Hazardous and Special Products: PRO Performance Reporting Guide

Automotive materials
(oil filters, oil containers, antifreeze)



RPRA Resource Productivity & Recovery Authority

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Introduction



What is Hazardous and Special Products performance reporting?

HSP performance is an annual report that PROs with obligations under the Hazardous and Special Products (HSP) Regulation complete to report on their own collection and management activities from the previous calendar year. PROs can also report on behalf of their producer clients on their collection and management activities during the same time period. **The deadline to submit performance reports is July 31.**

This guide will assist PROs 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 PROs need to submit for their own reports

PROs are required to report on their own aggregate activities from the previous calendar year, undertaken on behalf of their producer clients of **oil filters, oil containers and antifreeze**. In this report, you will also need to provide information about your producer clients that do not have management requirements.

PROs are required to report on the following:

- A separate report for each type of HSP.
- The weight of recovered resources accounted for to meet the producer's management requirements (only for oil filters).
- A description of the activities undertaken by the producer to comply with the promotion and education requirements.
- The weight of materials processed from that type of HSP that were:
    - Land disposed,
    - Incinerated,
    - Used as a fuel or a fuel supplement, or
    - Stored, stockpiled, used as daily landfill cover or otherwise deposited on land.

What data PROs need to submit for their own reports cont.

Note:

RPRA's Registrar is delaying the performance audit requirement due to the ongoing development of the Hazardous and Special Products Resource Recovery Performance Audit Procedure.

Only performance data is required to be submitted by July 31 deadline.

When submitting the performance audit, PROs are only required to submit one aggregate report.

What data PROs need to submit for producer reports

For your producer clients **with** management requirements (oil filters), you are required to submit separate reports with information about performance activities completed from the previous calendar year, for each type of HSP material you managed on their behalf.

For your producer clients **without** management requirements, there is no requirement to file individual performance reports. Instead, this information must be included in your aggregate PRO performance report.

PROs are required to report on the following on behalf of their producer clients:

- A description of the activities undertaken by the producer to comply with the promotion and education requirements.
- The name and contact information of each processor.

What data PROs need to submit for producer reports cont.

PROs are required to submit an individual report **on behalf of each producer client of oil filters** on the producer's activities from the previous calendar year.

PROs are required to report on the following on behalf of their producer clients:

- The weight of recovered resources accounted for to meet the producer's management requirements.
- The weight of materials processed from that type of HSP that were:
  - land disposed,
  - incinerated,
  - used as a fuel or a fuel supplement, or
  - stored, stockpiled, used as daily landfill cover or otherwise deposited on land.

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.

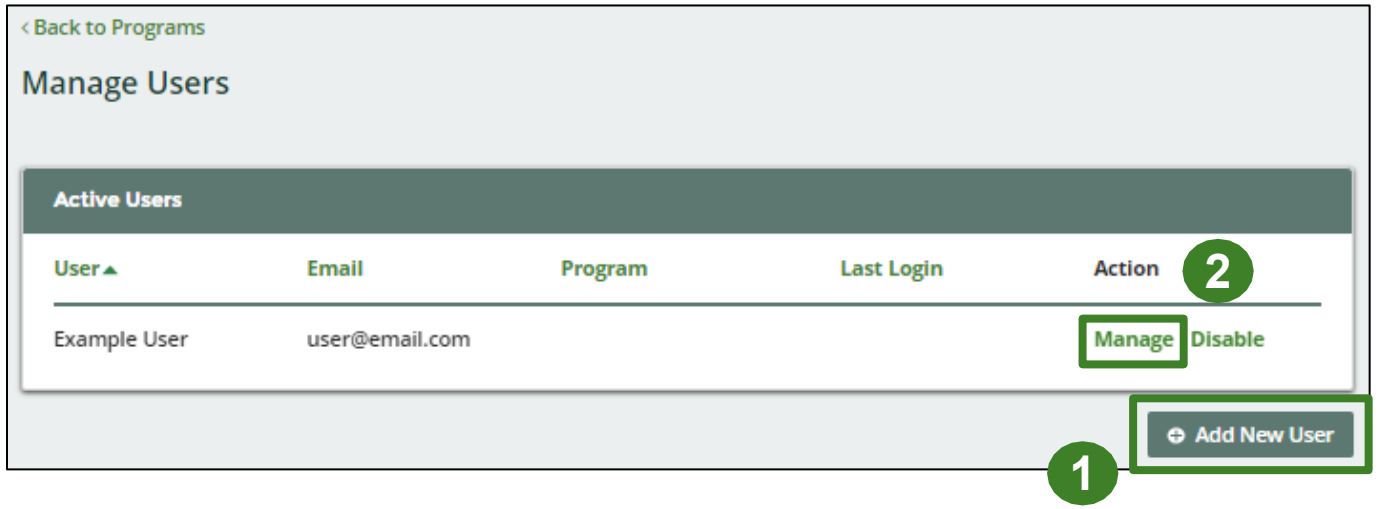
To manage contacts in your Registry account, see the following steps or watch our how-to video:

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.

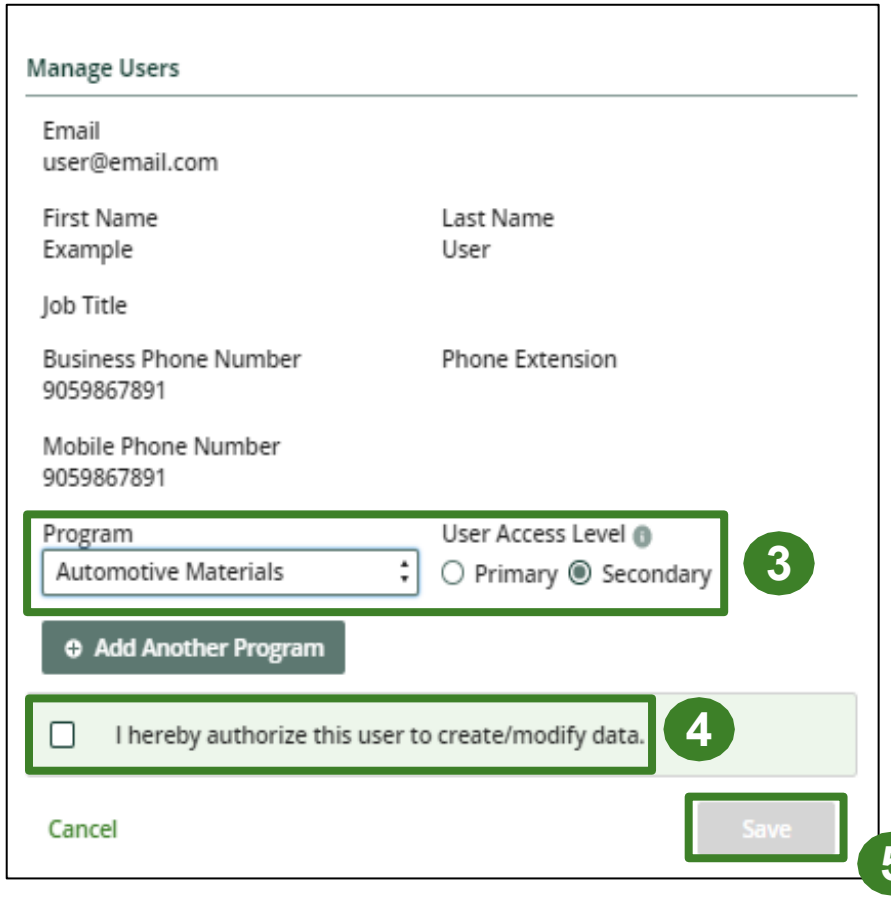


How to manage contacts on your Registry account cont.

1. Click **Add New User** to add an additional user to your account.
2. Under Action, click **Manage** to update preferences of existing users.

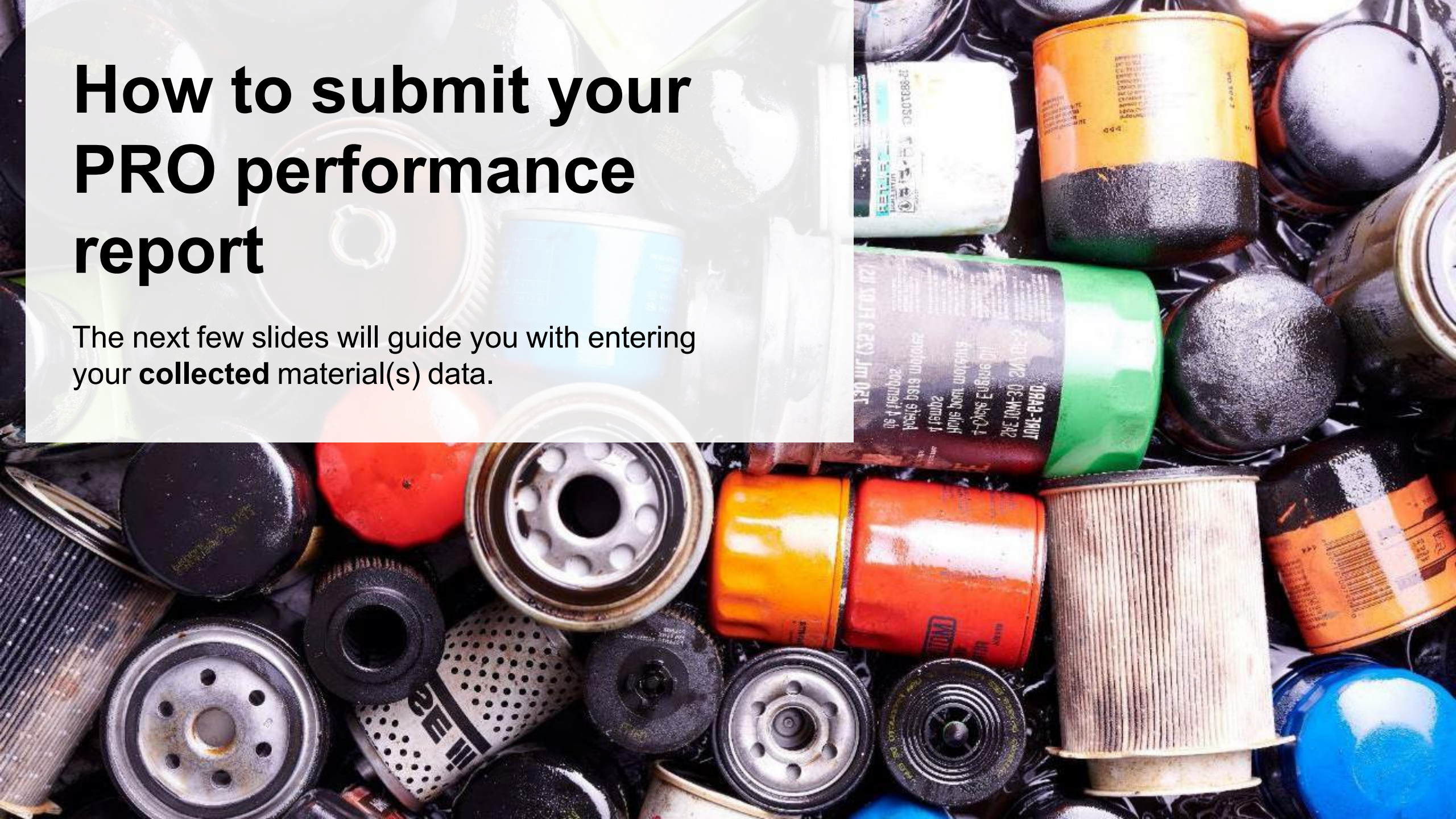


3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**



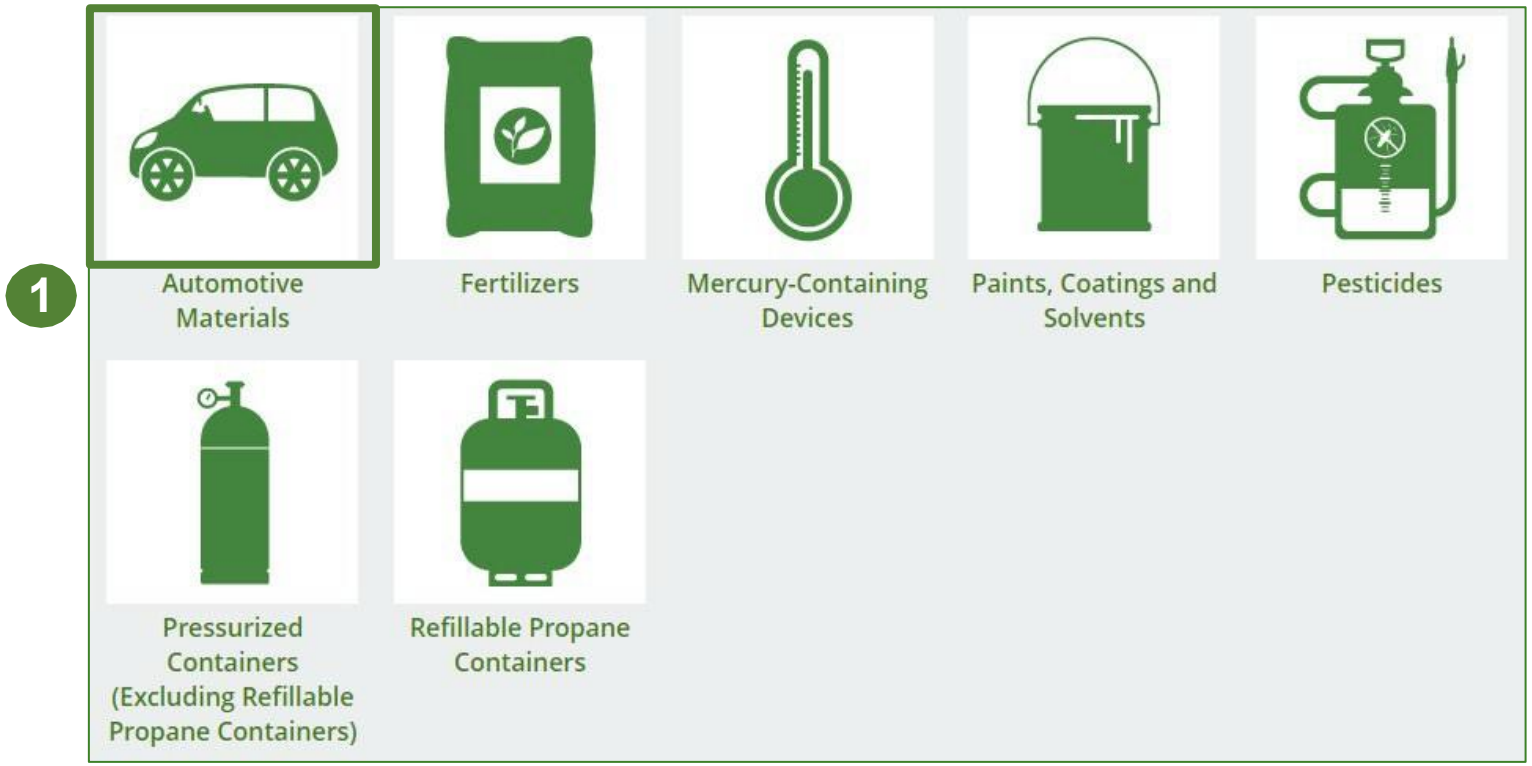
How to submit your PRO performance report

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



Performance report
Accessing your program

1. After logging in, click on the icon for the **Automotive Materials** program on your dashboard.

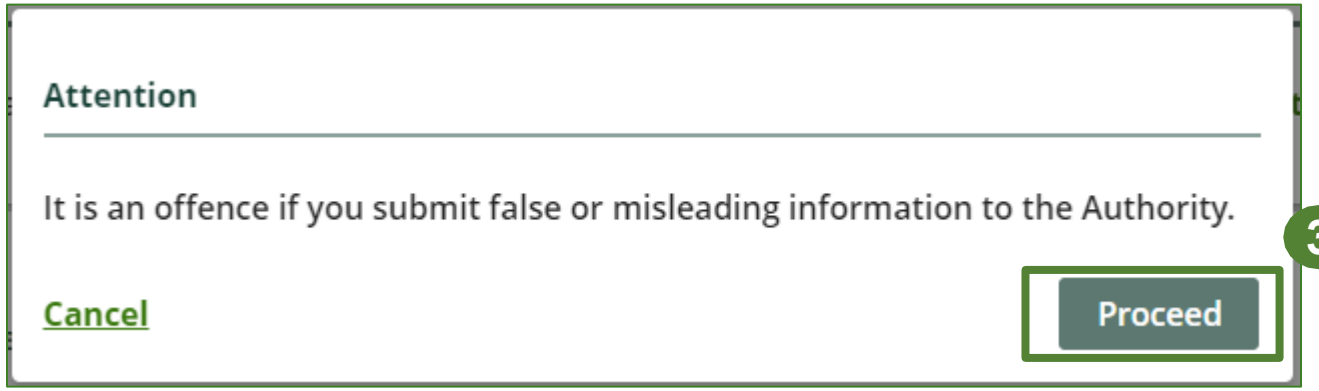


Performance report

Starting your own report

1. Click on the **PRO Reporting** tab.
2. Under **Action**, click on **Start** to begin completing the Automotive Materials Performance – PRO report.
3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.



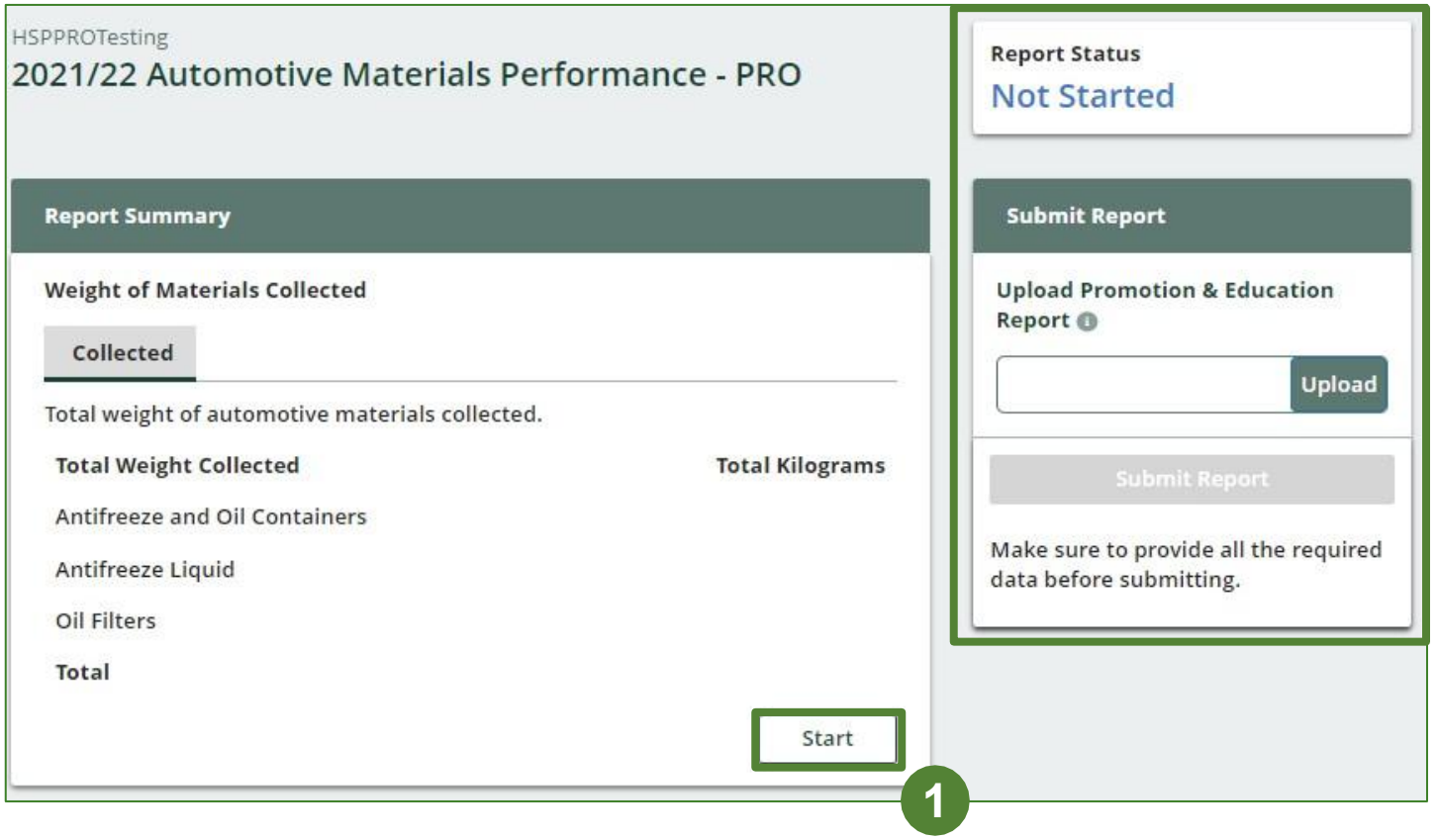


Performance report

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 **Weight of Materials Collected**, click **Start** to begin entering the total weight of automotive materials (i.e., antifreeze and oil containers, antifreeze liquid and oil filters) collected.



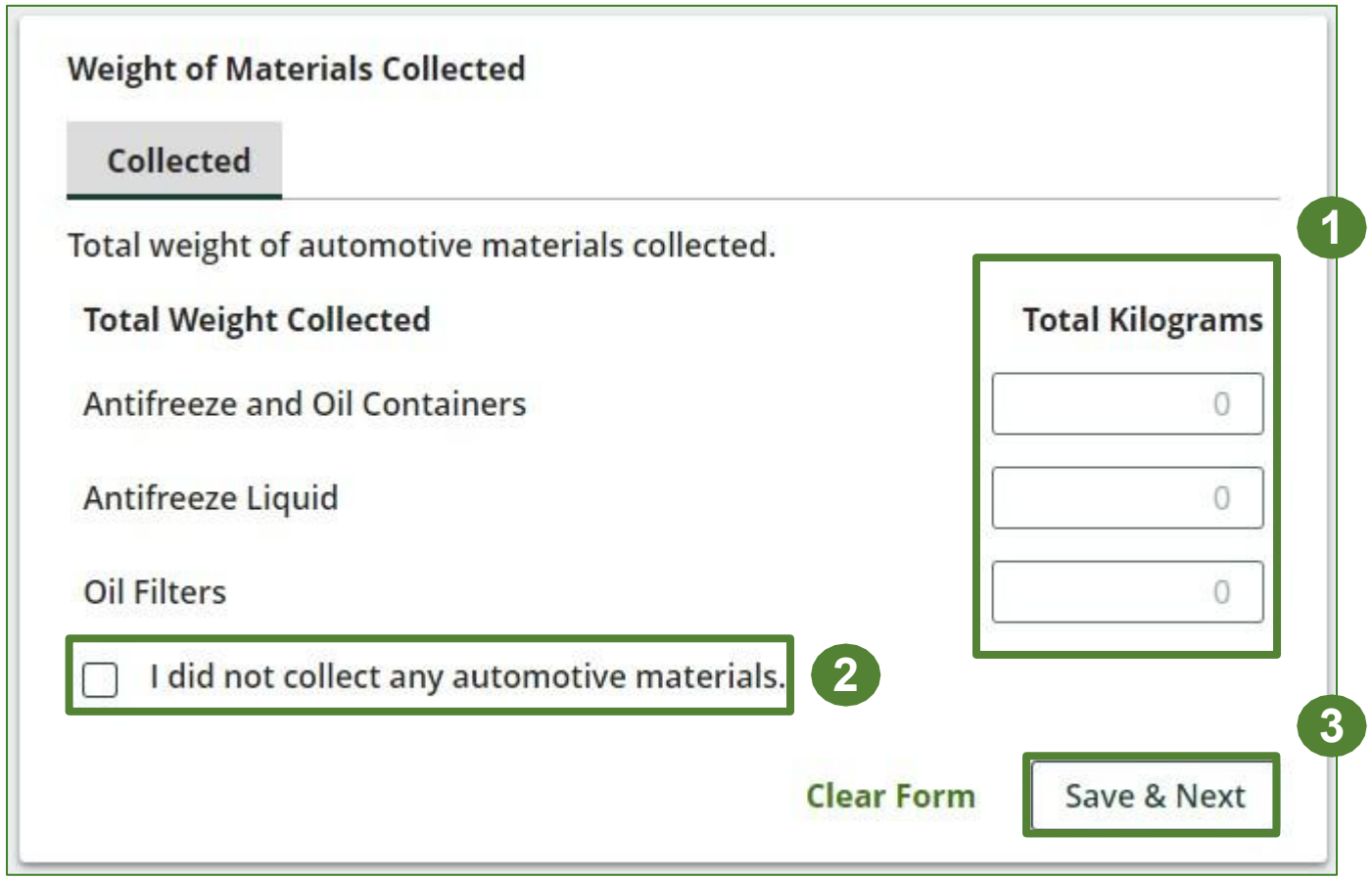
Performance report

Enter your weight of materials collected data

1. Under **Collected**, enter the total kilograms of each type of automotive materials collected under **Total Kilograms**.

2. If you did not collect any automotive materials, leave the kilograms field blank and check box for **I did not collect any automotive material**.

3. Click **Save & Next**.

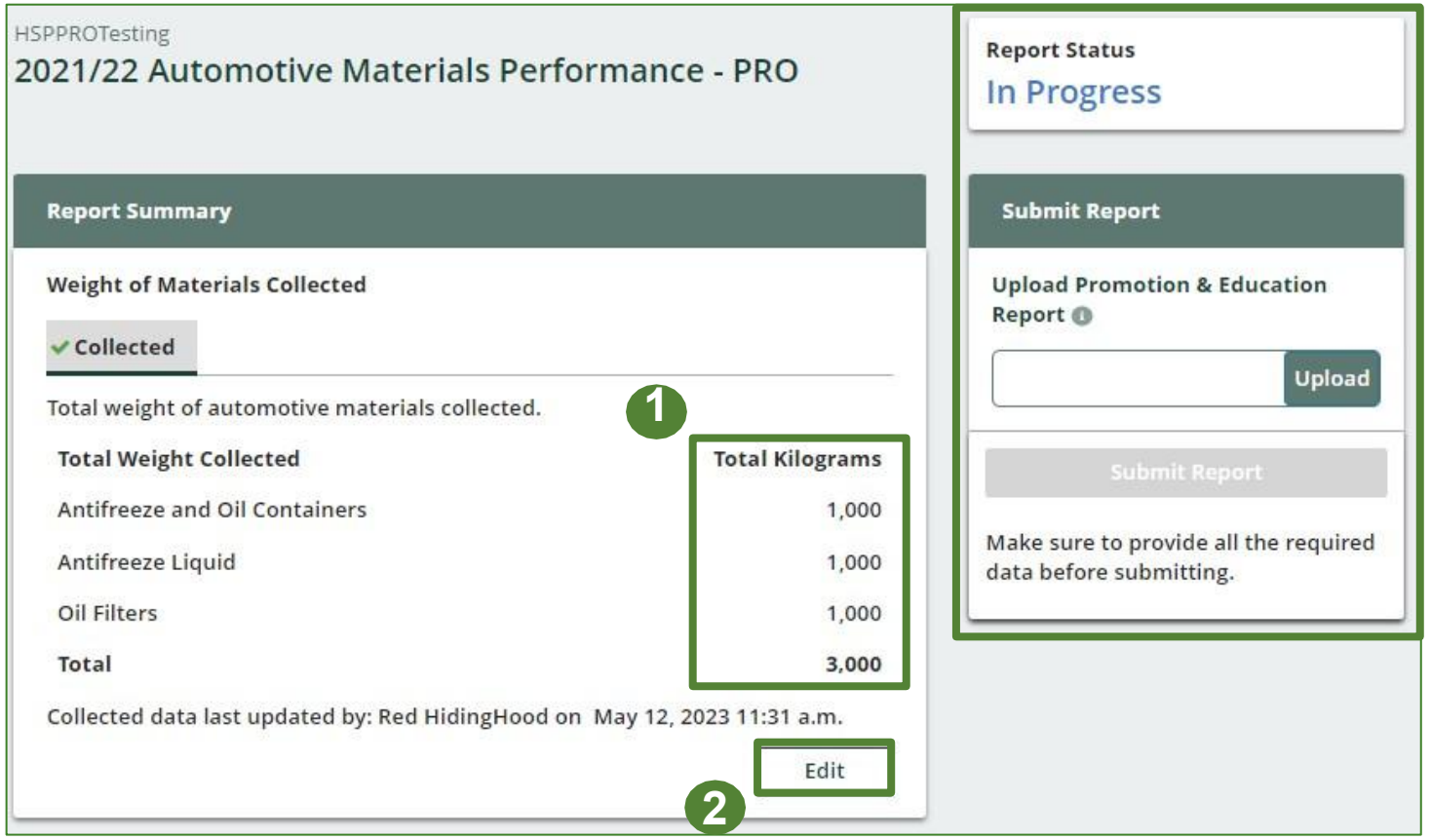


Performance report
Review your materials collected data

Once you have begun entering in data for your report, your report status will change to **In Progress**. You will not be able to click **Submit Report** until all fields in the report have been completed.

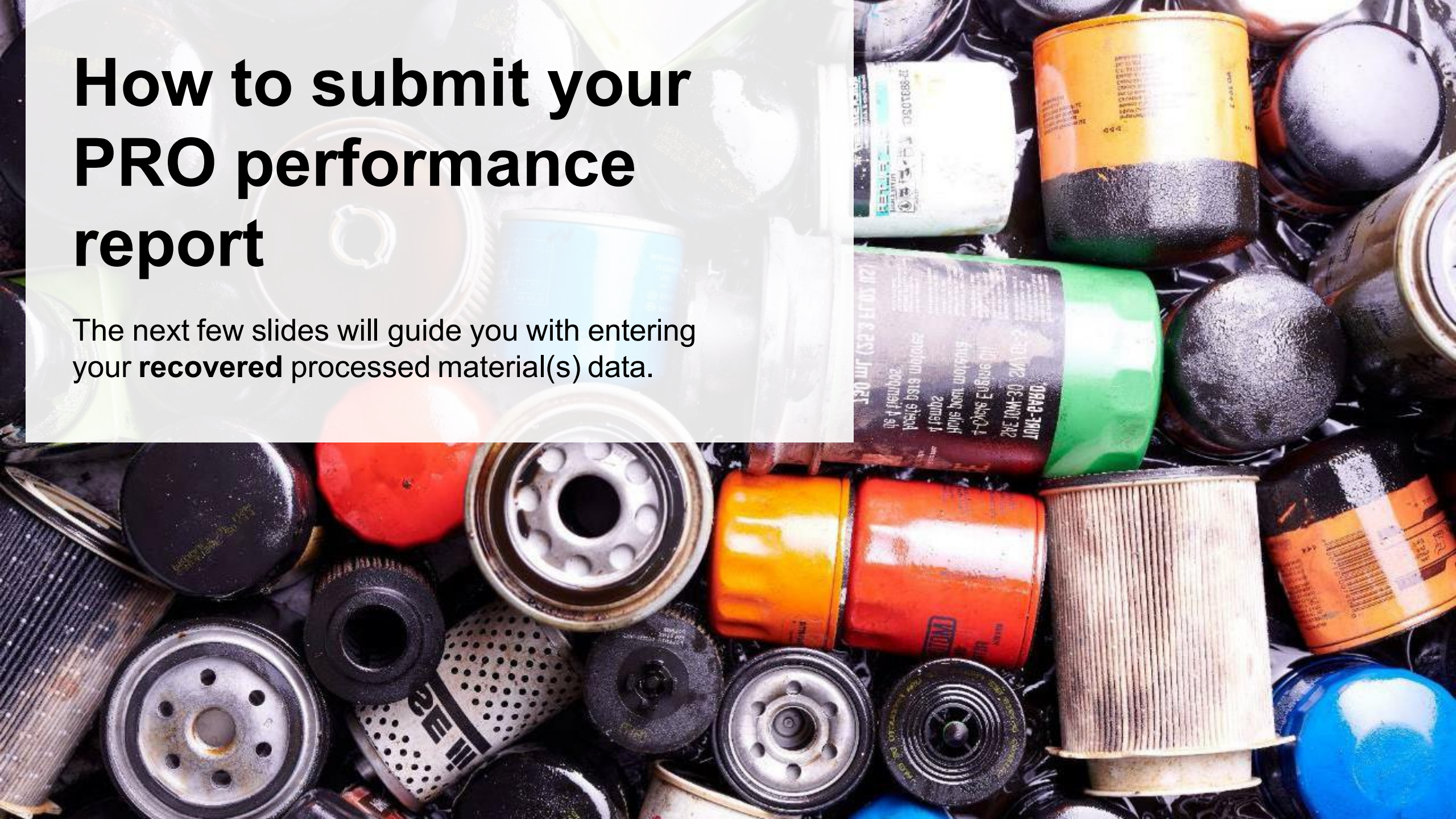
1. Review the kilograms of automotive materials collected (entered previously).

2. Click on **Edit**, if you need to make a change to the automotive material weights.



How to submit your PRO performance report

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



Performance report

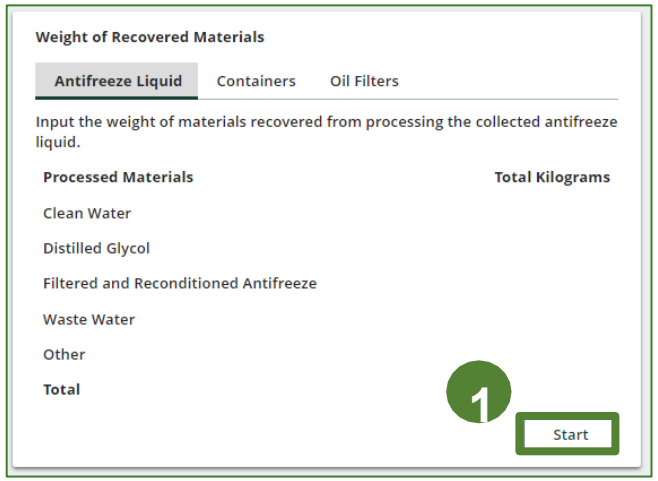
Enter your data for weight of recovered materials

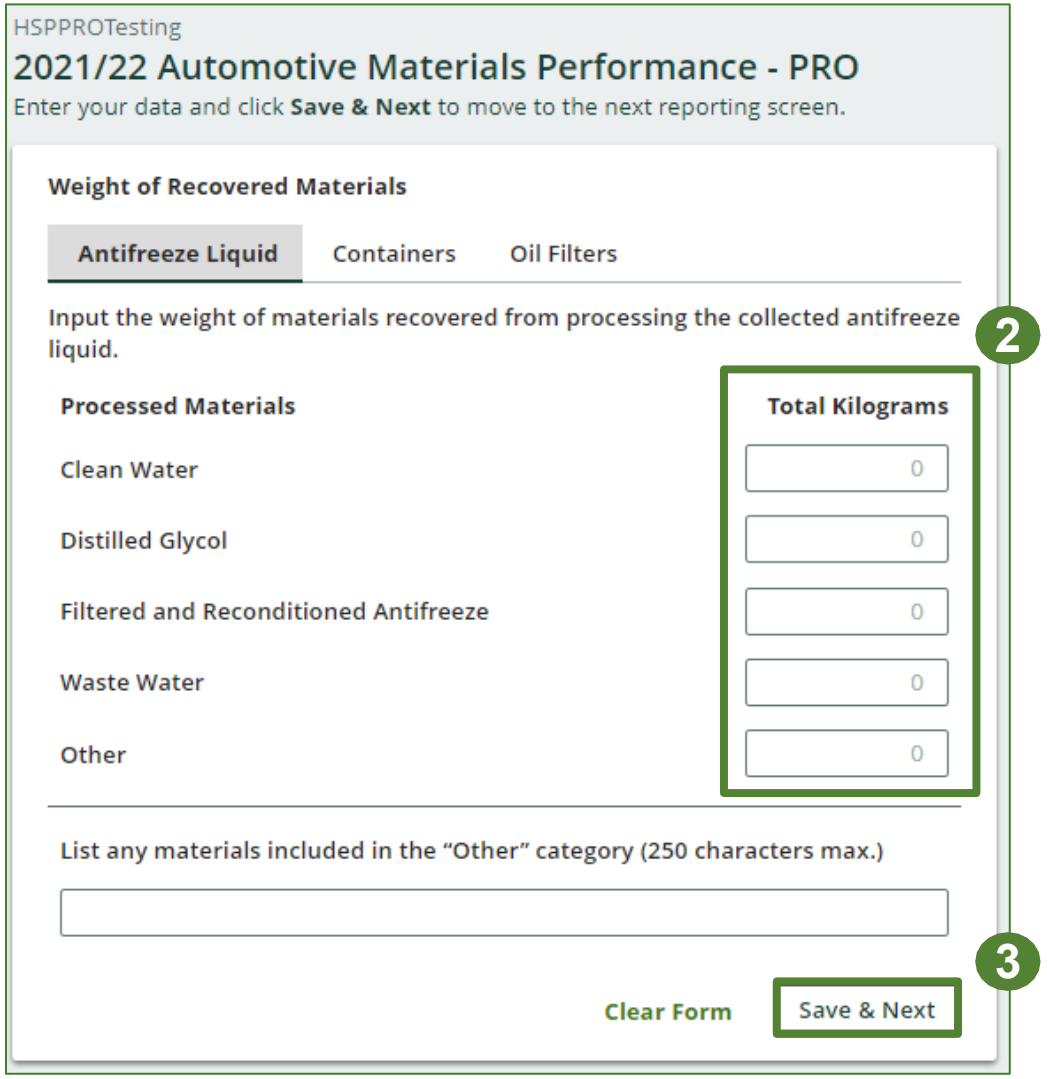
1. Click **Start** to begin entering the total weight of recovered materials.

2. Under the **Antifreeze Liquid** tab, enter the total weight of materials recovered for each of the recovered material(s) under **Total Kilograms**.

    - If applicable, list any materials included in the **Other** category.

3. Click **Save & Next**.

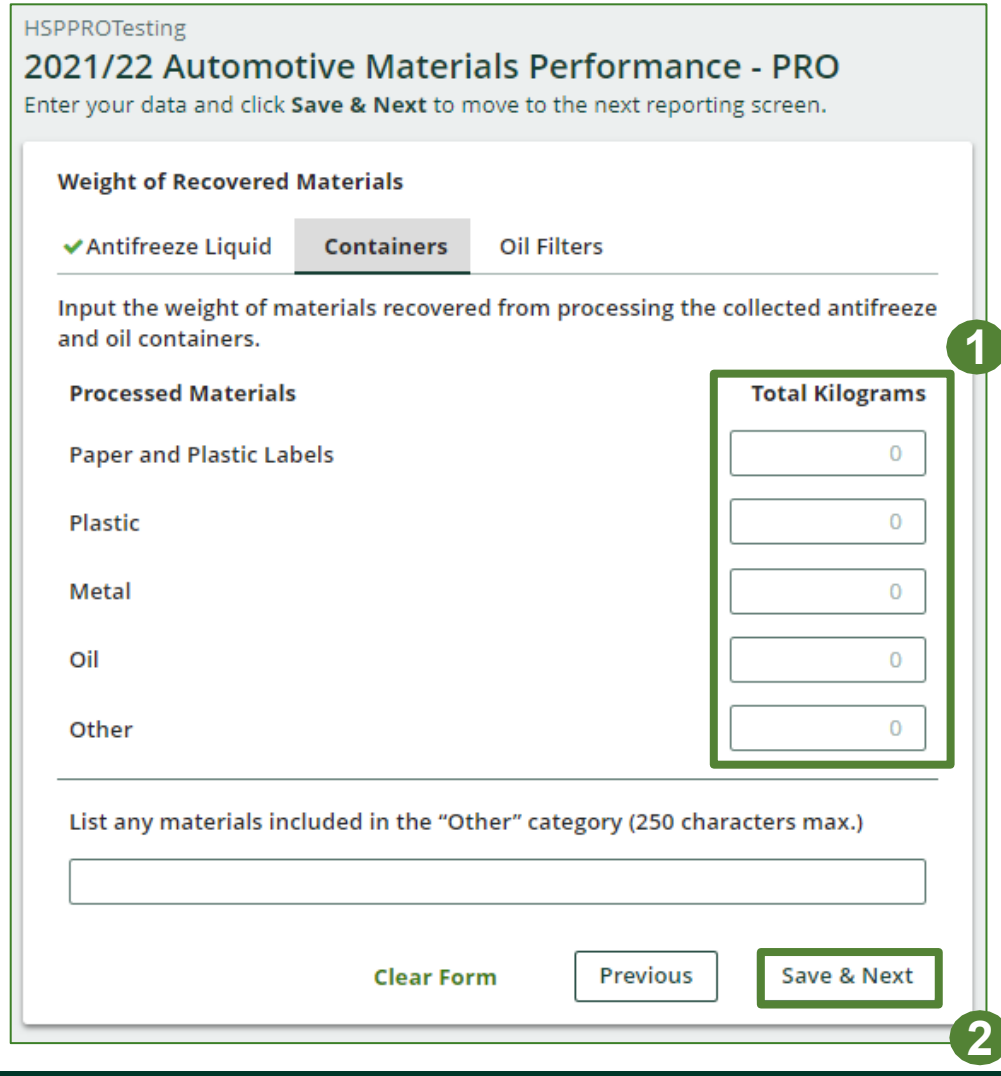




Performance report

Enter your data for weight of recovered materials cont.

1. Under the **Containers** tab, enter the total weight of materials recovered from antifreeze and oil containers under **Total Kilograms**.
    - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.



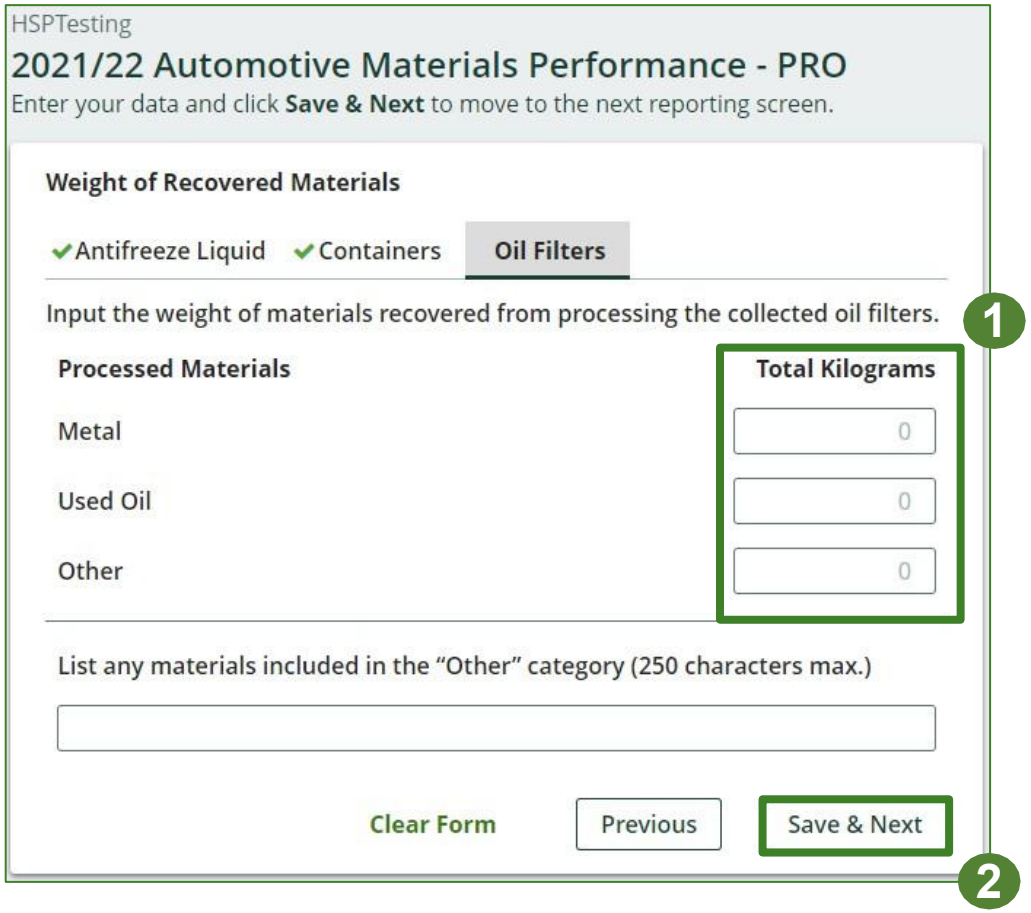
Performance report

Enter your data for weight of recovered materials cont.

1. Under the **Oil Filters** tab, enter the total weight of recovered materials for each of the material(s) under **Total Kilograms**.
    - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.

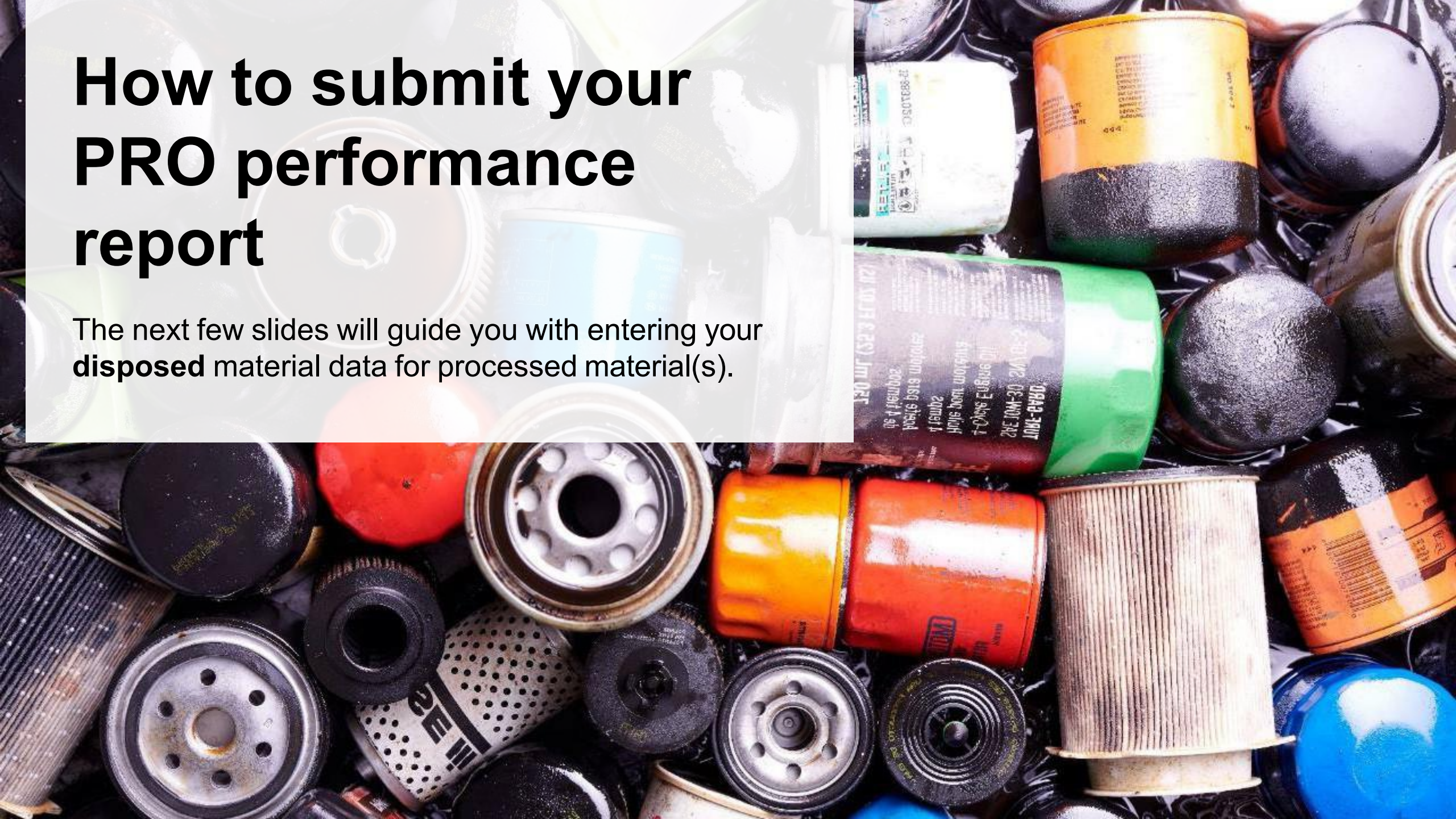
Note: When counting the weight of recovered resources from oil filters, the following must not be counted:

- Any oil residue contained in the used oil filter.
- Any oil which is captured, recaptured, extracted, collected or diverted during processing.



How to submit your PRO performance report

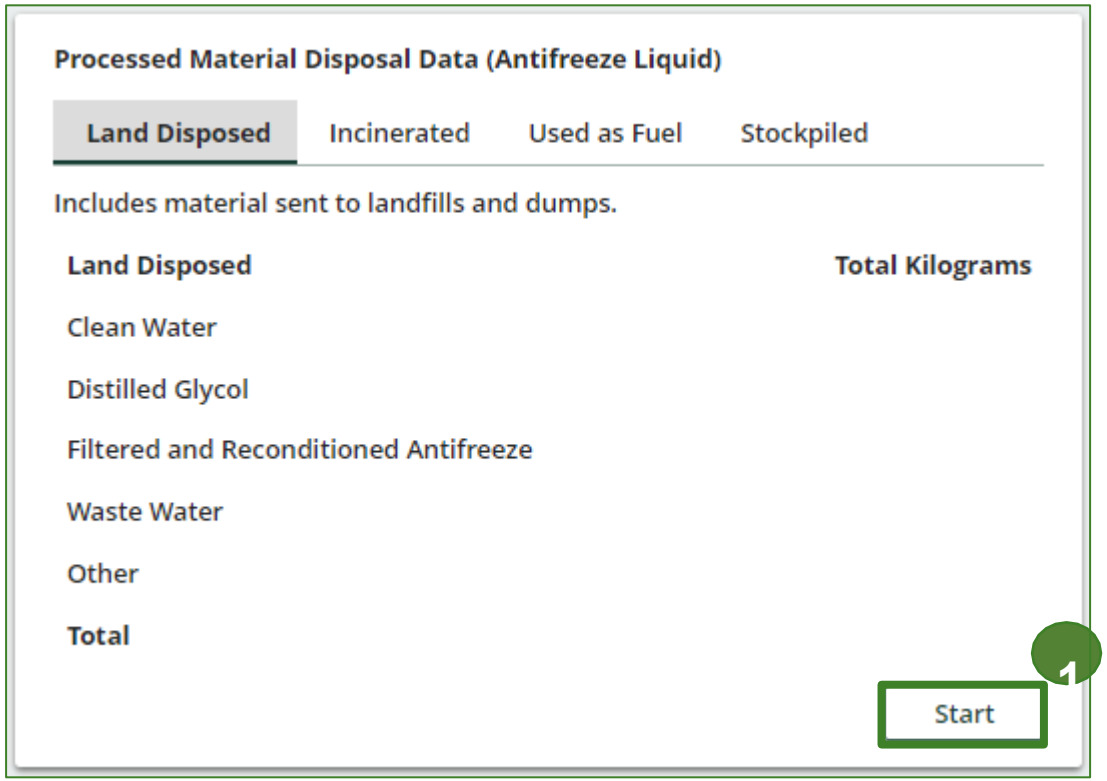
The next few slides will guide you with entering your **disposed** material data for processed material(s).



Performance report

Enter your processed material disposal data (antifreeze liquid)

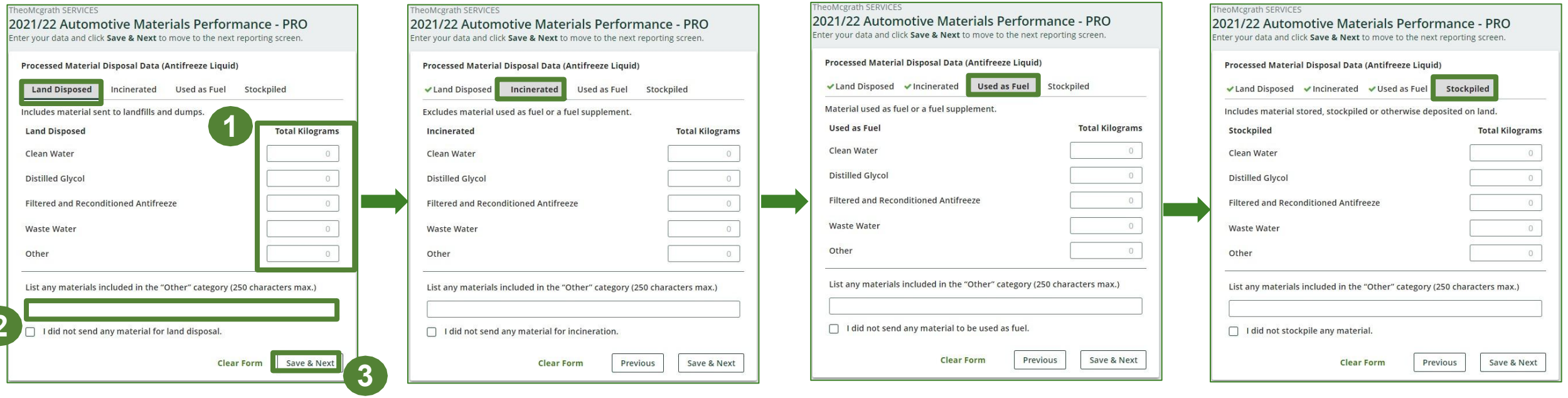
1. Click **Start** to enter weight of material(s) which includes materials sent to landfills and dumps.



Performance report

Enter your processed material disposal data (antifreeze liquid) cont.

1. In each category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**), enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
    - If applicable, list any materials included in the **Other** category.



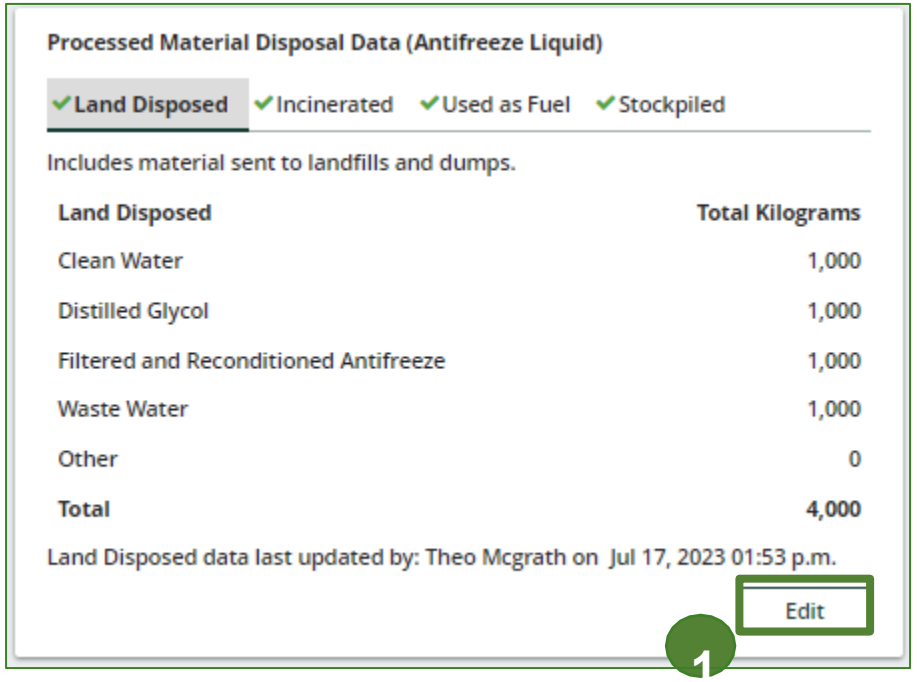
2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

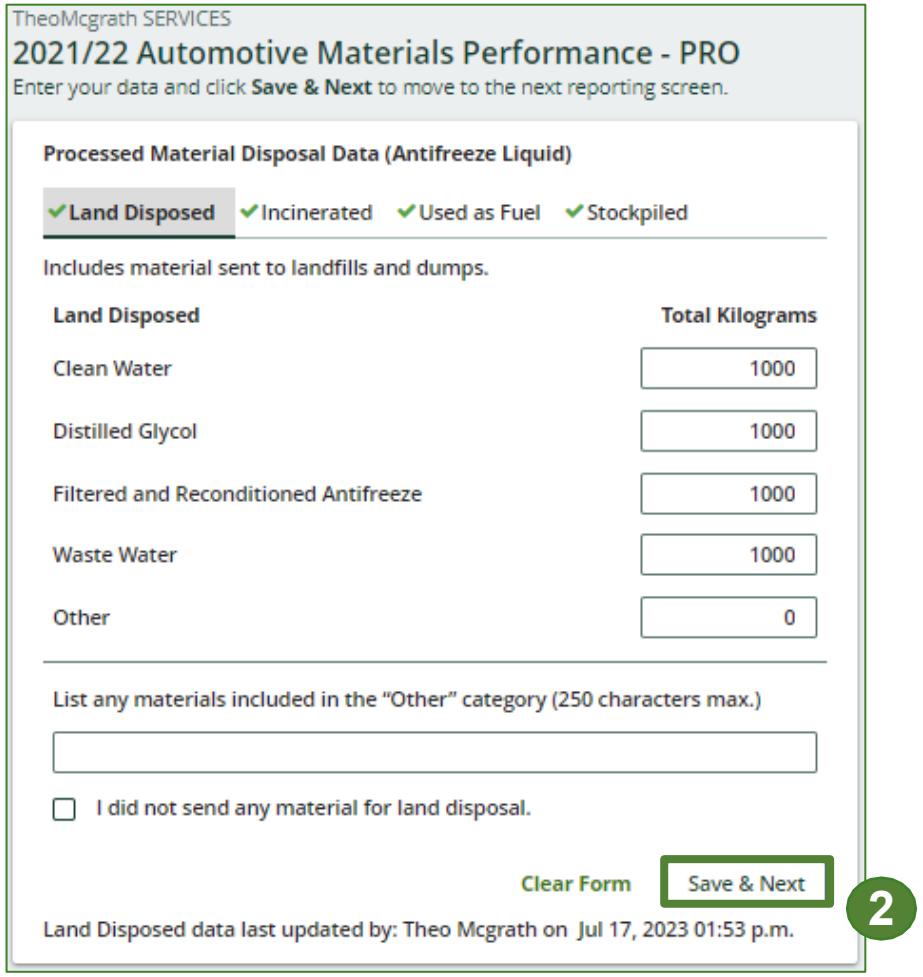
3. Click **Save & Next**.

Performance report

Enter your processed material disposal data (antifreeze liquid) cont.

1. Click on **Edit** if you need to change the previously entered data.
2. Click **Save & Next** to proceed.

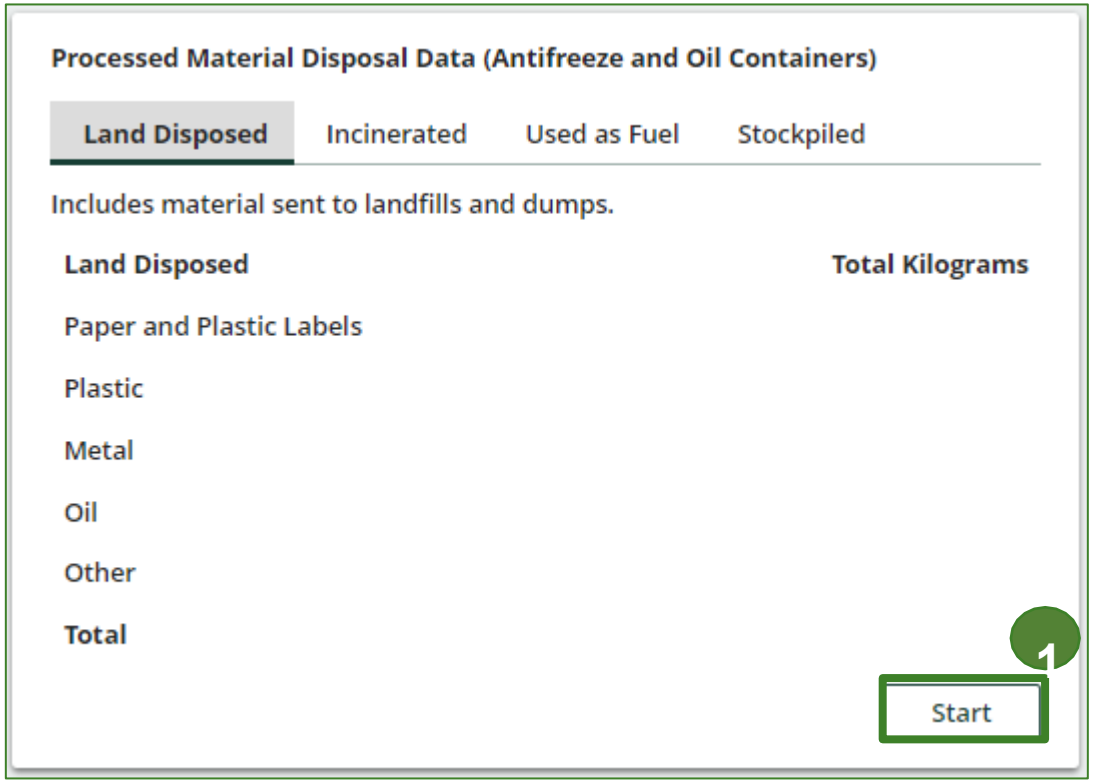




Performance report

Enter your processed material disposal data (antifreeze and oil containers)

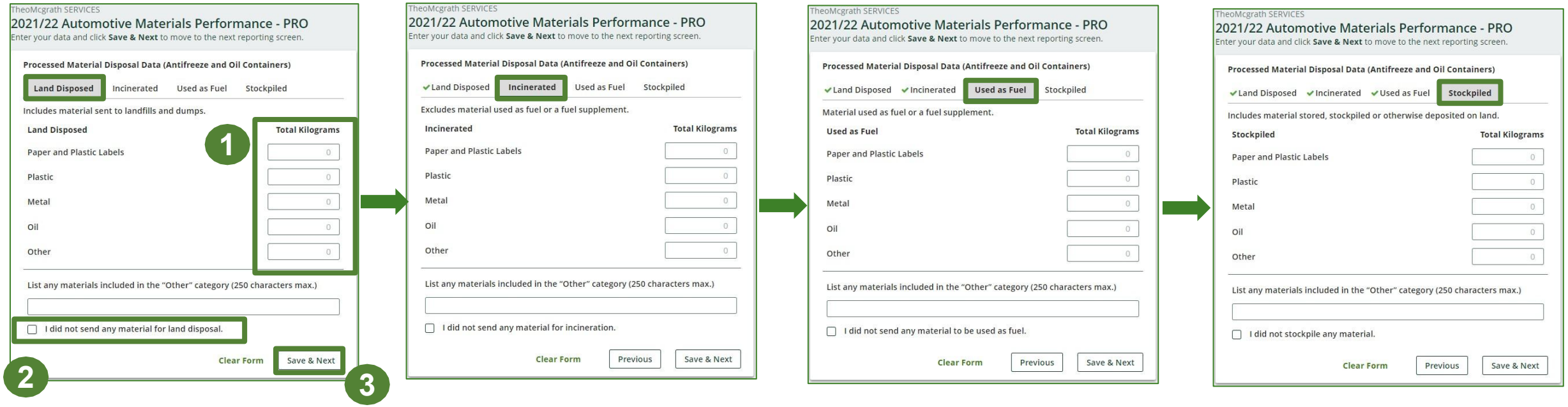
1. Click **Start** to enter weight of material(s), which includes materials sent to landfills and dumps.



Performance report

Enter your processed material disposal data (antifreeze and oil containers) cont.

1. In each category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**), enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
    - If applicable, list any materials included in the **Other** category.



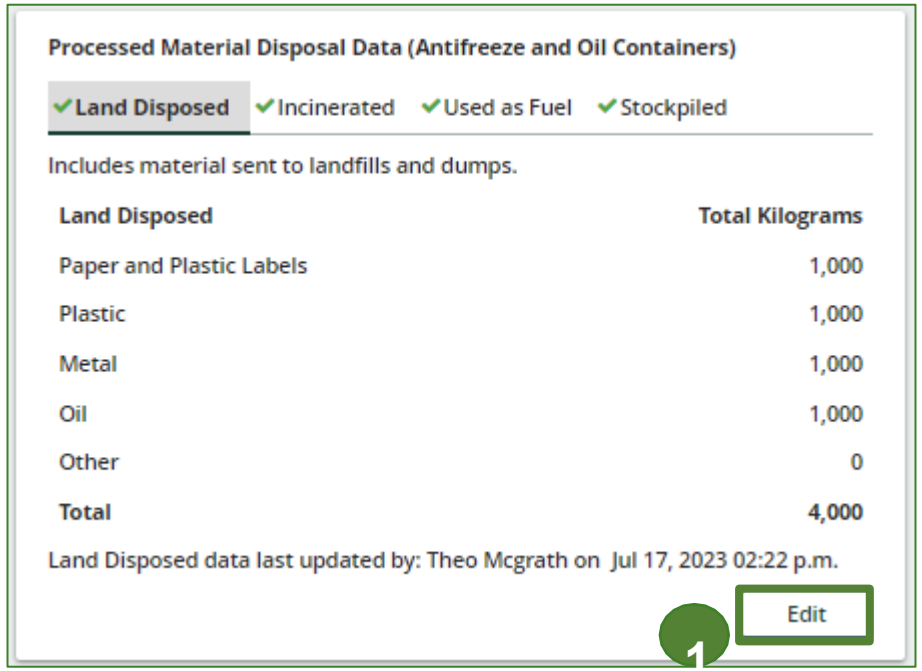
2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

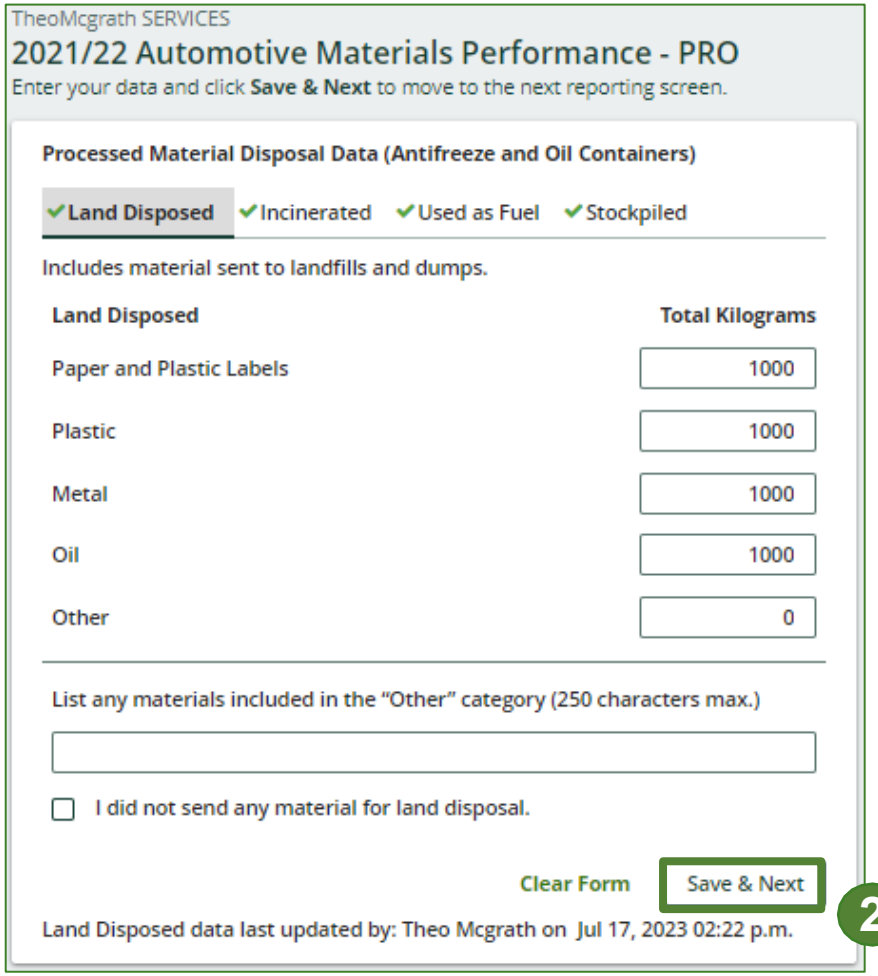
3. Click **Save & Next**.

Performance report

Enter your processed material disposal data (antifreeze and oil containers) cont.

1. Click on **Edit** if you need to change the previously entered data.
2. Click **Save & Next** to proceed.

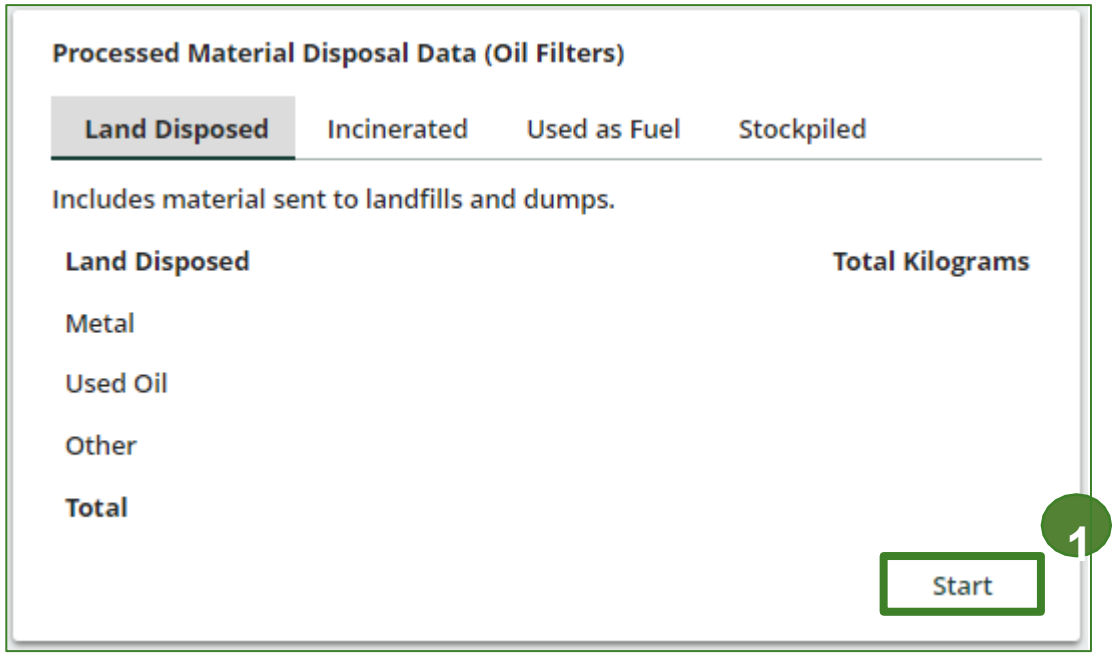




Performance report

Enter your processed material disposal data (oil filters)

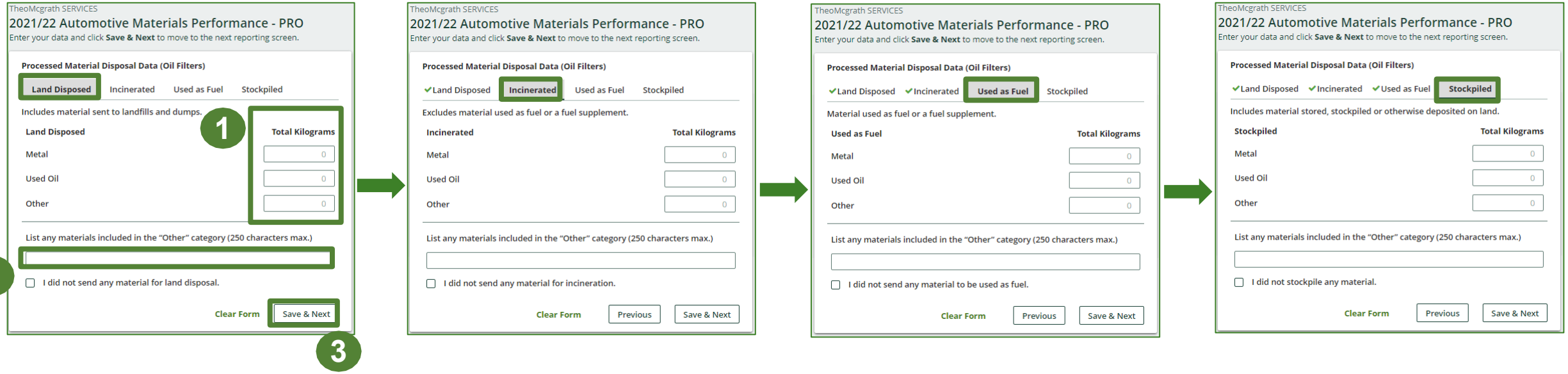
1. Click Start to enter weight of material(s), which includes materials sent to landfills and dumps.



Performance report

Enter your processed material disposal data (oil filters) cont.

1. In each category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**), enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
    - If applicable, list any materials included in the **Other** category.



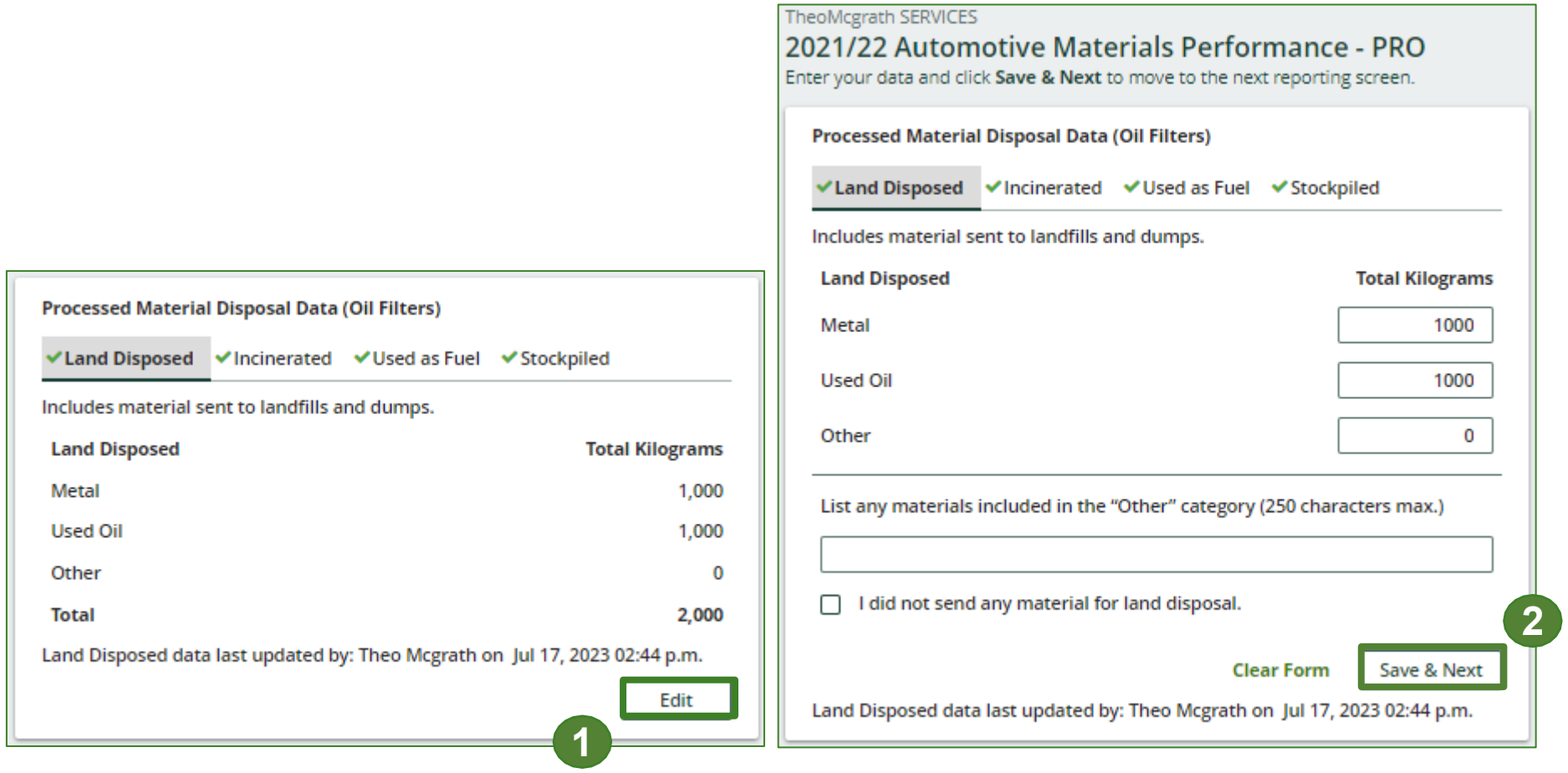
2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

3. Click **Save & Next**.

Performance report

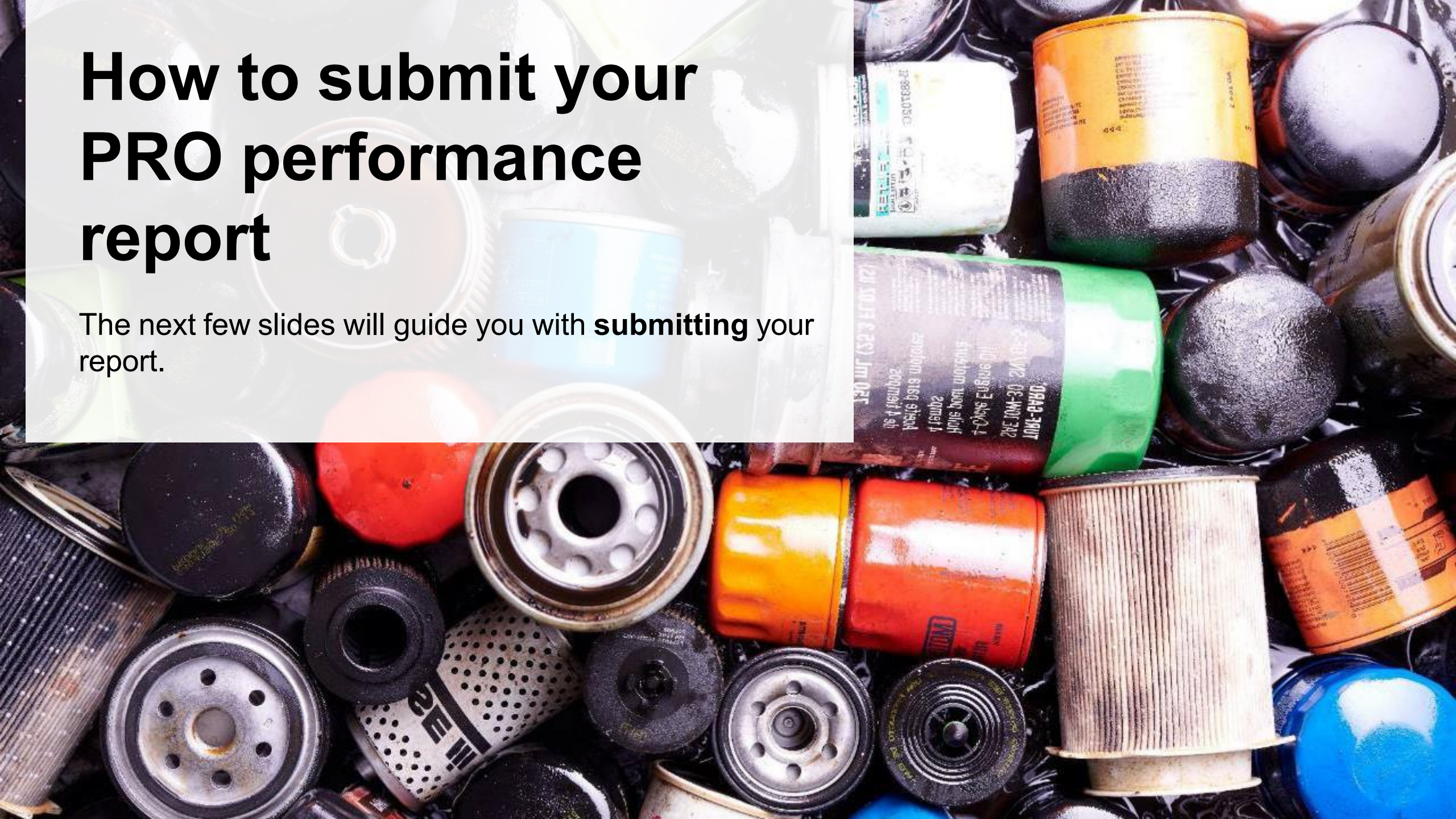
Enter your processed material disposal data (oil filters) cont.

1. Click on **Edit** if you need to change the previously entered data.
2. Click **Save & Next** to proceed.



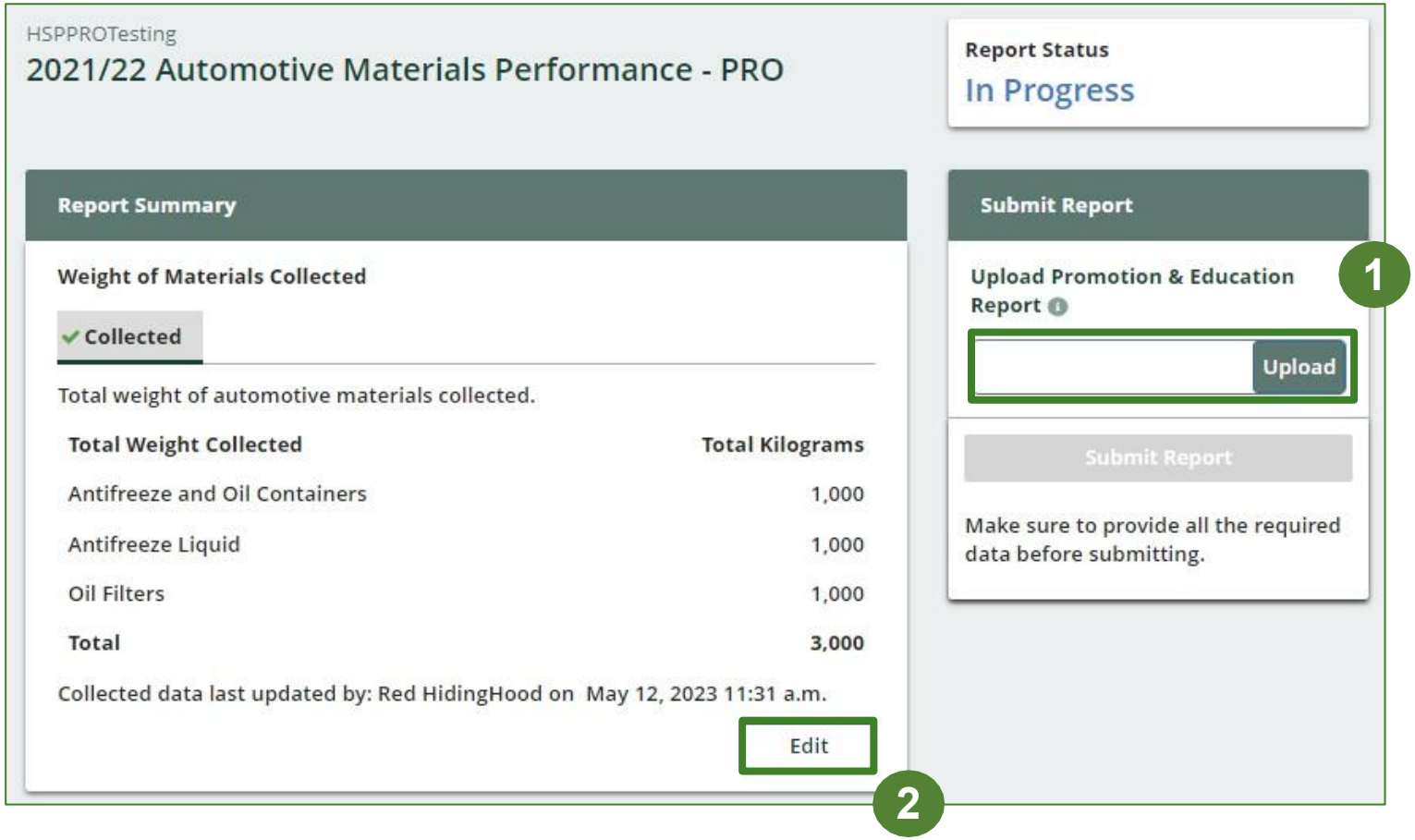
How to submit your PRO performance report

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



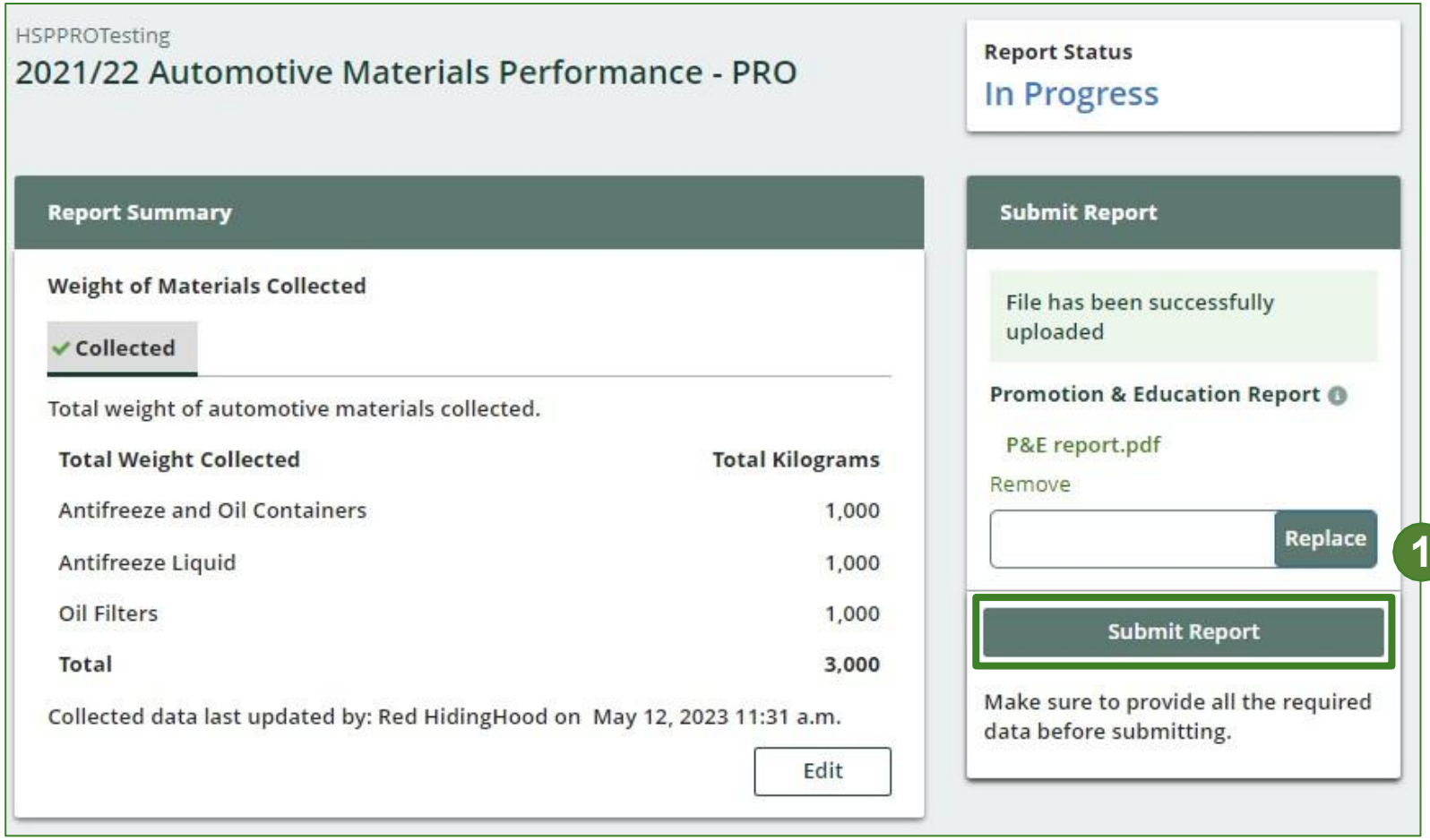
Performance report
Submit your report

1. Click on **Upload** to add your promotion and education report.
    - For more information on what to include in the promotion and education report, visit our website.
2. Under **Report Summary**, you can review the data previously entered and click **Edit** if you need to make changes.



Performance report
Submit your report cont.

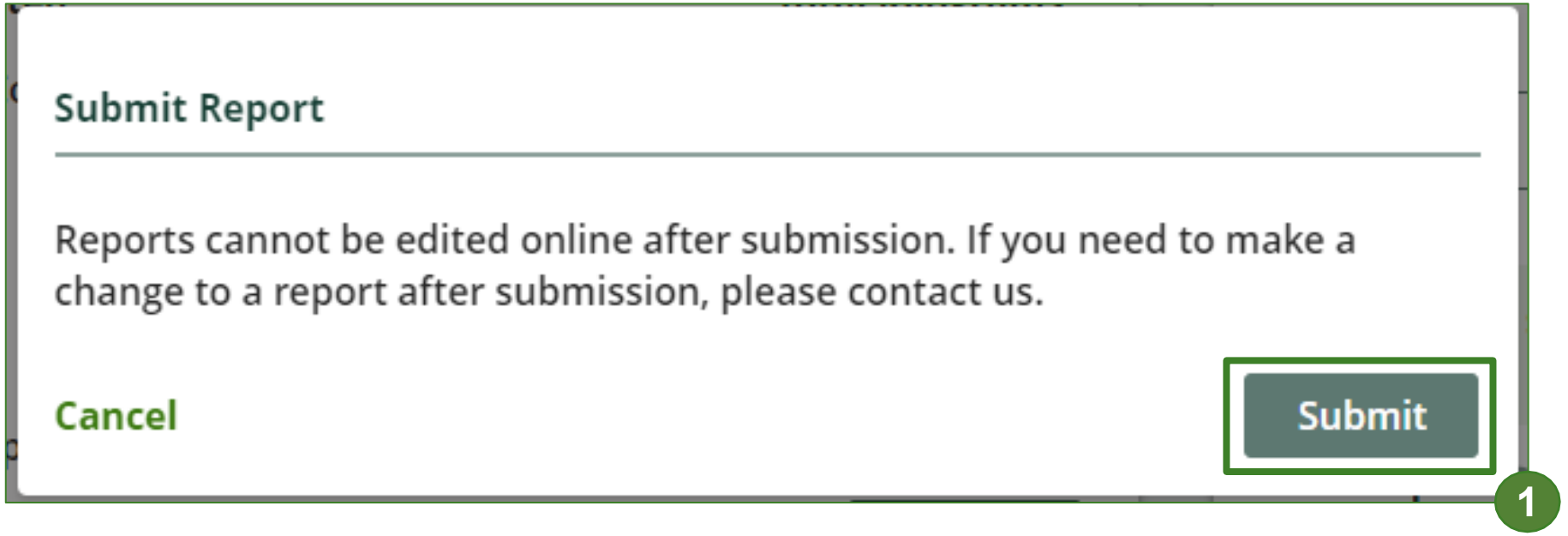
1. Click on **Submit Report** once you are finished reviewing and are ready to submit.



Performance report
Submit your report cont.

1. After clicking on **Submit Report**, the below notice will appear. After reading the notice, click **Submit**.

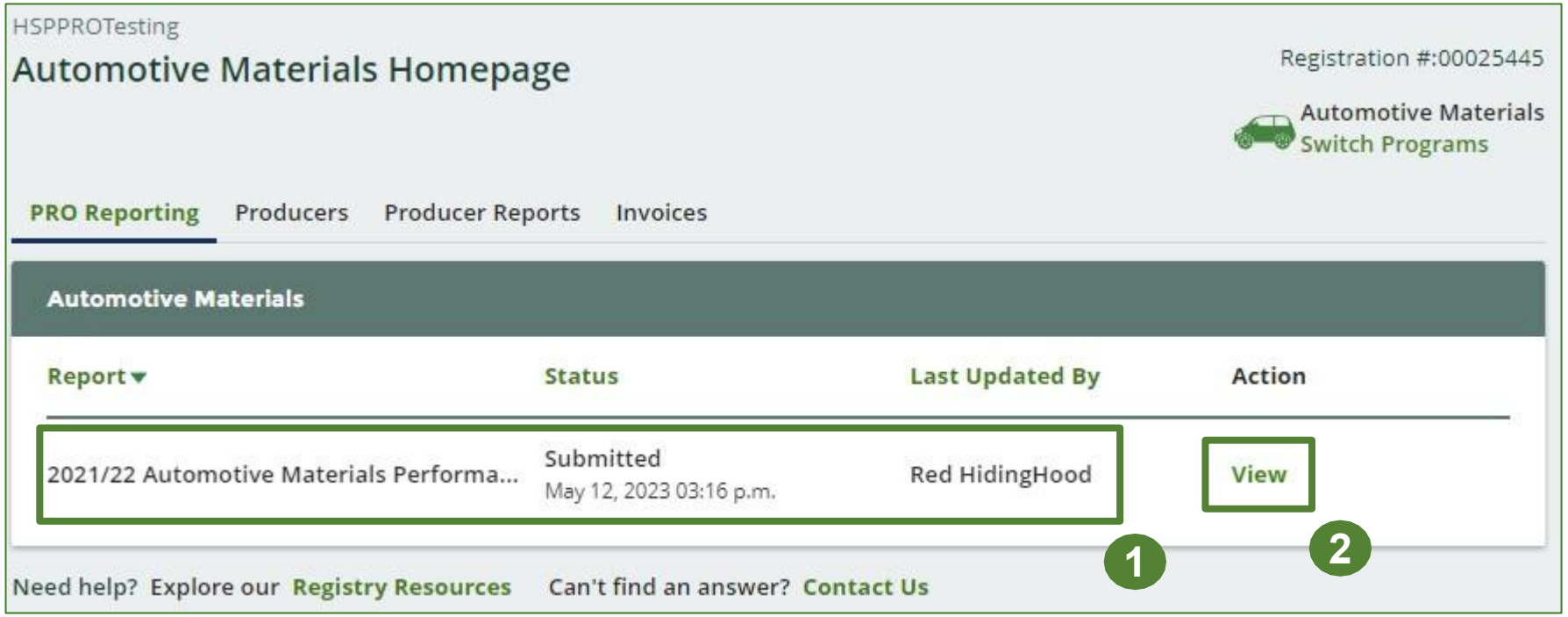
Note: Once the report is submitted you are not able to make any changes.



Performance report
View submitted report

1. On the **Automotive Materials Homepage** under the **PRO Reporting** tab, your Automotive Materials Performance – PRO report status should show **Submitted**, and who it was last updated by.

2. Under **Action**, you can **View** the report submission.



How to submit performance reports on behalf of producers

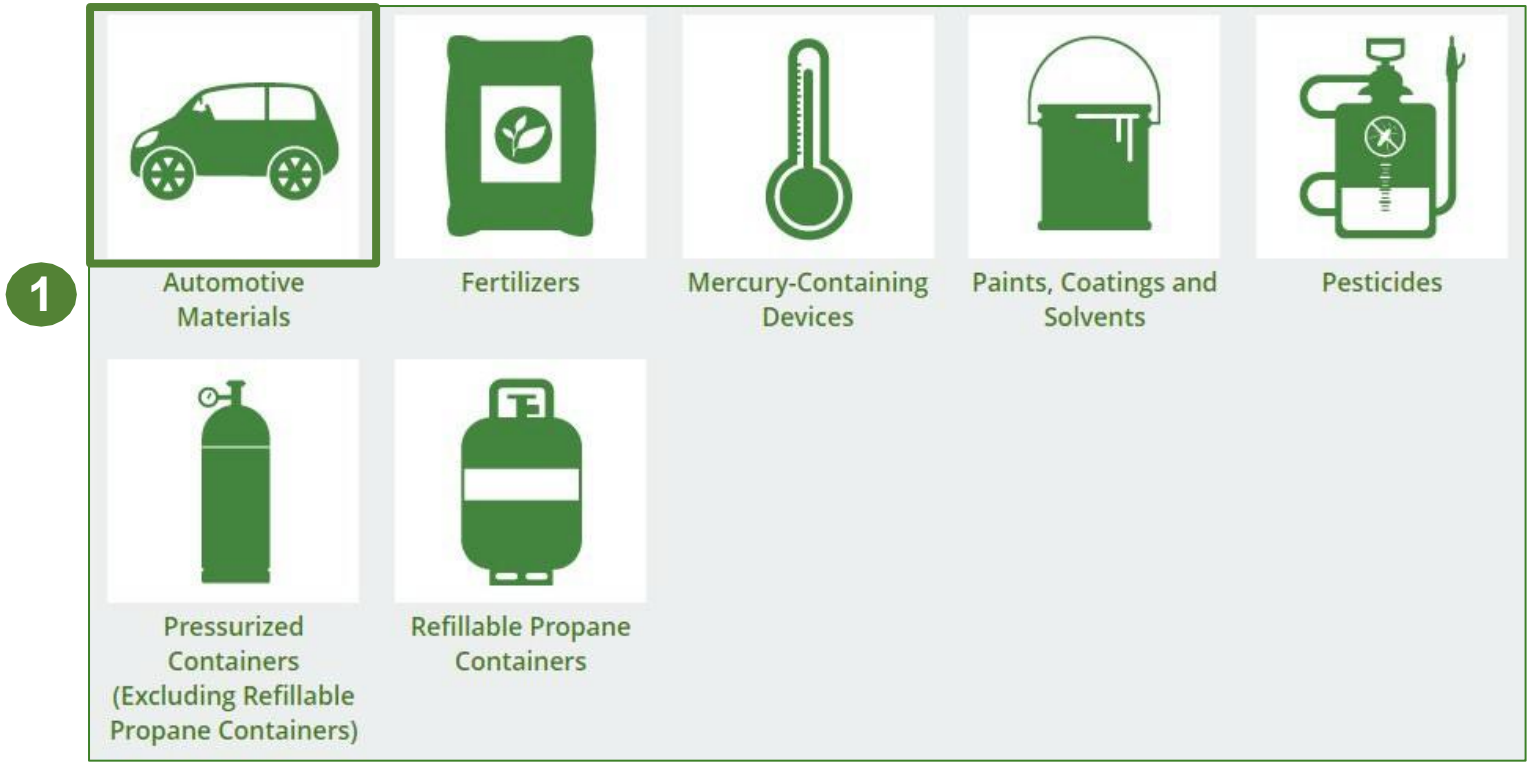
The next few slides will guide you with entering your **collected** material(s) data.



Performance report

Accessing your program

1. After logging in, click on the icon for the **Automotive Materials** program on your dashboard.



Performance report on behalf of producers

Starting a producer report

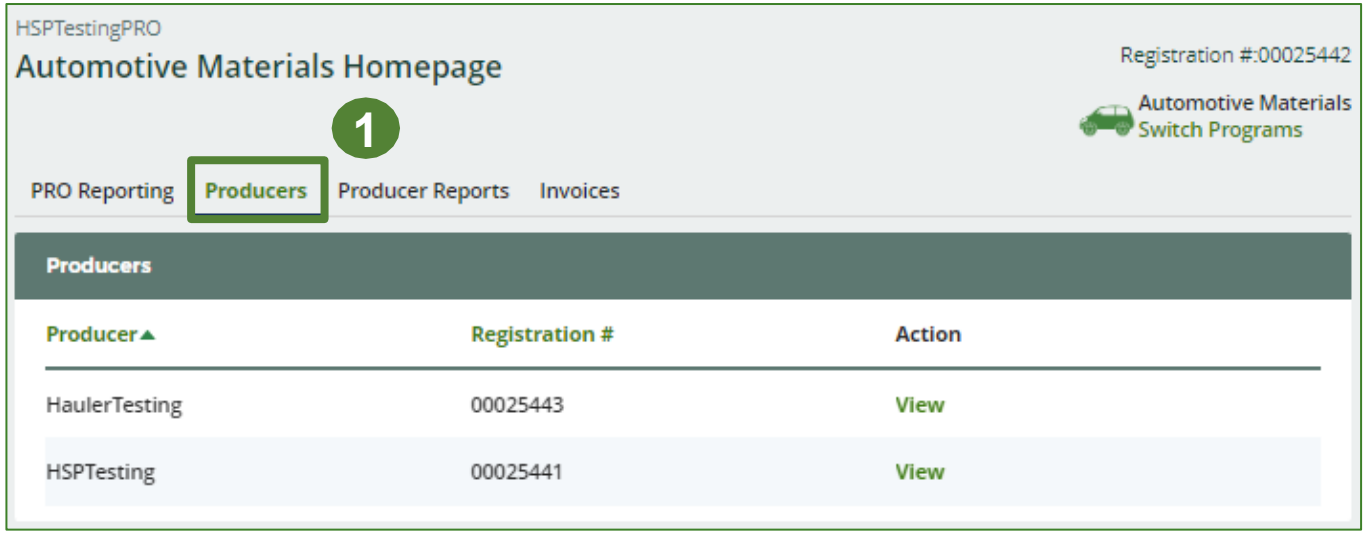
1. Click on the **Producers** tab to see the producers who have identified you as their PRO in the Registry.

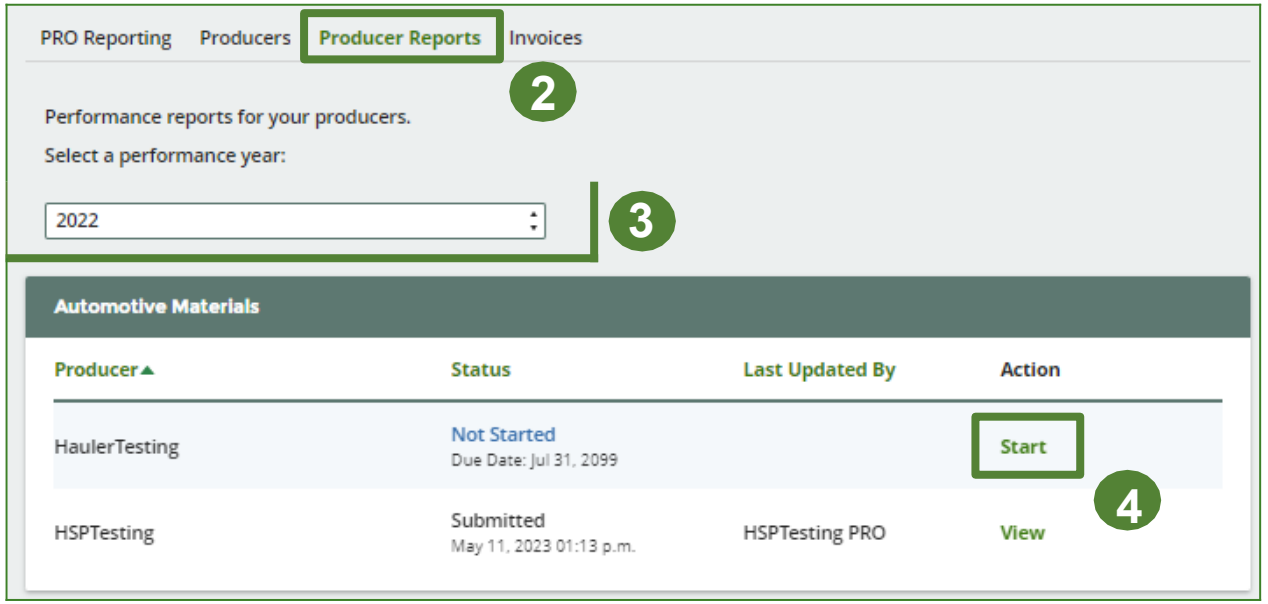
2. Click **Producer Reports** tab.

3. Under the **Producer Reports** tab, select the year for which you would like to submit a report for.

4. Click **Start** next to the producer you would like to begin reporting on behalf of.

Note: You must complete a report for every producer client of oil filters.



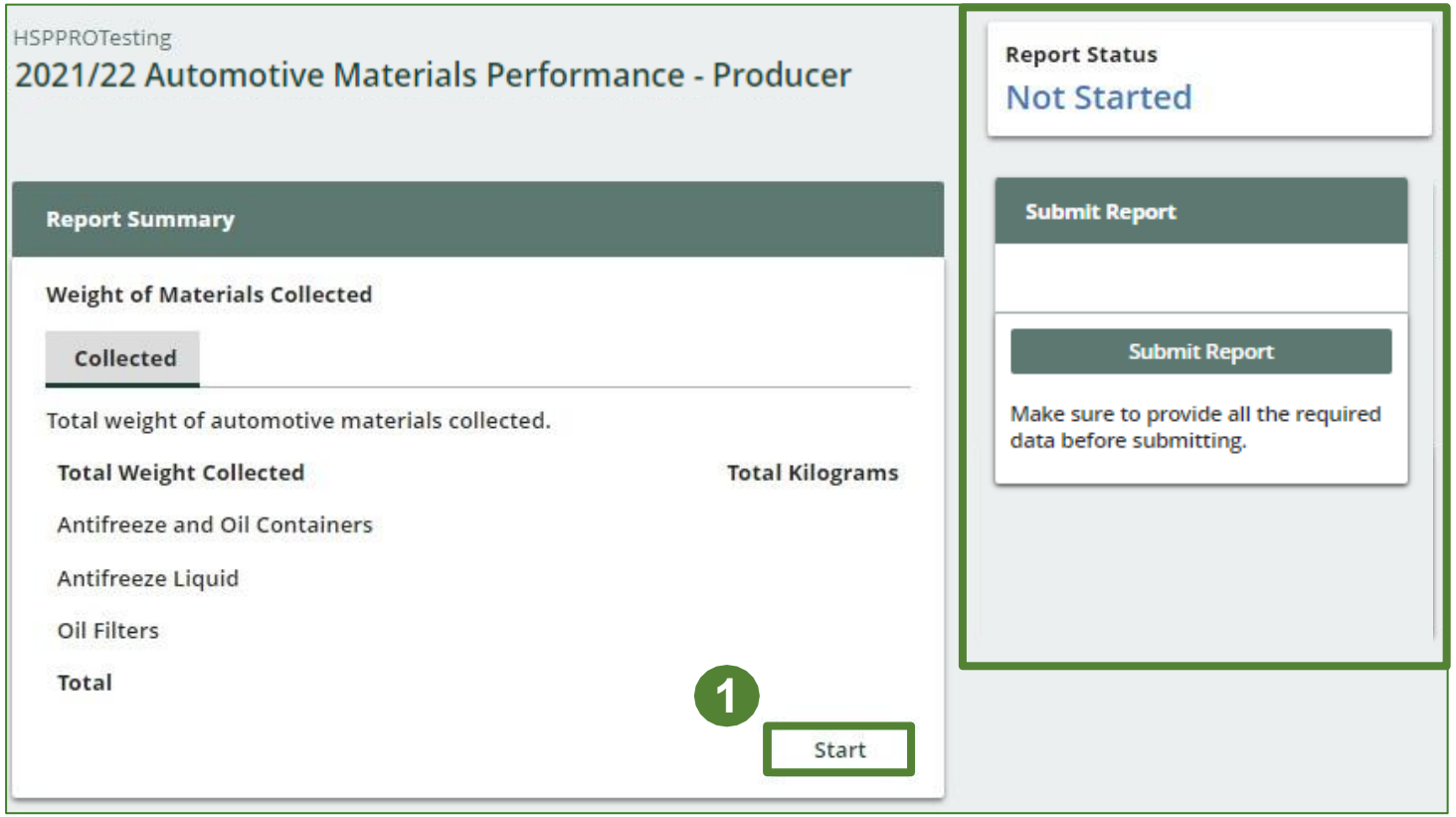


Performance report

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 is complete. If some sections of the report are not applicable, enter **0**.

1. Under **Weight of Materials Collected**, click **Start** to begin entering the total weight of oil filters collected.



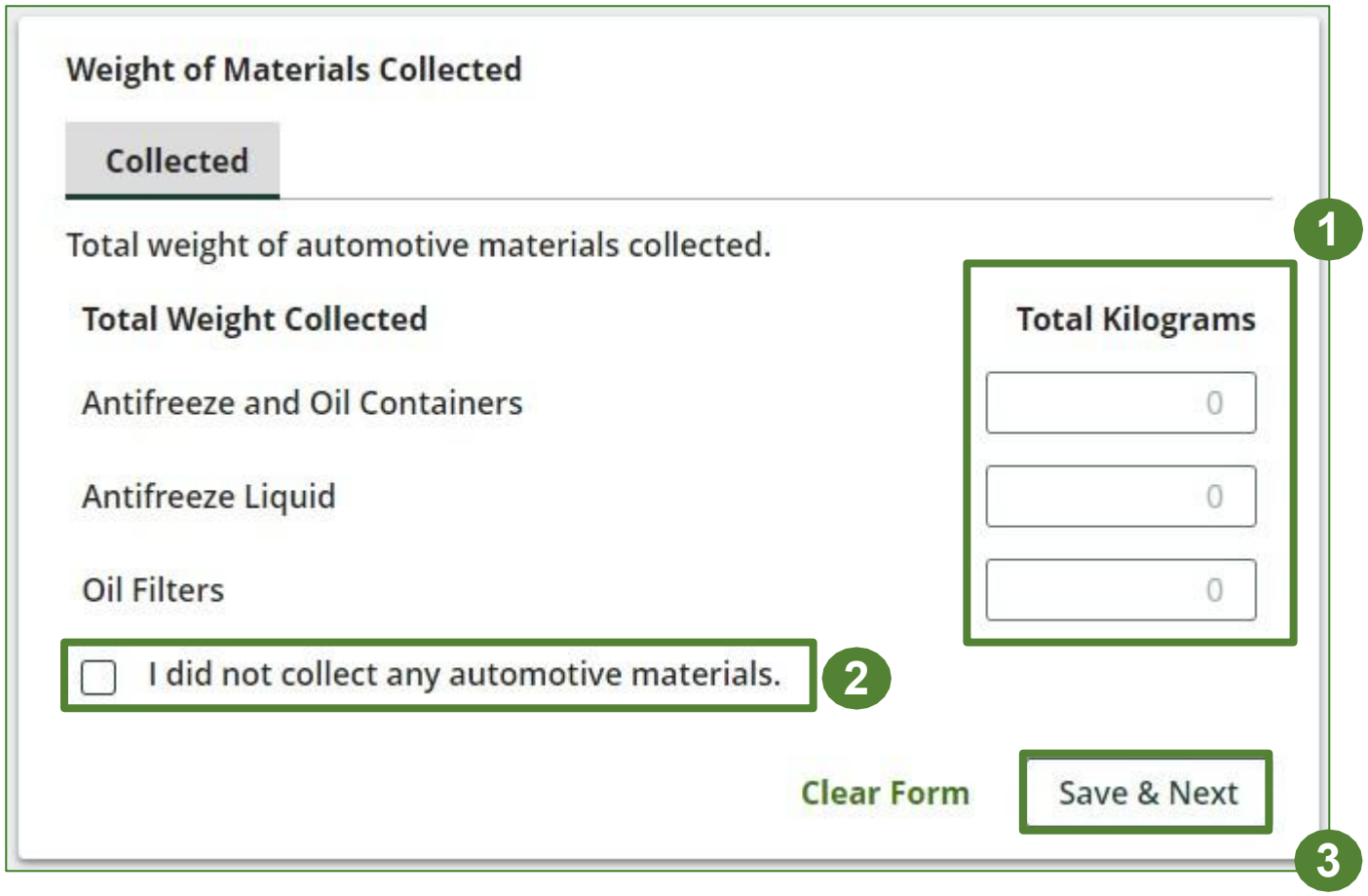
Performance report

Enter your producer's collected data

1. Under **Collected**, enter the total kilograms of oil filters collected under **Total Kilograms**. The total weight of containers and antifreeze liquid must be reported on your self-report. Report zero for these two materials on the producer report.

2. If you did not collect any automotive materials, leave the kilograms field blank and check box for **I did not collect any automotive material**.

3. Click **Save & Next**.



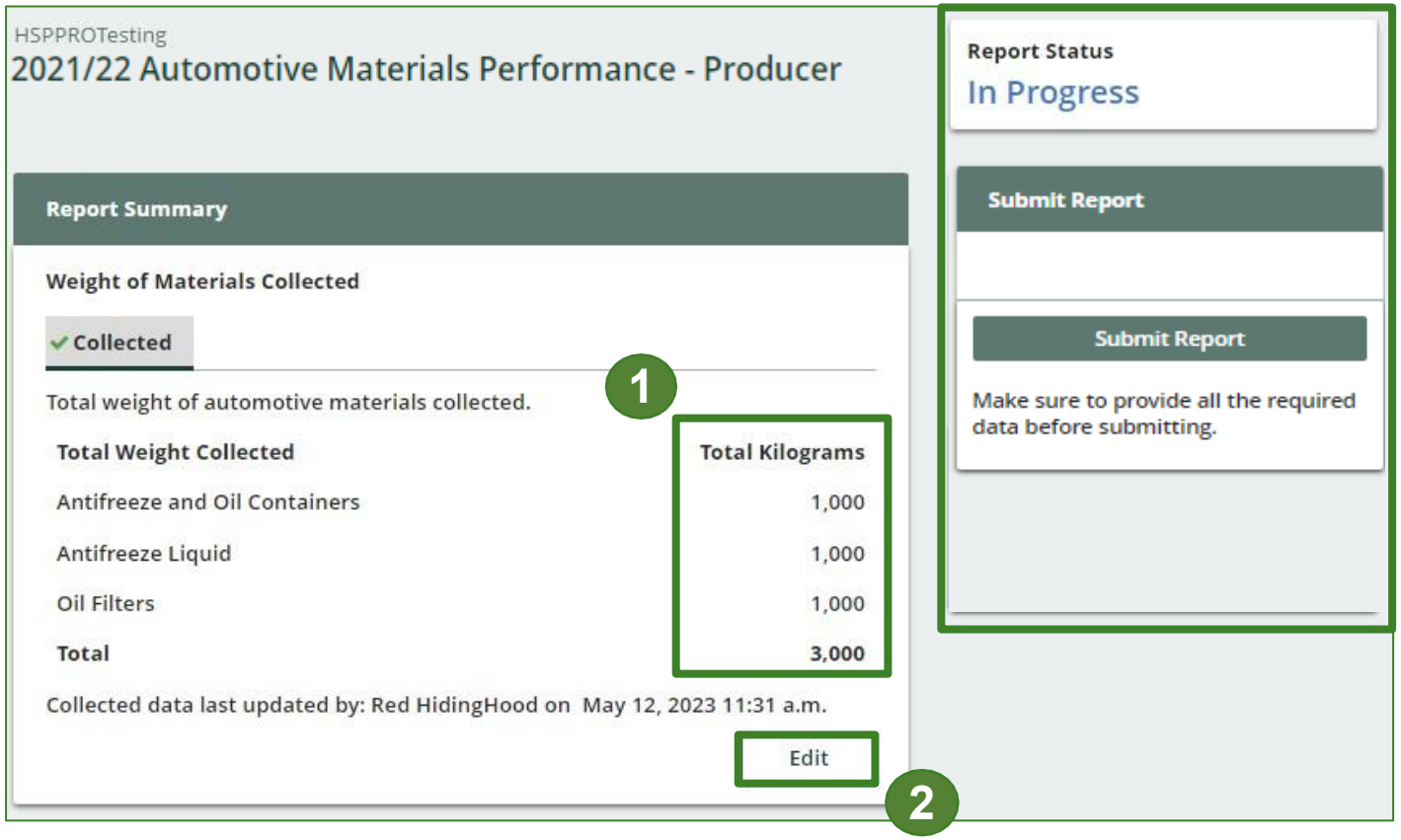
Performance report

Review your producer's collected data

Once you have begun entering in data for your report, your report status will change to **In Progress**. You will not be able to click **Submit Report** until all fields in the report have been completed.

1. Review the kilograms of automotive materials collected (entered previously).

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



How to submit performance reports on behalf of producers

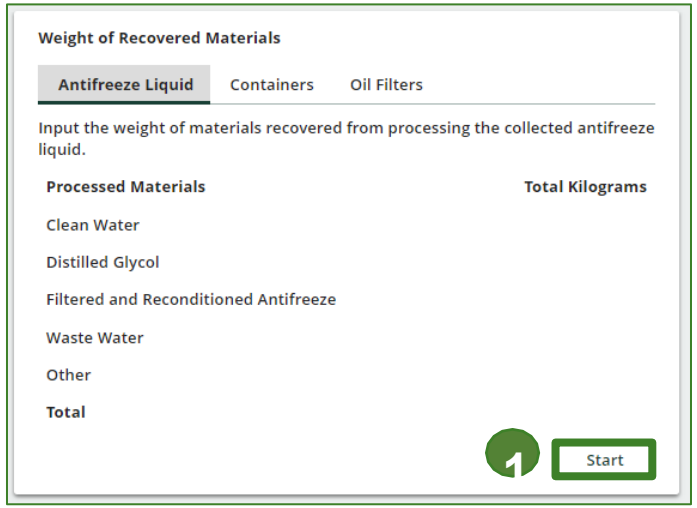
The next few slides will guide you with entering **recovered** processed material(s) data.

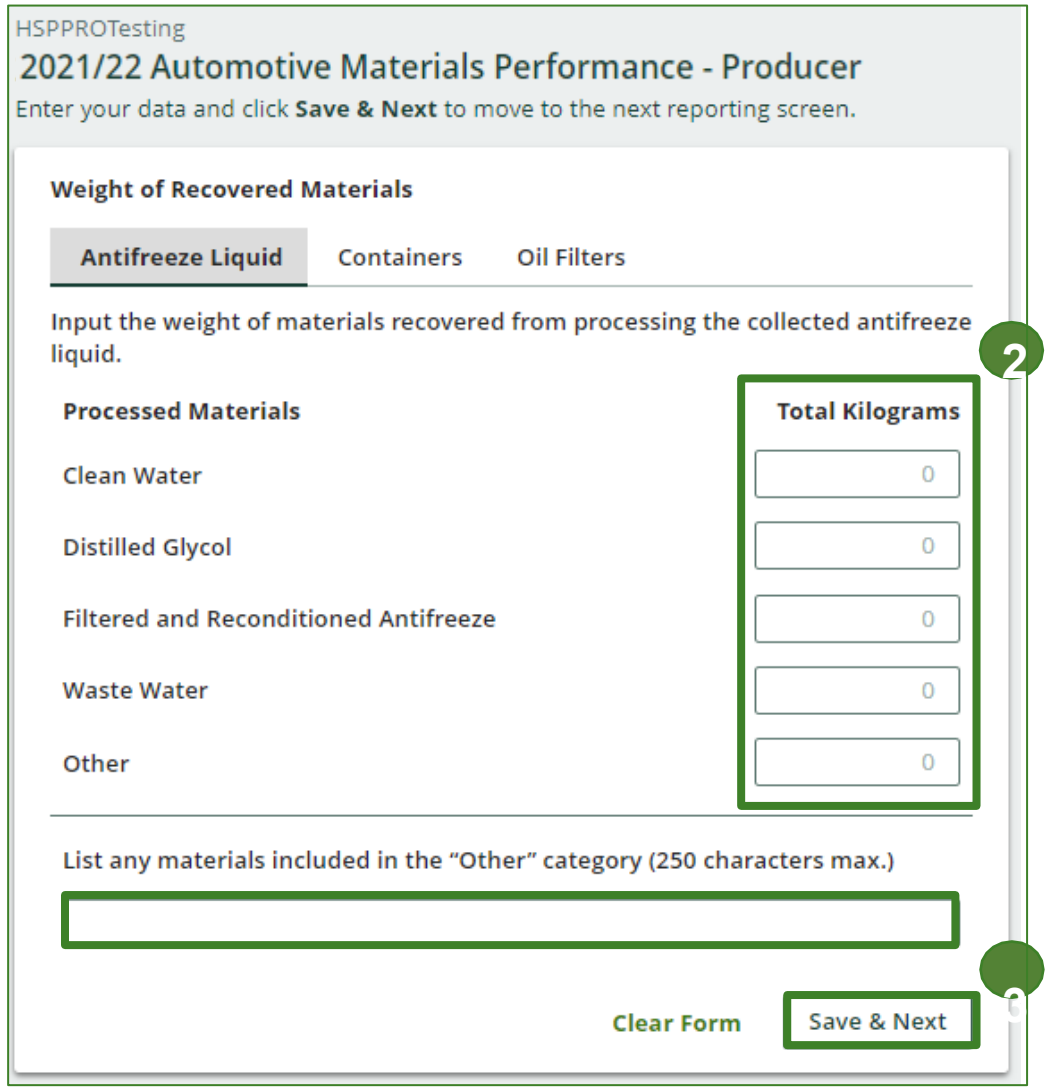


Performance report

Enter your producer's data for weight of recovered materials

1. Click **Start** to begin entering the total weight of recovered materials.
2. Under the **Antifreeze Liquid** tab, you may enter **zero** on the total weight of materials recovered for each of the recovered material(s) under **Total Kilograms**. The total weight of recovered antifreeze liquid must be reported on your self-report.
    - If applicable, list any materials included in the **Other** category.
3. Click **Save & Next** .

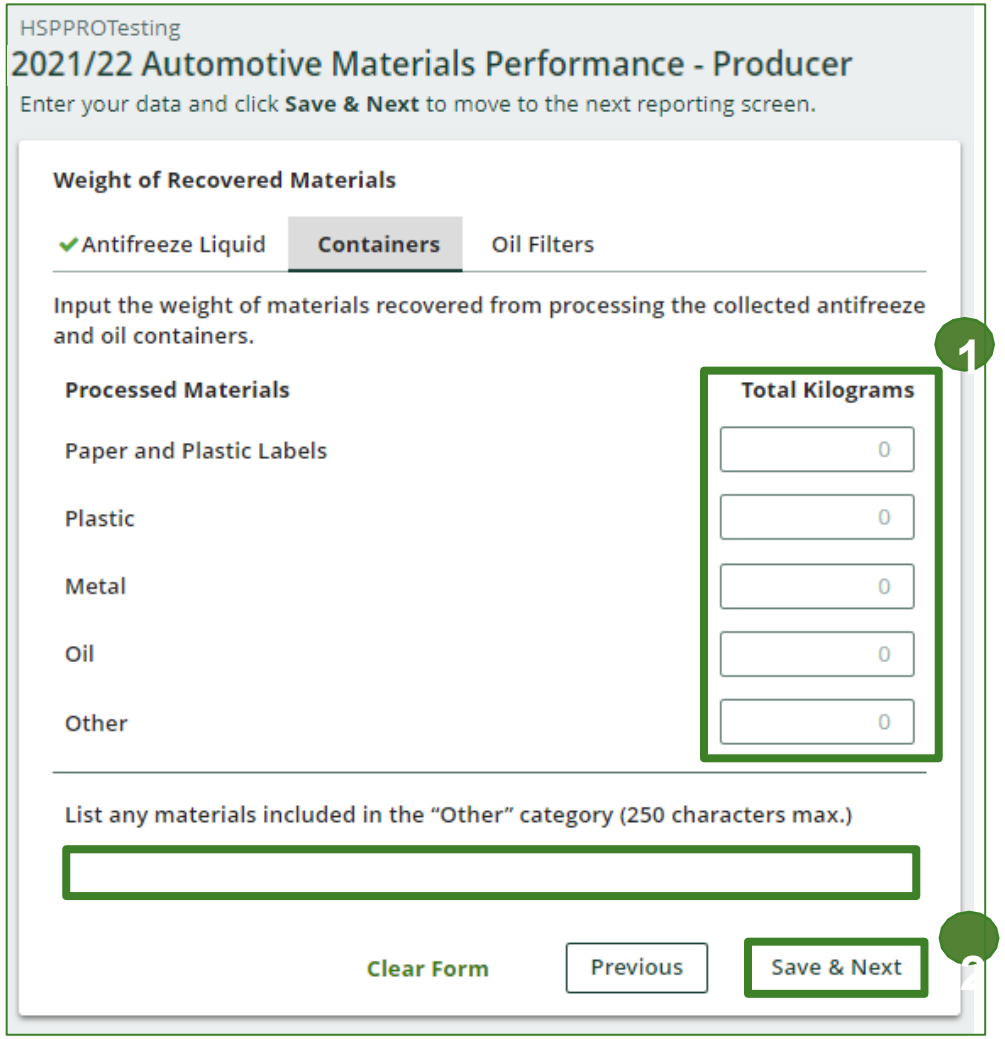




Performance report

Enter your producer's data for weight of recovered materials cont.

1. Under the **Containers** tab, you may enter **zero** on the total weight of materials recovered for each of the recovered material(s) under **Total Kilograms**. The total weight of recovered containers must be reported on your self-report.
    - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.



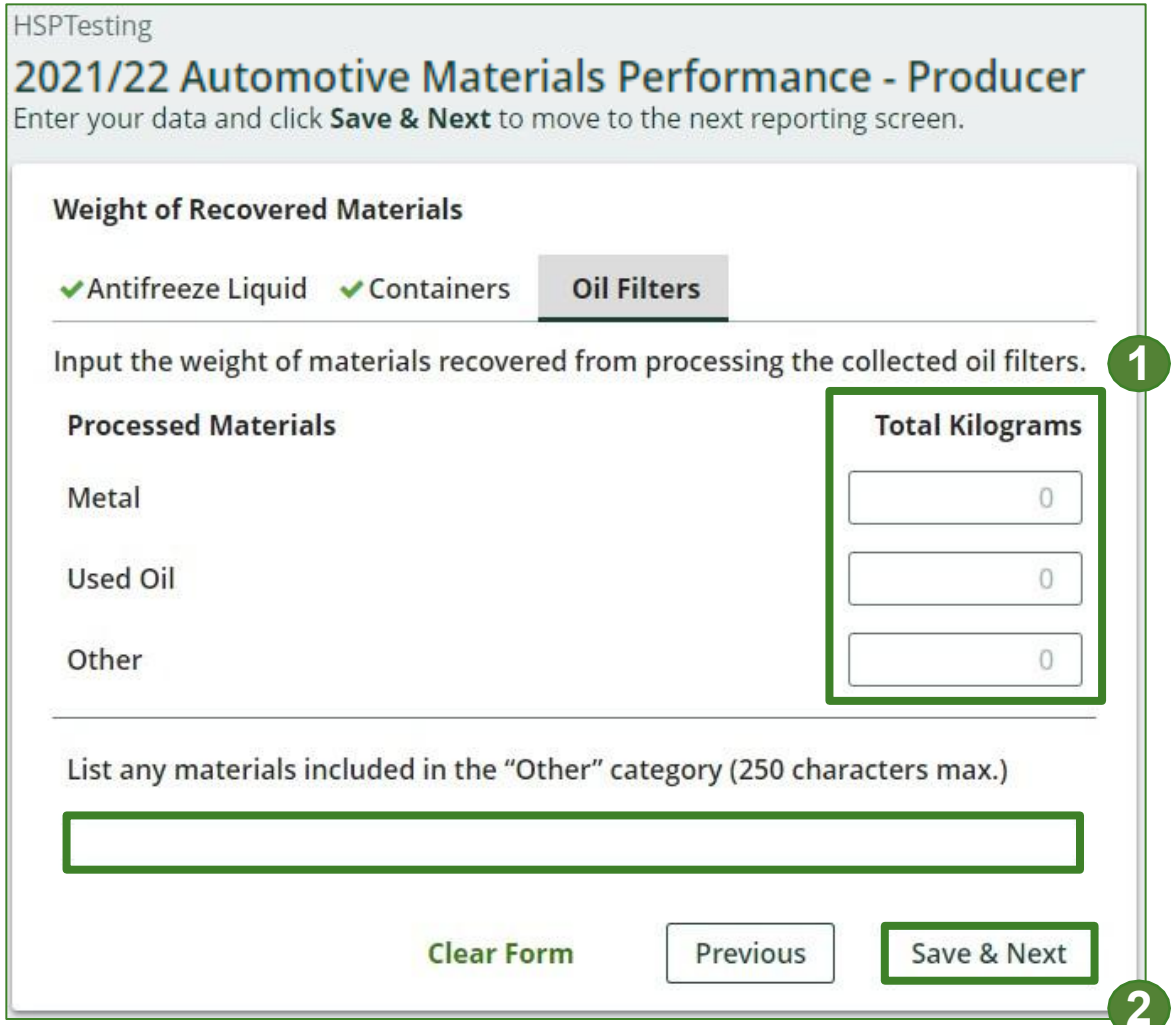
Performance report

Enter your producer's data for weight of recovered materials cont.

1. Under the **Oil Filters** tab, enter the total weight of recovered materials for each of the material(s) under **Total Kilograms**.
    - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.

Note: When counting the weight of recovered resources from oil filters, the following must not be counted:

- Any oil residue contained in the used oil filter.
- Any oil which is captured, recaptured, extracted, collected or diverted during processing.



How to submit performance reports on behalf of producers

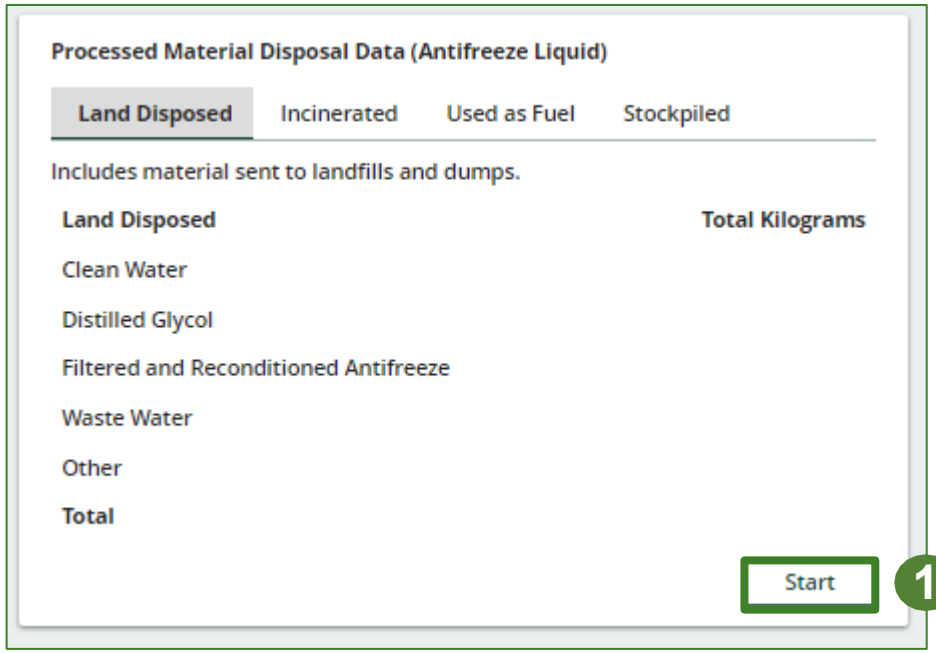
The next few slides will guide you with entering **disposed** material data for processed material(s).



Performance report

Enter your producer's processed material disposal data (antifreeze liquid)

1. Click **Start** to enter weight of material(s) disposed. The total weight of disposed antifreeze liquid must be reported on your self-report, therefore you may report zero in this section.

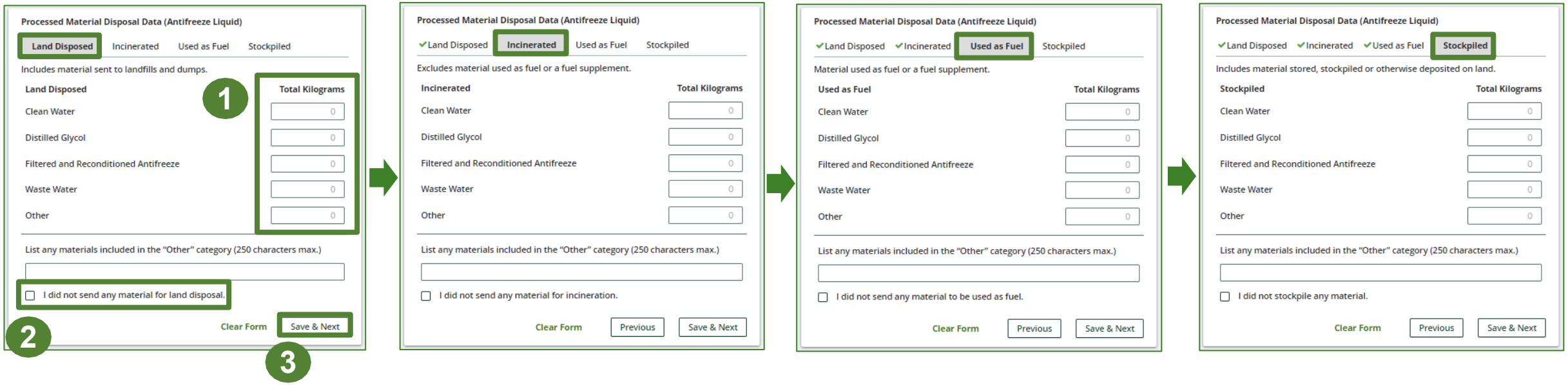


Performance report

Enter your processed material disposal data (antifreeze liquid) cont.

1. Enter the total weight of processed materials for each of the material(s) under **Total Kilograms**, in **Each** category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**).

    - If applicable, state the materials included under **Other** category.



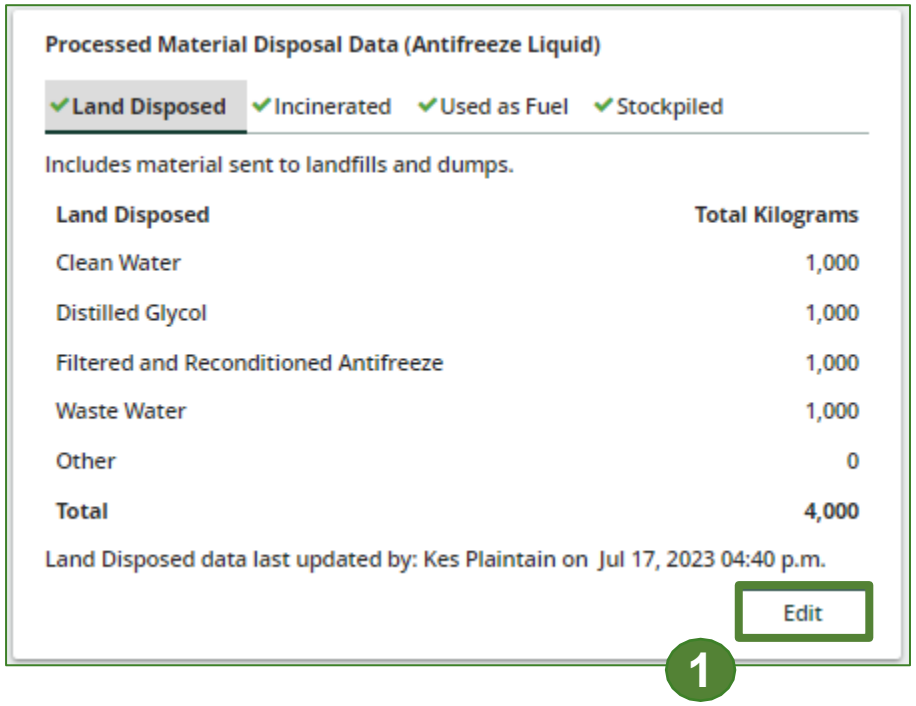
2. If you did not send any material for land disposal, leave the kilograms field blank and click the check box for **I did not send any material for land disposal.**

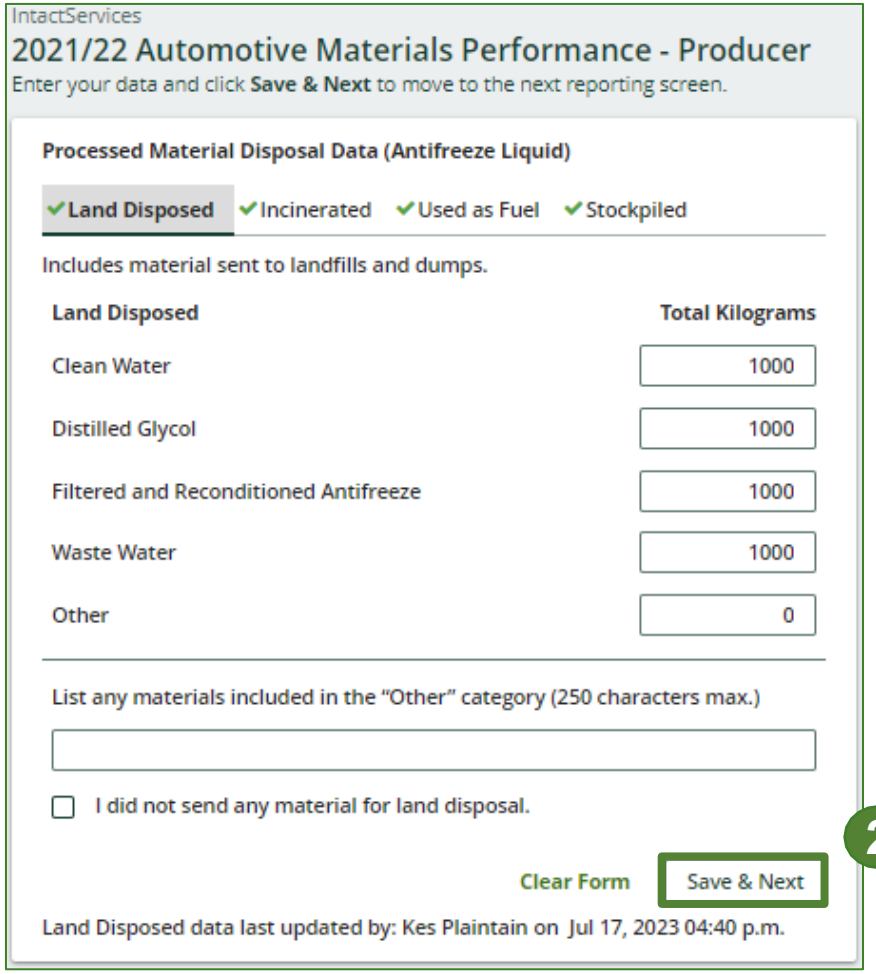
3. Click **Save & Next**.

Performance report

Enter your processed material disposal data (antifreeze liquid) cont.

1. Click on **Edit** if you need to change the previously entered data.
2. Click **Save & Next** to proceed.

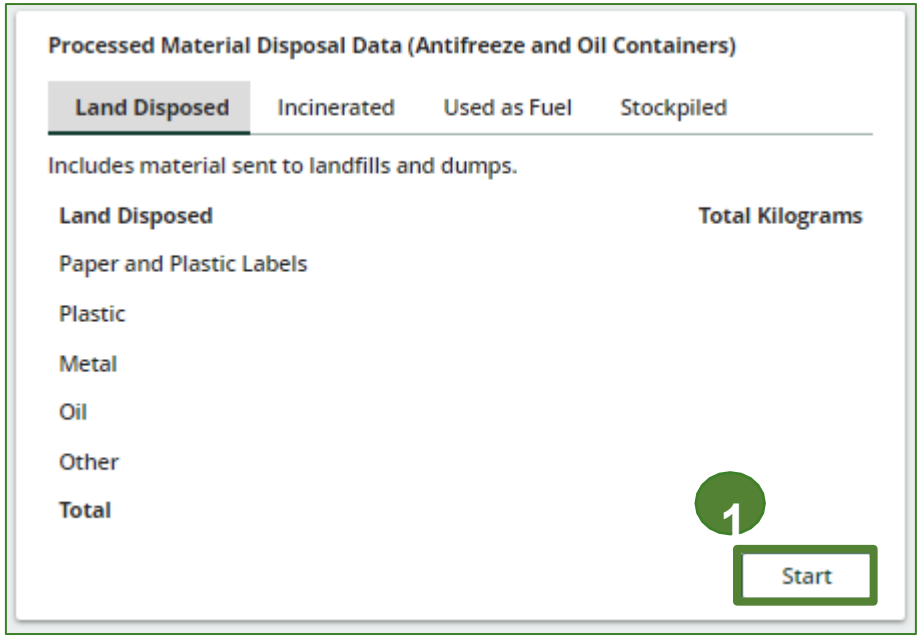




Performance report

Enter your producer's processed material disposal data (antifreeze and oil containers)

1. Click **Start** to enter weight of material(s) disposed. The total weight of disposed containers must be reported on your self-report, therefore you may report zero in this section.

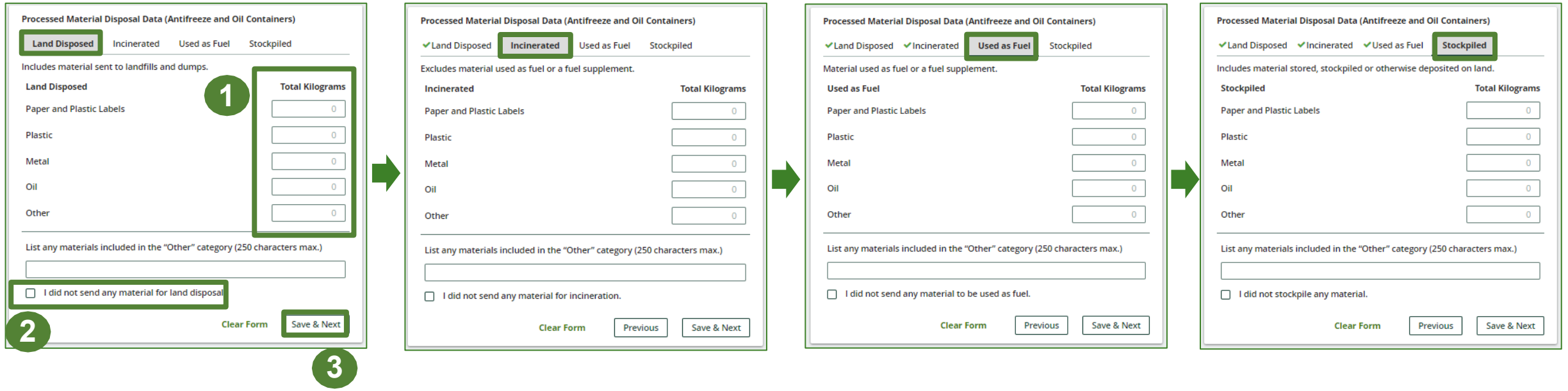


Performance report

Enter your processed material disposal data (Antifreeze and Oil Containers) cont.

1. Enter the total weight of processed materials for each of the material(s) under **Total Kilograms**, in **Each** category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**).

    - If applicable, state the materials included under **Other** category.



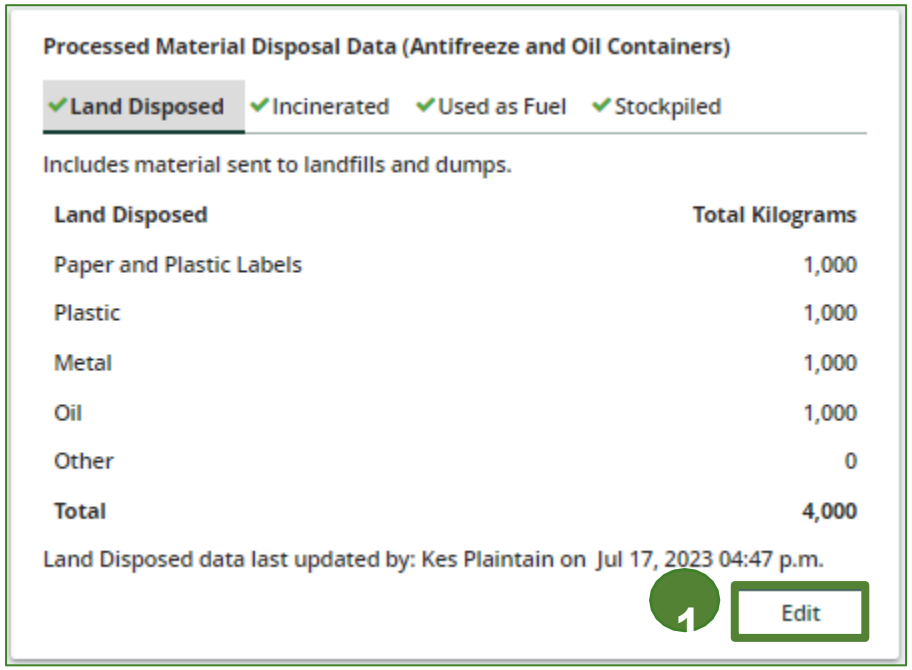
2. If you did not send any material for land disposal, leave the kilograms field blank and click the check box for **I did not send any material for land disposal.**

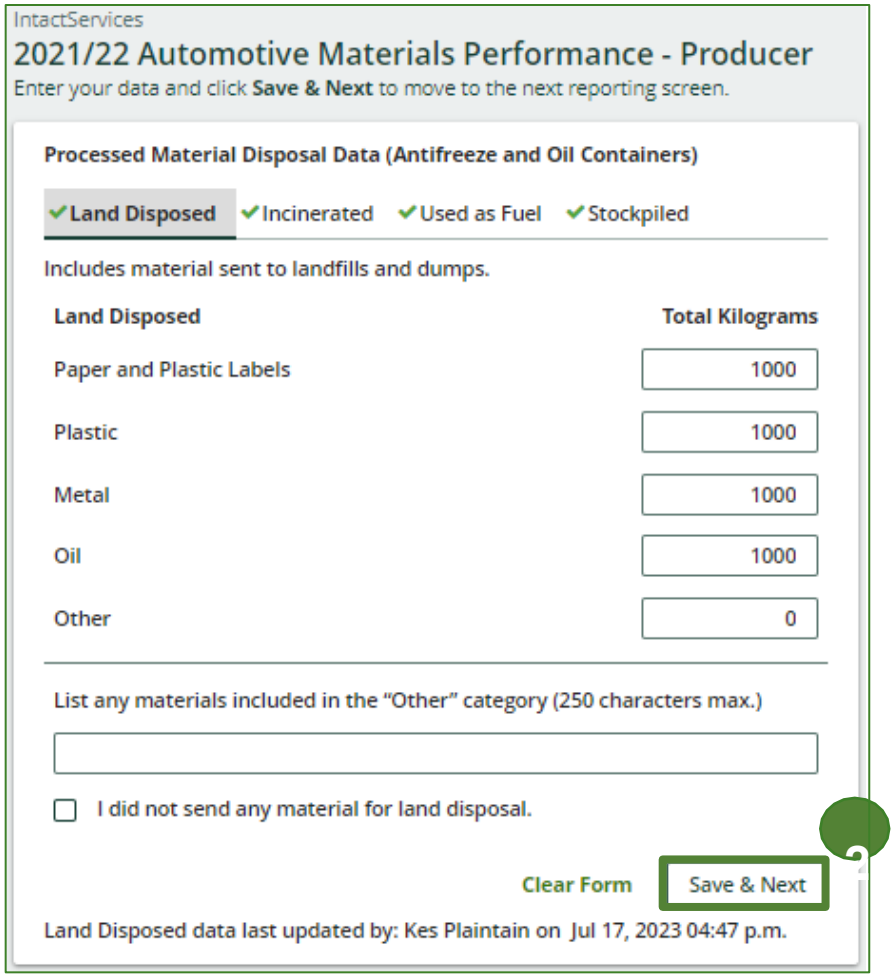
3. Click **Save & Next**.

Performance report

Enter your processed material disposal data (antifreeze and oil containers) cont.

1. Click on **Edit** if you need to change the previously entered data.
2. Click **Save & Next** to proceed.

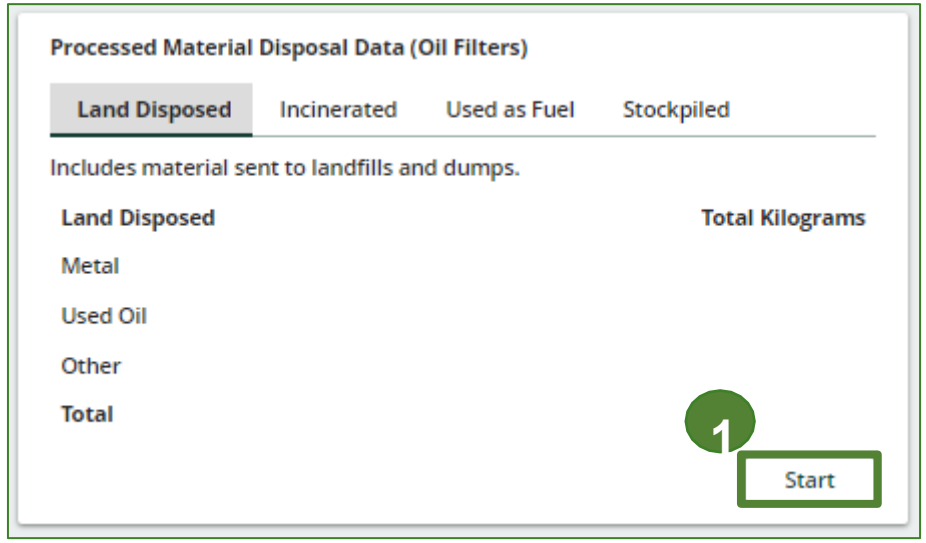




Performance report

Enter your producer's processed material disposal data (oil filters)

1. Click Start to enter weight of material(s) which includes materials sent to landfills and dumps.

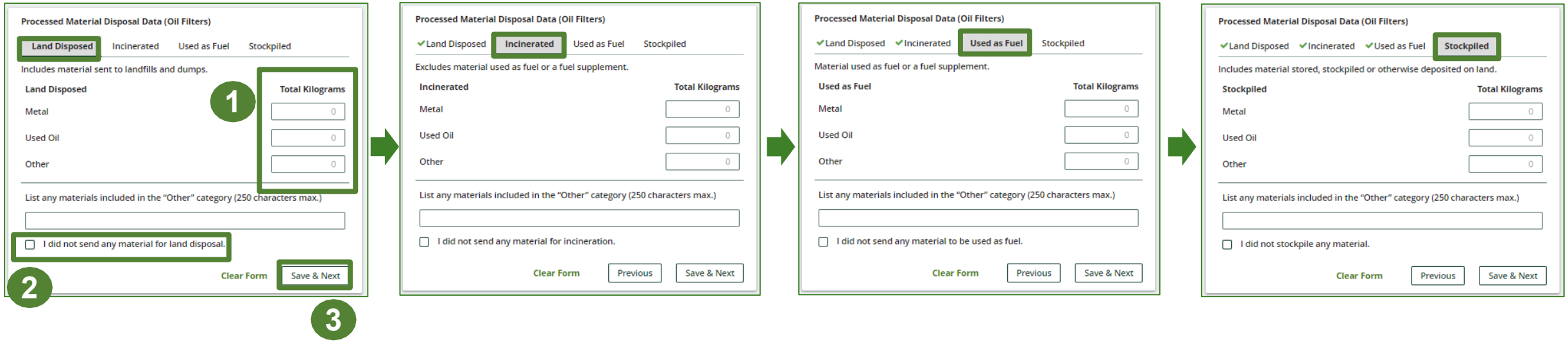


Performance report

Enter your processed material disposal data (Oil Filters)

1. Enter the total weight of processed materials for each of the material(s) under **Total Kilograms**, in **Each** category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**).

    - If applicable, state the materials included under **Other** category.



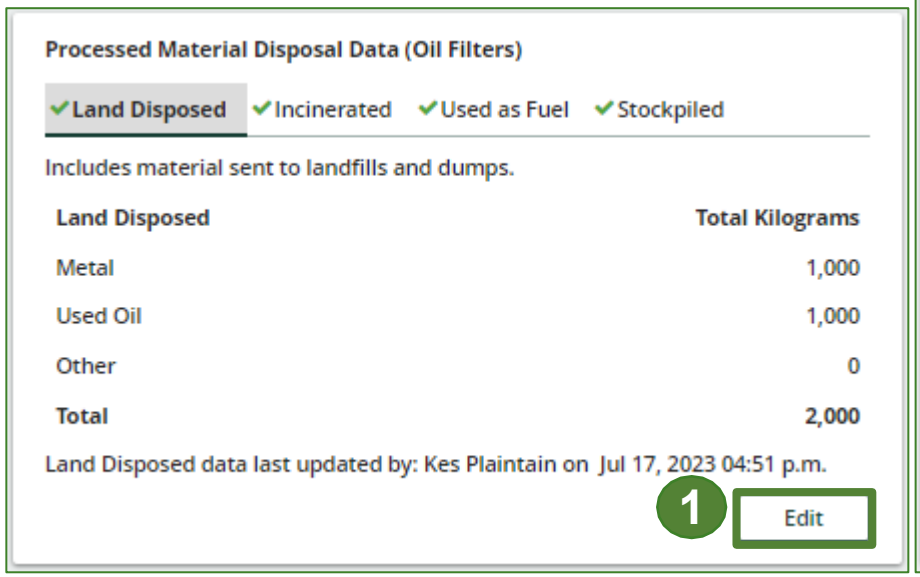
2. If you did not send any material for land disposal, leave the kilograms field blank and click the check box for **I did not send any material for land disposal.**

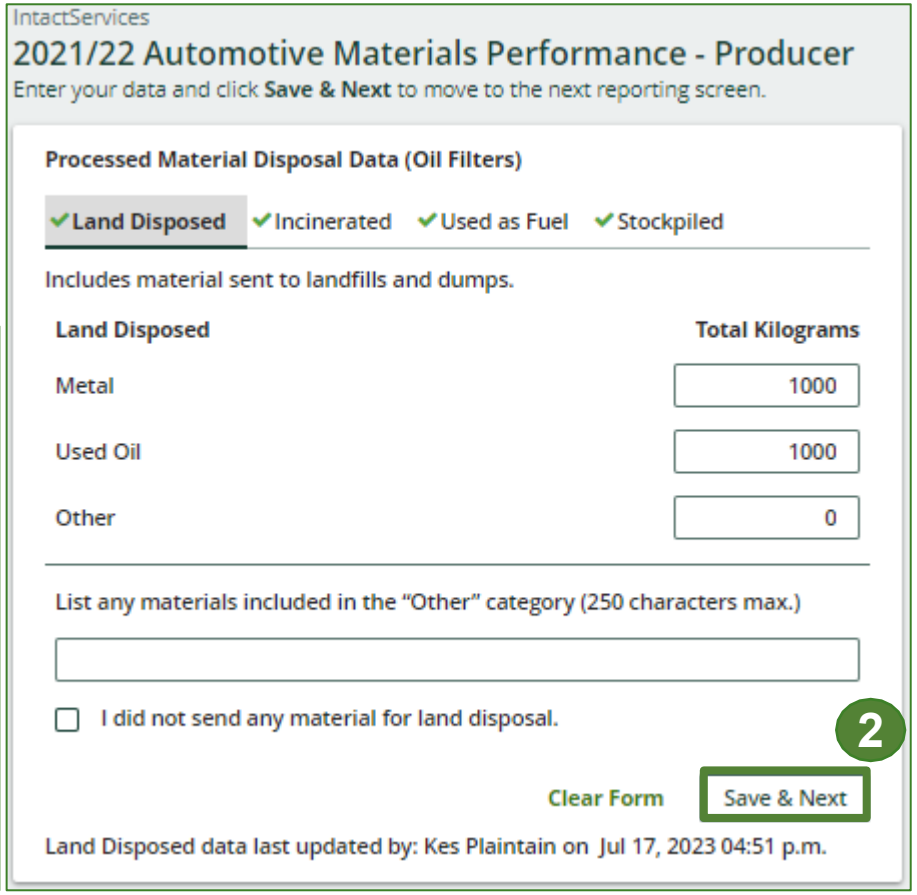
3. Click **Save & Next**.

Performance report

Enter your processed material disposal data (Oil Filters) cont.

1. Click on **Edit** if you need to change the previously entered data.
2. Click **Save & Next** to proceed.





How to submit performance reports on behalf of producers

The next few slides will guide you with **submitting** your producer reports.



Performance report
Submit your report

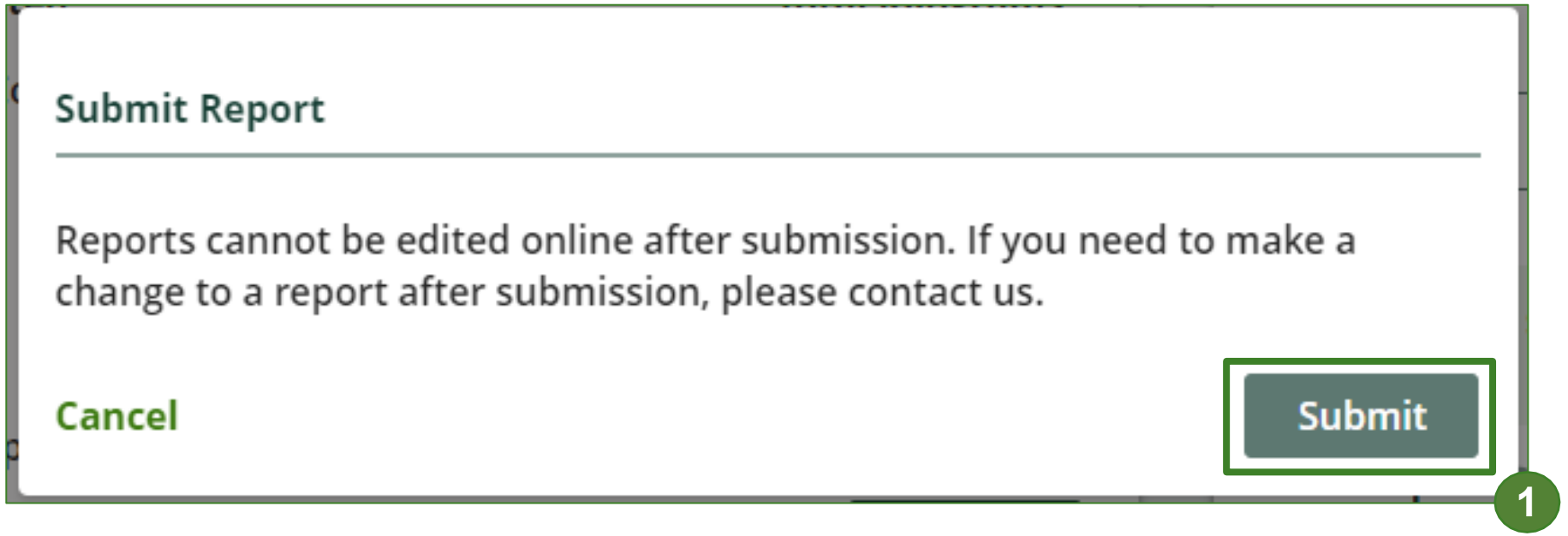
1. Click on **Submit Report** once you are finish reviewing and are ready to submit.



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.



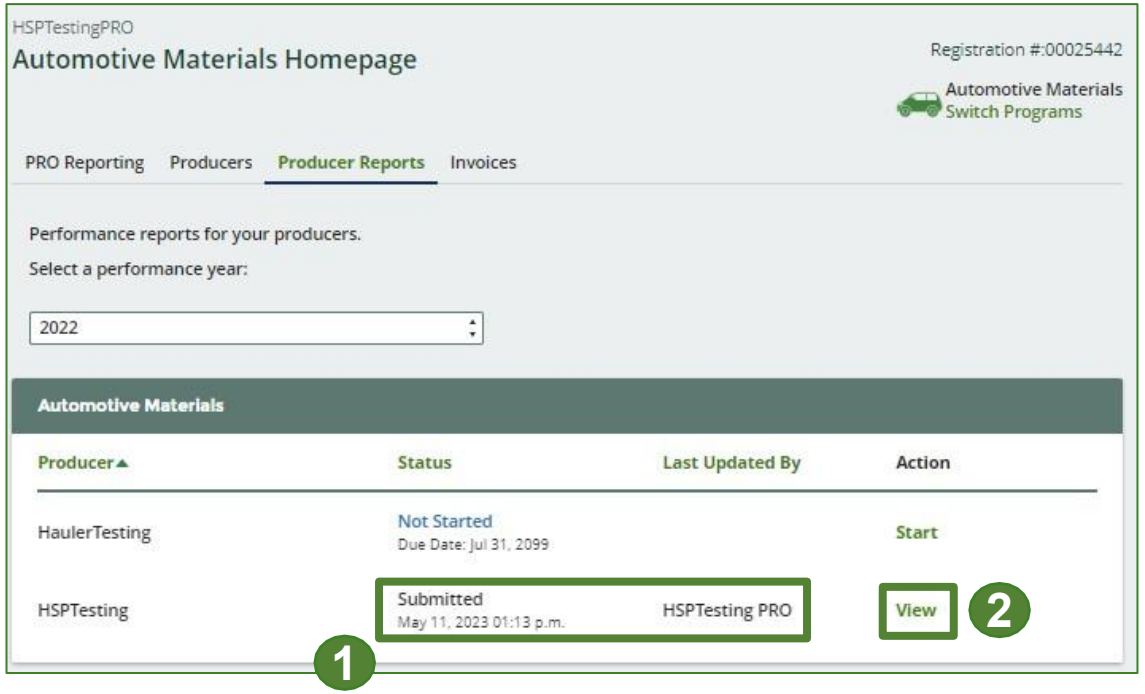
Performance report

View submitted report

1. On the **Automotive Materials Homepage** under the **Producer Reports** tab, reports submitted on behalf of producers will have a report status of **Submitted**, and who it was last updated by.

2. Under Action, you can click **View** to review the report submission.

Note: Producer's must identify their PRO in their Registry account in order for the report to show in your PRO account. If you are missing a producer's report in your account, it is recommended to reach out to the producer directly.



Additional resources



Have a question?

Resources to help you submit your report(s):

- Visit our HSP PRO 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.