# Hazardous and Special Products: PRO Performance Reporting Guide

## Non-refillable pressurized containers




RPRA Resource Productivity & Recovery Authority

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# Introduction



# What is HSP performance reporting?

Hazardous and special products (HSP) performance reporting is an annual report that PROs with obligations under the Hazardous and Special Products 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.

**Note:** As of January 1, 2025, refillable pressurized containers fall under Category E. For the 2026 calendar and onwards, PROs and producers of this material (including refillable propane producers) are required to submit their performance report through the updated refillable pressurized and propane containers Registry portal.

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 and Registry Team at registry@rpra.ca or call 647-496-0530 or toll-free at 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 **non-refillable pressurized containers.** 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 description of the activities undertaken by the producer to comply with the promotion and education requirements.
- The name and contact information of each processor.
- The weight of recovered resources.
- 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.

# 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 the 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

**Non-refillable pressurized container PROs** are required to report on the following information annually:

**Reporting on their own performance**

- Weight of non-refillable pressurized containers collected.
- Weight of non-refillable pressurized containers 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.
- A description of the activities undertaken to comply with the promotion and education requirements.

**Reporting on behalf of producers**

- Total weight of non-refillable pressurized containers collected.
- Total weight of non-refillable pressurized containers that were land disposed, incinerated, used as fuel or a fuel supplement, or stored, stockpiled, used as a daily landfill cover or otherwise deposited on land.
- A description of the activities undertaken by the producer to comply with the promotion and education requirements.

# 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 on 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.

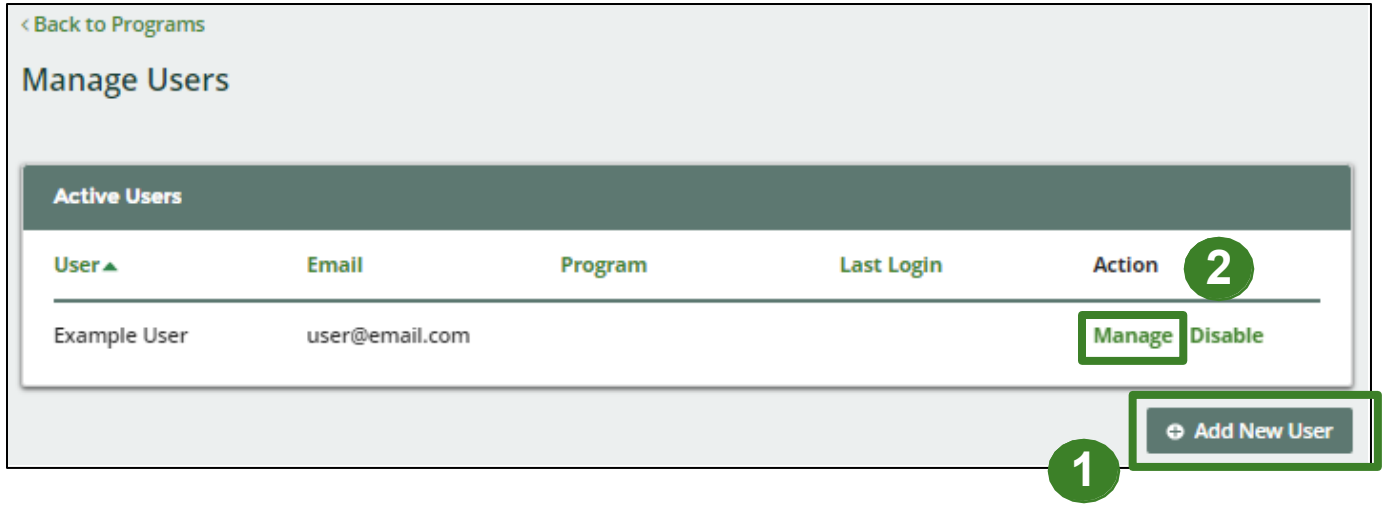
To manage contacts in your Registry account, see the following steps or watch our how-to video:

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.

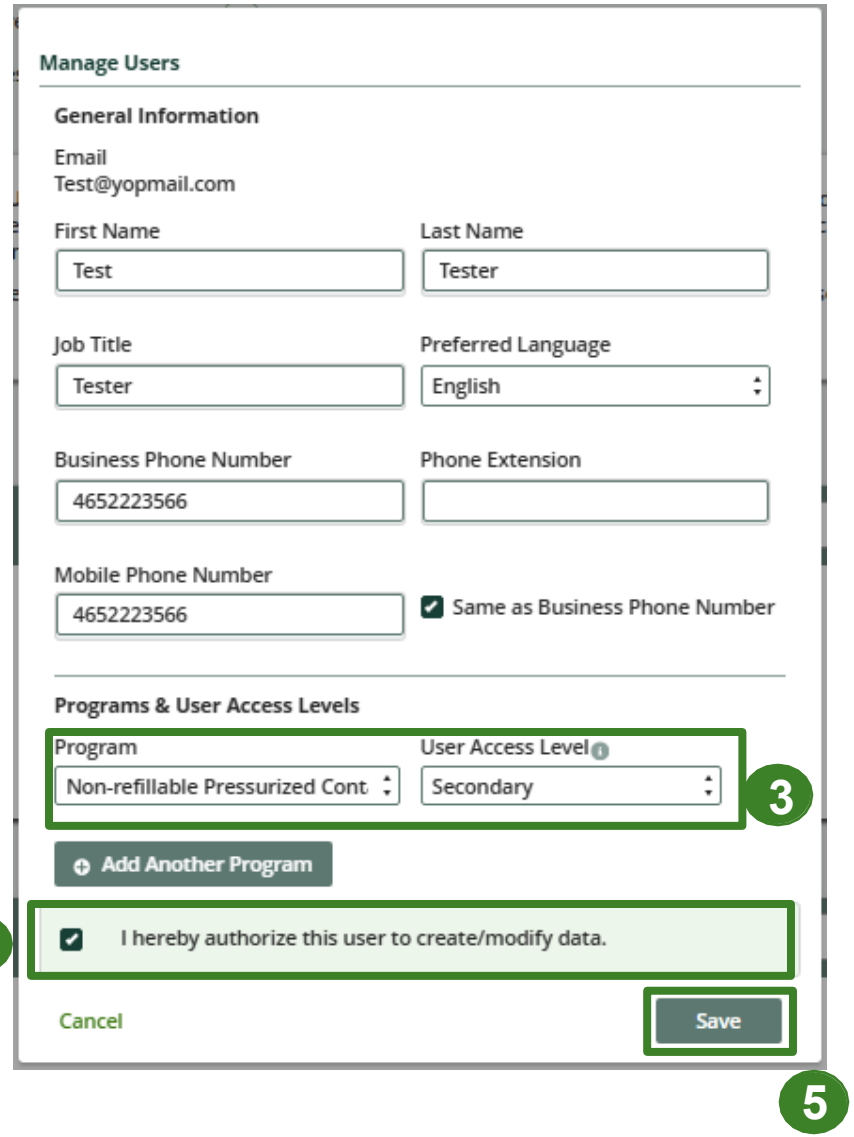


# How to manage contacts on your Registry account cont.

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

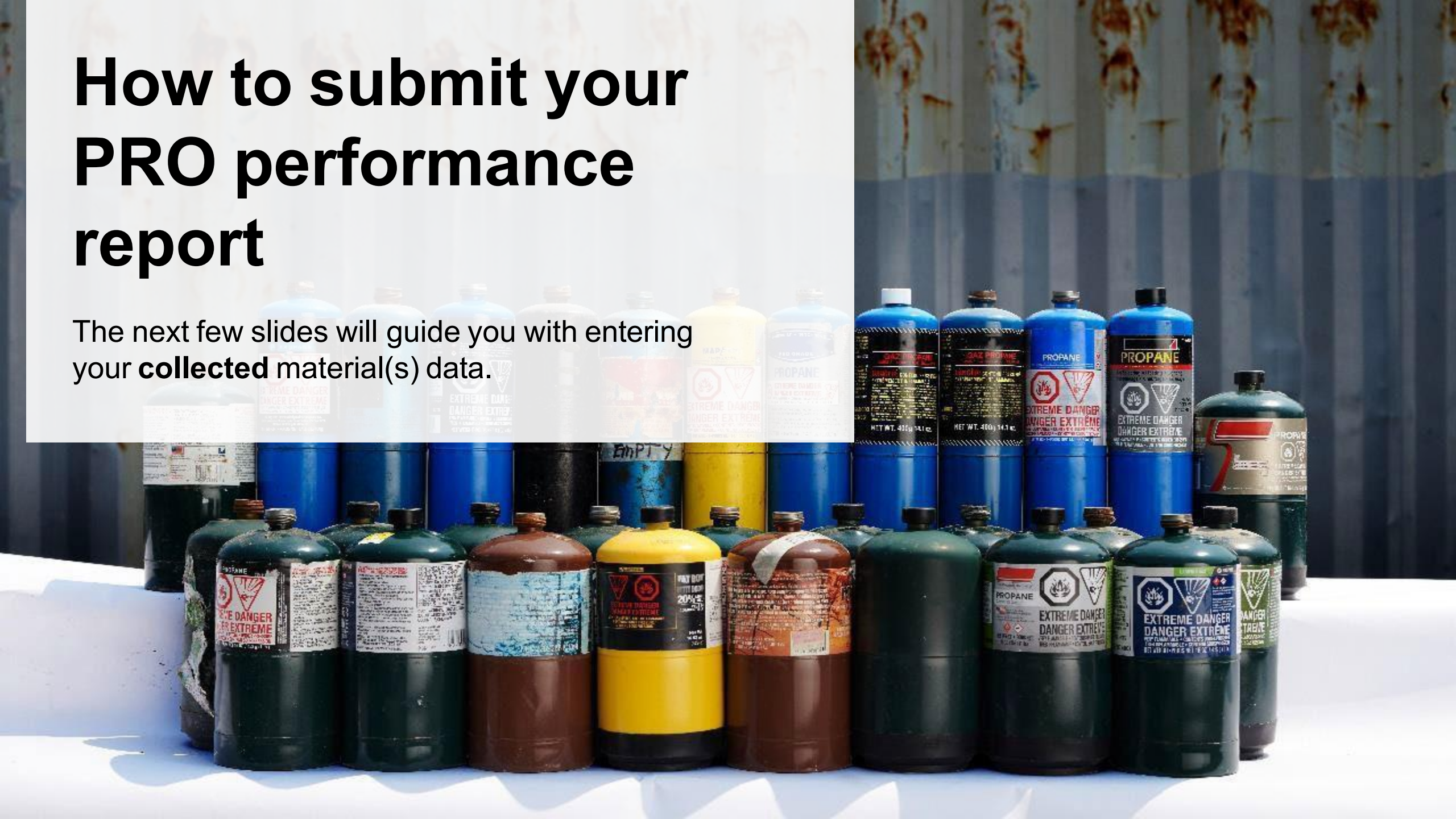



3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**



# 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 **Non-Refillable Pressurized Containers** program on your dashboard.



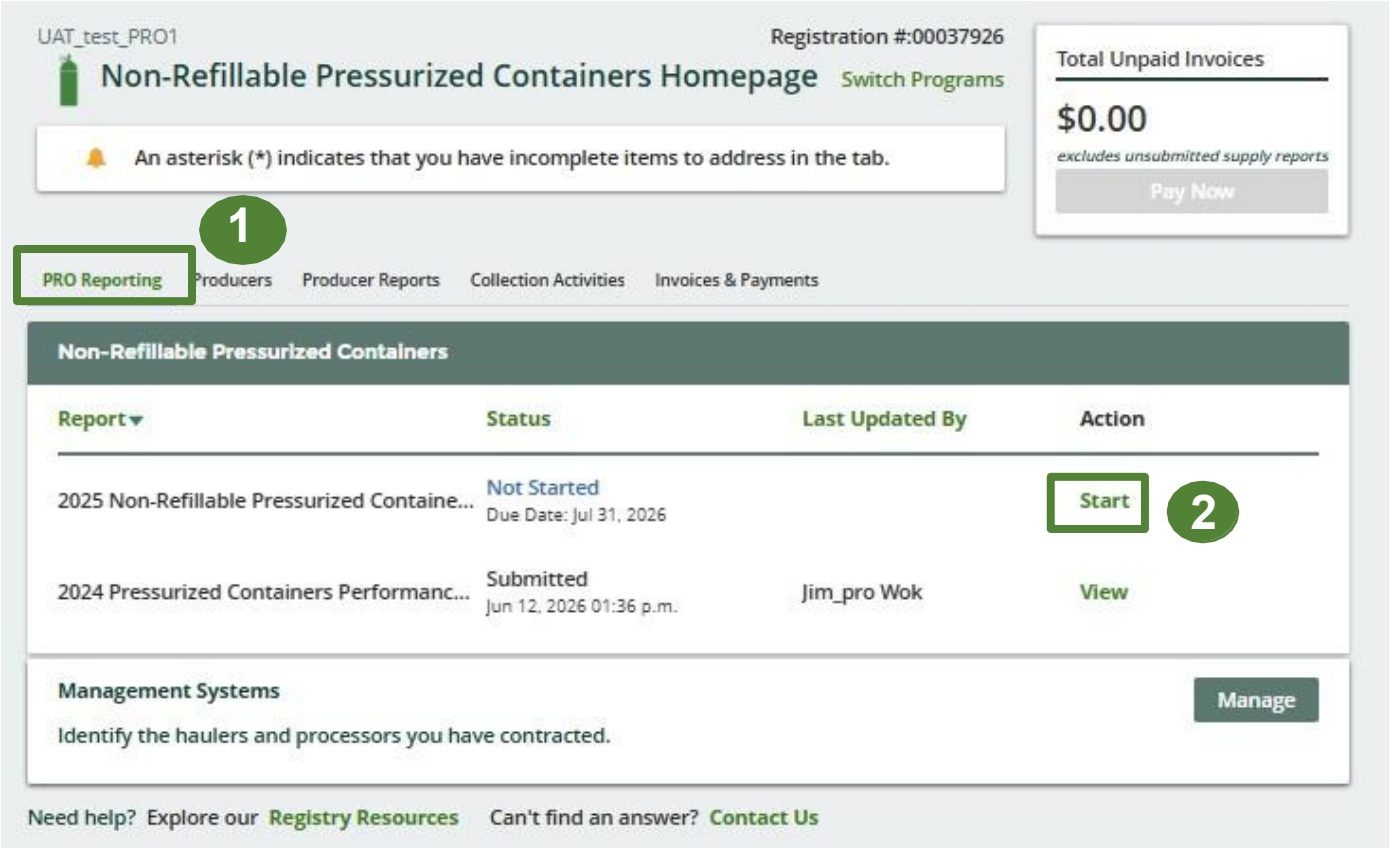
# Performance report

## Starting your own report

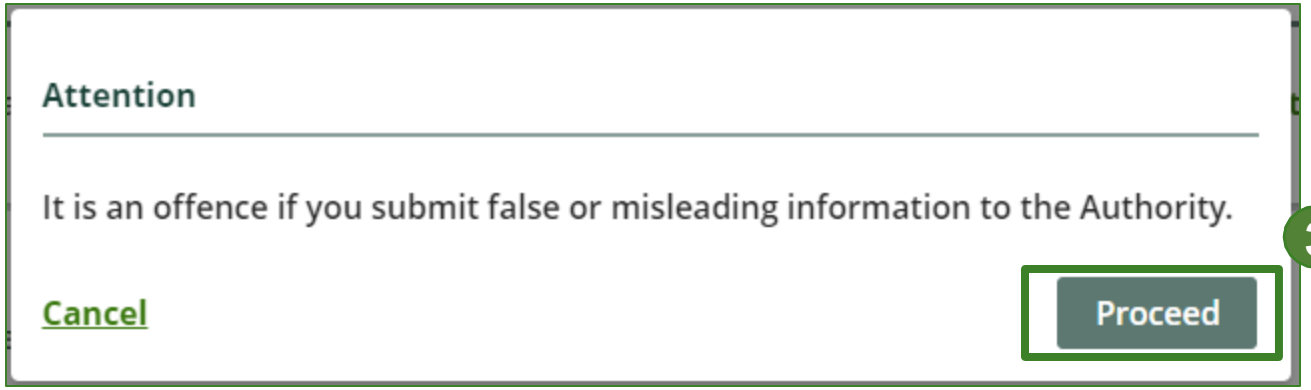
1. Click on the **PRO Reporting** tab.

2. Under **Action**, click on **Start** to begin completing the Pressurized Containers Performance – PRO report.

3. After clicking **Start**, the below notice will appear. After reading the notice, click **Proceed**.




**Note:** If you are a PRO for **Refillable Pressurized Containers only**, you are not required to submit your performance report.

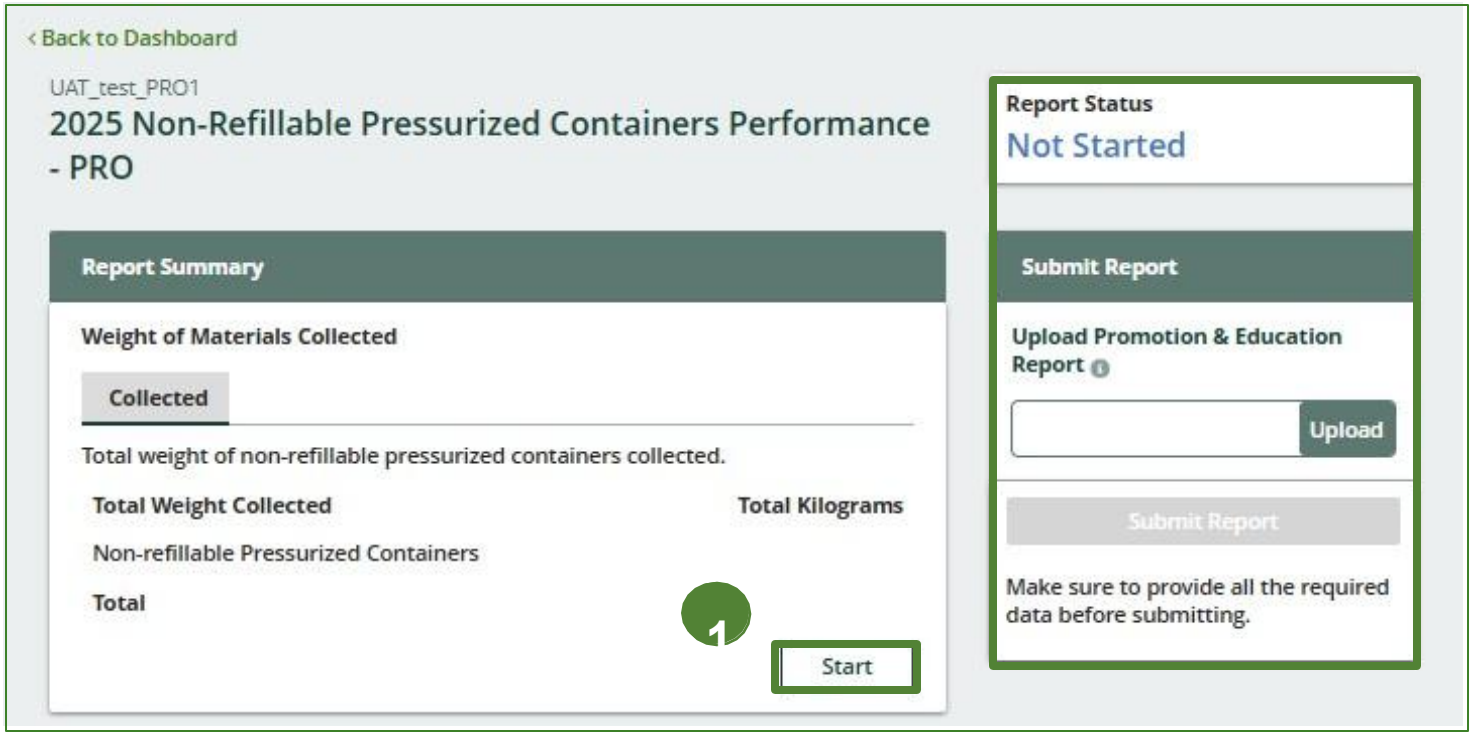


# Performance report

## 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 non-refillable pressurized containers collected.

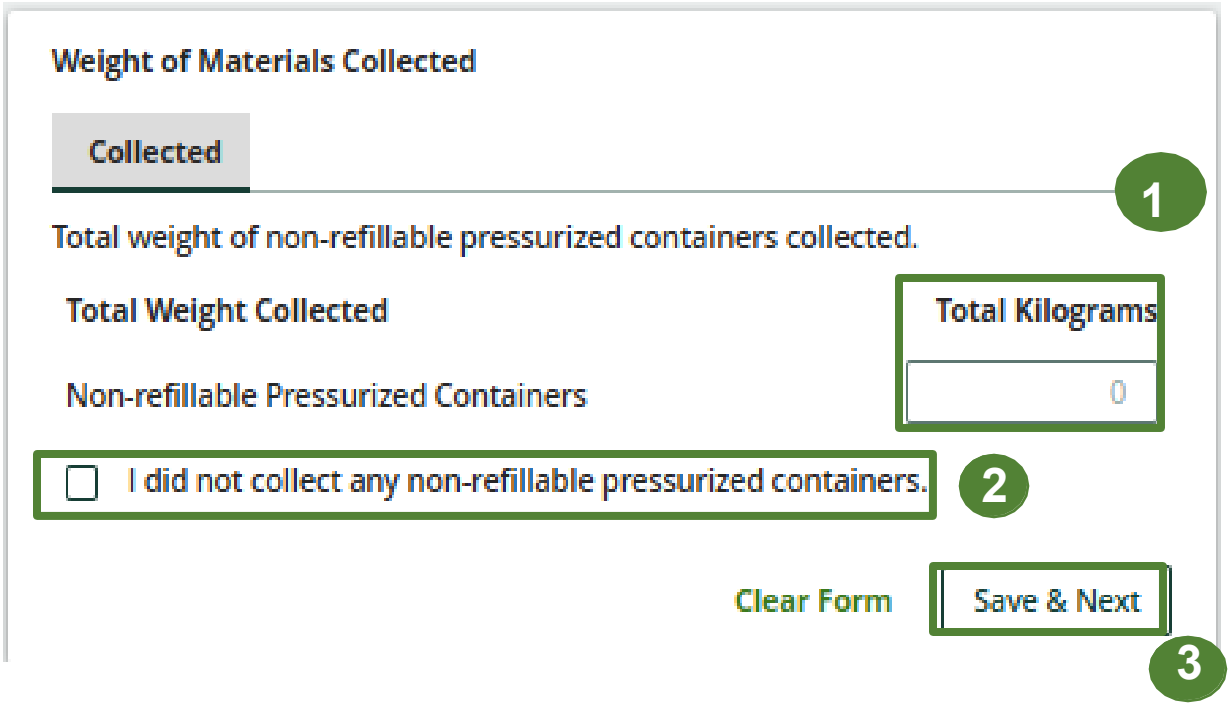


# Performance report

## Enter your weight of materials collected data

1. Under **Collected**, enter the total kilograms of non-refillable pressurized containers collected under **Total Kilograms**.

2. If you did not collect any non-refillable pressurized containers, leave the kilograms field blank and check box for **I did not collect any non-refillable pressurized containers**.
3. Click **Save & Next**.



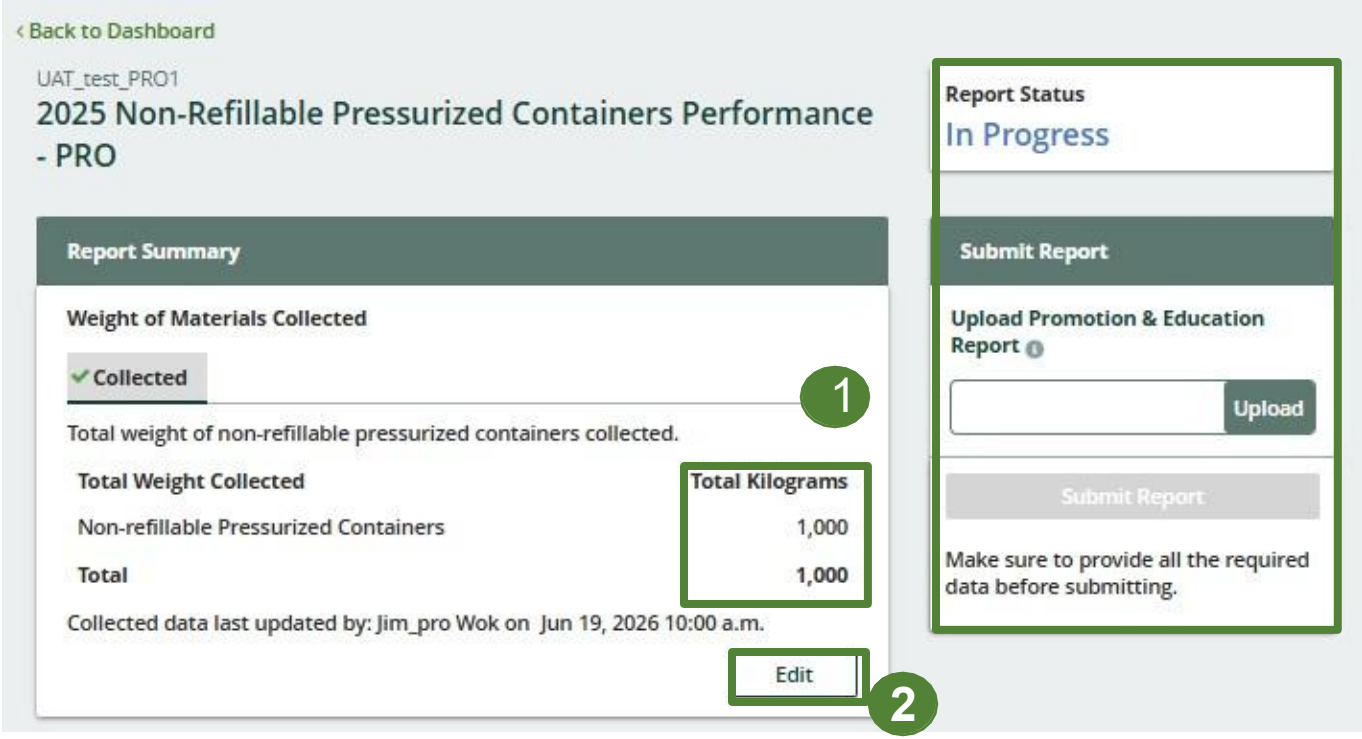
# Performance report

## 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.

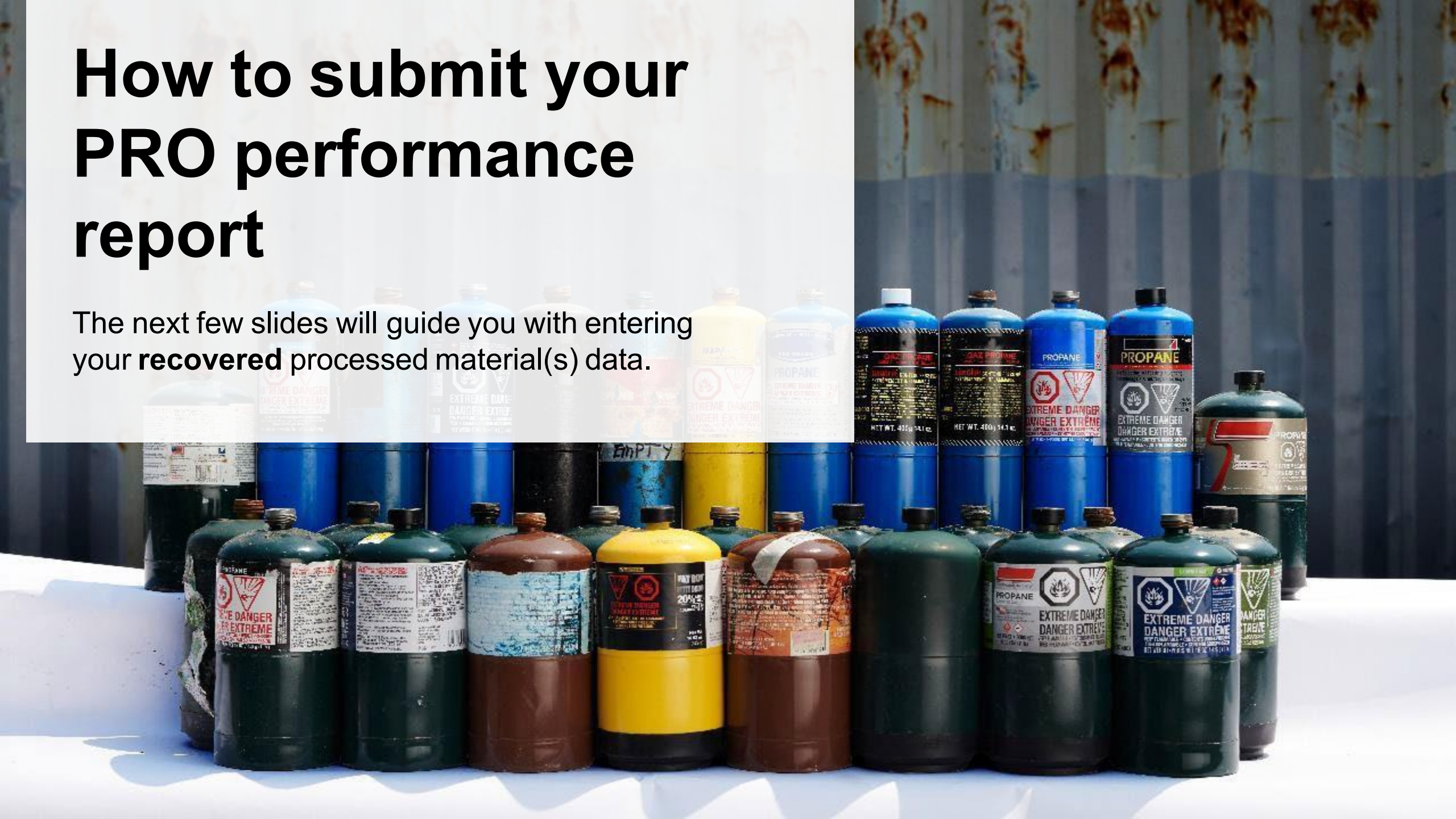
1. Review the kilograms of non-refillable pressurized containers collected (entered previously).

2. Click on **Edit**, if you need to make a change to the processed materials 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

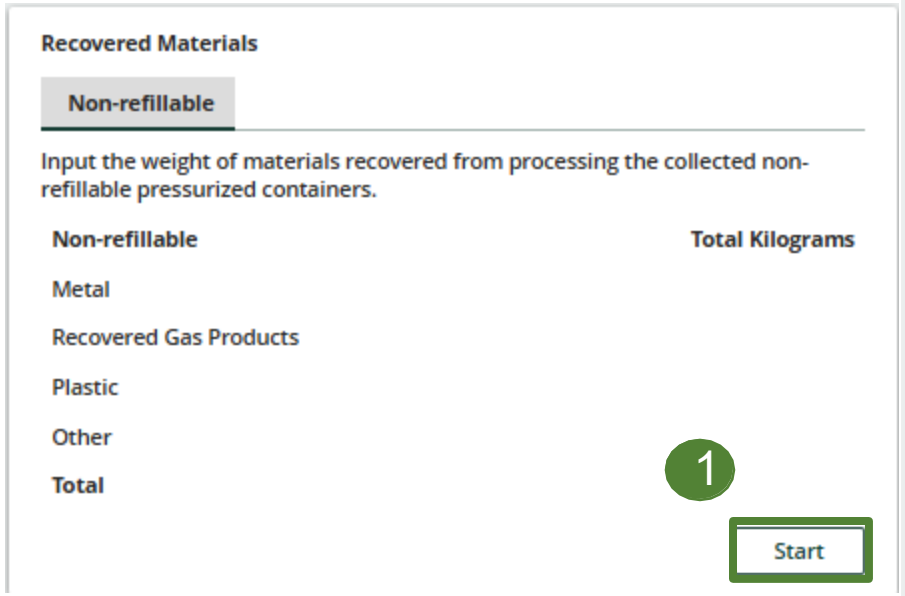
## Enter your data for weight of recovered materials

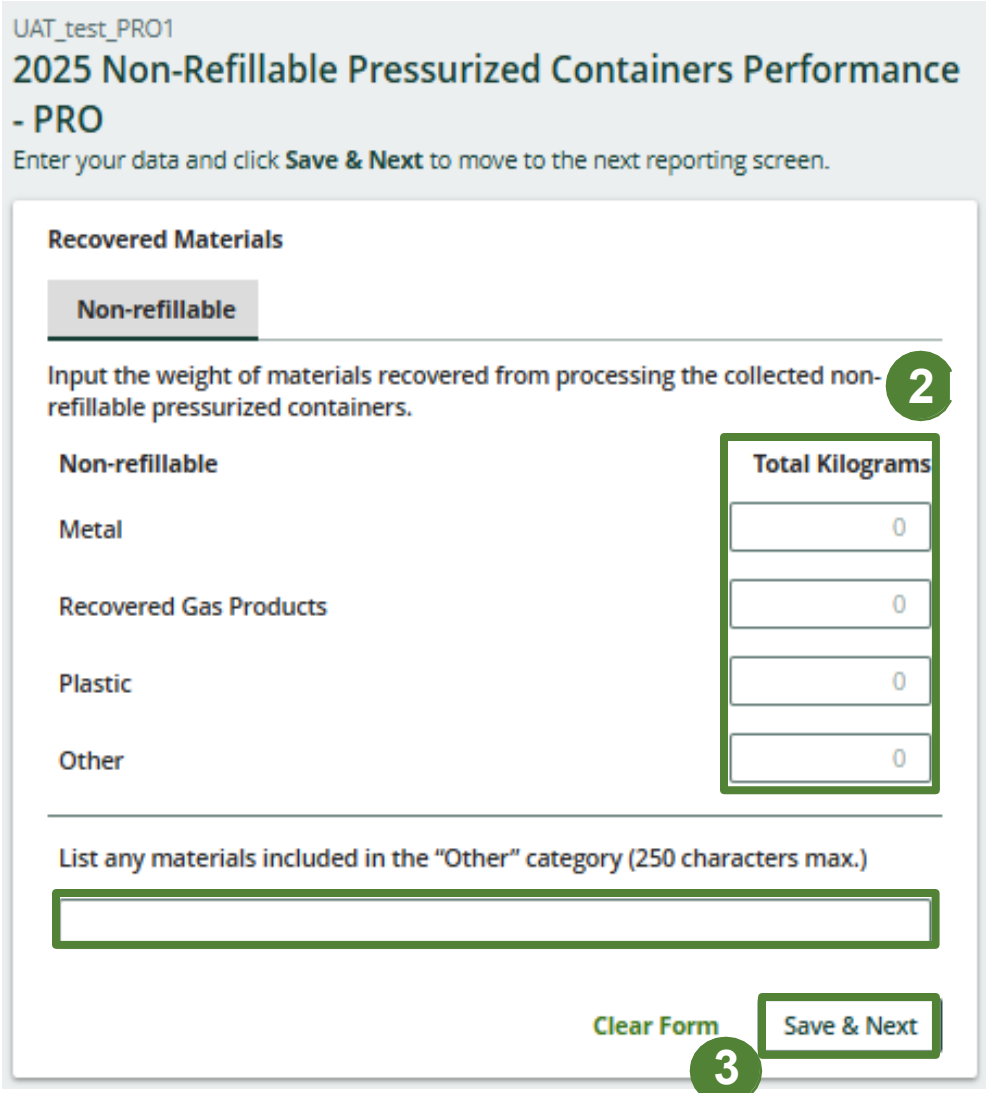
1. Click **Start** to begin entering the total weight of recovered materials.

2. Under the **Non-Refillable** 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.

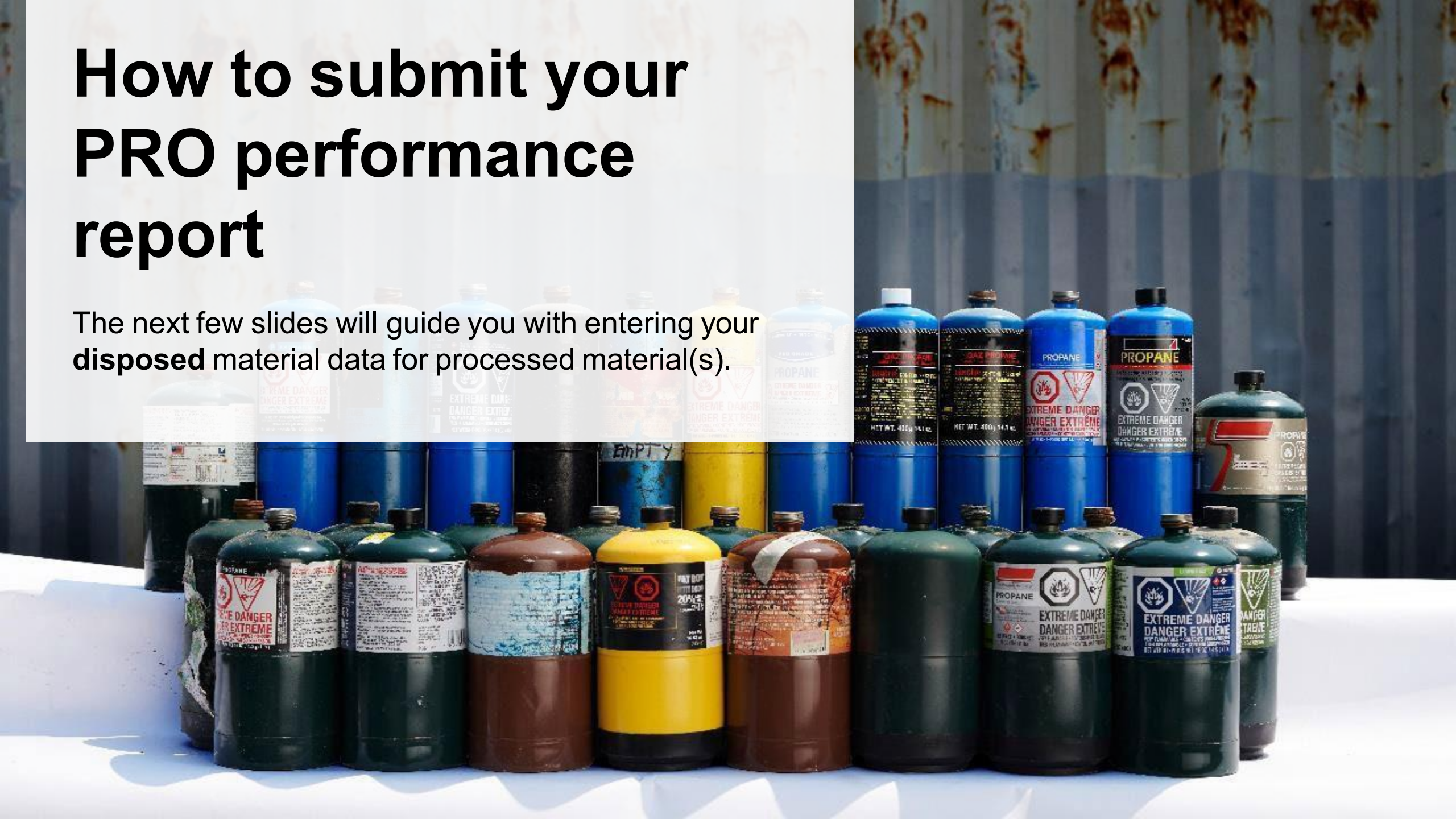
3. Click **Save & Next**.



# 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

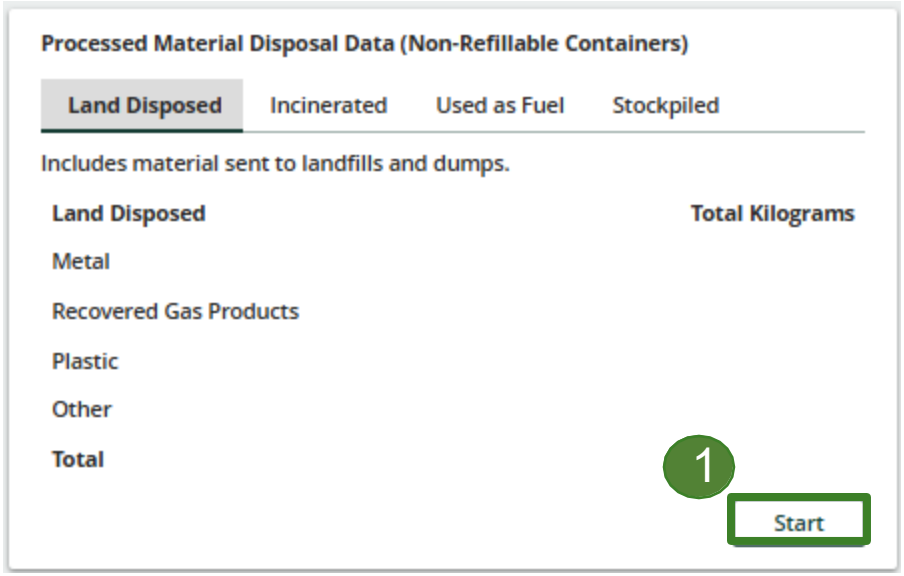
## Enter your processed material disposal data (non-refillable pressurized containers)

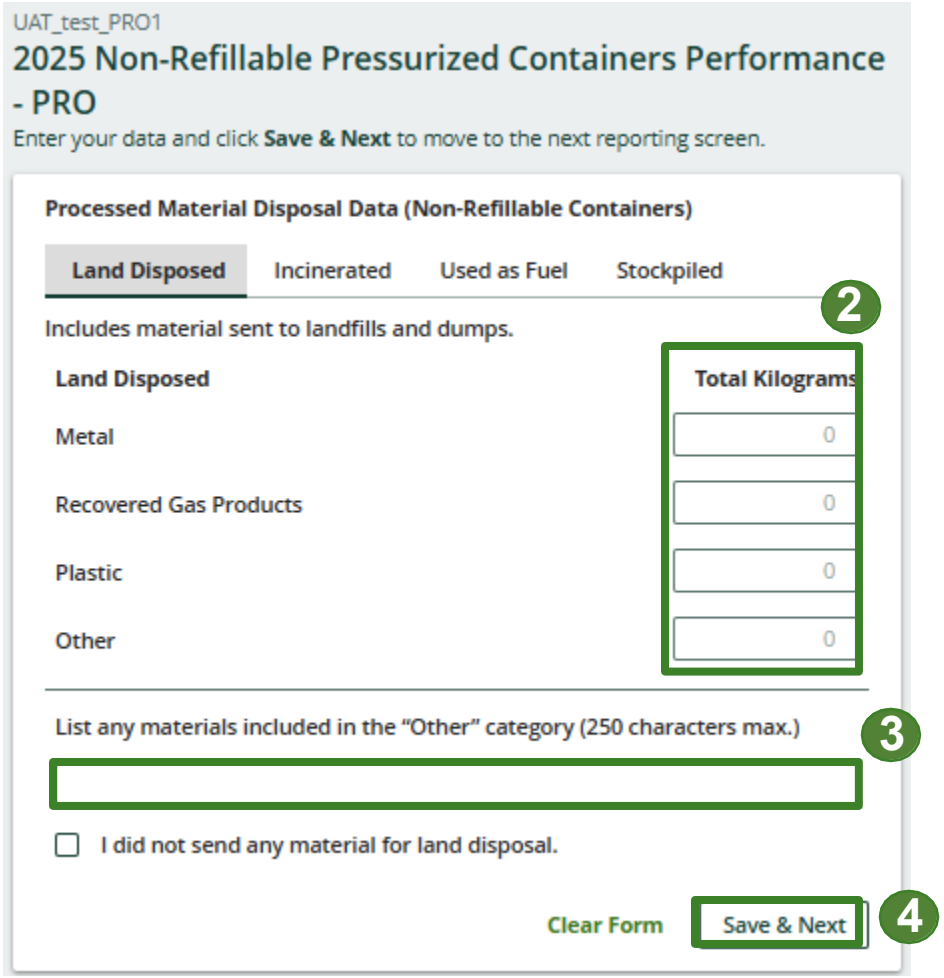
1. Click **Start** to enter weight of material(s), which includes materials sent to landfills and dumps.

2. Enter the weight of **Land Disposed** materials under **Total Kilograms**.

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

4. Click **Save & Next**.

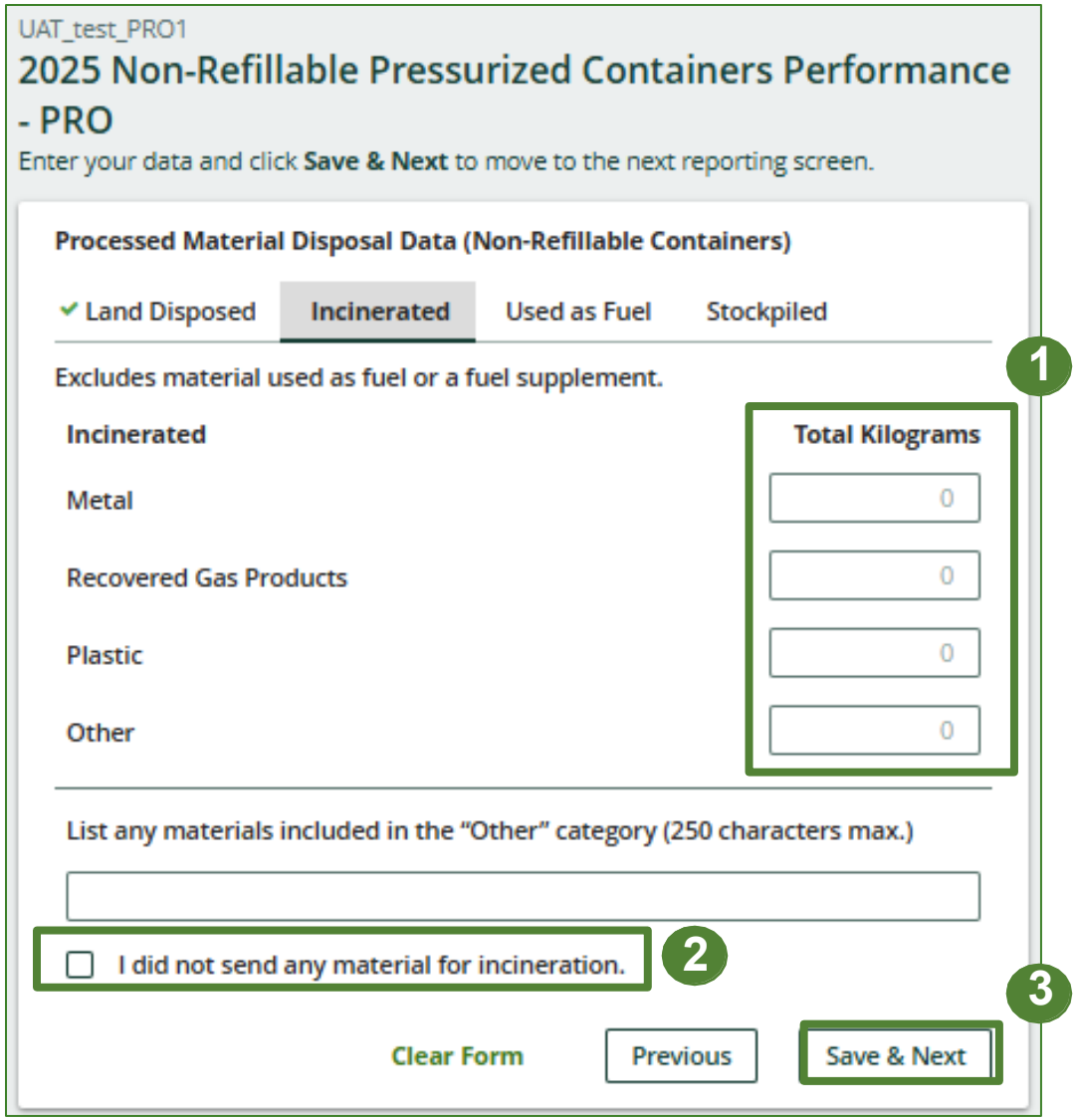


# Performance report

## Enter your processed material disposal data (non-refillable pressurized containers) cont.

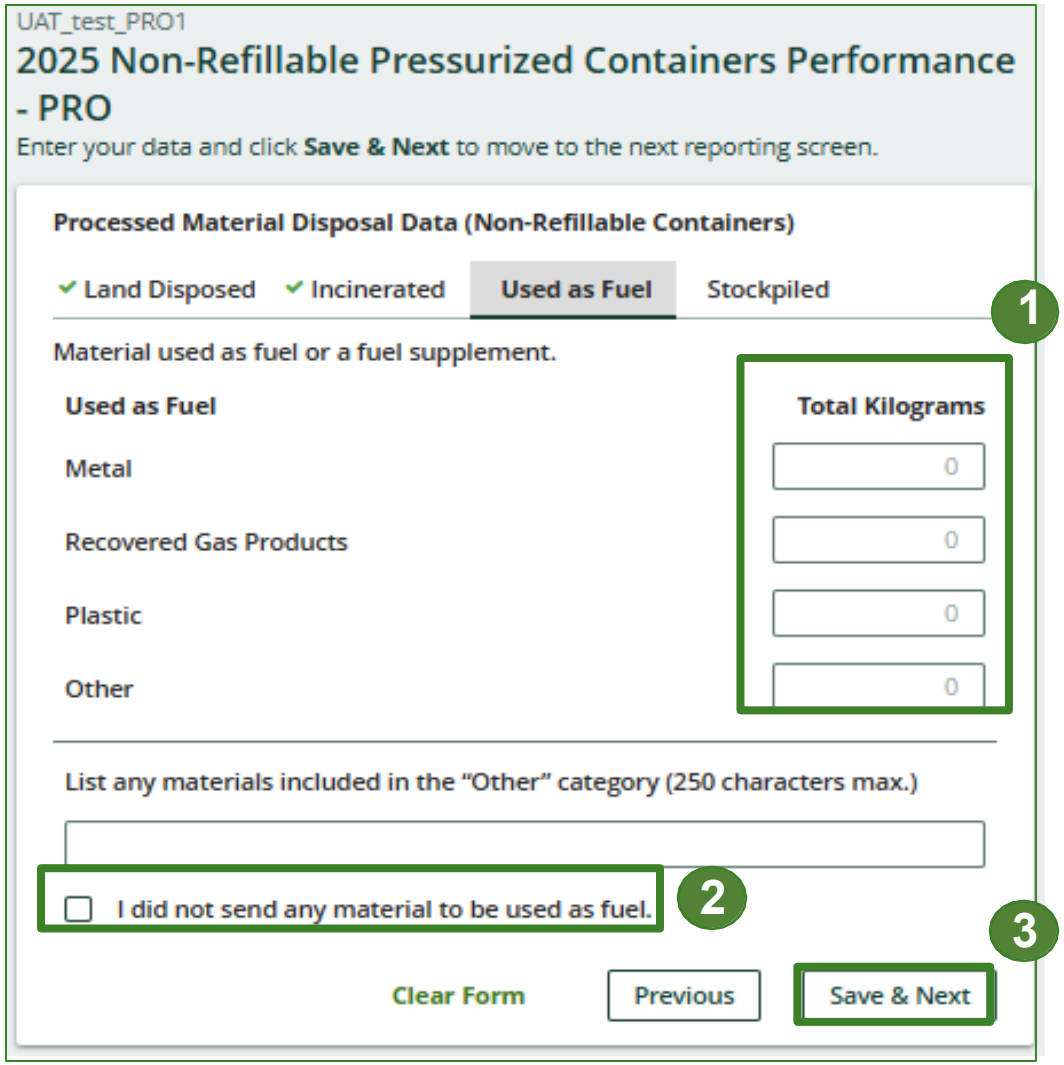
1. Enter the weight of **Incinerated** material (excluding material used as fuel or a fuel supplement) under **Total Kilograms**.
    - If applicable, list any materials included in the **Other** category.
2. If you did not send any materials for incineration, check the box for **I did not send any materials for incineration**.
3. Click **Save & Next**.



# Performance report

## Enter your processed material disposal data (non-refillable pressurized containers) cont.

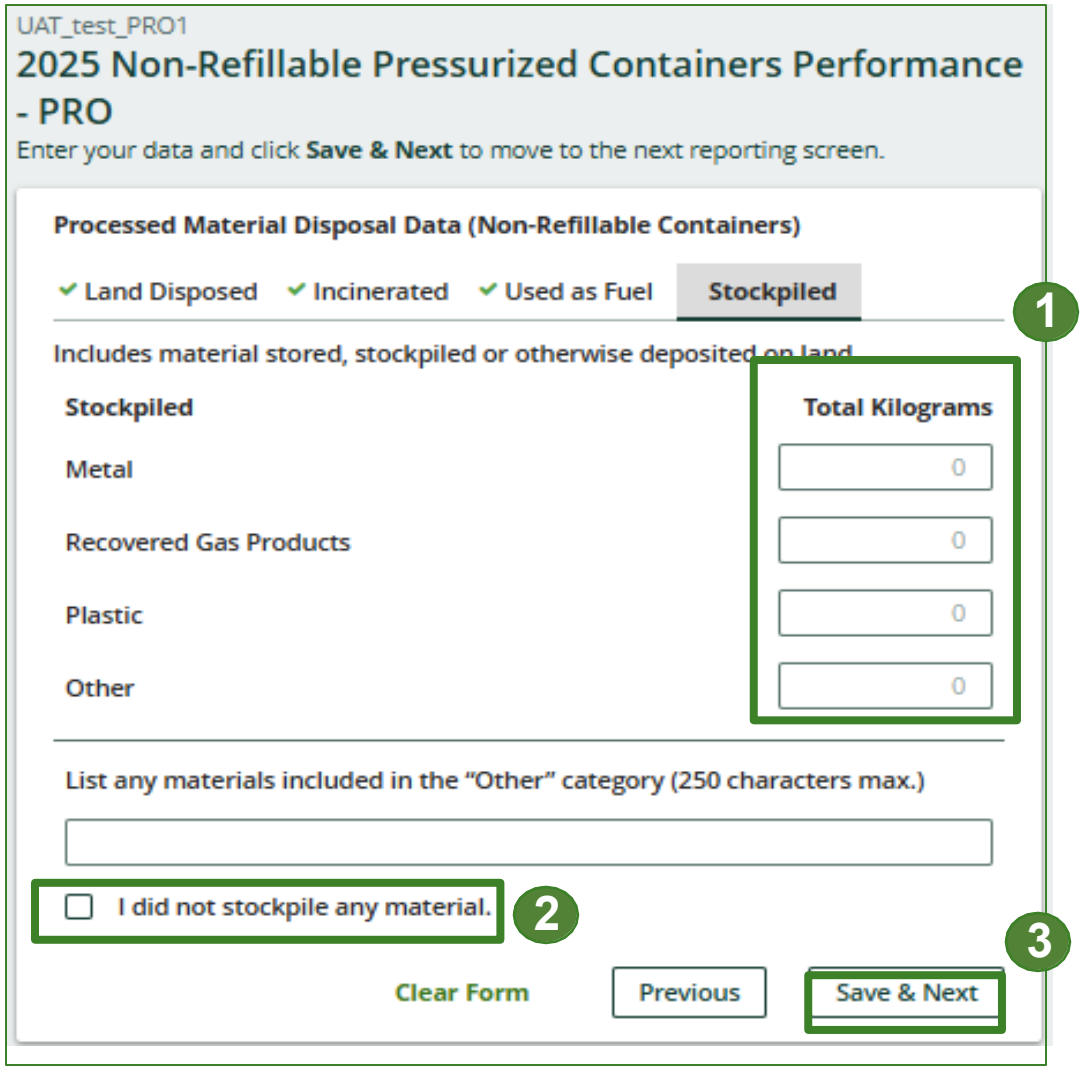
1. Enter the weight of materials **Used as Fuel** (or a fuel supplement) under **Total Kilograms**.
    - If applicable, list any materials included in the **Other** category.
2. If you did not send any materials to be used as fuel, check the box for **I did not send any materials to be used as fuel**.
3. Click **Save & Next**.



# Performance report

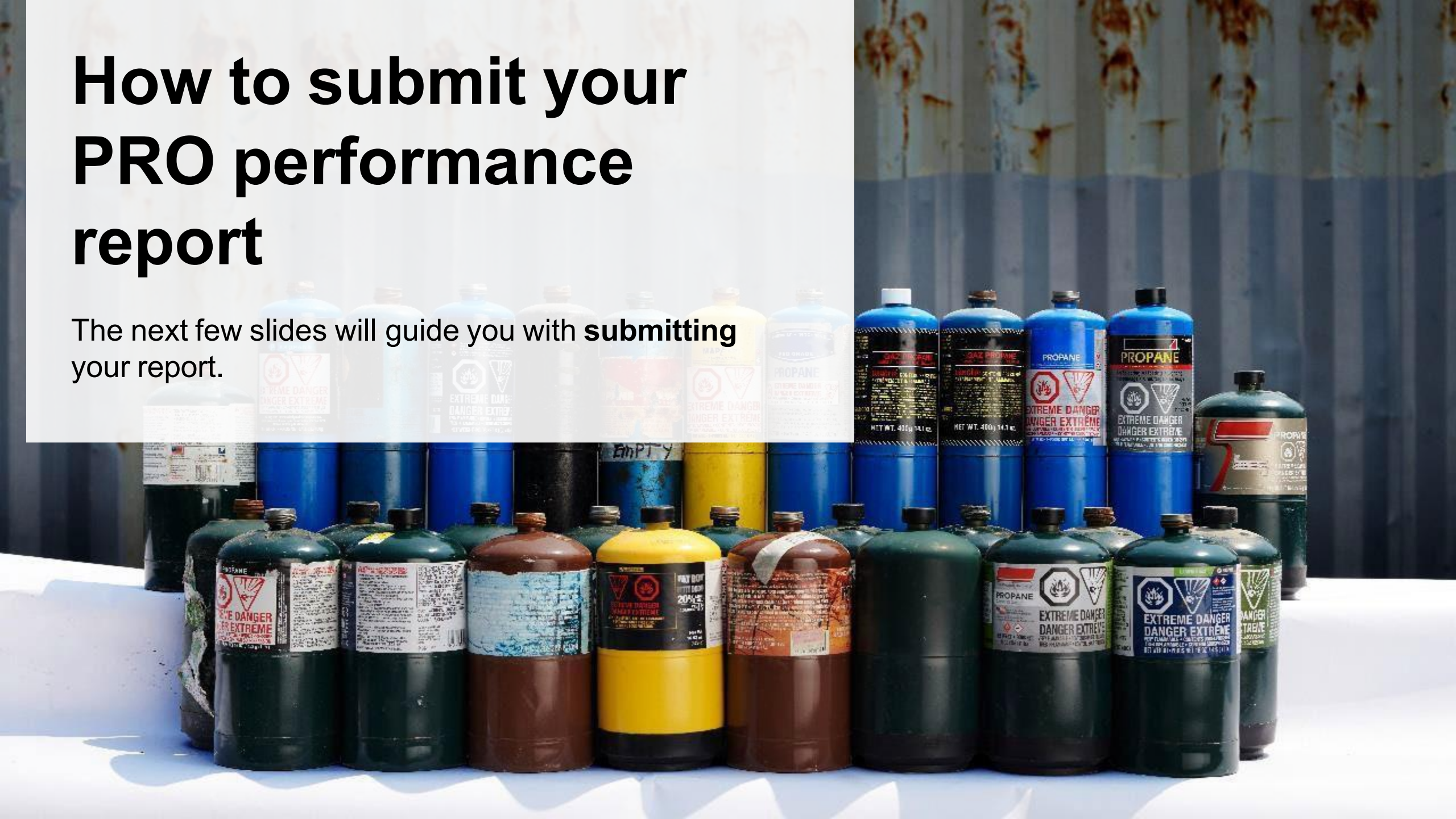
## Enter your processed material disposal data (non-refillable pressurized containers) cont.

1. Enter the weight of materials stored, **Stockpiled** or otherwise deposited on land under **Total Kilograms**.
    - If applicable, list any materials included in the **Other** category.
2. If you did not stockpile any materials, leave the kilograms field blank and check the box for **I did not stockpile any material**.
3. Click **Save & Next**.



# How to submit your PRO performance report

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

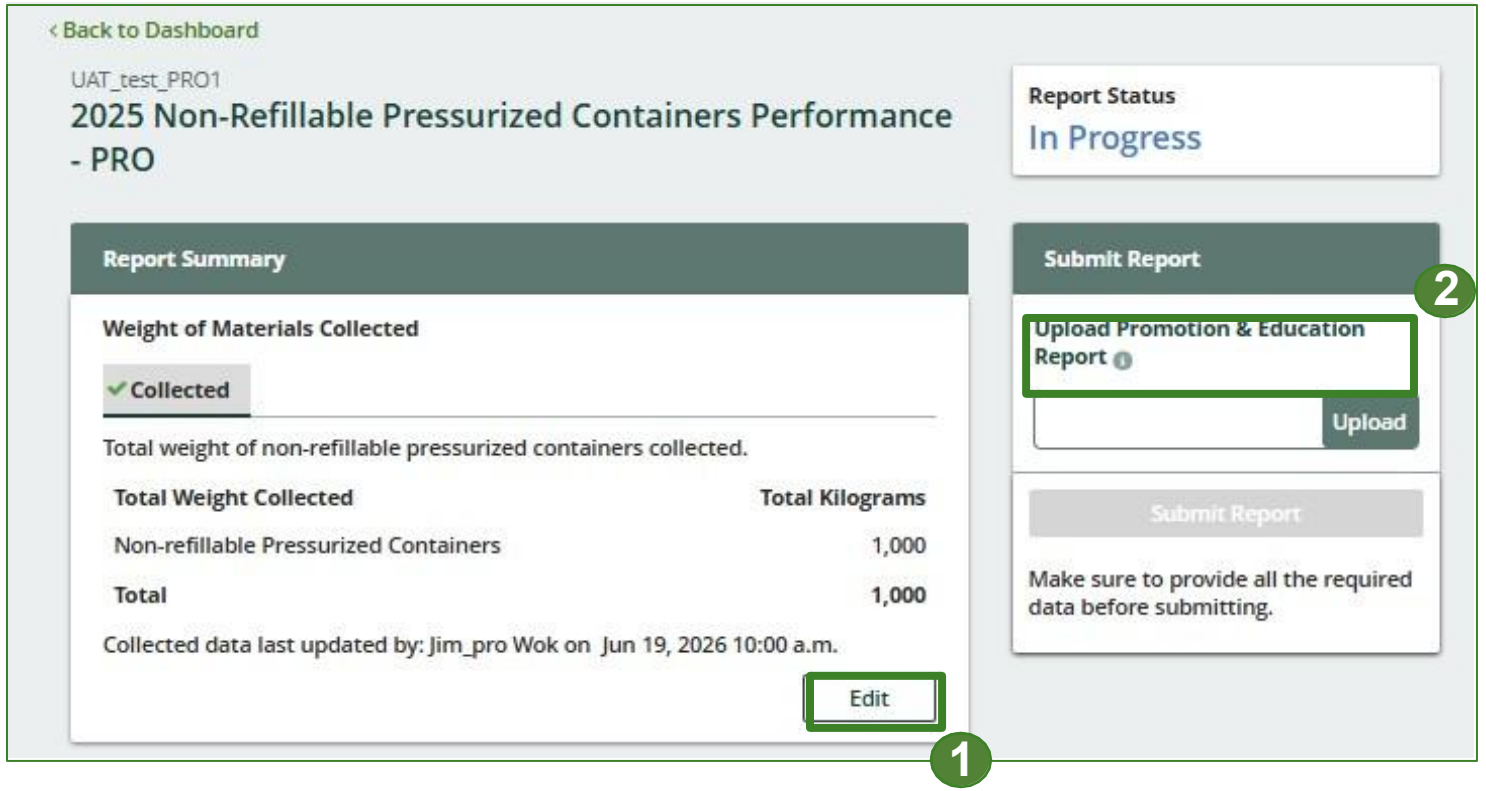


# Performance report

## Submit your report

1. Click on **Upload** to add your non-refillable pressurized container promotion and education report.
    - For more information on what to include in the promotion and education report, visit our website.

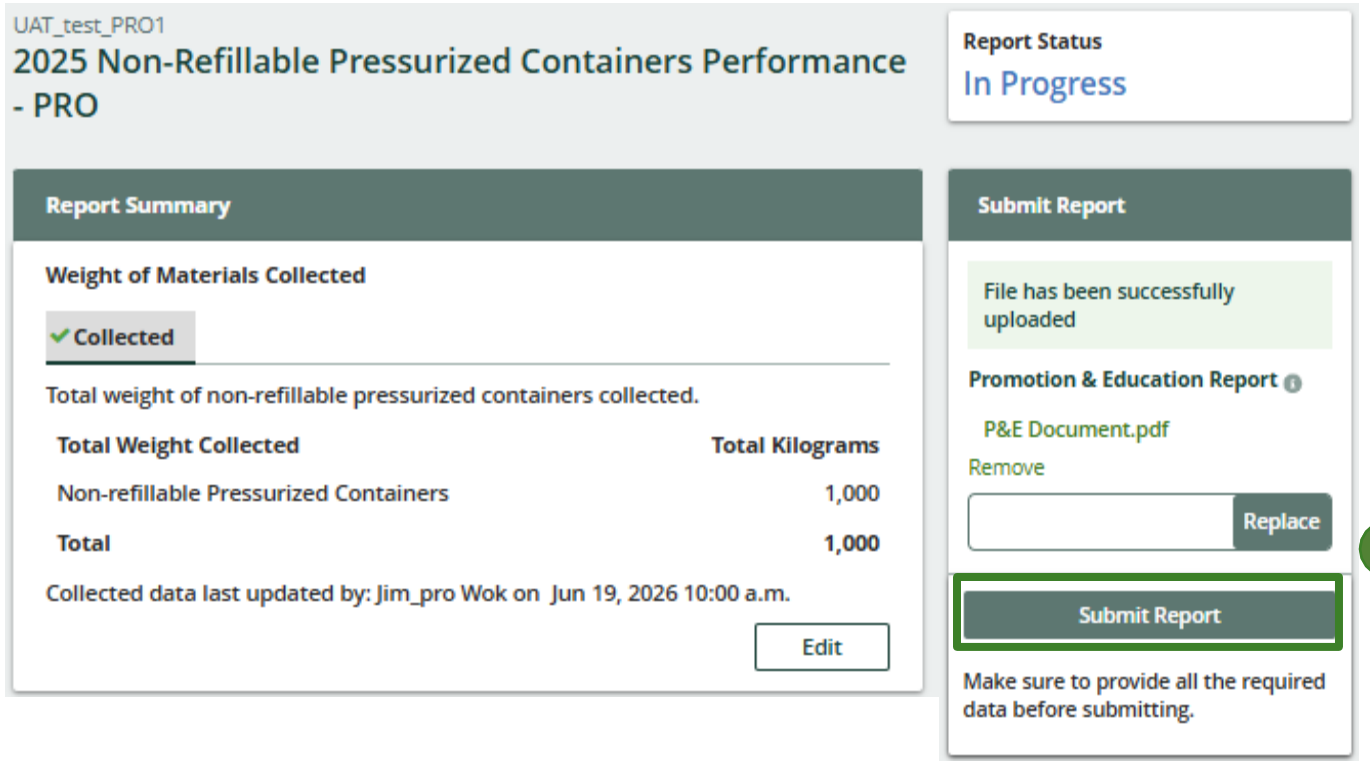
2. Under **Report Summary**, you can review the data previously entered and click **Edit** if you need to make changes.



# Performance report

## Submit your report cont.

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

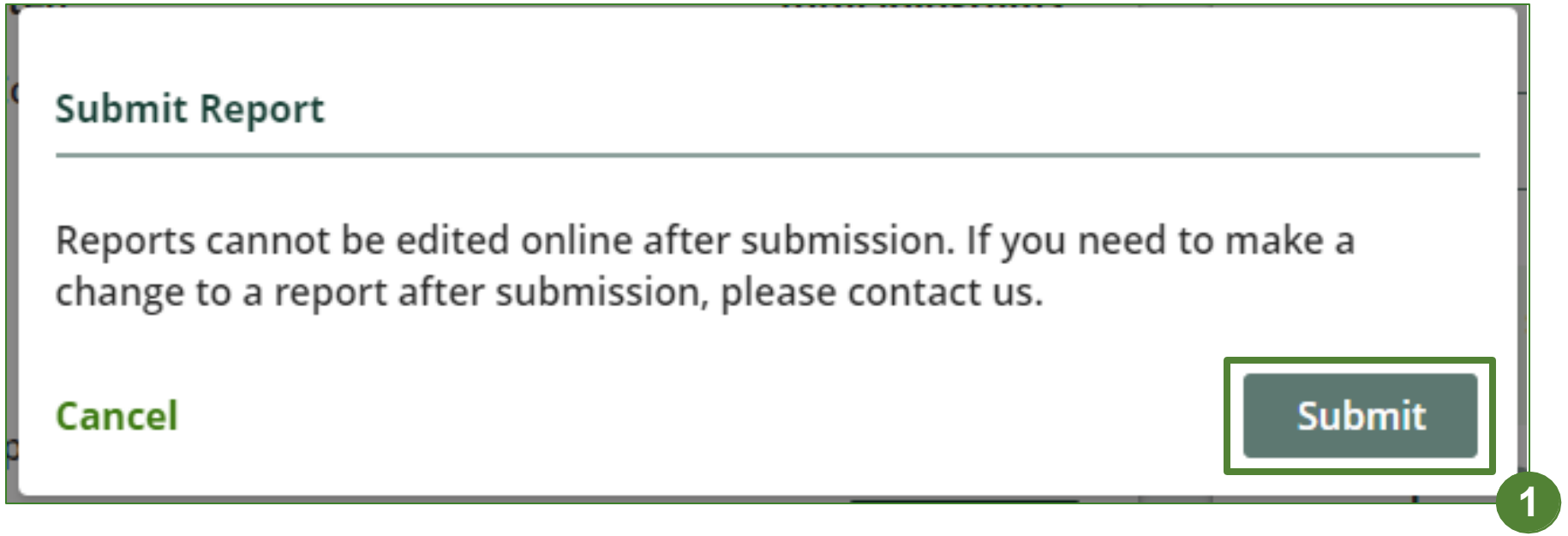


# Performance report

## 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.

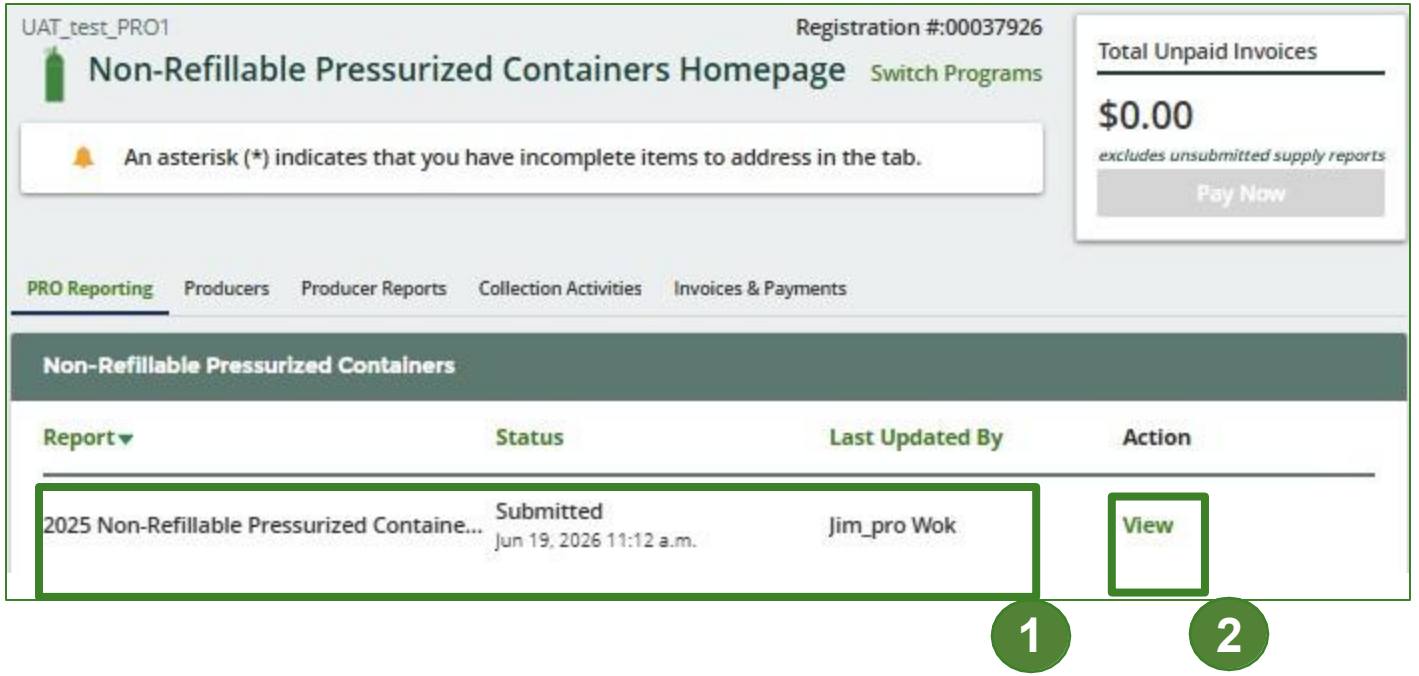


# Performance report

## View submitted report

1. On the **Non-Refillable Pressurized Containers Homepage** under the **PRO Reporting** tab, your Pressurized Containers 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 **Non-Refillable Pressurized Containers** program on your dashboard.

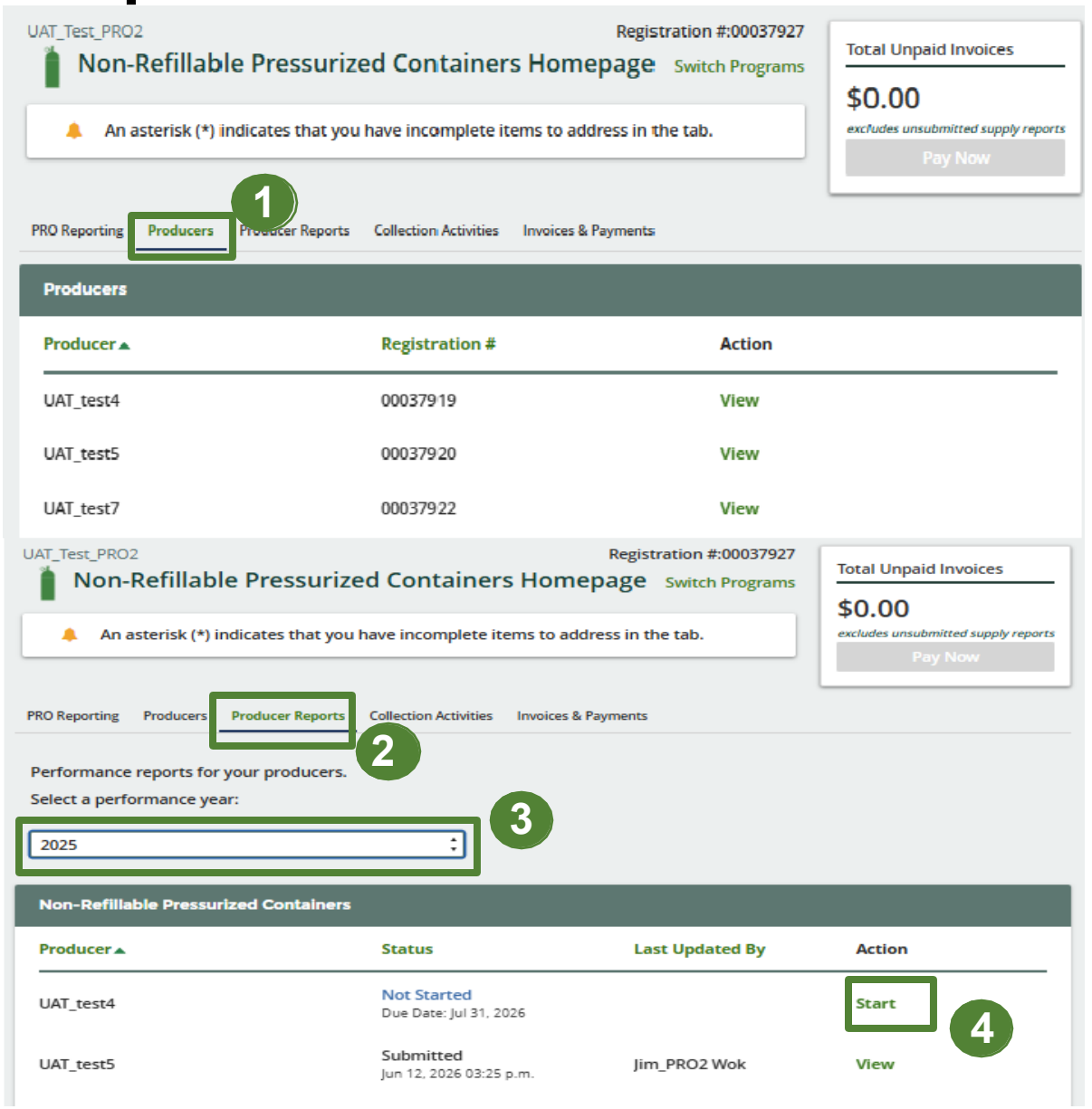


# Performance report on behalf of producers

## 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 non-refillable pressurized containers.

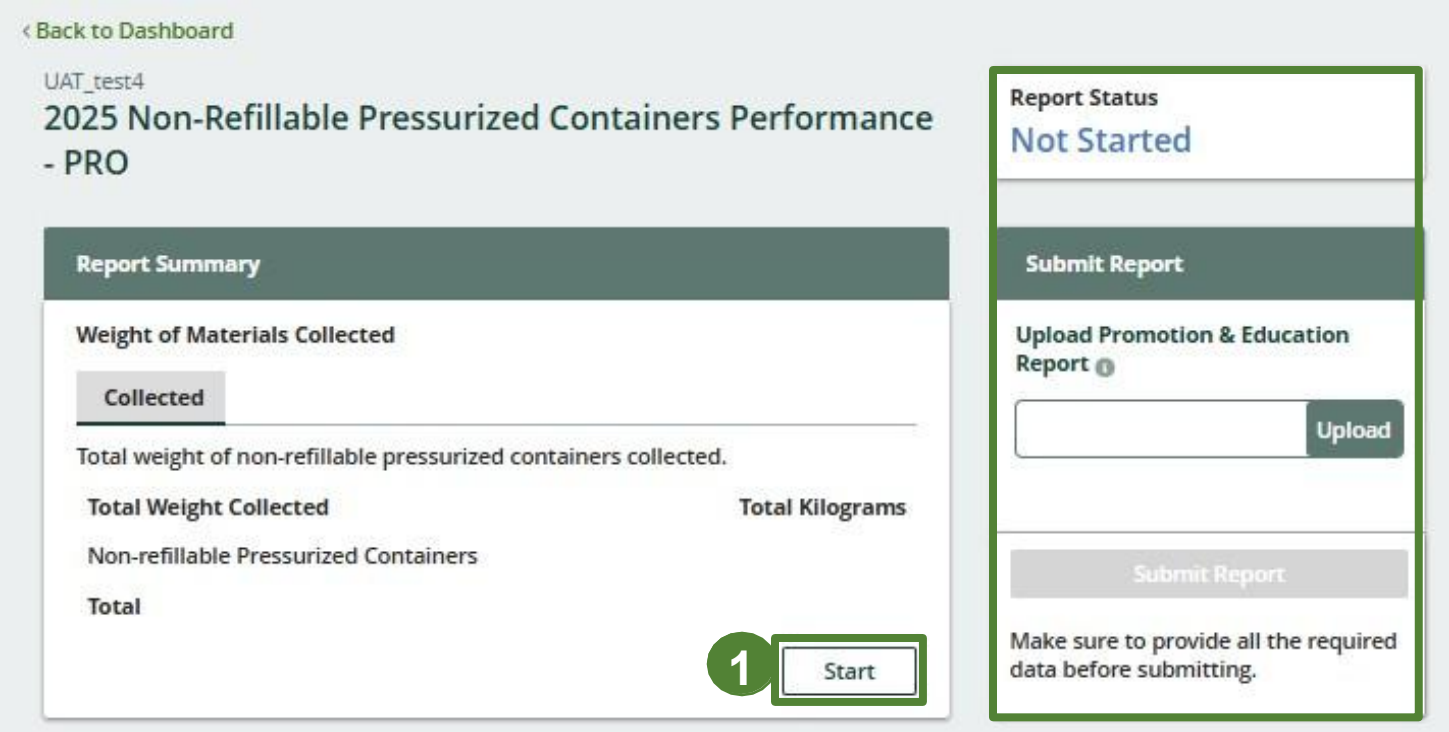


# Performance report

## 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 non-refillable pressurized containers collected.



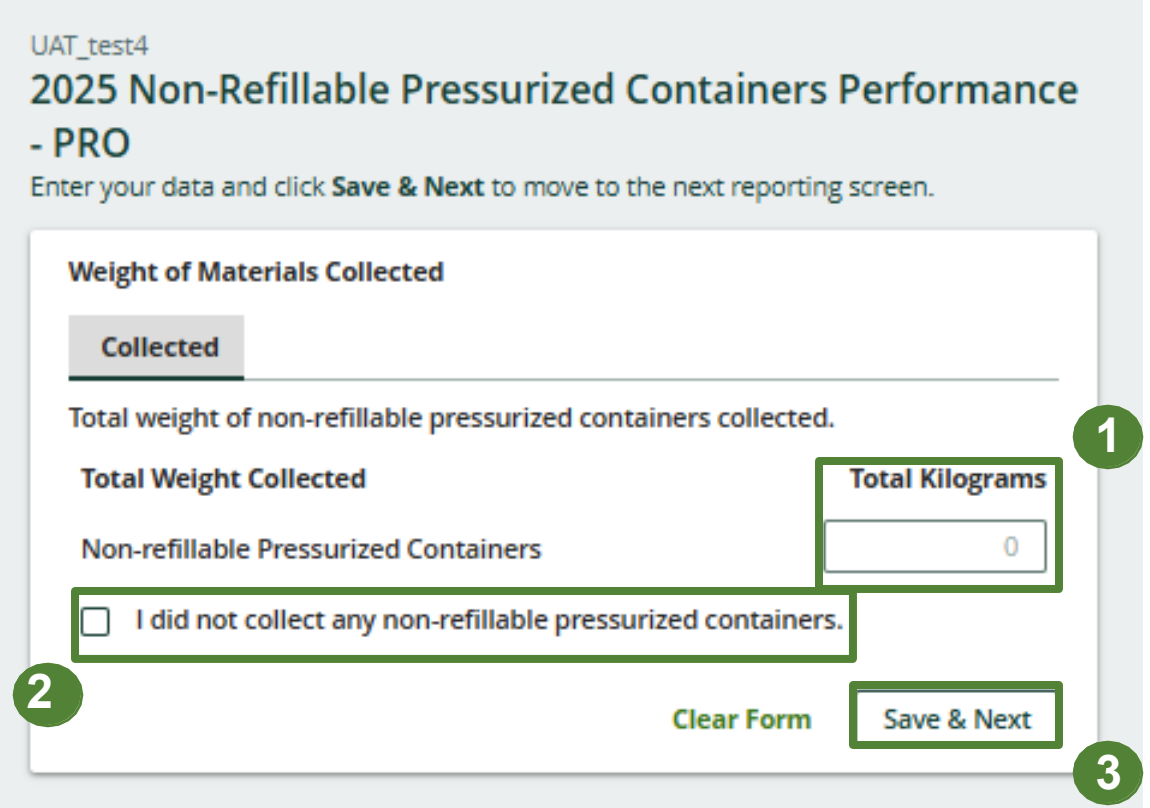
# Performance report

## Enter your producer's collected data

1. Under **Collected**, enter the total kilograms of non-refillable pressurized containers collected under **Total Kilograms**.

2. If you did not collect any non-refillable pressurized containers, leave the kilograms field blank and check box for **I did not collect any pressurized containers**.

3. Click **Save & Next**.



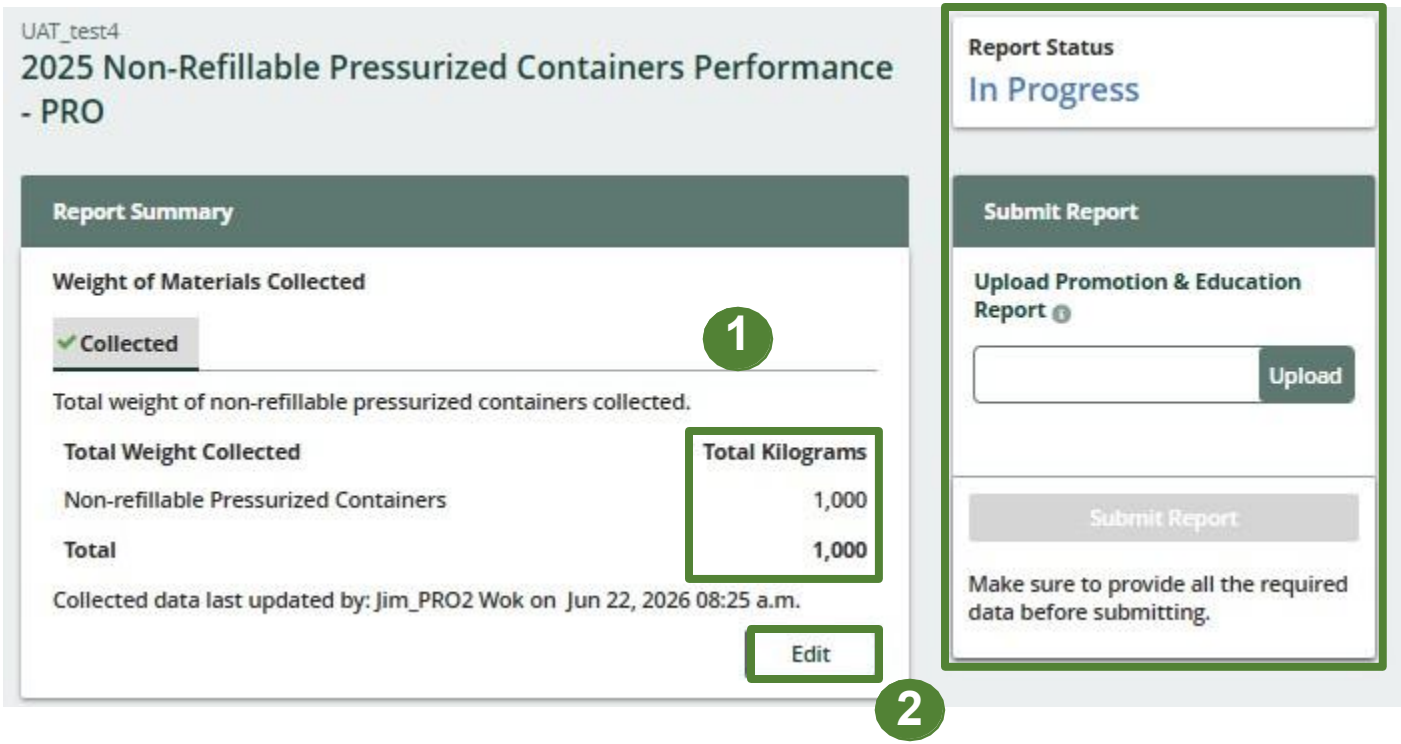
# Performance report

## 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 non-refillable pressurized containers 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

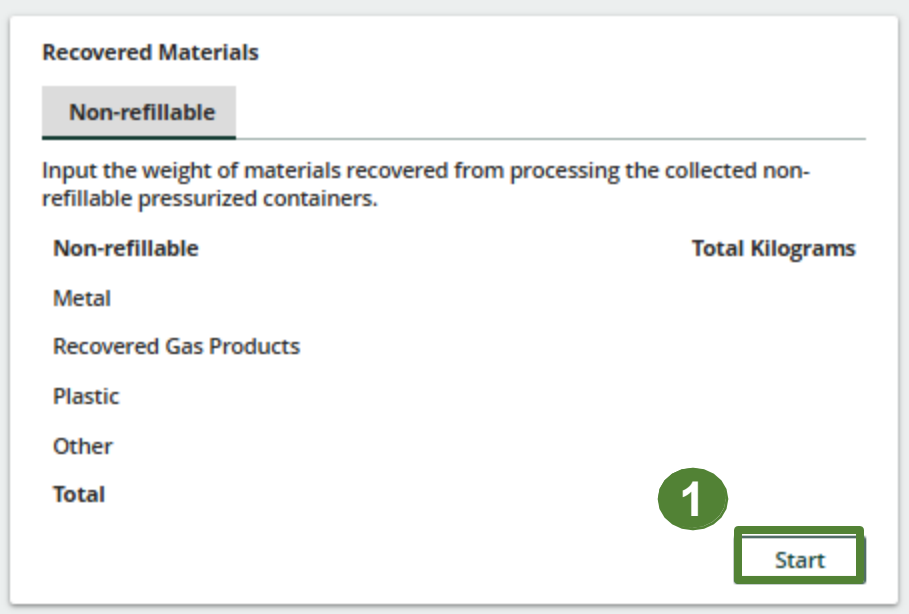
The next few slides will guide you with entering **recovered** processed material(s) data.

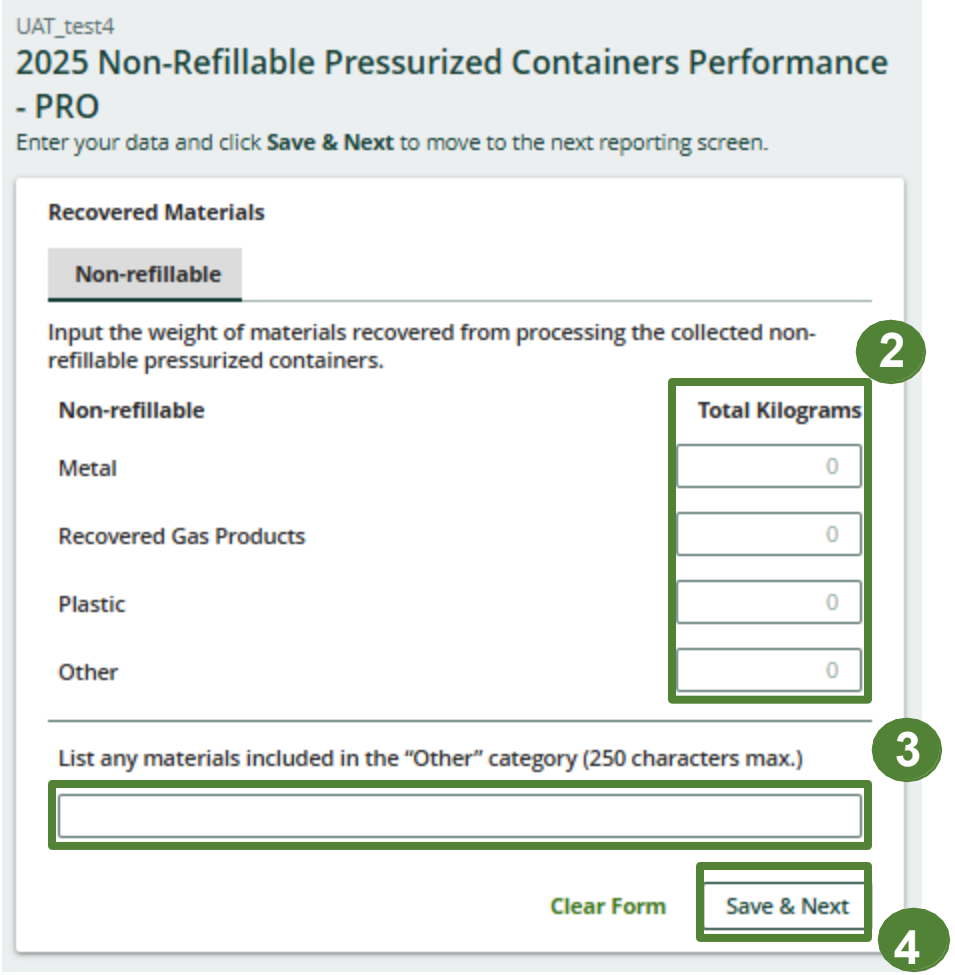


# Performance report

## 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 **Non-Refillable** tab, enter the total weight of materials recovered for each of the recovered material(s) under **Total Kilograms**.
3. If applicable, list any materials included in the **Other** category.
4. Click **Save & Next**.



# 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

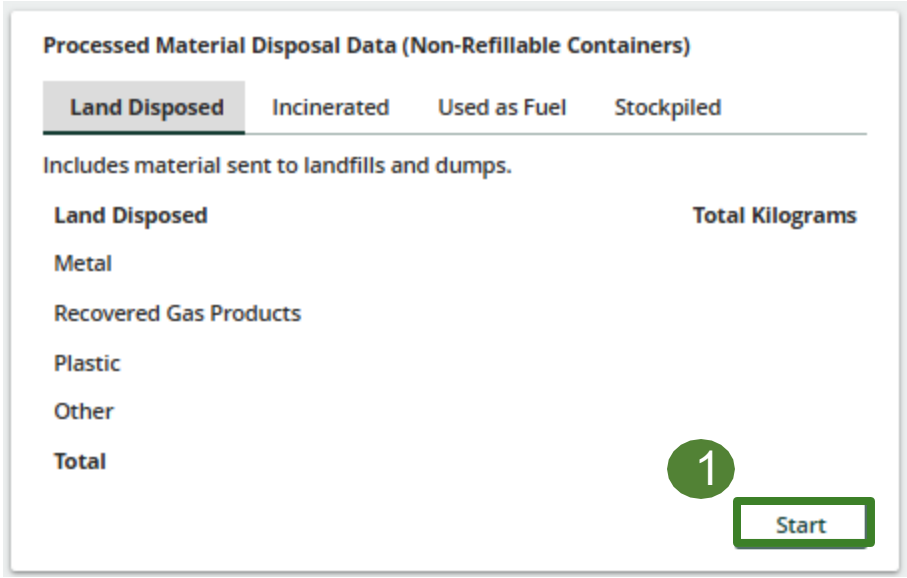
## Enter your producer's processed material disposal data (non-refillable)

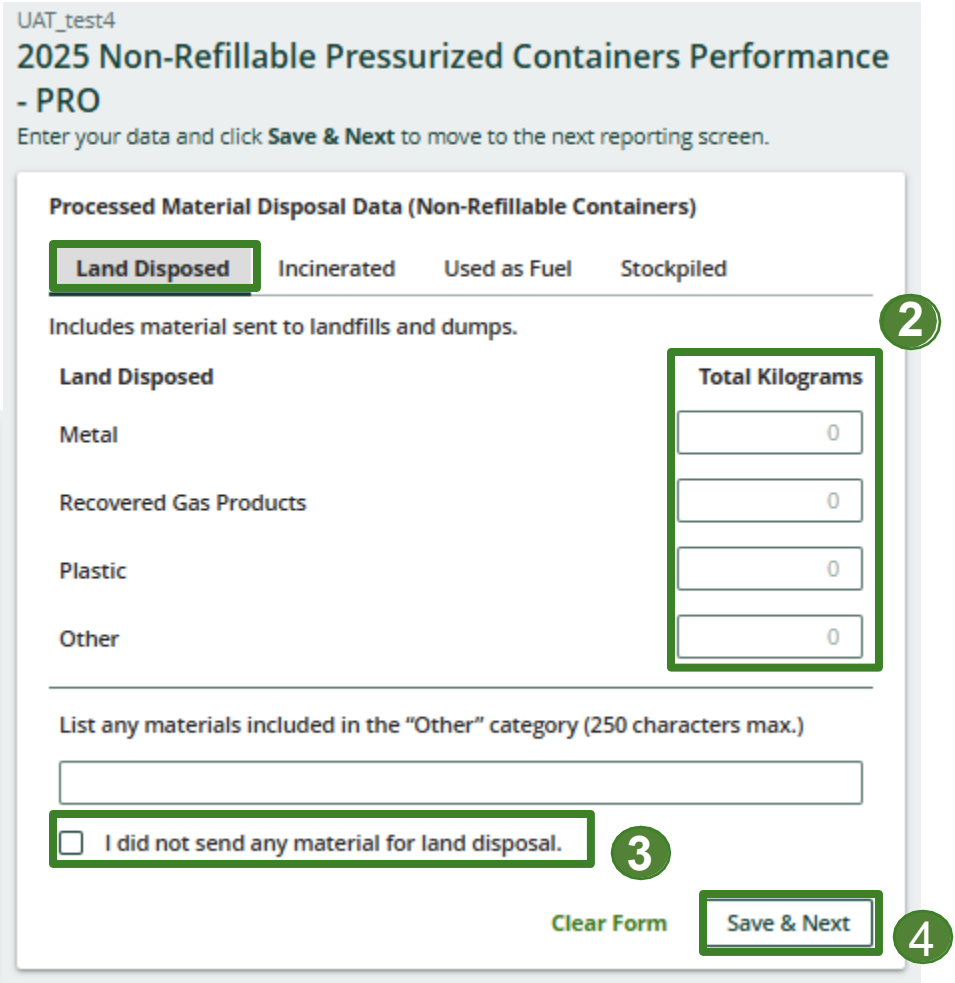
1. Click **Start** to enter weight of material(s) which includes materials sent to landfills and dumps.

2. Enter the weight of **Land Disposed** materials under **Total Kilograms**.

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

4. Click **Save & Next**.

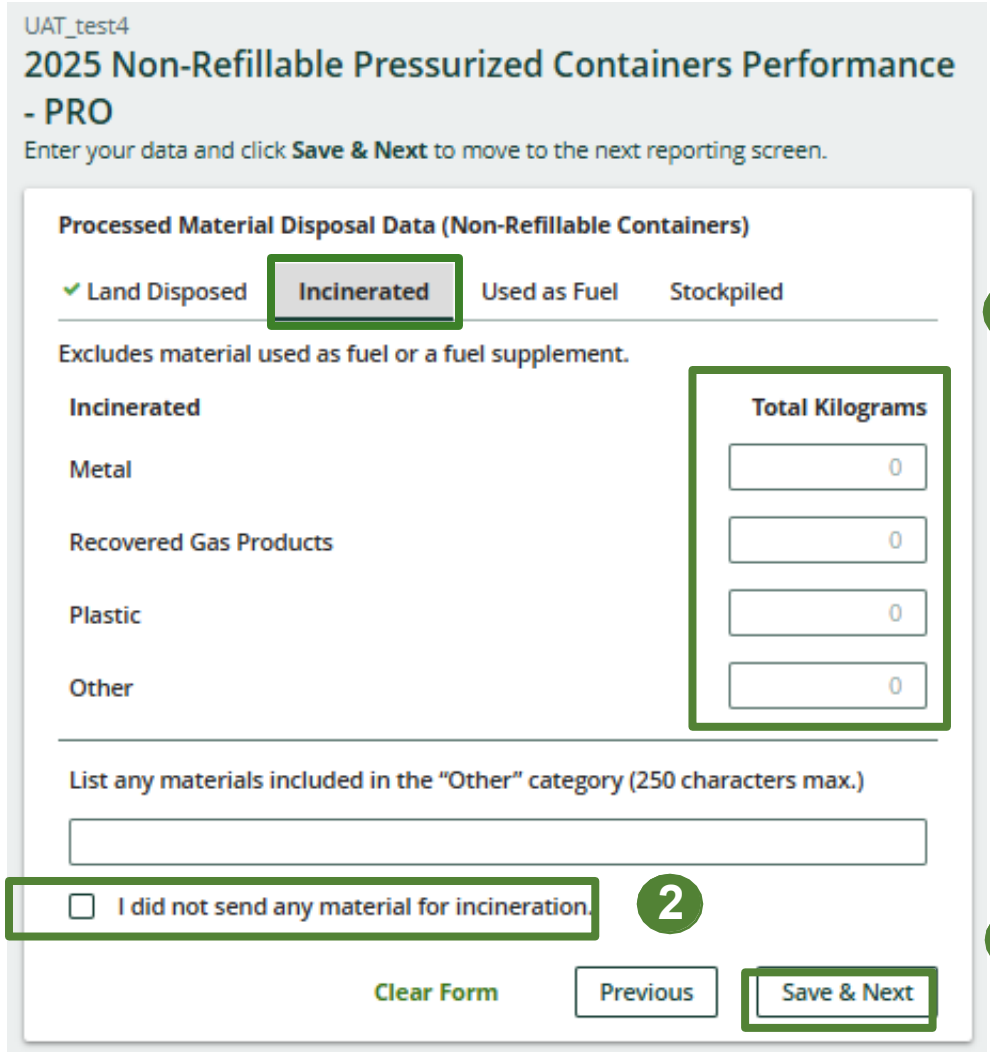


# Performance report

## Enter your producer's processed material disposal data (non-refillable) cont.

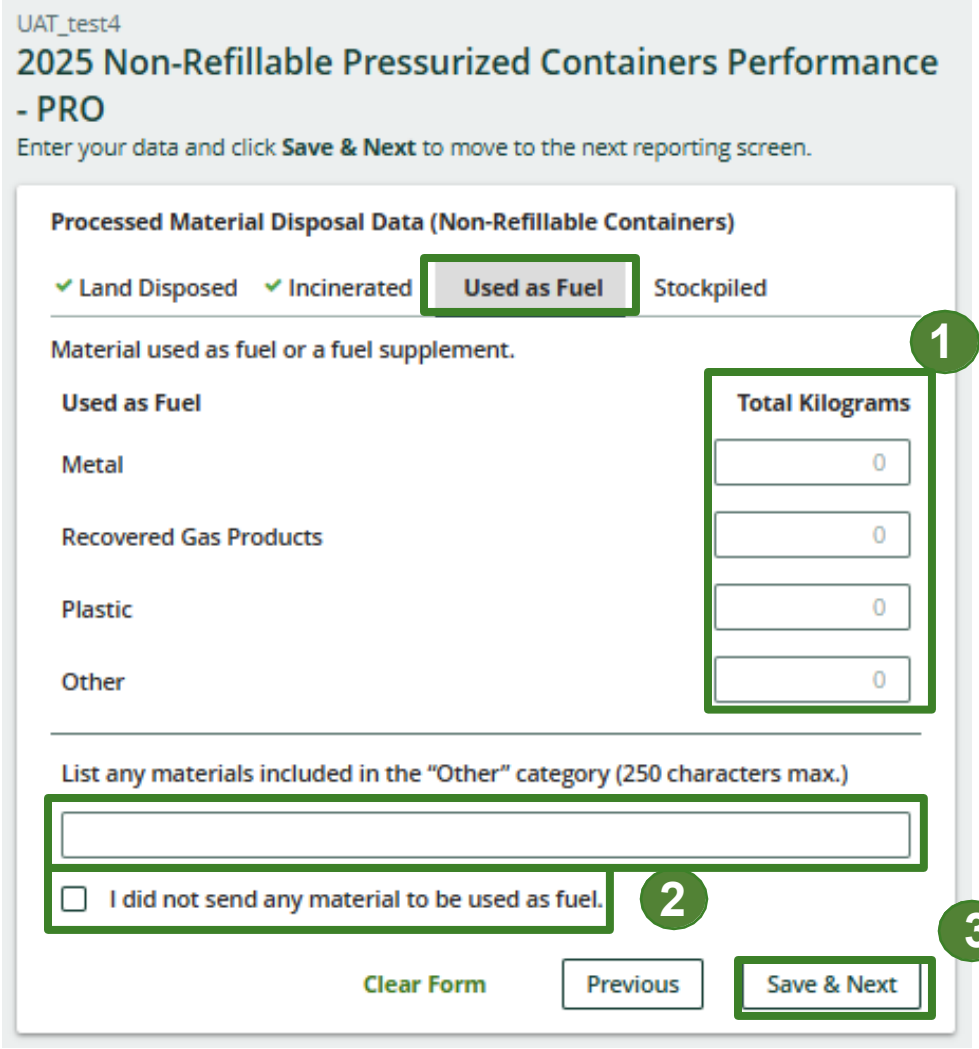
1. Enter the weight of **Incinerated** material (excluding material used as fuel or a fuel supplement) under **Total Kilograms**.
    - If applicable, list any materials included in the **Other** category.
2. If you did not send any materials for incineration, check the box for **I did not send any materials for incineration**.
3. Click **Save & Next**.



# Performance report

## Enter your producer's processed material disposal data (non-refillable) cont.

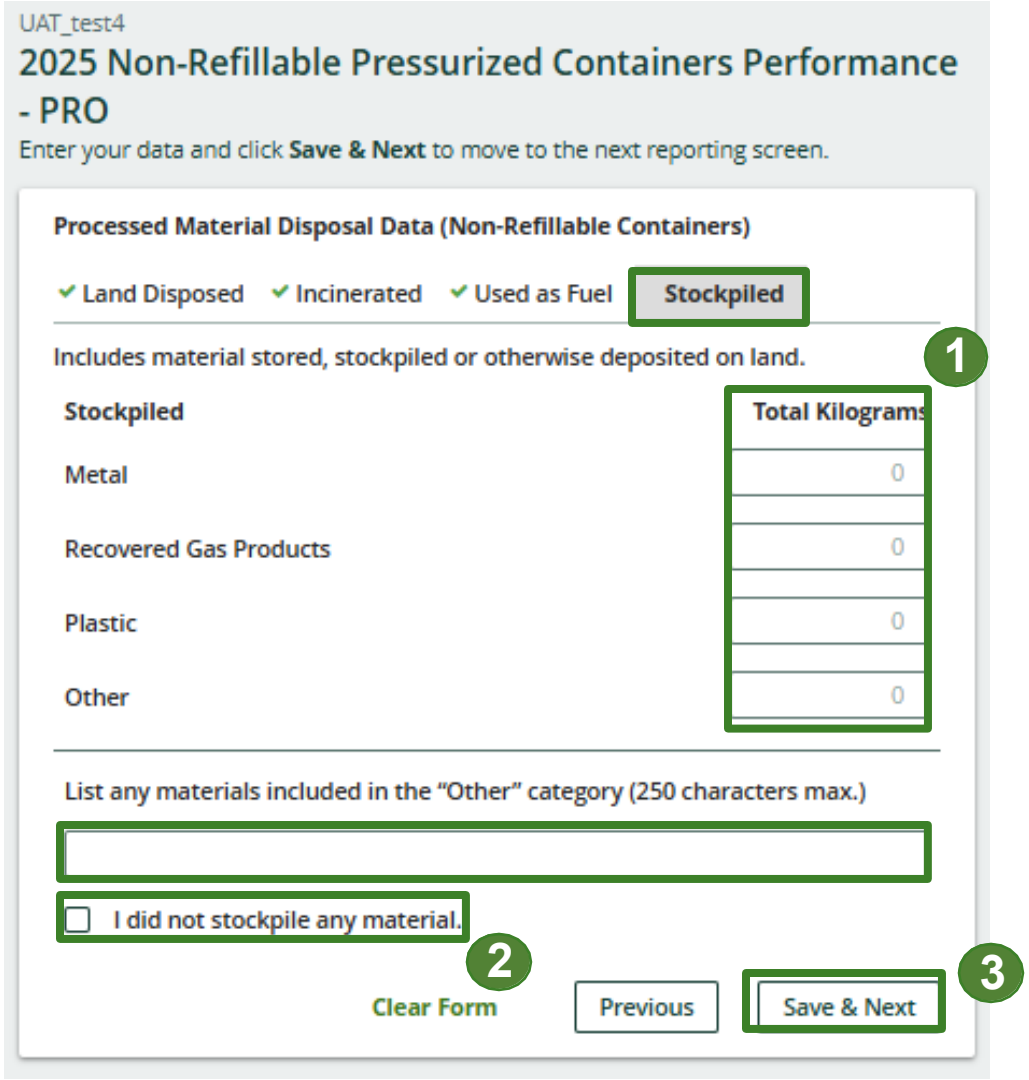
1. Enter the weight of materials **Used as Fuel** (or a fuel supplement) under **Total Kilograms**.
    - If applicable, list any materials included in the **Other** category.
2. If you did not send any materials to be used as fuel, check the box for **I did not send any materials to be used as fuel**.
3. Click **Save & Next**.



# Performance report

## Enter your producer's processed material disposal data (non-refillable) cont.

1. Enter the weight of materials stored, **Stockpiled** or otherwise deposited on land under **Total Kilograms**.
    - If applicable, list any materials included in the **Other** category.
2. If you did not stockpile any materials, leave the kilograms field blank and check the box for **I did not stockpile any material**.
3. Click **Save & Next**.



# How to submit performance reports on behalf of producers

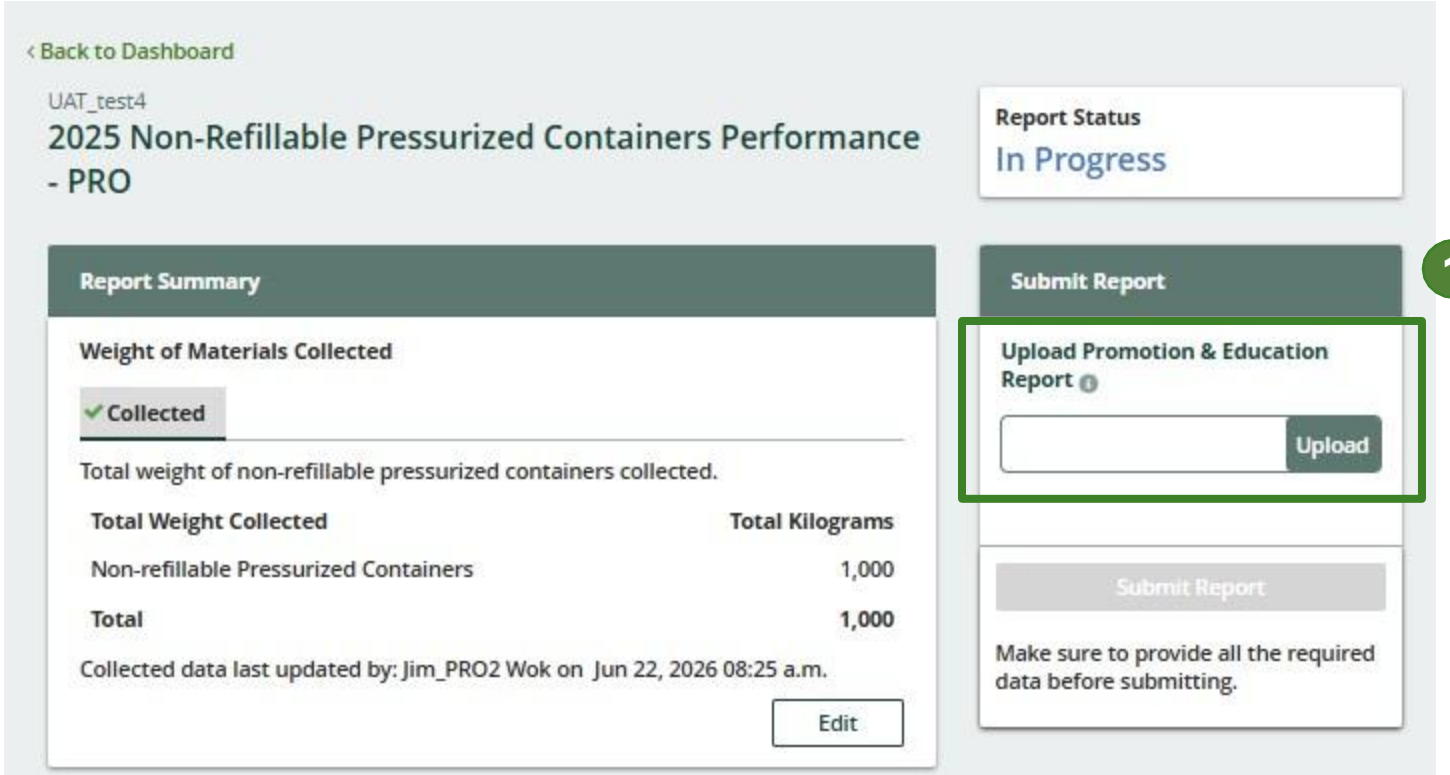
The next few slides will guide you with **submitting** your producer reports.



# Performance report

## Submit your report

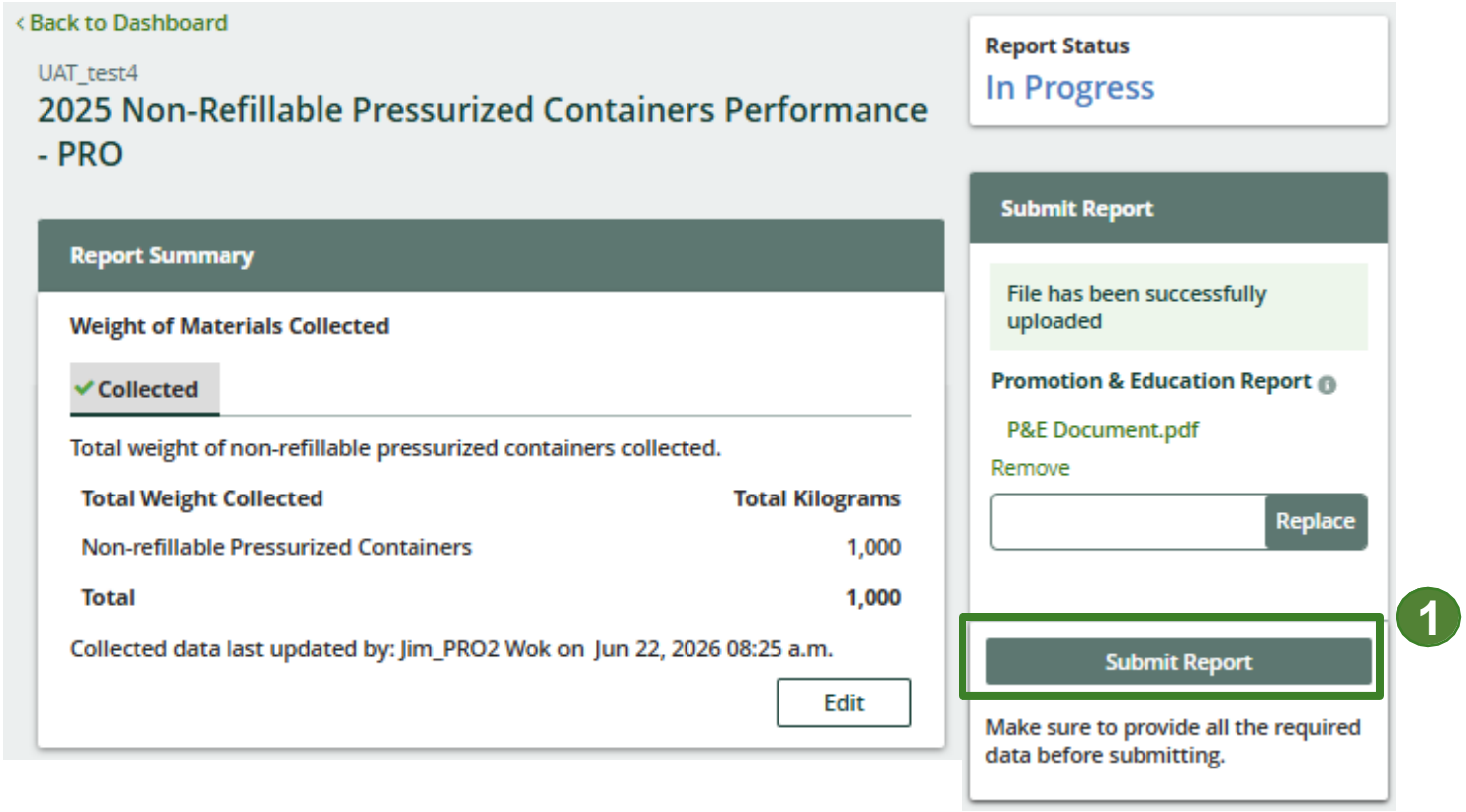
1. Click on **Upload** to add your non-refillable pressurized container promotion and education report.
    - For more information on what to include in the promotion and education report, visit our website.



# Performance report

## Submit your report

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

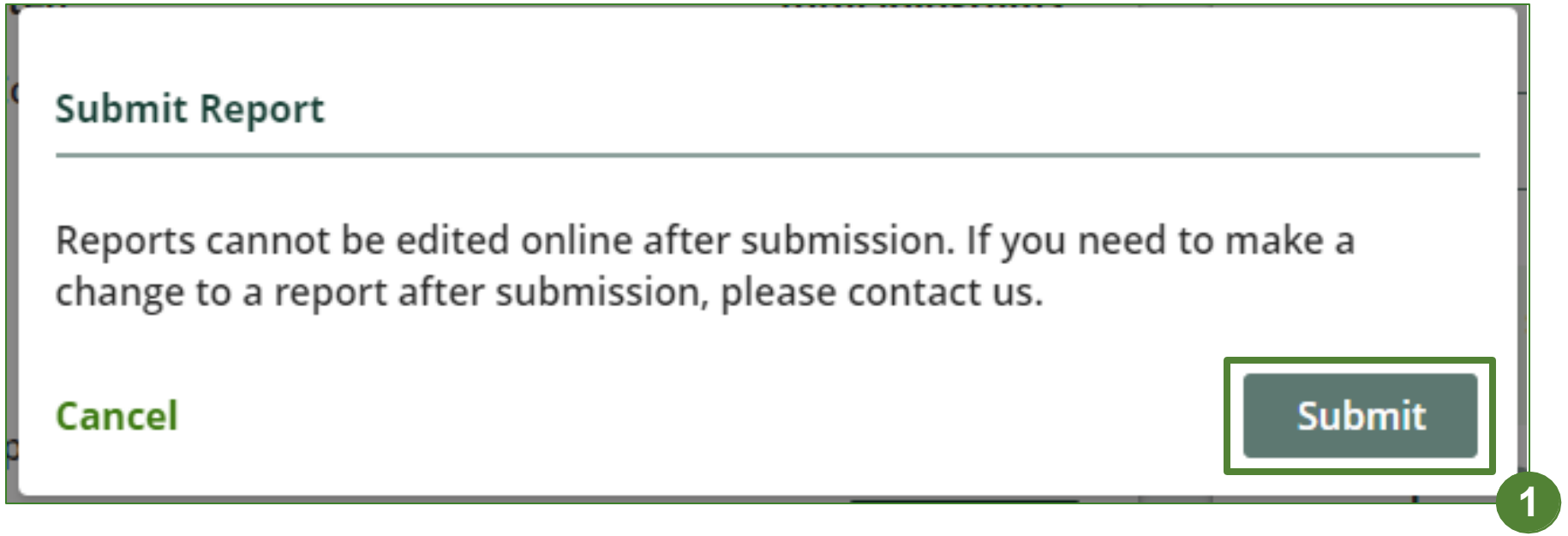


# Performance report

## 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.



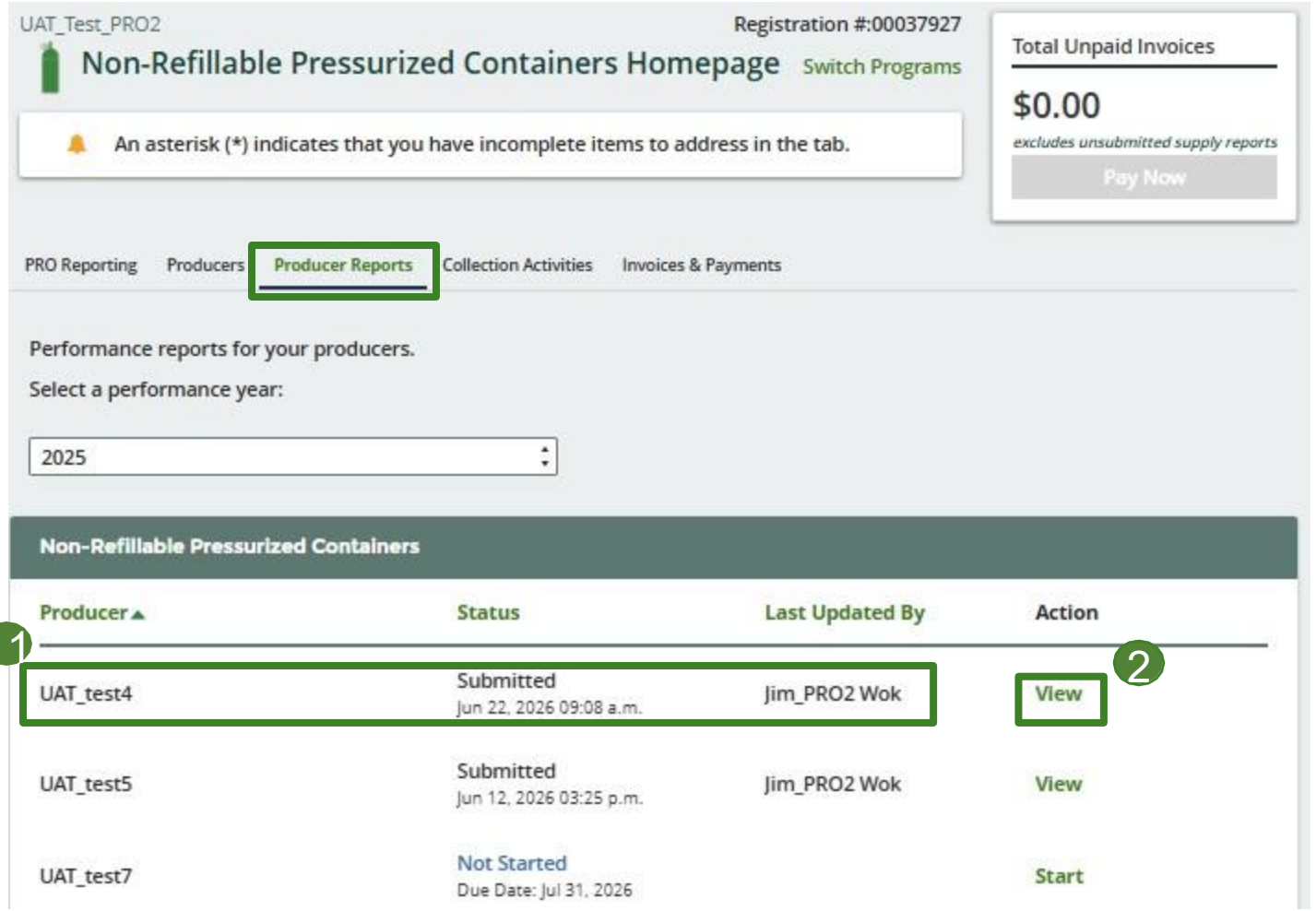
# Performance report

## View submitted report(s)

1. On the **Non-Refillable Pressurized Containers 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 producers report in your account, it is recommended to reach out to



# 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 and Registry Team at registry@rpra.ca or call 1-833-600-0530.