

Hazardous and Special Products: PRO Performance Reporting Guide

Paints, coatings and solvents



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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 October 1, 2021 to December 31, 2022. **The deadline to submit your performance report is September 15.**

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 needs to be reported?

PROs are required to report on their own aggregate activities from October 1, 2021 to December 31, 2022 undertaken on behalf of their producer clients of **paints, coatings and solvents**.

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.
- 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 needs to be reported? 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 September 15 deadline. The performance audit will be required later in 2023 once the procedure is finalized.

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

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:

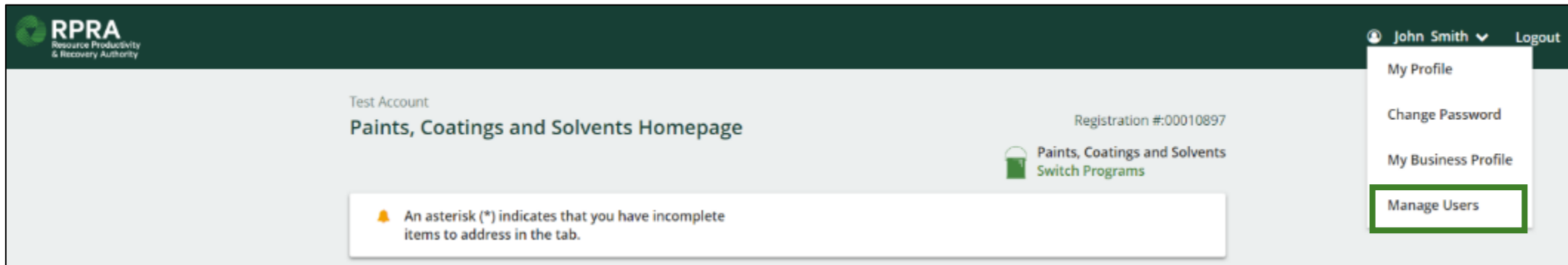
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen 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) account interface. In the top right corner, the user 'John Smith' is logged in, with a dropdown arrow next to their name. The dropdown menu is open, showing options: 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green border. A green circle with the number '1' is positioned to the right of the dropdown menu. The main content area shows 'Test Account', 'Paints, Coatings and Solvents Homepage', and 'Registration #:00010897'. A notification box at the bottom states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.'

How to manage contacts on your Registry account cont.

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

[< Back to Programs](#)

Manage Users

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

[+ Add New User](#) 1

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

Manage Users

Email
user@email.com

First Name Last Name

Job Title

Business Phone Number Phone Extension

Mobile Phone Number Same as Business Phone Number

Program User Access Level 3

[+ Add Another Program](#)

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

[Cancel](#) [Save](#) 5

How to submit your PRO performance report

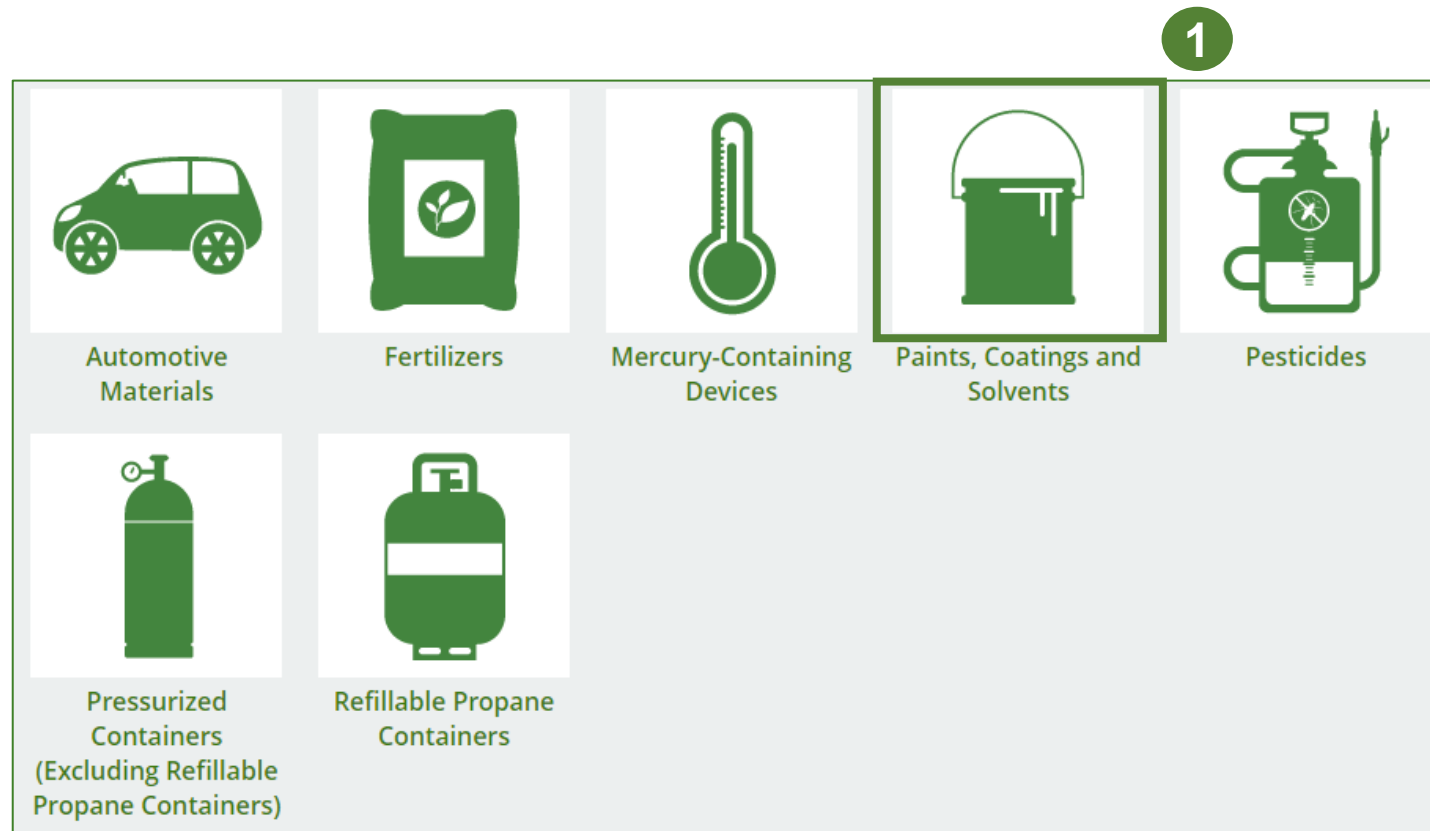
The next few slides will guide you with entering your **collected material(s)** data.



Performance report

Accessing your program

1. After logging in, click on the icon for the **Paints, Coatings and Solvents** 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 Paints, Coatings and Solvents Performance – PRO report.
3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.

HSPTestingPRO
Paints, Coatings and Solvents Homepage
Registration #:00025442
Paints, Coatings and Solvents Switch Programs

1

PRO Reporting Producers Invoices

Paints, Coatings and Solvents

Report ▼	Status	Last Updated By	Action
2021/22 Paints, Coatings, and Solvents Pe...	Not Started Due Date: Jul 31, 2099		2 Start

Attention

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

Cancel **3**
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 collected paints, coatings and solvents.

< Back to Dashboard

HSPTestingPRO
2021/22 Paints, Coatings, and Solvents Performance - PRO

Report Summary

Weight of Materials Collected

Collected

Total weight of paints, coatings, and solvents collected inside Ontario.

Total Weight Collected	Total Kilograms
Paints and Coatings	
Solvents	
Total	

Start

Report Status

Not Started

Submit Report

Upload Promotion & Education Report ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

1

Performance report

Enter your weight of materials collected data

1. Under **Collected**, enter the total kilograms of each type of material 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 paints, coatings and solvents material**.
3. Click **Save & Next**.

HSPTestingPRO

2021/22 Paints, Coatings, and Solvents Performance - PRO

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

Weight of Materials Collected

Collected

Total weight of paints, coatings, and solvents collected inside Ontario.

Total Weight Collected

Paints and Coatings

Solvents

I did not collect any paints, coatings, and solvents.

Total Kilograms

0

0

Clear Form **Save & Next**

The screenshot shows a web form for reporting performance data. It has a title '2021/22 Paints, Coatings, and Solvents Performance - PRO' and a sub-header 'Weight of Materials Collected'. A tab labeled 'Collected' is selected. Below this, there is a section for 'Total weight of paints, coatings, and solvents collected inside Ontario.' with two input fields for 'Paints and Coatings' and 'Solvents', both containing the number '0'. A box labeled 'Total Kilograms' encompasses these two fields. At the bottom, there is a checkbox labeled 'I did not collect any paints, coatings, and solvents.' and two buttons: 'Clear Form' and 'Save & Next'. Three green circular callouts with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the 'Total Kilograms' box, callout 2 points to the checkbox, and callout 3 points to the 'Save & Next' button.

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 paints, coatings, and solvent materials collected (entered previously).
2. Click on **Edit** if you need to make a change to the weights of the materials.

HSPTestingPRO
2021/22 Paints, Coatings, and Solvents Performance - PRO

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of paints, coatings, and solvents collected inside Ontario. **1**

Total Weight Collected	Total Kilograms
Paints and Coatings	1,000
Solvents	1,000
Total	2,000

Collected data last updated by: HSPTesting PRO on May 02, 2023 05:31 p.m.

Edit **2**

Report Status
In Progress

Submit Report

Upload Promotion & Education Report ⓘ

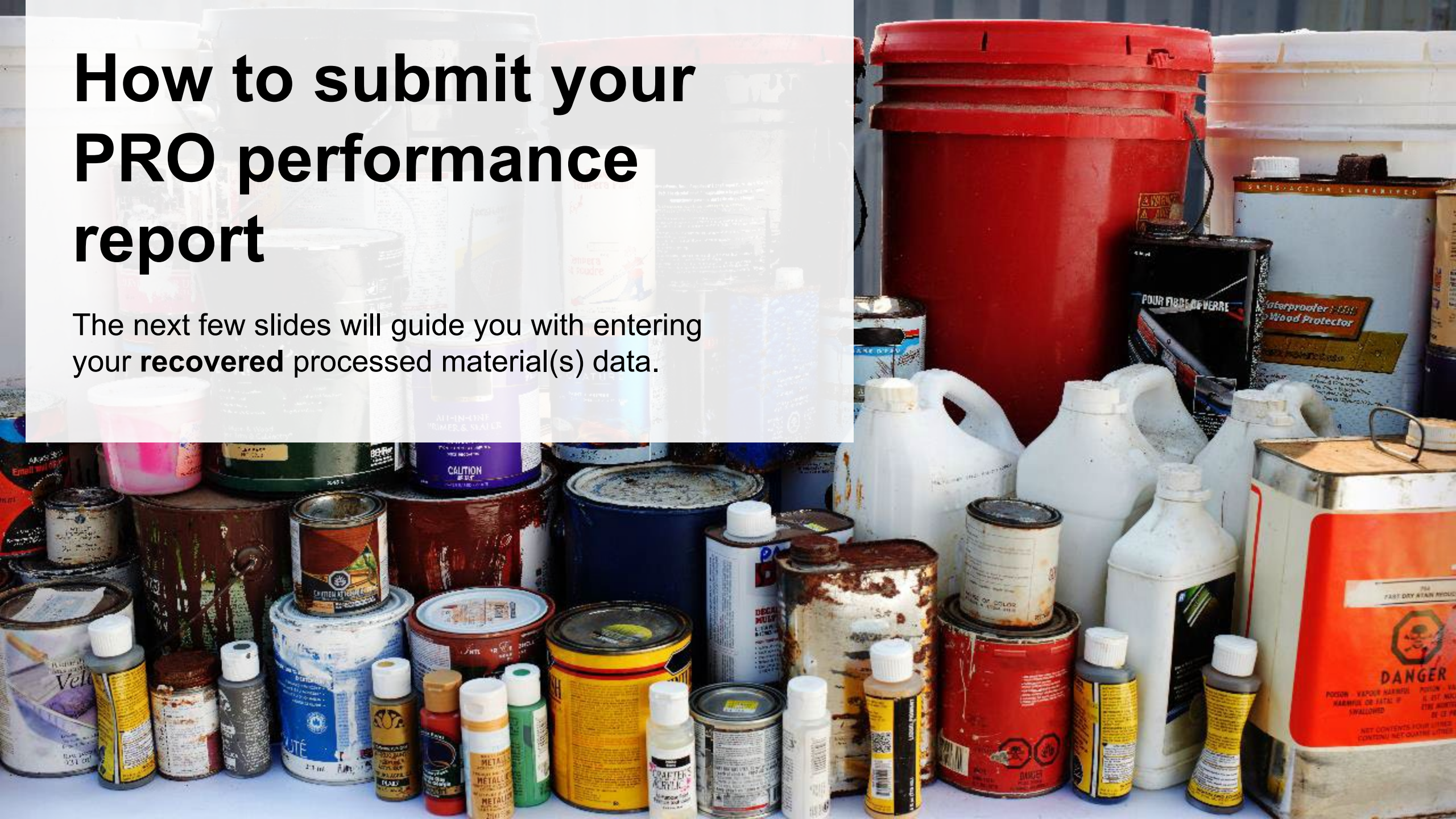
Upload

Submit Report

Make sure to provide all the required data before submitting.

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 **Paints and Coatings** 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**.

Note: With respect to the weight of recovered resources from paints and coatings, up to 15 percent of the weight that may be counted as recovered resources for paints and coatings can be concrete and landscaping applications.

Weight of Recovered Materials

Paints and Coatings Solvents

Input the weight of materials recovered from processing the collected paints and coatings.

Processed Materials	Total Kilograms
Metal	
Plastic	
Paint	
Other	
Total	

Start

HSPTestingPRO

2021/22 Paints, Coatings, and Solvents Performance - PRO

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

Weight of Recovered Materials

Paints and Coatings Solvents

Input the weight of materials recovered from processing the collected paints and coatings.

Processed Materials	Total Kilograms
Metal	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Paint	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

Clear Form Save & Next

Performance report

Enter your data for weight of recovered materials cont.

1. Under the **Solvents** 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.
2. Click **Save & Next** to proceed.
3. Click on **Edit** if you need to change the paints, coatings and solvents weights.

HSPPROTesting
2021/22 Paints, Coatings, and Solvents Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Recovered Materials

✓ Paints and Coatings **Solvents**

Input the weight of materials recovered from processing the collected solvents.

Processed Materials	Total Kilograms
Metal	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Recovered Solvents	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

[Clear Form](#) [Previous](#) [Save & Next](#)

1

2

Weight of Recovered Materials

✓ Paints and Coatings ✓ Solvents

Input the weight of materials recovered from processing the collected paints and coatings.

Processed Materials	Total Kilograms
Metal	1,000
Plastic	1,000
Paint	1,000
Other	0
Total	3,000

Paints and Coatings data last updated by: Jenny Davis on May 30, 2023 01:17 p.m.

[Edit](#)

3

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 (paints and coatings)

1. Click **Start** to enter the weight of the materials disposed.

Processed Material Disposal Data (Paints and Coatings)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Plastic	
Paint	
Other	
Total	

1

Performance report

Enter your processed material disposal data (paints and coatings) 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.

The image displays four sequential screenshots of a web form titled "2021/22 Paints, Coatings, and Solvents Performance - PRO". Each screenshot shows a different category of material disposal data, with a green box highlighting a specific element and a green circle with a number indicating a step.

- Screenshot 1 (Land Disposed):** The "Land Disposed" tab is selected. A table lists materials (Metal, Plastic, Paint, Other) with a "Total Kilograms" column. A green box highlights the "Total Kilograms" column, and a green circle with the number "1" is next to it. A checkbox "I did not send any material for land disposal." is highlighted with a green box and a green circle with the number "2".
- Screenshot 2 (Incinerated):** The "Incinerated" tab is selected. A table lists materials (Metal, Plastic, Paint, Other) with a "Total Kilograms" column. A green box highlights the "Incinerated" tab, and a green circle with the number "3" is next to it.
- Screenshot 3 (Used as Fuel):** The "Used as Fuel" tab is selected. A table lists materials (Metal, Plastic, Paint, Other) with a "Total Kilograms" column. A green box highlights the "Used as Fuel" tab, and a green circle with the number "2" is next to it.
- Screenshot 4 (Stockpiled):** The "Stockpiled" tab is selected. A table lists materials (Metal, Plastic, Paint, Other) with a "Total Kilograms" column. A green box highlights the "Stockpiled" tab, and a green circle with the number "3" is next to it.

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 (paints and coatings) cont.

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

CRM PRO

2021/22 Paints, Coatings, and Solvents Performance - PRO

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

Processed Material Disposal Data (Paints and Coatings)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Plastic	1,000
Paint	1,000
Other	0
Total	3,000

Land Disposed data last updated by: Karim Asad on Jul 14, 2023 10:01 a.m.

CRM PRO

2021/22 Paints, Coatings, and Solvents Performance - PRO

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

Processed Material Disposal Data (Paints and Coatings)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Paint	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

I did not send any material for land disposal.

Land Disposed data last updated by: Christie Brooks on Jul 17, 2023 01:42 p.m.

1

2

Performance report

Enter your processed material disposal data (solvents)

1. Click **Start** to enter the weight of the materials disposed.

Processed Material Disposal Data (Solvents)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Plastic	
Recovered Solvents	
Other	
Total	

1 **Start**

Performance report

Enter your processed material disposal data (solvents) 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.

CRM PRO
2021/22 Paints, Coatings, and Solvents Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Solvents)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Recovered Solvents	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

I did not send any material for land disposal.

CRM PRO
2021/22 Paints, Coatings, and Solvents Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Solvents)

✓ Land Disposed **Incinerated** Used as Fuel Stockpiled

Excludes material used as fuel or a fuel supplement.

Incinerated	Total Kilograms
Metal	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Recovered Solvents	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

I did not send any material for incineration.

CRM PRO
2021/22 Paints, Coatings, and Solvents Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Solvents)

✓ Land Disposed ✓ Incinerated **Used as Fuel** Stockpiled

Material used as fuel or a fuel supplement.

Used as Fuel	Total Kilograms
Metal	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Recovered Solvents	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

I did not send any material to be used as fuel.

CRM PRO
2021/22 Paints, Coatings, and Solvents Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Solvents)

✓ Land Disposed ✓ Incinerated ✓ Used as Fuel **Stockpiled**

Includes material stored, stockpiled or otherwise deposited on land.

Stockpiled	Total Kilograms
Metal	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Recovered Solvents	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

I did not stockpile any material.

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 (solvents) cont.

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

CRM PRO

2021/22 Paints, Coatings, and Solvents Performance - PRO

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

Processed Material Disposal Data (Solvents)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Plastic	1,000
Recovered Solvents	1,000
Other	0
Total	3,000

Land Disposed data last updated by: Karim Asad on Jul 14, 2023 11:09 a.m.

1

CRM PRO

2021/22 Paints, Coatings, and Solvents Performance - PRO

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

Processed Material Disposal Data (Solvents)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Recovered Solvents	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

I did not send any material for land disposal.

Land Disposed data last updated by: Christie Brooks on Jul 17, 2023 01:54 p.m.

2

How to submit your PRO performance report

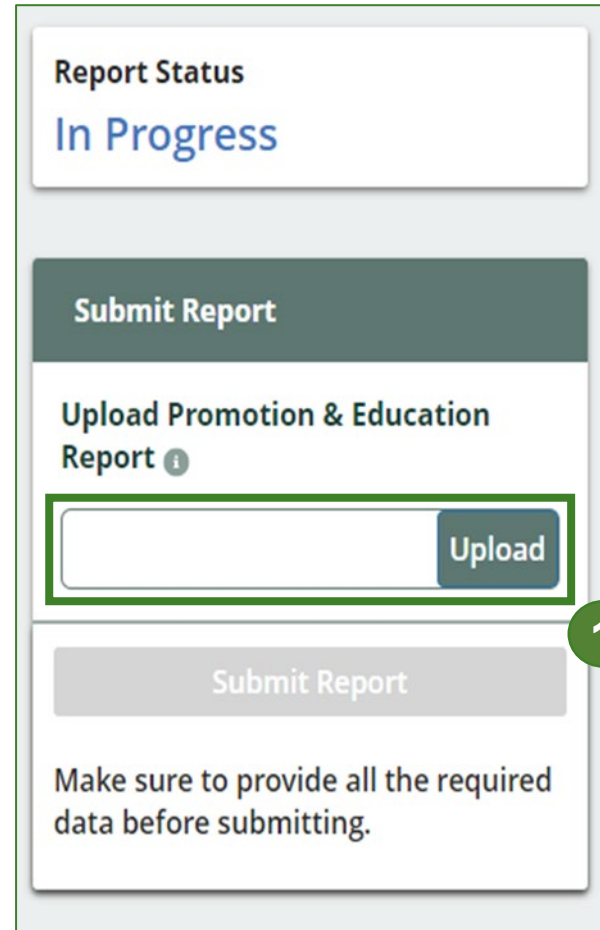
The next few slides will guide you with **submitting** your report.



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.



Report Status
In Progress

Submit Report

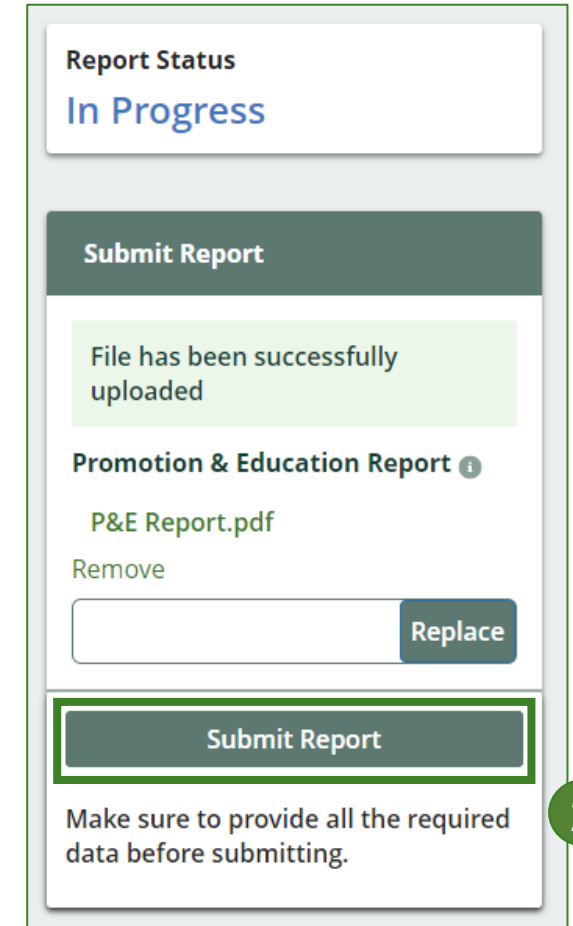
Upload Promotion & Education Report ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

1



Report Status
In Progress

Submit Report

File has been successfully uploaded

Promotion & Education Report ⓘ

P&E Report.pdf

Remove

Replace

Submit Report

Make sure to provide all the required data before submitting.

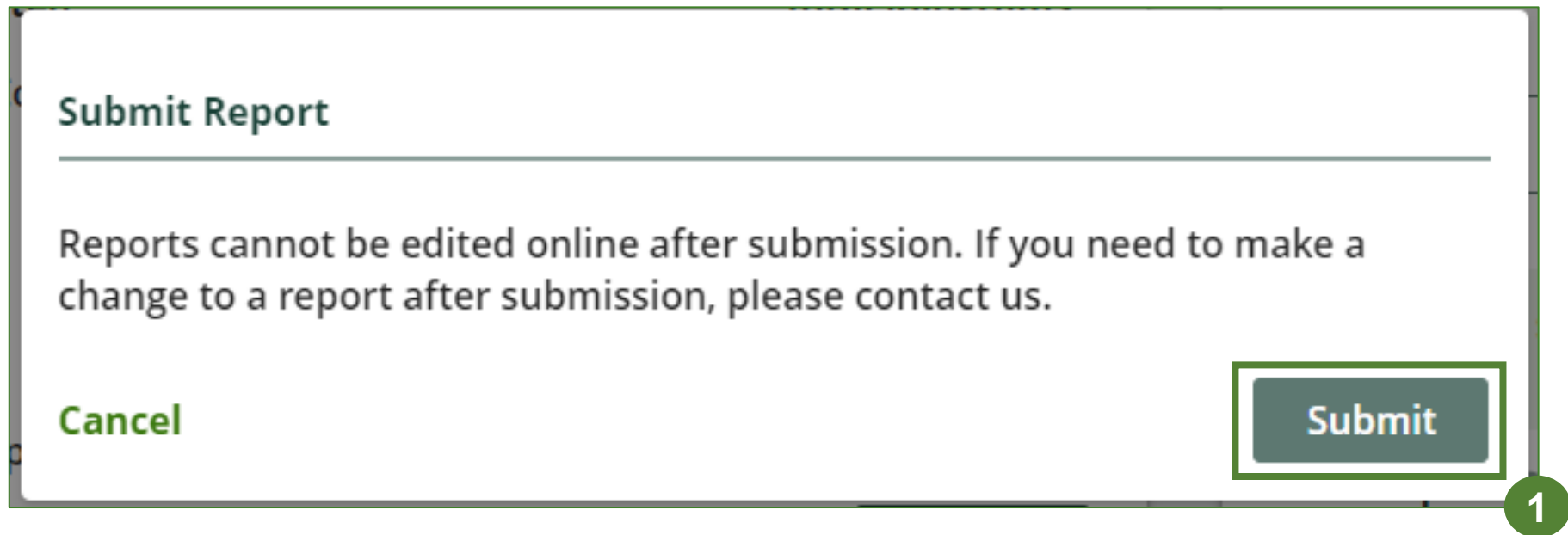
2

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. On the **Paints, Coatings and Solvents Homepage** under the **PRO Reporting** tab, your Paints, Coatings, and Solvents Performance – PRO report status should show **Submitted**, and who it was last updated by.
2. Under **Action**, you can **View** the report submission.

The screenshot shows the HSPTestingPRO interface. At the top left, it says 'HSPTestingPRO' and 'Paints, Coatings and Solvents Homepage'. At the top right, it shows 'Registration #:00025442' and a logo for 'Paints, Coatings and Solvents Switch Programs'. Below the header, there are navigation tabs: 'PRO Reporting' (which is selected), 'Producers', and 'Invoices'. A dark green bar contains the text 'Paints, Coatings and Solvents'. Below this is a table with the following columns: 'Report', 'Status', 'Last Updated By', and 'Action'. The table contains one row with the following data: '2021/22 Paints, Coatings, and Solvents Pe...', 'Submitted May 03, 2023 12:19 p.m.', 'HSPTesting PRO', and a 'View' button. A green box highlights the entire row, and a green circle with the number '1' is placed below it. Another green box highlights the 'View' button, and a green circle with the number '2' is placed below it.

Report	Status	Last Updated By	Action
2021/22 Paints, Coatings, and Solvents Pe...	Submitted May 03, 2023 12:19 p.m.	HSPTesting PRO	View

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.