

# Hazardous and Special Products: Producer Supply Reporting Guide

Pesticides



# Table of Contents

## Introduction

- What is HSP supply data reporting?
- What data needs to be reported?
- How to log into the Registry
- How to manage contacts on your Registry account

## How to manage a PRO in your registry account

- Why should I work with a PRO?
- How do I contact a PRO?
- When to manage your PRO in the Registry
- Step-by step instructions on how to select and manage your PRO(s)

## Registry program enrollment for new registrants

## How to submit your producer supply report

- Step-by-step instructions on how to complete your report

## Additional resources

# Introduction



# What is Hazardous and Special Products supply data reporting?

HSP supply data is an annual report that producers of **pesticides** with obligations under the [Hazardous and Special Products Regulation](#) complete to report on the weight of materials supplied into Ontario from the previous calendar year. Starting in 2024, only large producers are required to submit a report verifying their supply data. For further information on how to verify supply data, and to determine if you are a large producer, refer to [Appendix B of the Hazardous and Special Products Verification and Audit Procedure](#).

Submitting supply data determines a producer's requirements for the following year.

This guide will assist producers with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the 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](mailto:registry@rpra.ca) or call 1-833-600-0530.

# What data needs to be reported?

If you are a producer of pesticides, you are required to report on the following from the previous calendar year:

- The weight of materials supplied in Ontario.
  - Pesticides are only obligated when supplied in a container that has a capacity of 30 litres or 30 kilograms or less.
- A [brand supply list](#) that makes up your supply data.
- For further information on how to verify supply data, refer to [Appendix B of the Hazardous and Special Products Verification and Audit Procedure](#).
- For clarification on what products need to be reported, refer to [Compliance Bulletin – What HSP needs to be reported](#).

**Note:** The product's primary packaging is also obligated. Primary packaging made of corrugated and boxboard boxes, plastic film, shrink wrap or printed materials is not obligated under the HSP Regulation, please see the [Blue Box Regulation](#) for more information and possible obligations.

# How to log into the Registry as an account admin

The supply data report is completed online through RPRA's Registry.

You can access your Registry account here: [registry.rpra.ca](https://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:

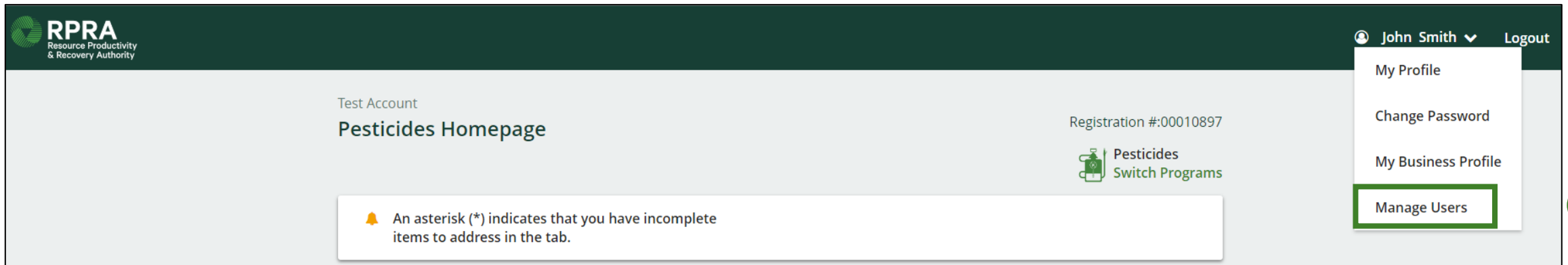
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
  - If you have forgotten your password, click "Forgot Password" on the login screen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

# 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 RPRA (Resource Productivity & Recovery Authority) Registry account interface. The top navigation bar is dark green with the RPRA logo on the left and the user name 'John Smith' with a dropdown arrow and a 'Logout' link on the right. The main content area is light gray and shows 'Test Account' and 'Pesticides Homepage'. A registration number '00010897' and a 'Pesticides Switch Programs' link are visible. A notification box at the bottom left states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.' The user profile dropdown menu is open, listing 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green rectangular border. A green circle with the number '1' is positioned to the right of the dropdown menu.

# 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
Example User	user@email.com			<b>Manage</b> Disable

**+ Add New User**

## Manage Users

Email  
user@email.com

First Name  
Example

Last Name  
User

Job Title

Business Phone Number  
9059867891

Phone Extension

Mobile Phone Number  
9059867891

Program  
Pesticides

User Access Level ⓘ  
 Primary  Secondary

**+ Add Another Program**

I hereby authorize this user to create/modify data.

Cancel **5** Save

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



# How to manage a PRO in your registry account



# Why should I work with a PRO?

As of October 1, 2021, HSP producers are individually accountable and financially responsible for collecting, and managing their products when consumers discard them. Producers are also required to operate a promotion and education program depending on the material each producer supplies into Ontario.

Producers have the choice of working with one or more producer responsibility organizations (PROs) registered with RPRA to meet their obligations.

A PRO is a business established to contract with producers to provide collection, management and administrative services to help producers meet their regulatory obligations under the HSP Regulation, including:

- Arranging, establishing or operating a collection or management system.
- Arranging, establishing or operating a promotion and education system.
- Preparing and submitting reports.

# How do I contact a PRO?

For a list of PROs and the materials they provide services for, visit our [HSP PRO webpage](#).

**Note:** PROs operate in a competitive market and producers can choose the PRO (or PROs) they want to work with. The terms and conditions of each contract with a PRO may vary.

Once you have signed an agreement with a PRO(s) you must select them in your account. The steps to select them are indicated in the next slides.

# When to manage your PRO in your Registry account

The chart below outlines the steps that should be taken by a producer prior to managing their PRO in their Registry account.



## Important:

- If you have chosen to work with a PRO(s), you must select them in your account once you have entered into an agreement.
- You will also need to manage your PRO if you terminate your agreement with your PRO, you will need to include an end date to an existing PRO association in your Registry account.
- If you have an agreement with a PRO(s) but have not assigned them in your Registry account at the time of performance reporting beginning, log into the Registry and assign them. You must identify your PRO(s) in your Registry account for your report to appear in your PROs' account.

# How to select and manage a PRO in your account

## Accessing your program

Only Account Admins can manage PROs in the Registry. If you are not the Account Admin for your company, you need to have the Account Admin complete the steps in this guide.

1. Log into your Registry account using [this link](#).
  - If you have forgotten your password, select the **Forgot Password** option.
2. The programs you are enrolled in will show on your dashboard. Click on the program you want to add a PRO for.

**1**

### Registry Sign In

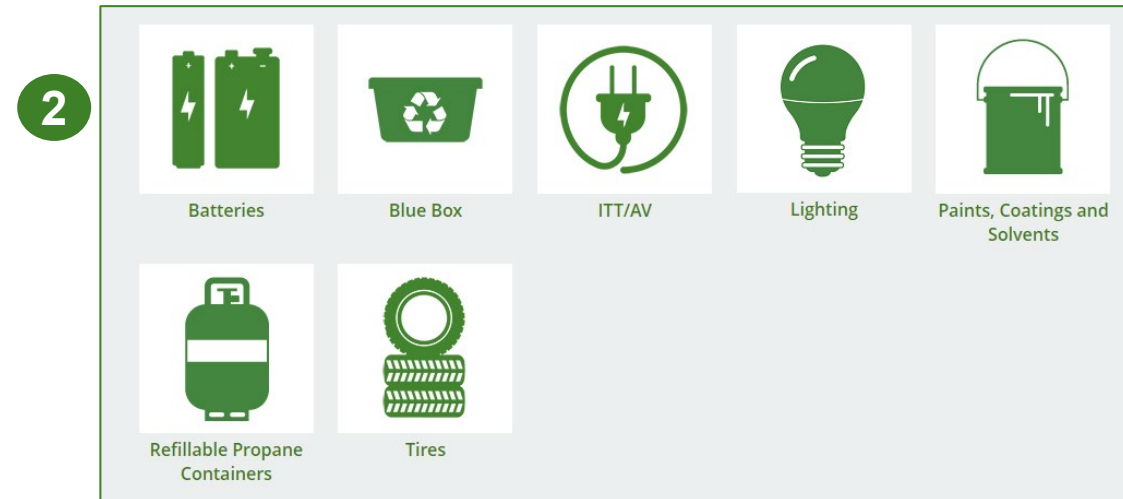
Email

Password

**Sign In**

[Forgot Password](#)

[Don't have an Account? Create a new Account](#)



# How to select and manage a PRO in your account

## Confirm if you have contracted with a PRO

Once you are on your program homepage, respond to the question below the report list.

**Note:** This question will appear once you have completed at least one supply data report and if you have collection or management requirements.

This button is not viewable to primary and secondary users.

The screenshot shows the 'Pesticides Homepage' with a registration number of 00032270. A notification states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.' The navigation menu includes 'Producer \*', 'PRO Status', 'Collection Activities', 'Invoices', and 'Add Roles'. The main content area is titled 'Pesticides' and contains a table with the following data:

Report	Status	Last Updated By	Action
2024 Pesticides Supply Report	Not Started Due Date: Jul 31, 2024		Start
2023 Pesticides Supply Report	Submitted Sep 15, 2023 01:49 p.m.	Test Account	View Download

Below the table is a confirmation question: 'Has your business contracted one or more Producer Responsibility Organizations (PROs) to act on your behalf? If so, click Yes to identify them, their responsibilities, and provide them access to report performance on your behalf. Only make a selection once you know whether or not you will be working with a PRO.' There are two buttons: 'No' (My business will not be contracting with any PROs.) and 'Yes' (My business has contracted one or more PROs.).

# How to select and manage a PRO in your account

## Confirm if you have contracted with a PRO cont.

1. If you have not contracted with a PRO and are meeting your collection and management requirements yourself, click **No**.
2. If you have chosen to work with a PRO to meet your collection and management requirements on your behalf, click **Yes**.

If you clicked on Yes, you will be prompted to the next step to indicate the details of your agreement.

Has your business contracted one or more Producer Responsibility Organizations (PROs) to act on your behalf?  
If so, click Yes to identify them, their responsibilities, and provide them access to report performance on your behalf. Only make a selection once you know whether or not you will be working with a PRO.

1  No My business will not be contracting with any PROs.

2  Yes My business has contracted one or more PROs.

# How to select and manage a PRO in your account

## Reporting responsibility selection

Identify your involvement with reporting on behalf of yourself.

1. Under **Responsible for Performance Report**, identify if you will be submitting your performance report. If you have delegated this report to your PRO, select **Does not report**.
2. Under **Responsible for Collection and Management Report**, identify if you will be submitting your collection and management report. If you have delegated this report to your PRO, select **Does not report**.

**Manage Reporting Responsibilities**

Indicate whether you will be reporting your own performance, collection and management in part or in whole. If a PRO will be reporting on your behalf, select "Does not report" from the dropdown list.

Producer	<b>Responsible for Performance Report</b>	<b>Responsible for Collection and Management Report</b>
Envirogo Corp	Reports in full <small>You can only select "report in full" for the producer or one PRO.</small>	Reports in full <small>You can only select "report in full" for the producer or one PRO.</small>

1

2



# How to select and manage a PRO in your account

## Reporting responsibility selection cont.

Next, you will fill out the following fields to identify your PROs involvement in reporting on your behalf:

1. **PRO:** the name of the PRO you have an agreement with.
2. **Service Start Date:** the date when your agreement with the PRO started.
3. **Service Stop Date:** the date when your agreement with the PRO ends. If your agreement does not have a stop date, leave this field blank.
4. **Responsible for Performance Report:** whether your PRO will report in full *or* in part the activities related to collection, processing and disposal of the material(s) you supply. If your PRO will report this on behalf of you, you must select **Reports in full**.
5. **Responsible for Collection and Management Report:** whether your PRO will report in full *or* in part the collection system established across Ontario and the haulers and processors they work with. If your PRO will report this on behalf of you, you must select **Reports in full**.

Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or collection and management, select "Reports in part" from the dropdown list.

1	PRO	2	Service Start Date	3	Service Stop Date	4	Responsible for Performance Report	5	Responsible for Collection and Management Report
	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text" value="Does not report"/>		<input type="text" value="Does not report"/>

# How to select and manage a PRO in your account

## Reporting responsibility selection cont.

1. Finish managing your PRO by checking **I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf.**
2. Click **Done.**

**Manage Reporting Responsibilities**

Indicate whether you will be reporting your own performance, collection and management in part or in whole. If a PRO will be reporting on your behalf, select "Does not report" from the dropdown list.

Producer	Responsible for Performance Report	Responsible for Collection and Management Report
Envirogo Corp	Reports in full <small>You can only select "report in full" for the producer or one PRO.</small>	Reports in full <small>You can only select "report in full" for the producer or one PRO.</small>

Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or collection and management, select "Reports in part" from the dropdown list.

PRO	Service Start Date	Service Stop Date	Responsible for Performance Report	Responsible for Collection and Management Report
			Does not report	Does not report

I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf.

Cancel Done

# Registry program enrollment for new registrants



# How to enroll in the Pesticides program as a new registrant

1. After you log into the **Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in.
2. Click **HSP – Pesticides**.
3. Select the **Producer** role and the year that you began marketing pesticides.
  - Selecting from this drop-down list will determine if you are required to report on previous years, in addition to the current year.
4. Confirm **the role you have selected is correct**.
5. Click **Done**.

The screenshot shows the 'Test Account Programs' screen. It features five program options: Automotive Materials, Fertilizers, Paints, Coatings and Solvents, Pesticides, and Pressurized Containers. The 'Pesticides' option is highlighted with a green box and a '1' callout. Below this is the 'Role Selection' screen. It has a '3' callout. The 'Producer' role is selected with a green box. A dropdown menu shows 'Oct 1, 2021 to Dec 31, 2021 (or earlier)'. There are checkboxes for 'Hauler' and 'Disposal Facility'. A confirmation box with a '4' callout contains a checkbox and text: 'I confirm that the roles selected above are correct. I understand that after I click Done, I will have to contact Registry Support if I want to remove a role.' At the bottom right, there is a 'Done' button with a '5' callout, and a 'Cancel' button on the left.

1

2

3

4

5

# How to submit your producer supply report

The next few slides will guide you with entering your supply data.



# Supply report

## Starting your report

1. On the **Pesticides** homepage, you will be able to see all reports that require action.
2. Under Action, click **Start** on the earliest required supply report.
  - Reports must be submitted in chronological order.
3. A window about submitting false or misleading information will then pop up, click **Proceed**.

1

Pesticides Homepage Registration #:00032270

Pesticides Switch Programs

An asterisk (\*) indicates that you have incomplete items to address in the tab.

[Producer \\*](#) [PRO Status](#) [Collection Activities](#) [Invoices](#) [Add Roles](#)

Pesticides			
Report	Status	Last Updated By	Action
2024 Pesticides Supply Report	Not Started Due Date: Jul 31, 2024		Start
2023 Pesticides Supply Report	Submitted Sep 15, 2023 · 01:49 p.m.	Test Account	View Download

2

3

Attention

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

[Cancel](#) [Proceed](#)

# Supply report

## Entering your supply data

1. On the **Pesticides Supply Report** screen, enter in your Non-IC&I and IC&I supply data for each applicable year.

2. Click **Save & Next**.

**Note:** IC&I stands for Industrial, Commercial and Institutional.

### 2024 Pesticides Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click Previous to return to the previous reporting screen. You will be able to view your collection system requirements before confirming payment.

Supply Data → Brand Supply → Confirm and Pay

2021 2022 **2023**

#### Pesticides - Non-IC&I Supply

Please enter the units of pesticides supplied to residential consumers in Ontario.

Volume or Weight (L or kg)

None Supplied this year [Clear Form](#)

---

#### Pesticides - IC&I Supply

Please enter the units of pesticides supplied to the industrial, commercial and institutional sector in Ontario.

Volume or Weight (L or kg)

None Supplied this year [Clear Form](#)

*Press Save & Next to continue to Brand Supply*

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

# How to submit your producer supply report

The next slide will guide you with uploading your **brand supply list**.





# Supply report

## Upload your brand supply list

1. Create a document listing the brands you supplied into Ontario, regardless of why you are the producer for them (e.g., brand holder or first importer). You may also download last year's brand list as a reference and re-submit it.
  - Ensure that the document meets the requirements outlined on the **Upload List of Brands Supplied** screen.
2. Click the **Upload** button and navigate to the file saved on your computer. Upload the file.
3. Click **Save & Next**.

### 2024 Pesticides Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements before confirming payment.

Supply Data → Brand Supply → Confirm and Pay

#### 1 Upload List of Brands Supplied

Provide a list of all brands you included in your supply regardless of why you are the producer for them.

Please ensure the list of brand meets the following requirements:

- Save the list of brands as an Excel CSV file. The file must be encoded as UTF-8.
- Using Column A only, list each brand in a separate line, resulting in one brand name per row. Do not enter data in any other columns.
- There are no headers present in the file (only the names of supplied brands).
- Brand names only include these characters: alphanumeric, space, hyphen, periods and parentheses.
- Brand names do not include special characters like quotes (double or single), brackets and semicolons.
- File size is less than or equal to 5 MB.

#### 2 Upload Brand Supply List

Download Last Year Brand Supply

Click Save & Next to view the Report Summary and complete your report.

#### 3

# Supply report

## Summary review

1. At the top, you will see your **collection requirements** for the following year.
2. Toggle between reporting years.
  - Any year with a **green check mark** beside it can still be edited.
  - Any year with a **green lock icon** will be read-only.
3. When reviewing **Supply Report** data, you can edit before submitting.

**1** Report Summary

You must meet the collection system requirements of a large producer for pesticides.

Your collection system requirements are calculated in accordance with Part IV of the HSP Regulation.

**2** 2021 2022 2023

**Pesticides - Non-IC&I Supply**

Please enter the units of pesticides supplied to residential consumers in Ontario.

Volume or Weight  
(L or kg)

50,000

**Pesticides - IC&I Supply**

Please enter the units of pesticides supplied to the industrial, commercial and institutional sector in Ontario.

Volume or Weight  
(L or kg)

50,000

2021 data last updated by: Test Account on May 28, 2024 09:07 a.m.

**Uploaded List of Brands**

Sample.csv

**3** Edit Report

# How to submit your producer supply report

The next slide will guide you with uploading your supply data verification report.



# Supply report

## Upload your verification report

Starting in 2024, only large producers are required to submit a report verifying the supply data. For further information on how to verify supply data, refer to [Appendix B of the HSP Supply Data Verification Procedure](#).

1. Click the upload button to attach a pdf to proceed to payment processing.
2. Once the Verification Report is submitted, the **Select Payment Method** button will be highlighted in green.
  - Clicking this button will take you to a drop-down menu of payment methods to complete the transaction.

The screenshot displays a user interface for submitting a report. At the top, a box labeled 'Report Status' shows 'In Progress'. Below this is a 'Submit Report' section with an 'Upload Verification Report' label and an information icon. A file upload field is present, with a blue 'Upload' button highlighted by a green box and a green circle with the number '1'. Below the upload section is a 'Registry Fee Payment' section with an information icon. It contains a table with the following items:

Sub Total	\$170.00
HST (13%)	\$22.10
<b>Invoice Total</b>	<b>\$192.10</b>

At the bottom of the payment section, a grey button labeled 'Select Payment Method' is highlighted by a green box and a green circle with the number '2'.

# How to submit your producer supply report

The next few slides will guide you with **selecting your program fee payment method** and **submitting your supply data report**.



# Supply report

## Payment submission

Before submitting the report, you will need to select and submit payment for the **program fee**. This amount has been calculated in the system based on the non-IC&I supply data you have provided.

1. Click **Select Payment Method**.
2. From the drop-down menu, click on your preferred method.
  - If you choose any payment option other than credit card and bank withdrawal, you will receive an email with instructions on how to submit payment.
3. Click **Submit**.
  - Once the payment is submitted, the **Report Status** will change to **Submitted** and will provide a summary.

Payment Method

Select Payment Method

--none--

--none--

Bank Withdrawal

Credit Card

EDI Payment Method

Cheque

Electronic Bill Payment

Submit

Report Status

Submitted

May 28, 2024 09:20 a.m.

Submit Report

Verification Report ⓘ

Verification Report.pdf

Replace

Registry Fee Payment ⓘ

Sub Total	\$650.00
HST (13%)	\$84.50
<b>Invoice Total</b>	<b>\$734.50</b>

Purchase Order #

Payment Method

Cheque

Your submission has been received.  
You will be sent an email with  
information on how to complete  
your cheque payment.


[Download Invoice - Summary Report 28/05/2024](#)

# Supply report

## View submitted report

On the **Pesticides Homepage**, under the **Producer Reports tab**, you can **view** and **download** your submitted reports and invoices.

Pesticides Homepage Registration #:00032270

 Pesticides Switch Programs

**Producer** PRO Status Collection Activities Invoices Add Roles

---

**Pesticides**

Report ▼	Status	Last Updated By	Action
2024 Pesticides Supply Report	Submitted May 28, 2024 09:20 a.m.	Test Account	<a href="#">View</a> <a href="#">Download</a>
2023 Pesticides Supply Report	Submitted May 28, 2024 09:07 a.m.	Test Account	<a href="#">View</a> <a href="#">Download</a>

# Additional resources





# Have a question?

## Resources to help you submit your report:

- Visit our [HSP producer 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](mailto:registry@rpra.ca) or call 1-833-600-0530.