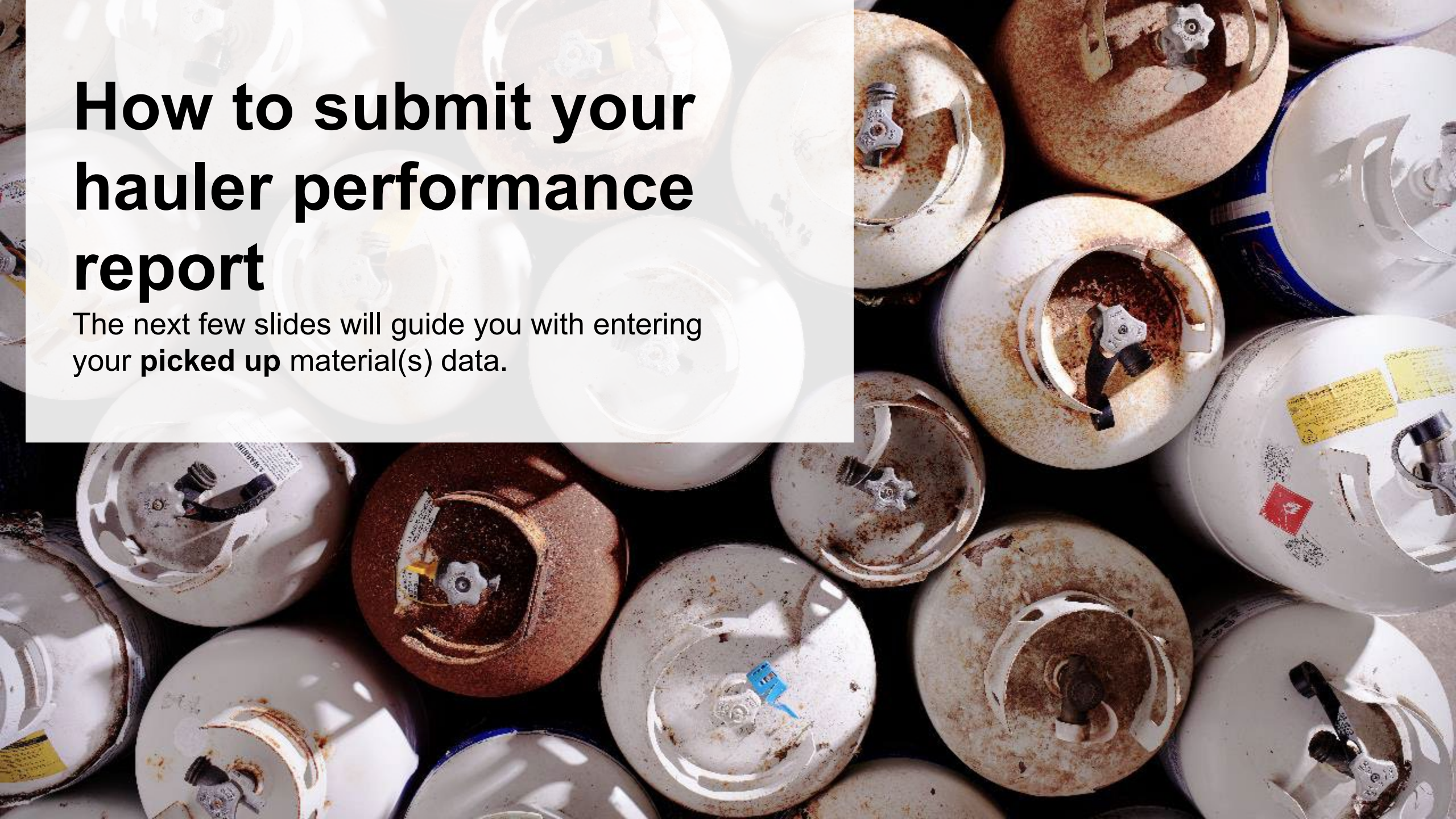
Program User Access Level 3

[+ Add Another Program](#)

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

Cancel [Save](#) 5

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 **Refillable Propane 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
				
Pressurized Containers (Excluding Refillable Propane Containers)	Refillable Propane Containers			

1

Performance report

Start your report

1. On the **Refillable Propane Containers Homepage**, click on the **Hauler** tab to navigate to the hauler reports.
2. Under **Action**, click on **Start** to begin completing the Refillable Propane 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).

HSP Testing Guide
Refillable Propane Containers Homepage
Registration #:00025567
Refillable Propane Containers Switch Programs

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

1

Producer **Hauler *** Processor * Invoices Add Roles

Report	Status	Last Updated By	Action
2021/22 Refillable Propane Containers Pe...	Not Started 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 **Refillable Propane Containers Picked Up**, click **Start** to begin entering the total weight of refillable propane containers picked up inside and outside of Ontario.

HSP Testing Guide
2021/22 Refillable Propane Containers Performance - Hauler

Report Summary

Refillable Propane Containers Picked Up

Total Picked Up Outside Ontario

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

Total Picked Up	Total Kilograms
Refillable Propane Containers	
Total	

1

Report Status
Not Started

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 refillable propane containers picked up inside of Ontario.
2. Click **Save & Next** to proceed.

HSP Testing Guide

2021/22 Refillable Propane Containers Performance - Hauler

Enter your data and click **Save & Next** to move to the next reporting screen.

Refillable Propane Containers Picked Up

Total Picked Up Outside Ontario

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

Total Picked Up	Total Kilograms
Refillable Propane Containers	<input type="text" value="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 propane containers picked up outside of Ontario.
2. If you did not pick up any refillable propane containers outside of Ontario, select the check box for **I did not pick up any propane containers outside Ontario.**
3. Click **Save & Next** to proceed.

HSP Testing Guide
2021/22 Refillable Propane Containers Performance -
Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

Refillable Propane Containers Picked Up

✓ Total Picked Up **Outside Ontario**

Total weight of refillable propane containers picked up outside Ontario.

Outside Ontario **Total Kilograms**

Refillable Propane Containers

I did not pick up any propane containers outside Ontario.

Clear Form **Previous** **Save & Next**

Performance report

Review your materials picked up data

1. Review the previously entered **Total Kilograms** of refillable propane containers picked up.
2. Click on **Edit** if you need to make a change to the refillable propane container weights.

HSP Testing Guide
2021/22 Refillable Propane Containers Performance -
Hauler

Report Summary

Refillable Propane Containers Picked Up

✓ Total Picked Up ✓ Outside Ontario

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

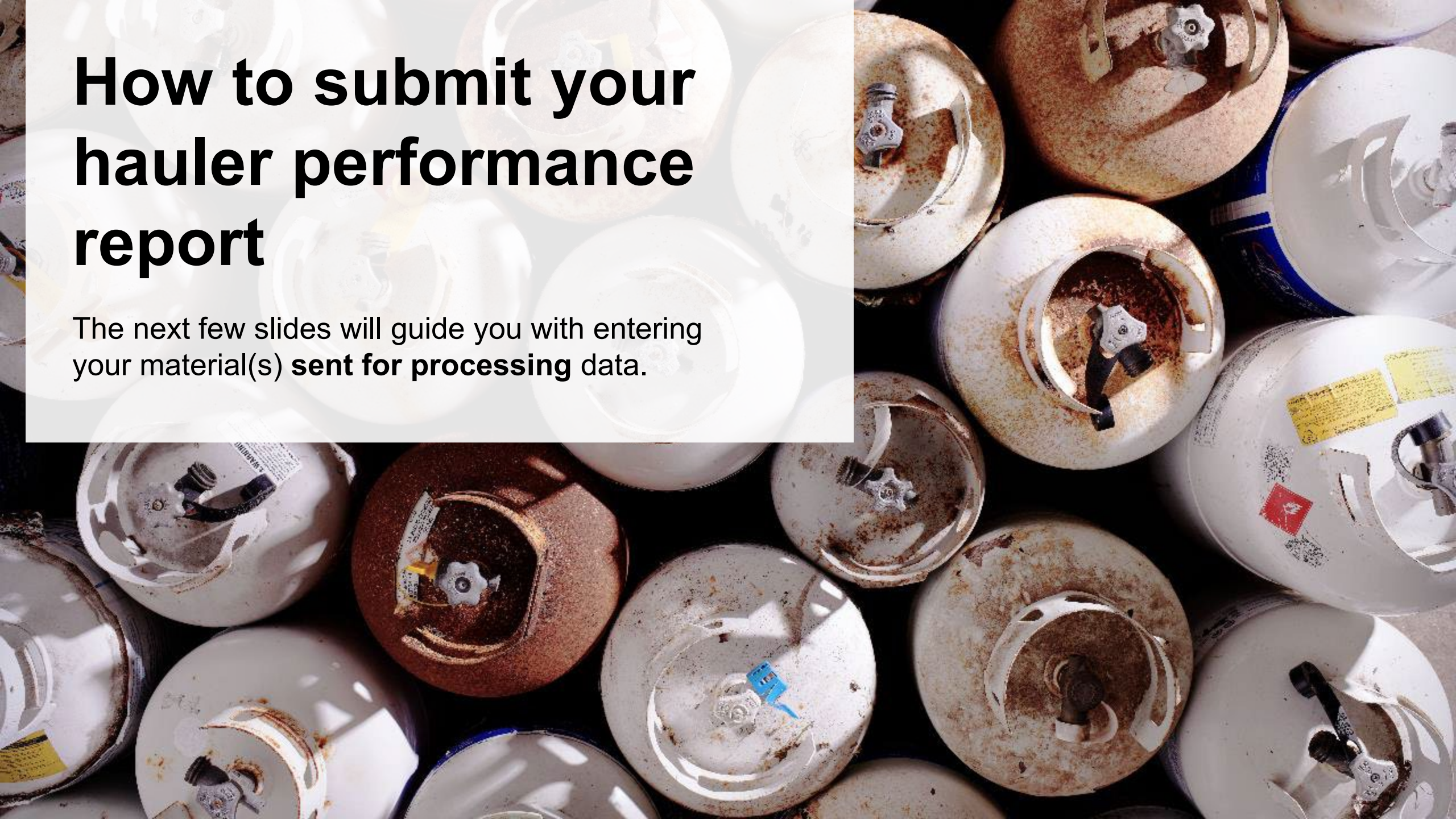
Total Picked Up	Total Kilograms
Refillable Propane Containers	1,000
Total	1,000

Total Picked Up data last updated by: Stefort Cumma on May 24, 2023 12:38 p.m.

[Edit](#)

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 **Refillable Propane Containers Dropped Off**, click **Start** to enter the refillable propane container weights dropped off for processing.

HSP Testing Guide
2021/22 Refillable Propane Containers Performance -
Hauler

Refillable Propane Containers Dropped Off

Sent for Processing

Total weight of refillable propane containers sent for processing.

Sent for Processing	Total Kilograms
Refillable Propane Containers	
Total	

Start

1

Performance report

Enter weight of materials sent for processing cont.

1. Under **Sent for Processing**, enter the **Total Kilograms** of refillable propane containers sent for processing.
2. If you did not send any refillable propane containers for processing, click on the check box marked **I did not send any refillable propane containers for processing**.
3. Click **Save & Next** to proceed.

HSP Testing Guide
2021/22 Refillable Propane Containers Performance - Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

Refillable Propane Containers Dropped Off

Sent for Processing

Total weight of refillable propane containers sent for processing.

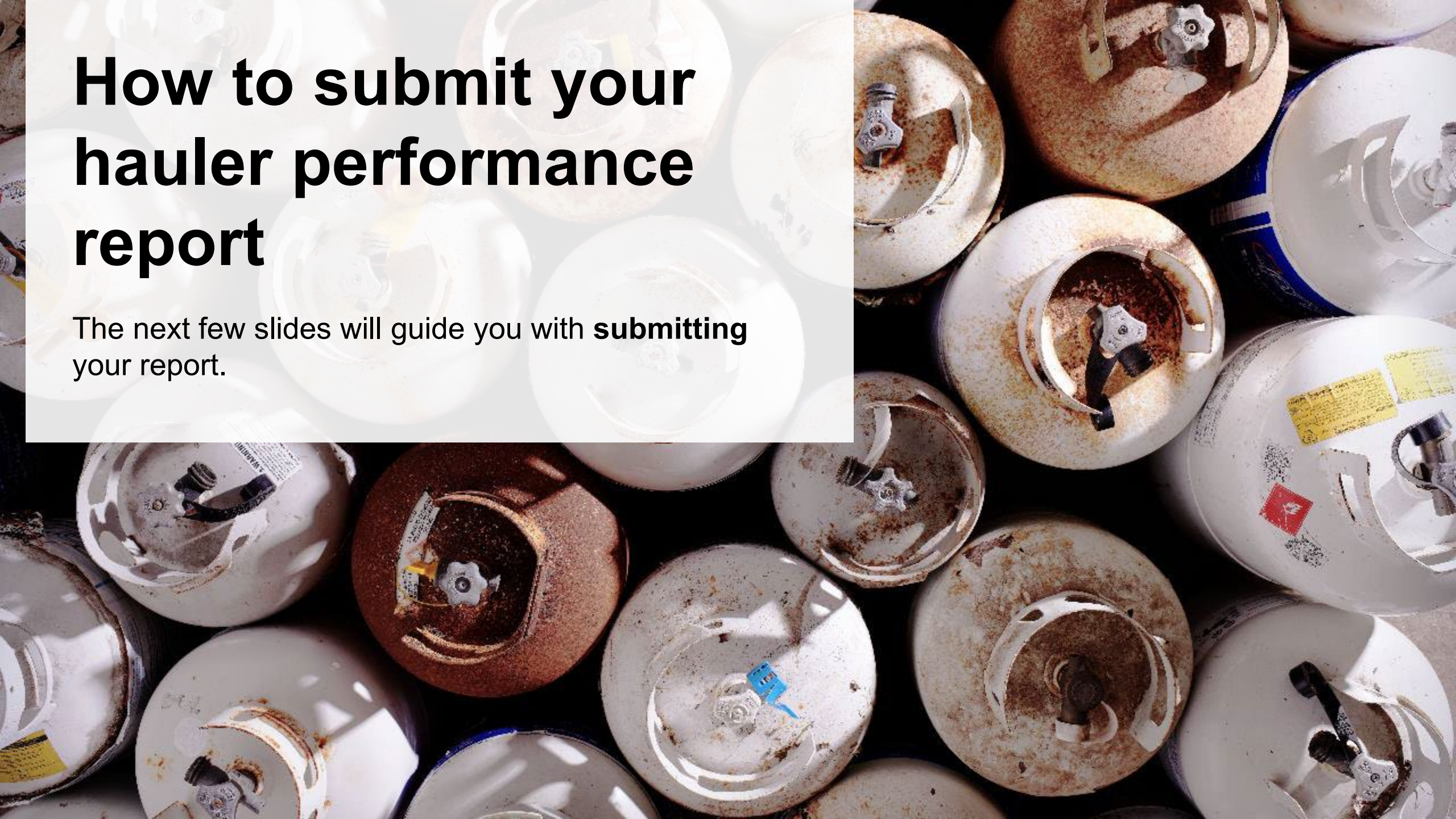
Sent for Processing	Total Kilograms
Refillable Propane Containers	<input type="text" value="0"/>

I did not send any refillable propane 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

Karim's Auto
2021/22 Refillable Propane Containers Performance - Hauler

Report Status
In Progress

Submit Report

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

1

Report Summary

Refillable Propane Containers Picked Up

✓ Total Picked Up ✓ Outside Ontario

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

Total Picked Up	Total Kilograms
Refillable Propane Containers	1,000
Total	1,000

Total Picked Up data last updated by: Karim Asad on Jul 13, 2023 01:57 p.m.

Edit

Refillable Propane Containers Dropped Off

✓ Sent for Processing

Total weight of refillable propane containers sent for processing.

Sent for Processing	Total Kilograms
Refillable Propane Containers	1,000
Total	1,000

Sent for Processing data last updated by: Karim Asad on Jul 13, 2023 01:57 p.m.

Edit

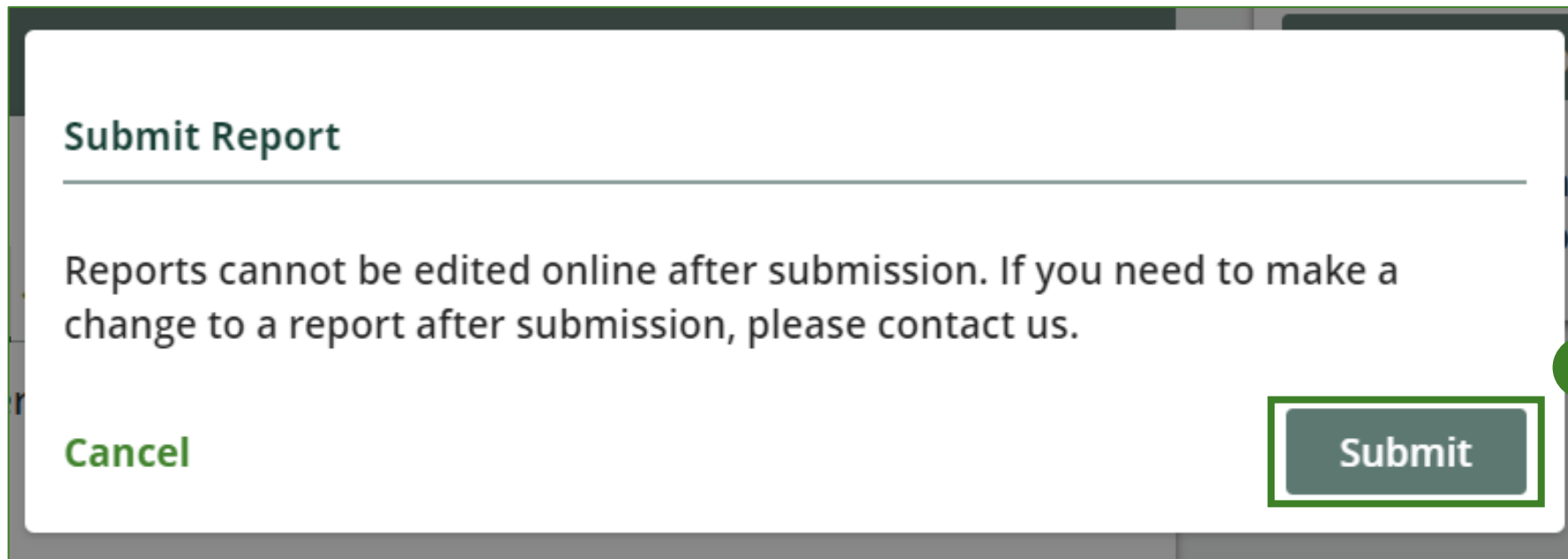
2

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 Refillable Propane Containers Homepage.

[< Back to Dashboard](#)

HSP Testing Guide
2021/22 Refillable Propane Containers Performance - Hauler

Report Status
Submitted
May 24, 2023 01:09 p.m.

Report Summary

Refillable Propane Containers Picked Up

Total Picked Up **Outside Ontario**

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

Total Picked Up	Total Kilograms
Refillable Propane Containers	1,000
Total	1,000

Total Picked Up data last updated by: Stefort Cumma on May 24, 2023 01:09 p.m.

Refillable Propane Containers Dropped Off

Sent for Processing

Total weight of refillable propane containers sent for processing.

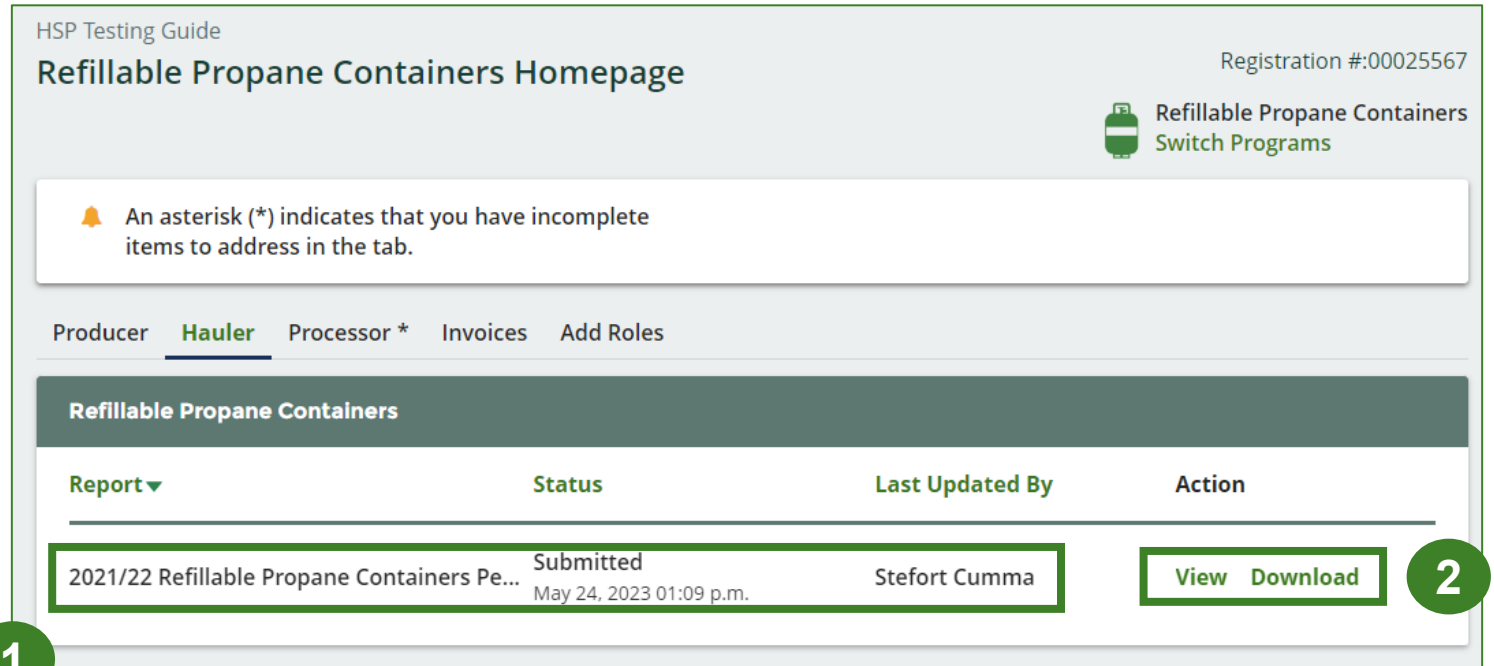
Sent for Processing	Total Kilograms
Refillable Propane Containers	1,000
Total	1,000

Sent for Processing data last updated by: Stefort Cumma on May 24, 2023 01:09 p.m.

Performance report

View submitted report cont.

1. On the **Refillable Propane Containers Homepage**, under the **Hauler Reports** tab, your Refillable Propane 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 'Refillable Propane Containers Homepage' with a navigation menu including 'Producer', 'Hauler', 'Processor *', 'Invoices', and 'Add Roles'. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below the navigation, a table lists reports. The first report is '2021/22 Refillable Propane Containers Pe...' with a status of 'Submitted' and a last update by 'Stefort Cumma' on 'May 24, 2023 01:09 p.m.'. The 'Action' column for this report contains 'View' and 'Download' buttons. A green circle with the number '1' is positioned at the bottom left of the screenshot, and a green circle with the number '2' is positioned at the bottom right, highlighting the report row and the action buttons respectively.

HSP Testing Guide
Refillable Propane Containers Homepage
Registration #:00025567
Refillable Propane Containers Switch Programs

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

Producer **Hauler** Processor * Invoices Add Roles

Refillable Propane Containers

Report	Status	Last Updated By	Action
2021/22 Refillable Propane Containers Pe...	Submitted May 24, 2023 01:09 p.m.	Stefort Cumma	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.