

Hazardous and Special Products: PRO Performance Reporting Guide

Pressurized containers
(refillable and non-refillable)



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Introduction



What is Hazardous and Special Products performance reporting?

HSP performance is an annual report that 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@rpri.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 **refillable and 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 the material(s) supplied to consumers in Ontario.
- The weight of recovered resources.
- The weight of recovered resources accounted for to meet the producer's management requirements (only for non-refillable).
- 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

For your producer clients **with** management requirements (non-refillable pressurized containers), 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 list of all collection services provided, including, call-in collection services and curbside pickup.
- 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 the material(s) supplied to consumers in Ontario.

What data PROs need to submit for producer reports cont.

PROs are required to submit a report **on behalf of each producer client of non-refillable pressurized containers** 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.
- 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:

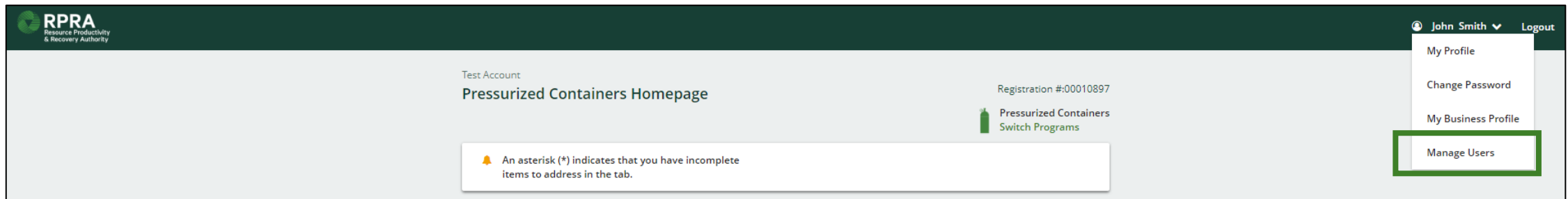
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided.
- Watch [this how-to video](#) if you would like to watch step-by-step instructions.

How to manage contacts 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.

< Back to Programs

Manage Users

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

1 [+ Add New User](#)

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

Manage Users

Email
user@email.com

First Name
Example

Last Name
User

Job Title
General Manager

Business Phone Number
6470123456

Phone Extension

Mobile Phone Number
6470123456 ☒ Same as Business Phone Number

Program
Pressurized Containers

User Access Level 3
Secondary

[+ Add Another Program](#)

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

Cancel [Save](#) 5

How to submit your PRO performance report

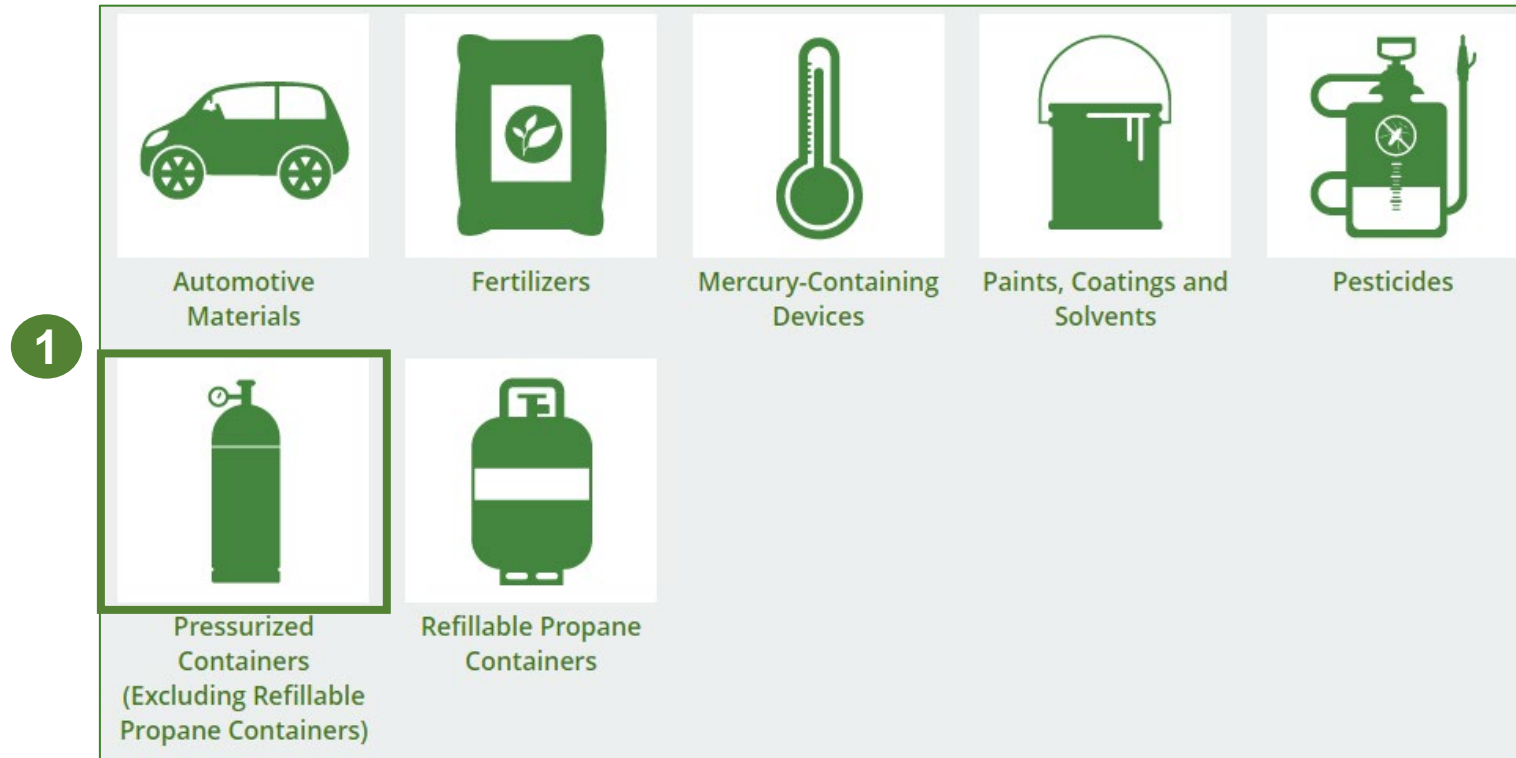
The next few slides will guide you with entering your **collected** material(s) data.



Performance report

Accessing your program

1. After logging in, click on the icon for the **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**.

1

PRO Reporting Producers Producer Reports Invoices

Pressurized Containers (Excluding Refillable Propane Containers)

Report ▼	Status	Last Updated By	Action
2021/22 Pressurized Containers Perform...	Not Started Due Date: Jul 31, 2099		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 **Weight of Materials Collected**, click **Start** to begin entering the total weight of pressurized containers (i.e., refillable and non-refillable) collected.

< Back to Dashboard

HSPPROTesting
2021/22 Pressurized Containers Performance - PRO

Report Summary

Weight of Materials Collected

Collected

Total weight of pressurized containers collected.

Total Weight Collected	Total Kilograms
Refillable Pressurized Containers	
Non-refillable Pressurized Containers	
Total	

1

Start

Submit Report

Report Status
Not Started

Upload Promotion & Education Report ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

Performance report

Enter your weight of materials collected data

1. Under **Collected**, enter the total kilograms of refillable and non-refillable pressurized containers collected under **Total Kilograms**.
2. If you did not collect any pressurized containers, leave the kilograms field blank and check box for **I did not collect any pressurized containers**.
3. Click **Save & Next**.

The screenshot shows a web form titled "Weight of Materials Collected". At the top, there is a tab labeled "Collected". Below the tab, the text "Total weight of pressurized containers collected." is displayed. Under this text, there is a section titled "Total Weight Collected" which contains two input fields: "Refillable Pressurized Containers" and "Non-refillable Pressurized Containers". To the right of these fields is a box labeled "Total Kilograms" containing two input fields, each with the number "0". Below the input fields, there is a checkbox labeled "I did not collect any pressurized containers." which is currently unchecked. At the bottom right of the form, there are two buttons: "Clear Form" and "Save & Next".

Weight of Materials Collected

Collected

Total weight of pressurized containers collected.

Total Weight Collected

Refillable Pressurized Containers

Non-refillable Pressurized Containers

☐ I did not collect any pressurized containers.

Clear Form

Save & Next

Total Kilograms

0

0

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 refillable and non-refillable pressurized containers collected (entered previously).
2. Click on **Edit**, if you need to make a change to the processed materials weights.

HSPPROTesting
2021/22 Pressurized Containers Performance - PRO

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pressurized containers collected.

Total Weight Collected	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Collected data last updated by: Hauler Testing on May 11, 2023 05:04 p.m.

[Edit](#)

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 **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**.

Recovered Materials

Refillable Non-refillable

Input the weight of materials recovered from processing the collected refillable pressurized containers.

Refillable	Total Kilograms
Metal	
Recovered Gas Products	
Refurbished Containers	
Plastic	
Other	
Total	

1

Start

HSPTesting

2021/22 Pressurized Containers Performance - PRO

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

Recovered Materials

Refillable Non-refillable

Input the weight of materials recovered from processing the collected refillable pressurized containers.

Refillable	Total Kilograms
Metal	0
Recovered Gas Products	0
Refurbished Containers	0
Plastic	0
Other	0

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

Clear Form Save & Next

4

Performance report

Enter your data for weight of recovered materials cont.

1. 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.
2. Click **Save & Next**.

HSPTesting
2021/22 Pressurized Containers Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Recovered Materials

✓ Refillable **Non-refillable**

Input the weight of materials recovered from processing the collected non-refillable pressurized containers.

	Total Kilograms
Non-refillable	
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Plastic	<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**

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

HSPTesting

2021/22 Pressurized Containers Performance - PRO

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

Processed Material Disposal Data (Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Refurbished Containers	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
Total	

1 **Start**

HSPTesting

2021/22 Pressurized Containers Performance - PRO

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

Processed Material Disposal Data (Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Refurbished Containers	<input type="text" value="0"/>
Plastic	<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. **3**

4 **Clear Form** **Save & Next**

Performance report

Enter your processed material disposal data (refillable 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**.

HSPTesting
2021/22 Pressurized Containers Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Refillable Containers)

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

Excludes material used as fuel or a fuel supplement.

	Total Kilograms
Incinerated	
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Refurbished Containers	<input type="text" value="0"/>
Plastic	<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.

Clear Form Previous **Save & Next**

Performance report

Enter your processed material disposal data (refillable 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 for to be used as fuel, leave the kilograms field blank and check the box for **I did not send any materials to be used as fuel**.
3. Click **Save & Next**.

HSPTesting
2021/22 Pressurized Containers Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Refillable Containers)

✓ 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"/>
Recovered Gas Products	<input type="text" value="0"/>
Refurbished Containers	<input type="text" value="0"/>
Plastic	<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.

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

Performance report

Enter your processed material disposal data (refillable containers) cont.

1. Enter the weight of materials **Stockpiled** (stored or otherwise deposited on land or used as daily landfill cover) under **Total Kilograms**.
 - If applicable, list any materials included in the **Other** category.
2. If you did not stockpile any materials, check the box for **I did not stockpile any material**.
3. Click **Save & Next**.

HSPTesting
2021/22 Pressurized Containers Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Refillable Containers)

✓ 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"/>
Recovered Gas Products	<input type="text" value="0"/>
Refurbished Containers	<input type="text" value="0"/>
Plastic	<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.

Clear Form Previous **Save & Next**

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**.

HSPTesting

2021/22 Pressurized Containers Performance - PRO

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

Processed Material Disposal Data (Non-Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed

Metal

Recovered Gas Products

Plastic

Other

Total Kilograms

0

0

0

0

I did not send any material for land disposal.

Clear Form

Save & Next

Start

HSPTesting

2021/22 Pressurized Containers Performance - PRO

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

Processed Material Disposal Data (Non-Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed

Metal

Recovered Gas Products

Plastic

Other

Total Kilograms

0

0

0

0

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

I did not send any material for land disposal.

Clear Form

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**.

HSPTesting
2021/22 Pressurized Containers Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Non-Refillable Containers)

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

Excludes material used as fuel or a fuel supplement.

	Total Kilograms
Incinerated	
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Plastic	<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.

Clear Form Previous **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**.

HSPTesting
2021/22 Pressurized Containers Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Non-Refillable Containers)

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

Material used as fuel or a fuel supplement.

	Total Kilograms
Used as Fuel	
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Plastic	<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.

Clear Form **Previous** **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**.

HSPTesting
2021/22 Pressurized Containers Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Non-Refillable Containers)

✓ 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"/>
Recovered Gas Products	<input type="text" value="0"/>
Plastic	<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.

Clear Form **Previous** **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 (refillable doesn't require a report) 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.

HSPPROTesting
2021/22 Pressurized Containers Performance - PRO

Report Status
In Progress

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pressurized containers collected.

Total Weight Collected	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Collected data last updated by: Hauler Testing on May 11, 2023 05:04 p.m.

Edit

Submit Report

Upload Promotion & Education Report ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

Performance report

Submit your report cont.

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

HSPPROTesting
2021/22 Pressurized Containers Performance - PRO

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pressurized containers collected.

Total Weight Collected	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Collected data last updated by: Hauler Testing on May 11, 2023 05:04 p.m.

Edit

Report Status
In Progress

Submit Report

Promotion & Education Report ⓘ

P&E report.pdf

Remove

Replace

Submit Report

Make sure to provide all the required data before submitting.

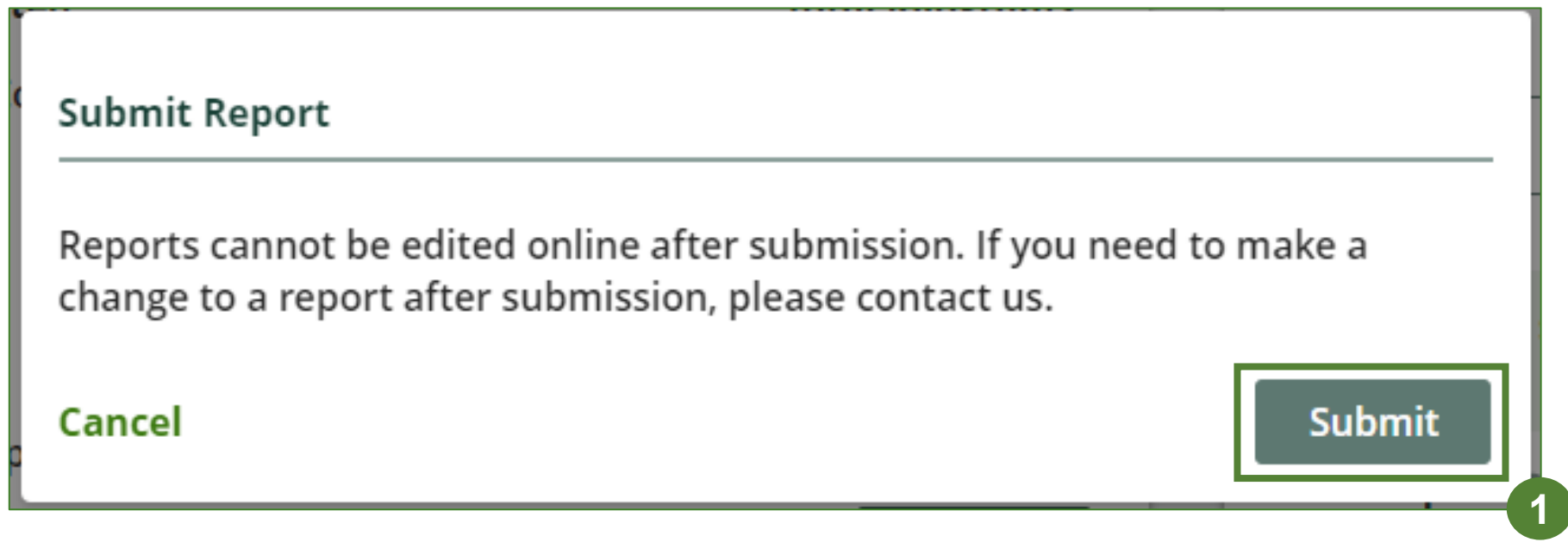
32

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 **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.

The screenshot displays the 'HSPTestingPRO Pressurized Containers Homepage'. At the top right, the registration number '00025442' is shown. A navigation bar includes 'PRO Reporting' (highlighted), 'Producers', 'Producer Reports', and 'Invoices'. Below this, a section titled 'Pressurized Containers (Excluding Refillable Propane Containers)' contains a table. The table has four columns: 'Report', 'Status', 'Last Updated By', and 'Action'. A single row is present with the report name '2021/22 Pressurized Containers Perform...', status 'Submitted' (with a timestamp 'May 03, 2023 10:05 a.m.'), and 'HSPTesting PRO' as the last updated by. The 'Action' column for this row contains a 'View' button. Green boxes and numbered circles (1 and 2) highlight the report row and the 'View' button, respectively.

Report	Status	Last Updated By	Action
2021/22 Pressurized Containers Perform...	Submitted May 03, 2023 10:05 a.m.	HSPTesting PRO	View

How to submit performance reports on behalf of producers

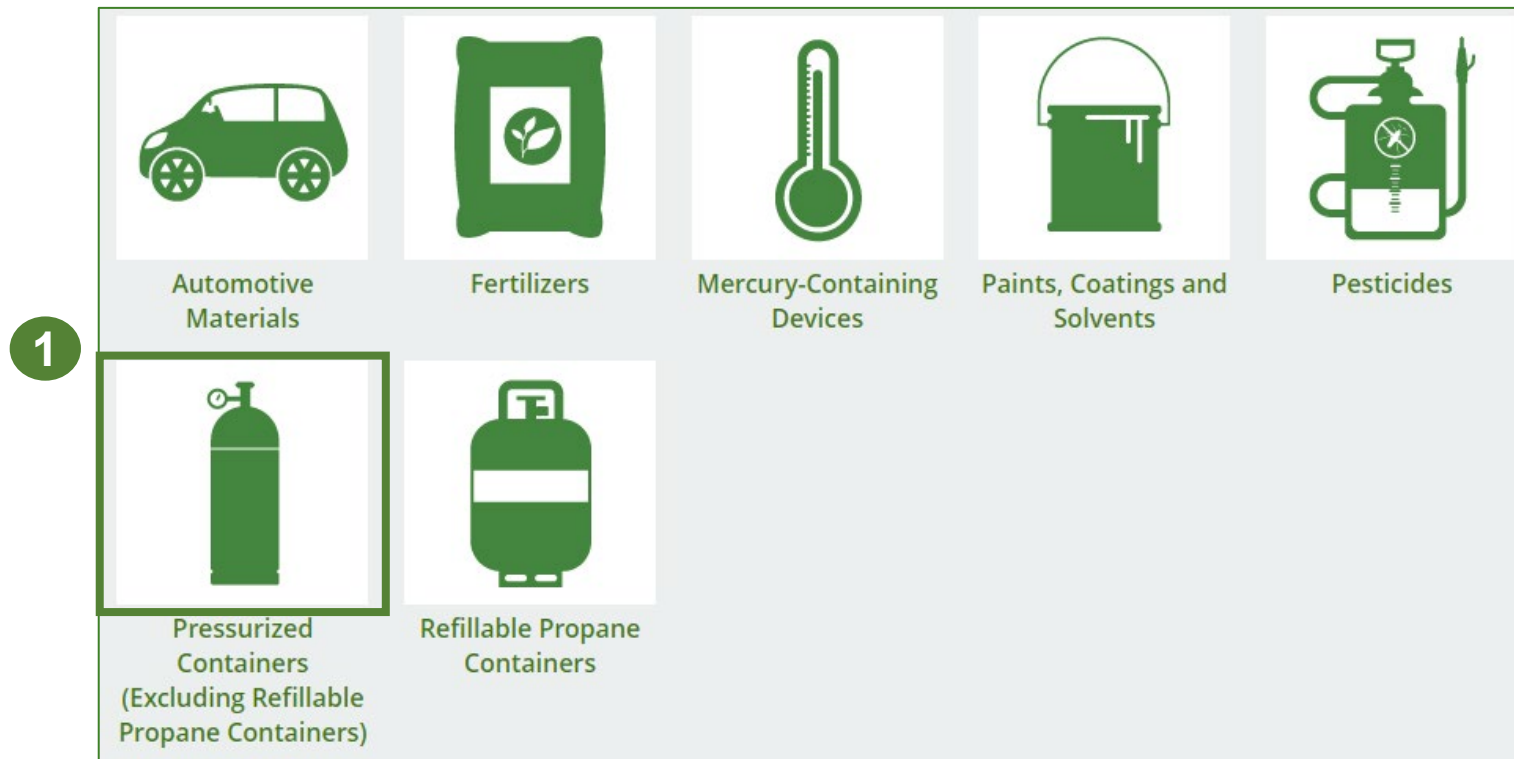
The next few slides will guide you with entering your **collected material(s)** data.



Performance report

Accessing your program

1. After logging in, click on the icon for the **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.

The image displays two screenshots of the HSPTestingPRO Pressurized Containers Homepage, illustrating the steps to start a producer report.

Screenshot 1 (Top): The 'Producers' tab is selected (indicated by a green box and a green circle with the number 1). The table shows the following data:

Producer	Registration #	Action
HaulerTesting	00025443	View
HomeSmart	00025423	View
HSPTesting	00025441	View

Screenshot 2 (Bottom): The 'Producer Reports' tab is selected (indicated by a green box and a green circle with the number 2). The 'Select a performance year:' dropdown menu is open, showing '2022' (indicated by a green box and a green circle with the number 3). Below the dropdown, the 'Pressurized Containers (Excluding Refillable Propane Containers)' table is shown with the following data:

Producer	Status	Last Updated By	Action
HaulerTesting	Not Started Due Date: Jul 31, 2099		Start (indicated by a green box and a green circle with the number 4)
HSPTesting	In Progress Due Date: Jul 31, 2099	HSPTesting PRO	Continue

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.

< Back to Dashboard

HSPPROTesting
2021/22 Pressurized Containers Performance - Producer

Report Summary

Weight of Materials Collected

Collected

Total weight of pressurized containers collected.

Total Weight Collected	Total Kilograms
Refillable Pressurized Containers	
Non-refillable Pressurized Containers	
Total	

1

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Performance report

Enter your producer's collected data

1. Under **Collected**, enter the total kilograms of non-refillable pressurized containers collected under **Total Kilograms**. The total weight of refillable pressurized containers must be reported on your self-report, therefore you may report zero for this material.
2. If you did not collect any pressurized containers, leave the kilograms field blank and check box for **I did not collect any pressurized containers**.
3. Click **Save & Next**.

The screenshot shows a web form titled "Weight of Materials Collected". At the top, there is a tab labeled "Collected". Below the tab, the text "Total weight of pressurized containers collected." is displayed. Under this text, there are two sections: "Total Weight Collected" and "Non-refillable Pressurized Containers". To the right of these sections is a box labeled "Total Kilograms" containing two input fields, both showing the number "0". At the bottom left, there is a checkbox followed by the text "I did not collect any pressurized containers.". At the bottom right, there are 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 "I did not collect any pressurized containers.". Callout 3 points to the "Save & Next" button.

Weight of Materials Collected

Collected

Total weight of pressurized containers collected.

Total Weight Collected

Refillable Pressurized Containers

Non-refillable Pressurized Containers

☐ I did not collect any pressurized containers.

Clear Form

Save & Next

Total Kilograms

0

0

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.

HSPPROTesting
2021/22 Pressurized Containers Performance - Producer

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pressurized containers collected.

Total Weight Collected	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Collected data last updated by: Hauler Testing on May 11, 2023 05:04 p.m.

Edit

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

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 **Refillable** 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 refillable pressurized containers must be reported on your self-report.
4. Click **Save & Next**.

Recovered Materials

Refillable Non-refillable

Input the weight of materials recovered from processing the collected refillable pressurized containers.

Refillable	Total Kilograms
Metal	
Recovered Gas Products	
Refurbished Containers	
Plastic	
Other	
Total	

1

Start

HSPTesting

2021/22 Pressurized Containers Performance - Producer

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

Recovered Materials

Refillable Non-refillable

Input the weight of materials recovered from processing the collected refillable pressurized containers.

Refillable	Total Kilograms
Metal	0
Recovered Gas Products	0
Refurbished Containers	0
Plastic	0
Other	0

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

Clear Form Save & Next

2

3

4

Performance report

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

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

HSPTesting

2021/22 Pressurized Containers Performance - Producer

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

Recovered Materials

✓ Refillable **Non-refillable**

Input the weight of materials recovered from processing the collected non-refillable pressurized containers.

Non-refillable	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Plastic	<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

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 (refillable containers)

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

Processed Material Disposal Data (Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Recovered Gas Products	
Refurbished Containers	
Plastic	
Other	
Total	

1 **Start**

HSPTesting
2021/22 Pressurized Containers Performance - Producer
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled **2**

Includes material sent to landfills and dumps.

Land Disposed

	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Refurbished Containers	<input type="text" value="0"/>
Plastic	<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. **3**

4 **Clear Form** **Save & Next**

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**.

HSPTesting

2021/22 Pressurized Containers Performance - Producer

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

Processed Material Disposal Data (Non-Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Plastic	<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.

Start

HSPTesting

2021/22 Pressurized Containers Performance - Producer

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

Processed Material Disposal Data (Non-Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Plastic	<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.

Clear Form **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**.

HSPTesting
2021/22 Pressurized Containers Performance - Producer
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Non-Refillable Containers)

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

Excludes material used as fuel or a fuel supplement.

	Total Kilograms
Incinerated	
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Plastic	<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.

Clear Form Previous **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**.

HSPTesting
2021/22 Pressurized Containers Performance - Producer
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Non-Refillable Containers)

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

Material used as fuel or a fuel supplement.

	Total Kilograms
Used as Fuel	
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Plastic	<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.

Clear Form **Previous** **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**.

HSPTesting
2021/22 Pressurized Containers Performance - Producer
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Non-Refillable Containers)

✓ 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"/>
Recovered Gas Products	<input type="text" value="0"/>
Plastic	<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.

Clear Form **Previous** **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 **Submit Report** once you are finish reviewing and are ready to submit.

HSPPROTesting

2021/22 Pressurized Containers Performance - Producer

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pressurized containers collected.

Total Weight Collected	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Collected data last updated by: Hauler Testing on May 11, 2023 05:04 p.m.

Edit

Report Status

In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

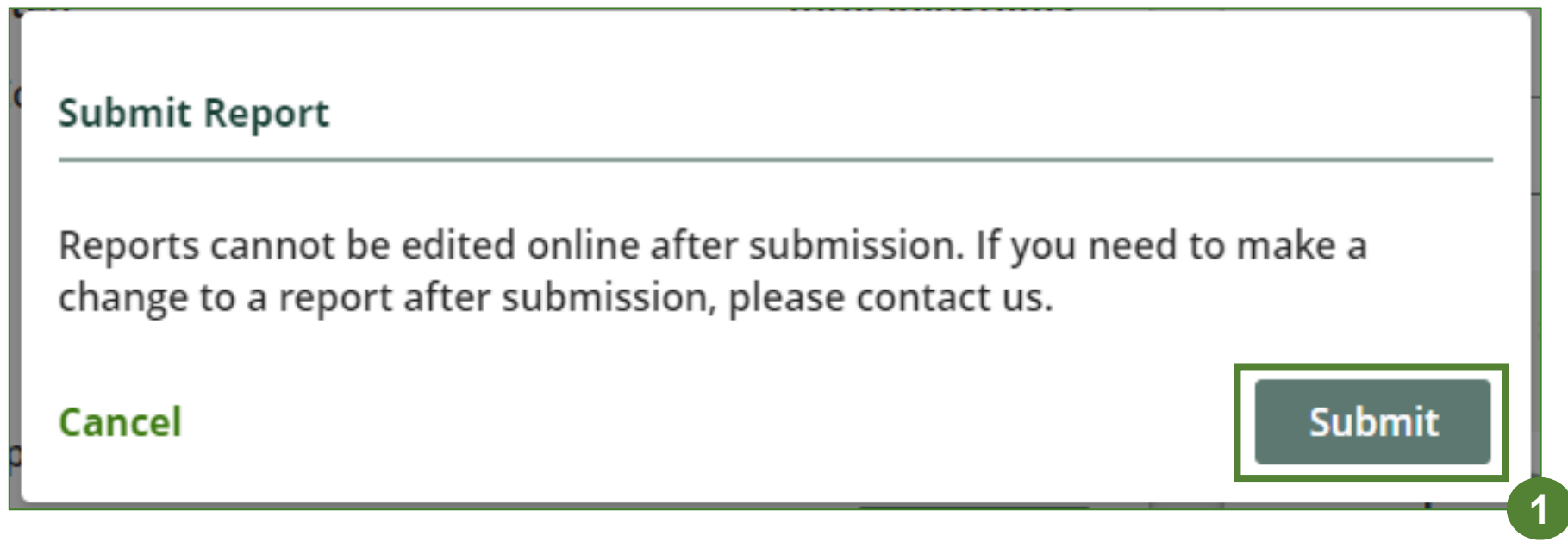
1

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 **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 the producer directly.

HSPTestingPRO
Pressurized Containers Homepage
Registration #:00025442

Pressurized Containers (Excluding Refillable Propane Containers)
Switch Programs

PRO Reporting Producers **Producer Reports** Invoices

Performance reports for your producers.
Select a performance year:
2022

Producer ▲	Status	Last Updated By	Action
HaulerTesting	Not Started Due Date: Jul 31, 2099		Start
HSPTesting	Submitted May 17, 2023 04:50 p.m.	HSPTesting PRO	View

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

1 2

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.