

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 October 1, 2021 to December 31, 2022. 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 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, please contact the Compliance Team at registry@rpra.ca or call 1-833-600-0530.

What data PROs need to submit for their own reports

PROs are required to report on their own aggregate activities from October 1, 2021 to December 31, 2022 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 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 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 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.

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 October 1, 2021 to December 31, 2022, 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 collection sites, collection events, 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 October 1, 2021 to December 31, 2022.

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:

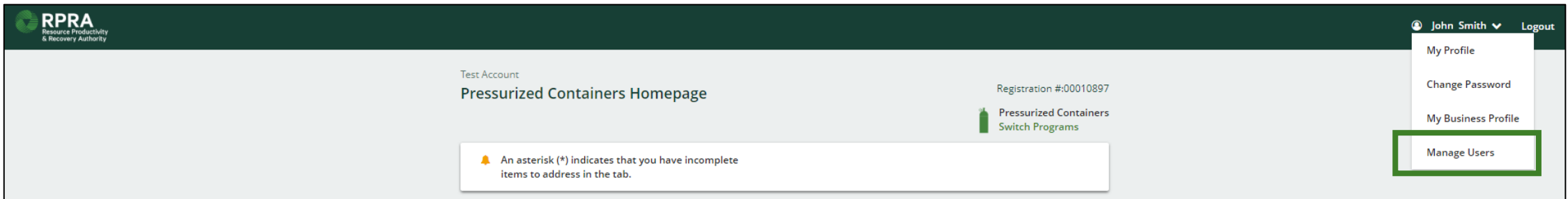
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen 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.



The screenshot displays the RPRP (Resource Productivity & Recovery Authority) account dashboard. In the top right corner, the user is logged in as 'John Smith'. A 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 rectangular box. The main content area shows 'Test Account' and 'Pressurized Containers Homepage' with a registration number of #:00010897. A notification banner 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

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 Last Name

Job Title

Business Phone Number Phone Extension

Mobile Phone Number Same as Business Phone Number

Program User Access Level

[+ Add Another Program](#)

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

Cancel [Save](#) 5

How to submit your PRO performance report

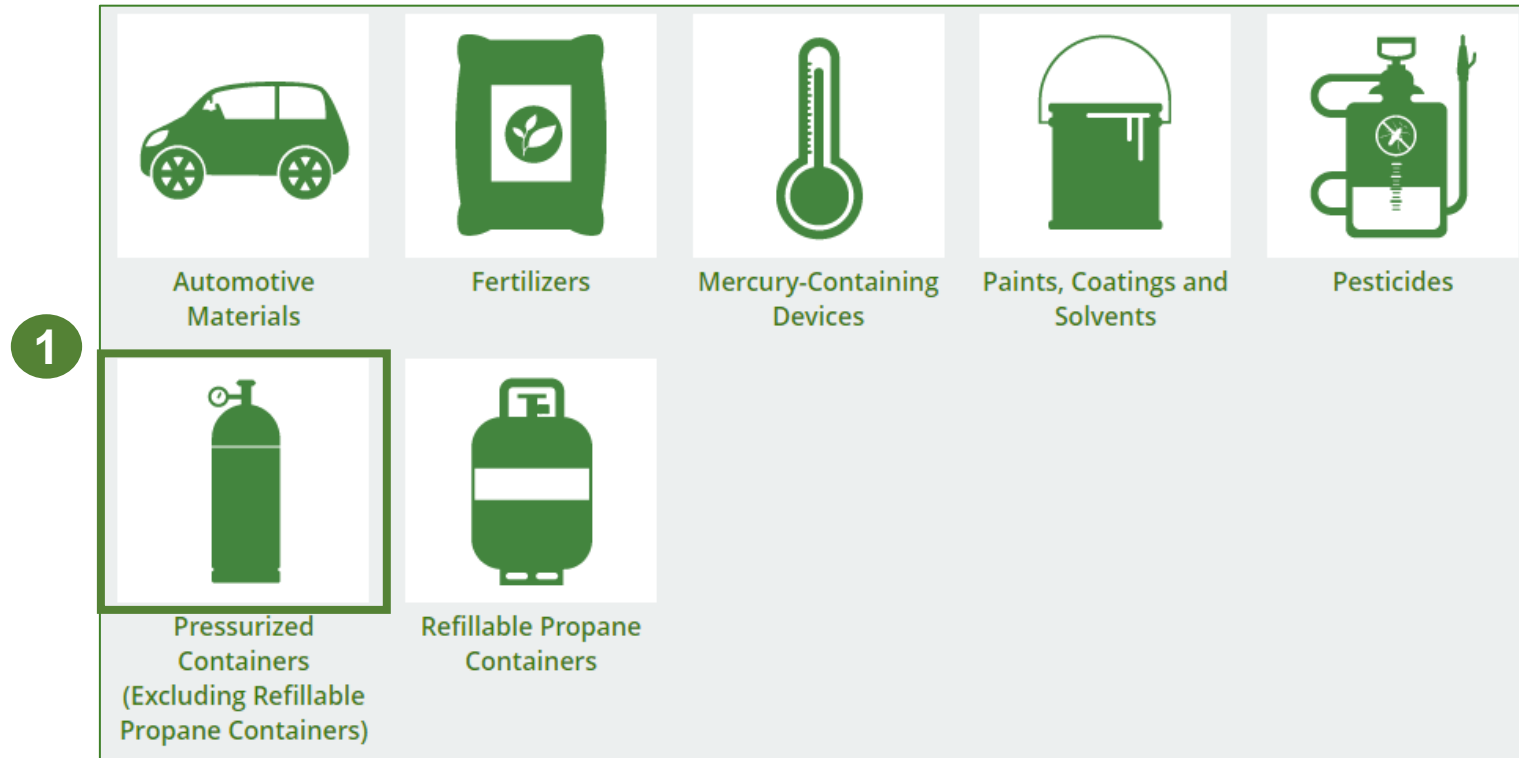
The next few slides will guide you with entering your **collected** material(s) data.



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**.

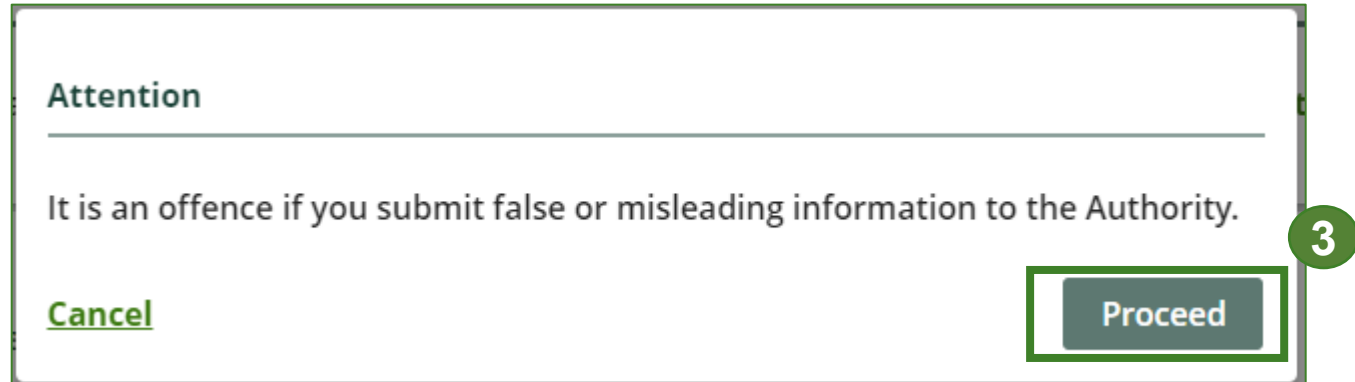
1



The screenshot shows a navigation bar with 'PRO Reporting' highlighted. Below it is a table titled 'Pressurized Containers (Excluding Refillable Propane Containers)'. The table has columns for 'Report', 'Status', 'Last Updated By', and 'Action'. A row is visible with the report name '2021/22 Pressurized Containers Perform...', status 'Not Started', and due date 'Jul 31, 2099'. The 'Start' button in the 'Action' column is highlighted with a green box and a '2' in a circle.

Report ▼	Status	Last Updated By	Action
2021/22 Pressurized Containers Perform...	Not Started Due Date: Jul 31, 2099		Start

3



The screenshot shows a dialog box with the title 'Attention'. The text inside reads: 'It is an offence if you submit false or misleading information to the Authority.' At the bottom left is a 'Cancel' link, and at the bottom right is a 'Proceed' button highlighted with a green box and a '3' in a circle.

Attention

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

[Cancel](#) **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 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

Report Status

Not Started

Submit Report

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 reads "Total weight of pressurized containers collected." followed by the heading "Total Weight Collected". Under this heading, there are two input fields: "Refillable Pressurized Containers" and "Non-refillable Pressurized Containers", both containing the number "0". To the right of these fields is a larger box labeled "Total Kilograms" which also contains 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".

1

2

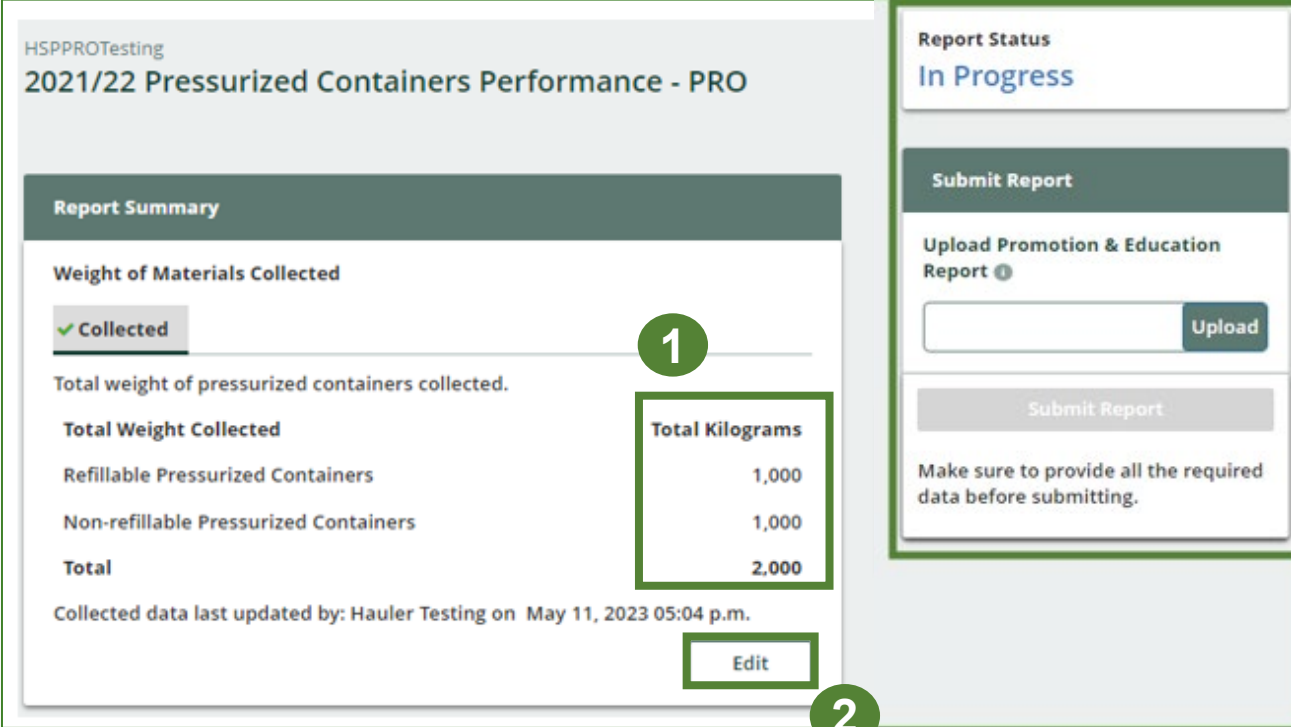
3

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

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	<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.)

2 **3** **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.

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 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**.

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 - 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.

2 **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.

Incinerated	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 incineration.

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.

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**.

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	
Recovered Gas Products	
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.

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	0
Recovered Gas Products	0
Plastic	0
Other	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 (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.

Incinerated	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 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.

Used as Fuel	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 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.

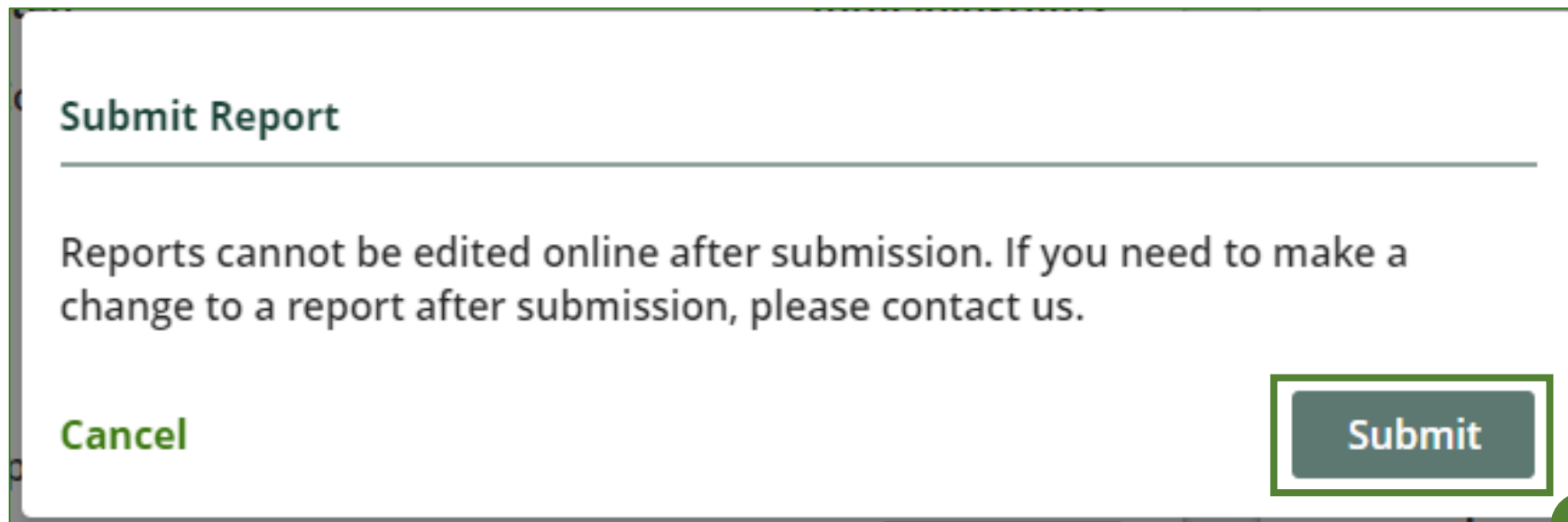
1

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

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 'Pressurized Containers Homepage' for 'HSPTestingPRO'. The page includes a navigation menu with 'PRO Reporting' selected. A table lists report submissions, with one entry for '2021/22 Pressurized Containers Perform...' showing a status of 'Submitted' and a 'View' button. Red callouts '1' and '2' highlight the report row and the 'View' button, respectively.

HSPTestingPRO
Registration #:00025442

Pressurized Containers (Excluding Refillable Propane Containers)
Switch Programs

PRO Reporting Producers Producer Reports Invoices

Pressurized Containers (Excluding Refillable Propane Containers)

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

1 2

How to submit performance reports on behalf of producers

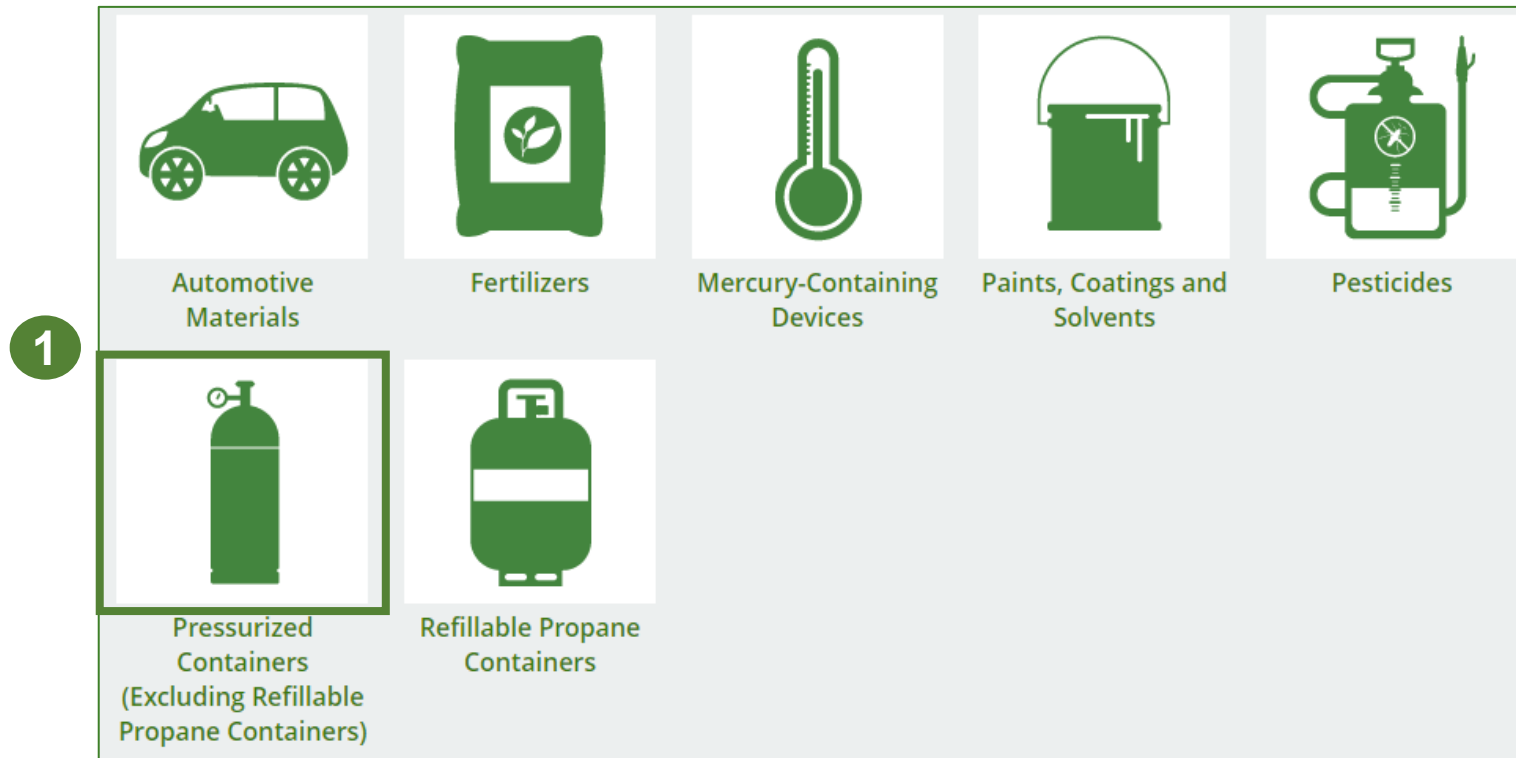
The next few slides will guide you with entering your collected material(s) data.



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 shows two screenshots of the HSPTestingPRO Pressurized Containers Homepage. The first screenshot shows the 'Producers' tab selected, with a green box around the 'Producers' tab and a green circle with the number '1' next to it. The second screenshot shows the 'Producer Reports' tab selected, with a green box around the 'Producer Reports' tab and a green circle with the number '2' next to it. Below the 'Producer Reports' tab, there is a dropdown menu for 'Select a performance year:' with '2022' selected, and a green circle with the number '3' next to it. Below the dropdown menu, there is a table with columns 'Producer', 'Status', 'Last Updated By', and 'Action'. The 'HaulerTesting' row has a 'Start' button highlighted with a green box and a green circle with the number '4' next to it. The 'HSPTesting' row has a 'Continue' button.

HSPTestingPRO
Pressurized Containers Homepage
Registration #:00025442
Pressurized Containers (Excluding Refillable Propane Containers)
Switch Programs

PRO Reporting **Producers** Producer Reports Invoices

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

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	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 reads "Total weight of pressurized containers collected." followed by the heading "Total Weight Collected". Under this heading, there are two input fields: "Refillable Pressurized Containers" and "Non-refillable Pressurized Containers", both containing the number "0". To the right of these fields is a box labeled "Total Kilograms" with a single input field containing "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".

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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

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	<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.)

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

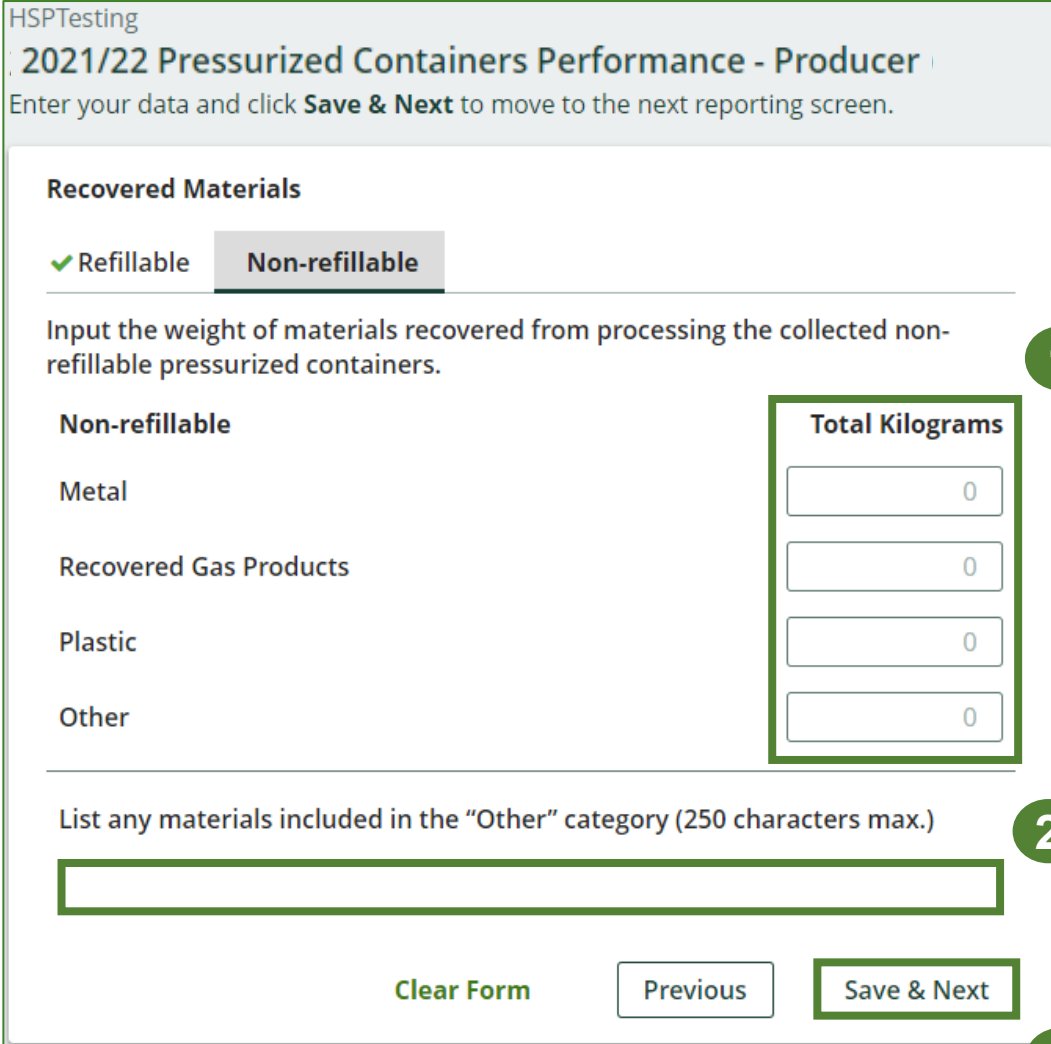
✓ Refillable **Non-refillable**

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**



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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	

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

Includes material sent to landfills and dumps.

Land Disposed	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.)

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)

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"/>
Total	

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.

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.

Incinerated	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 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.

Used as Fuel	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 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.

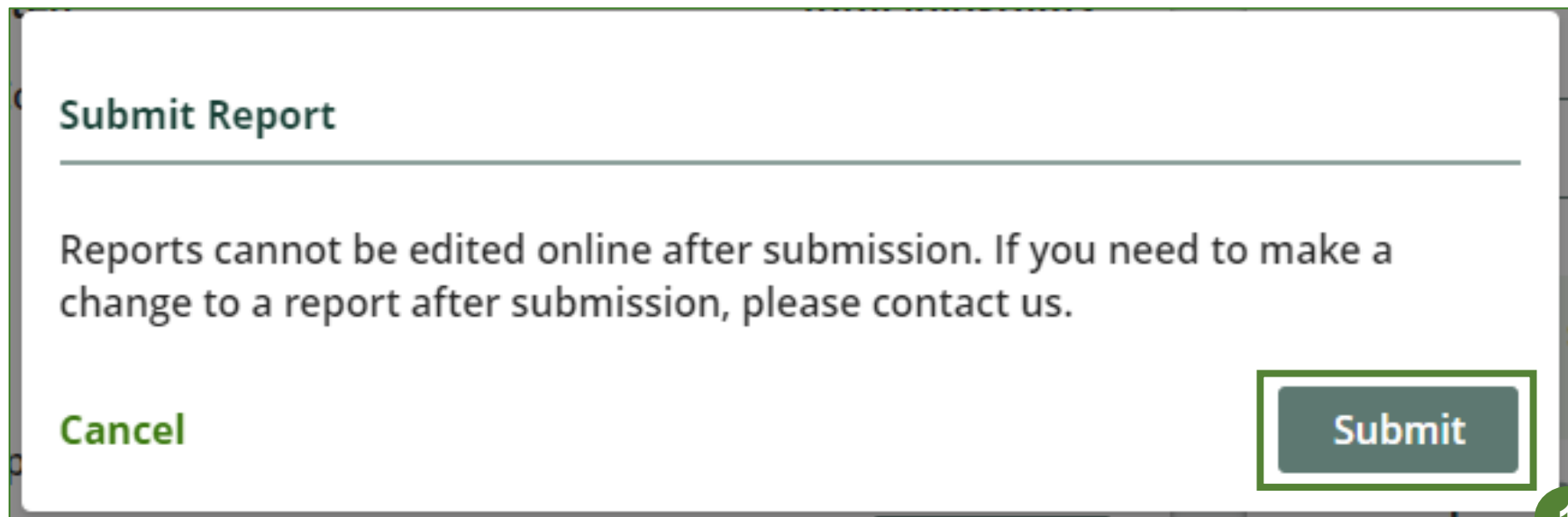
1

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, please contact the Compliance Team at registry@rpra.ca or call 1-833-600-0530.