# Hazardous and Special Products: Producer Performance Reporting Guide

**Automotive materials
(oil filters, oil containers and antifreeze)**

RPRA Resource Productivity
& Recovery Authority

# Table of Contents

# Introduction

# What is Hazardous and Special Products performance reporting?

HSP performance is an annual report that producers with obligations under the [Hazardous and Special Products (HSP) Regulation](#) complete to report on their collection and management activities from October 1, 2021 to December 31, 2022. **The deadline to submit performance reports is September 15**.

This guide will assist producers who have not retained a producer responsibility organization (PRO), or a PRO to partially report on their behalf, to understand what data they need to report and provide step-by-step instructions on completing 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](mailto:registry@rpra.ca) or call 1-833-600-0530.

# What data needs to be reported?

Producers, or PROs on their behalf, of **oil filters, oil containers, antifreeze** are required to report the following information from October 1, 2021 to December 31, 2022:

- 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.
- The weight of recovered resources.
- The weight of recovered resources accounted for to meet the producer's management requirements.
- The weight of materials processed from that type of HSP that were:
  - Land disposed,
  - Incinerated,
  - Used as a fuel or a fuel supplement, or
  - Stored, stockpiled, used as daily landfill cover or otherwise deposited on land.

# What data needs to be reported? cont.

Producers, or PROs on their behalf, of **oil filters, oil containers, antifreeze** are required to report the following information from October 1, 2021 to December 31, 2022:

- A list of all collection services provided, including:
- The locations of collection sites,
- If applicable:
  - Curbside collection services,
  - Collection upon request,
  - Collection events, and
  - Call-in collection services.
- Every hauler, processor or disposal facility that is part of their management system.

# What data needs to be reported? cont.

**Note:**

RPRA's Registrar is delaying the performance audit requirement due to the ongoing development of the Hazardous and Special Products Resource Recovery Performance Audit Procedure.

**Only performance data is required to be submitted by the September 15 deadline**.

The performance audit will be required later in 2023 once the procedure is finalized.

# How to log into the Registry as an account admin

The report is completed online through RPRA's Registry.

You can access your Registry account here: registry.rpra.ca

**Tips for logging into the Registry for the first time:**

- If you don't have an account, click "Don't have an Account? Create a new Account".

- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.

**Tips for logging into an existing Registry account:**

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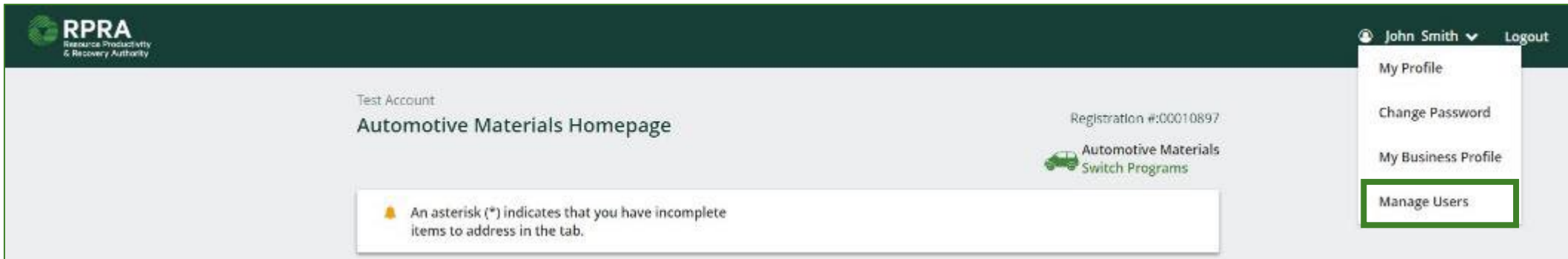
# How to manage contacts in your Registry account

Account admins must add any new or manage existing primary contacts under the program they wish to give them access to (e.g., permissions to view and complete reports). Read this FAQ for more information on user levels in the Registry.

To manage contacts in your Registry account, see the following steps or watch our how-to video:
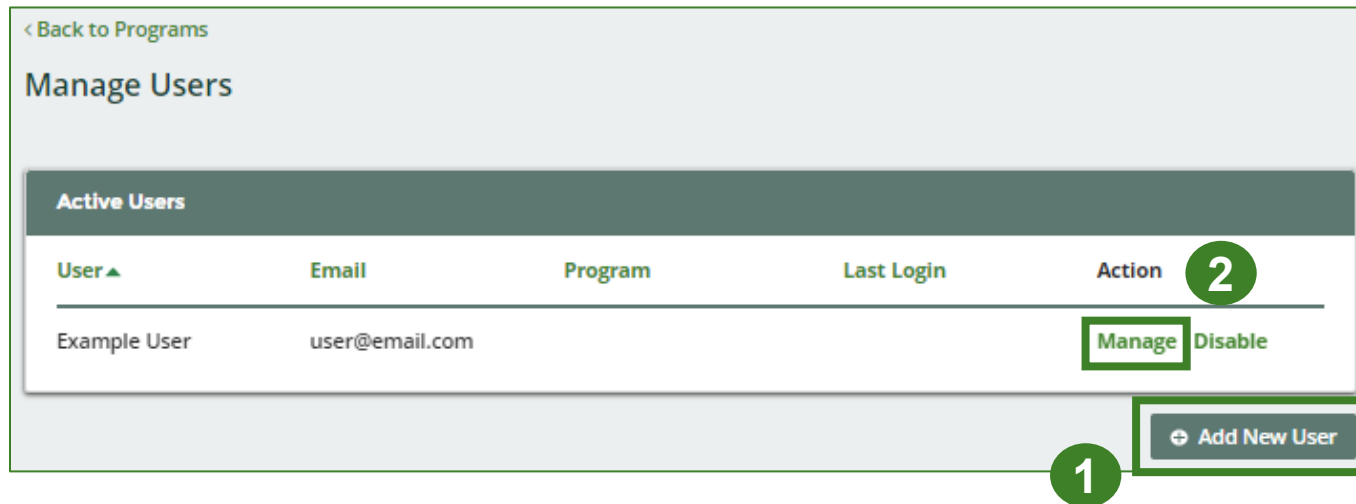
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.

# How to manage contacts on your Registry account cont.

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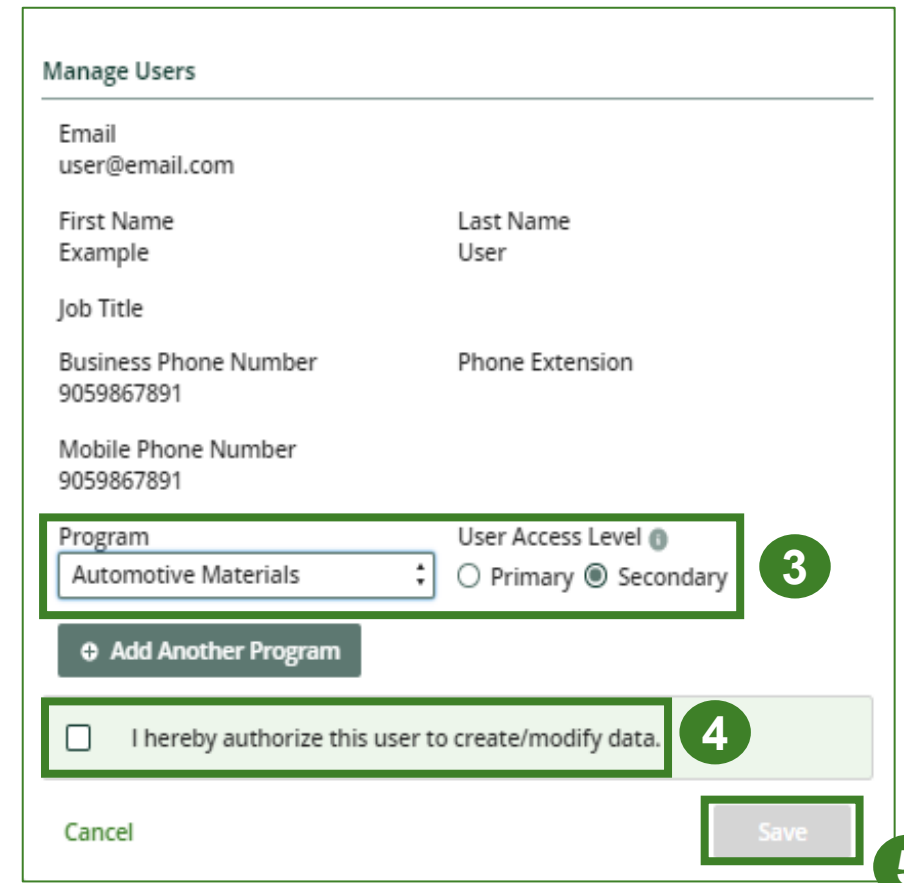


3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**
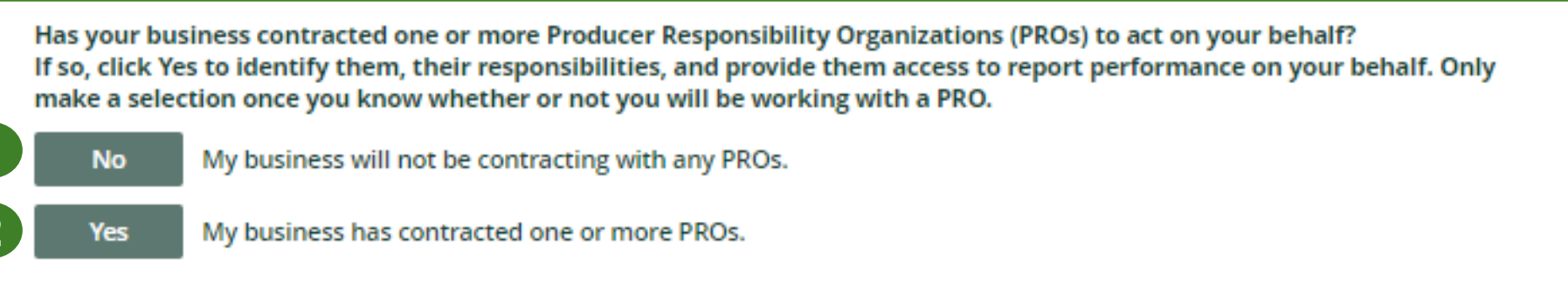
# How to manage contacts on your Registry account cont.
## Adding a PRO to your Registry account

As a producer, you can add a PRO, or multiple, to report on your behalf for Performance Reporting and Management Reporting. From the Pesticides Homepage, you will see the following message to identify a PRO.

1. If you will not be contracting with any PRO, click the **No** button.

2. If you are contracting with one or more PROs to act on your behalf, click the **Yes** button.

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.

In addition to following these steps, you can learn how to add a PRO to your Registry account by watching this how-to video.

# How to manage contacts on your Registry account cont.
## Adding a PRO to your Registry account

If you are contracting with one or more PROs to act on your behalf and have clicked the Yes button, you will be taken to another screen to manage reporting responsibilities.

1. Select the PRO that will be reporting on your behalf from the drop-down menu.

2. You will select the **year of service start and end date**. Once you have added them, the PRO will see the reports they are required to complete.

3. To add additional PROs, click **Add PRO**.

# How to submit your producer performance report

The next few slides will guide you with entering your **collected** material(s) data.
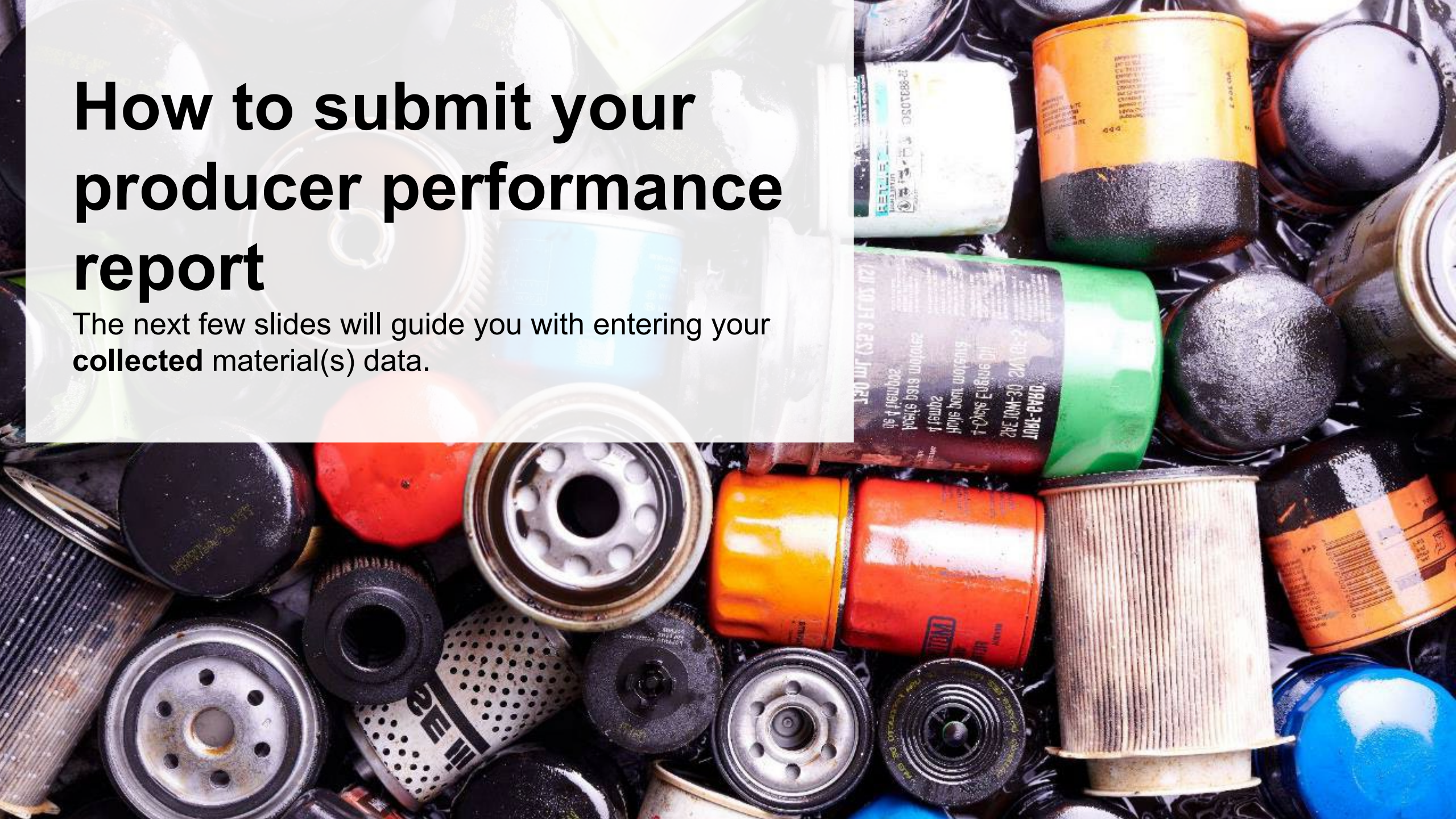
# Performance report
## Accessing your program

1. After logging in, click on the icon for the **Automotive Materials** program on your dashboard.
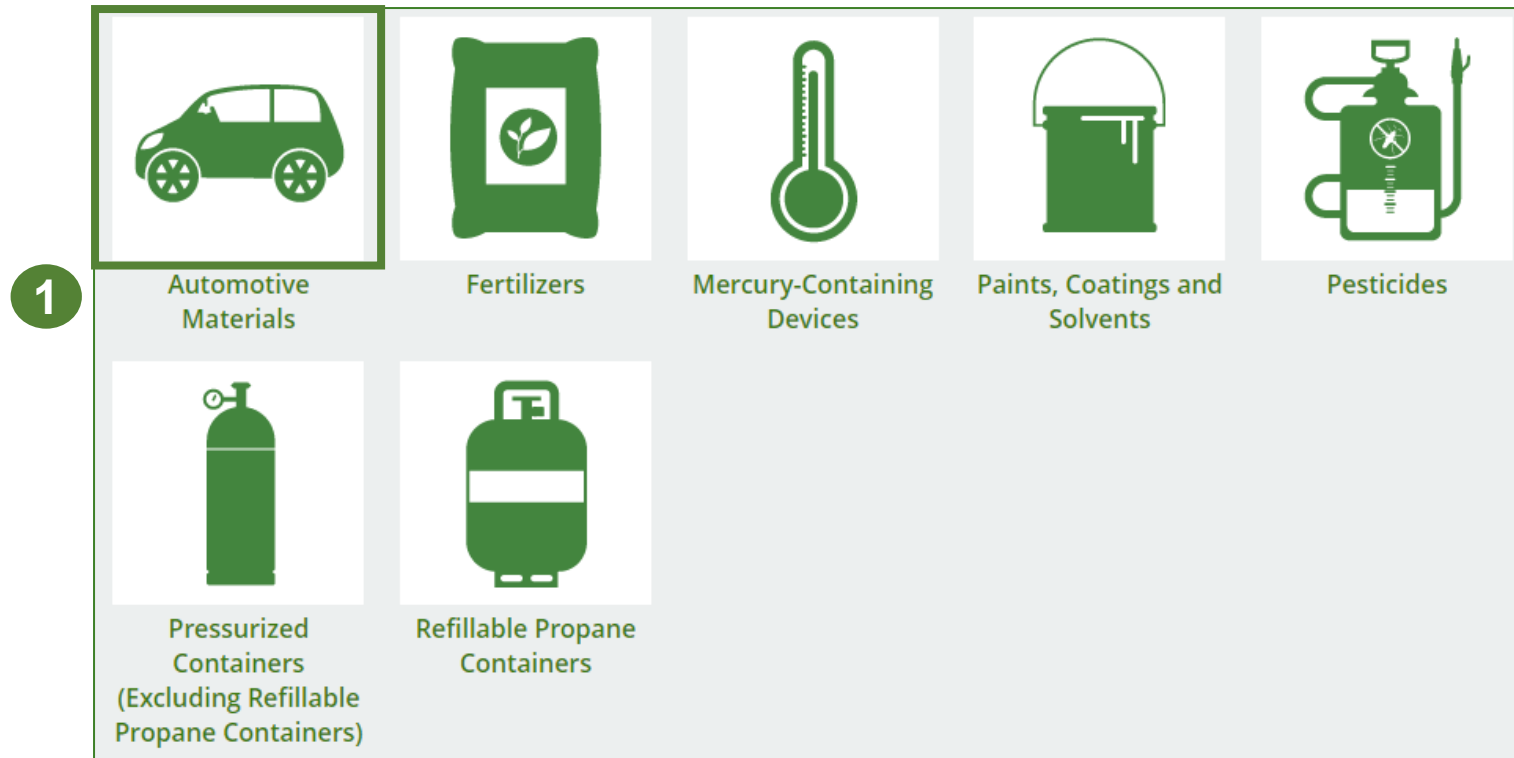
# Performance report
## Starting your report

1. Click the **Producer** tab.

2. Under **Action**, click on **Start** to begin completing the Automotive Materials Performance – Producer report.

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

**Note:** Only the roles you are enrolled in will be clickable (e.g., if you are only a producer, you cannot click into the other role tabs.).

# 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 is complete. 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 antifreeze and oil containers, antifreeze liquid and oil filters collected.

Jenny's Auto
### 2021/22 Automotive Materials Performance - Producer

**Report Summary**

**Weight of Materials Collected**

Collected

Total weight of automotive materials collected.

| Total Weight Collected | Total Kilograms |
|---|---|
| Antifreeze and Oil Containers | |
| Antifreeze Liquid | |
| Oil Filters | |
| **Total** | |

Start  **1**

**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 antifreeze and oil containers, antifreeze liquid and oil filters collected.

2. If you did not collect any automotive materials, click on the check box for **I did not collect any automotive material**.

3. Click **Save & Next**.

# Performance report
## Review your materials collected data

Once you have begun entering in data for your report, your report status will change to **In Progress**. You will not be able to click **Submit Report** until all fields in the report have been completed.

1. Review the kilograms of automotive materials collected (entered previously).

2. Click on **Edit** if you need to make a change to the weights.

# How to submit your producer performance report

The next few slides will guide you with entering **recovered** processed material(s) data.
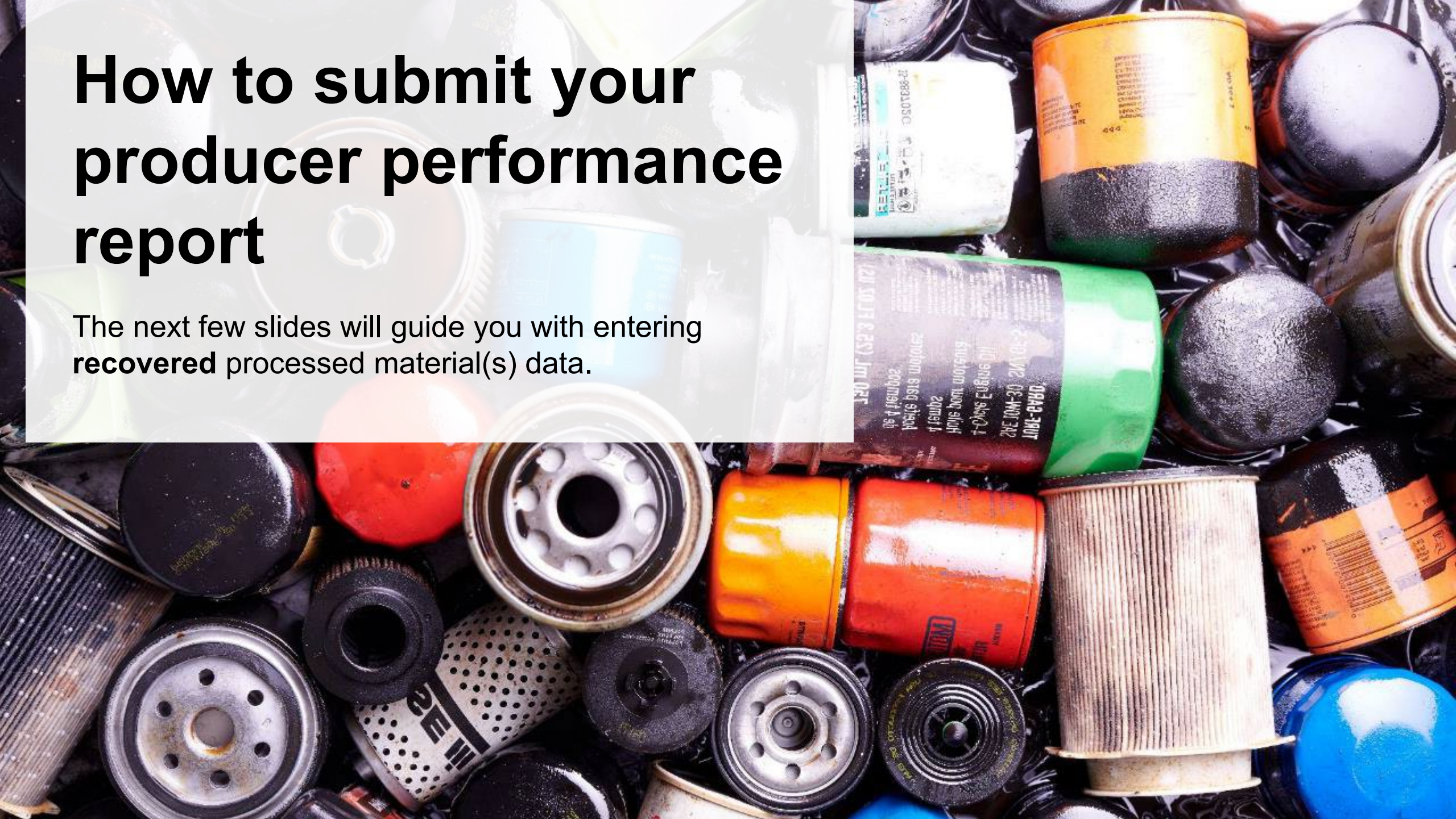
# Performance report
**Enter your data for weight of recovered materials**

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

2. Under the **Antifreeze Liquid** 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**.



Jenny's Auto

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

**Weight of Recovered Materials**

| Antifreeze Liquid | Containers | Oil Filters |

Input the weight of materials recovered from processing the collected antifreeze liquid.

| **Processed Materials** | **Total Kilograms** |
| --- | --- |
| Clean Water | 0 |
| Distilled Glycol | 0 |
| Filtered and Reconditioned Antifreeze | 0 |
| Waste Water | 0 |
| Other | 0 |

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

Clear Form    Save & Next

# Performance report
## Enter your data for weight of recovered materials cont.

1. Under the **Containers** tab, enter the total weight of materials recovered from antifreeze and oil containers under **Total Kilograms**.

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

2. Click **Save & Next**.

# Performance report
**Enter your data for weight of recovered materials cont.**

1. Under the **Oil Filters** tab, enter the total weight of recovered materials for each of the material(s) under **Total Kilograms**.

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

2. Click **Save & Next**.

**Note:** When counting the weight of recovered resources from oil filters, the following must not be counted:

- Any oil residue contained in the used oil filter.

- Any oil which is captured, recaptured, extracted, collected or diverted during processing.

# How to submit your producer performance report

The next few slides will guide you with entering **disposed** material data for processed material(s).
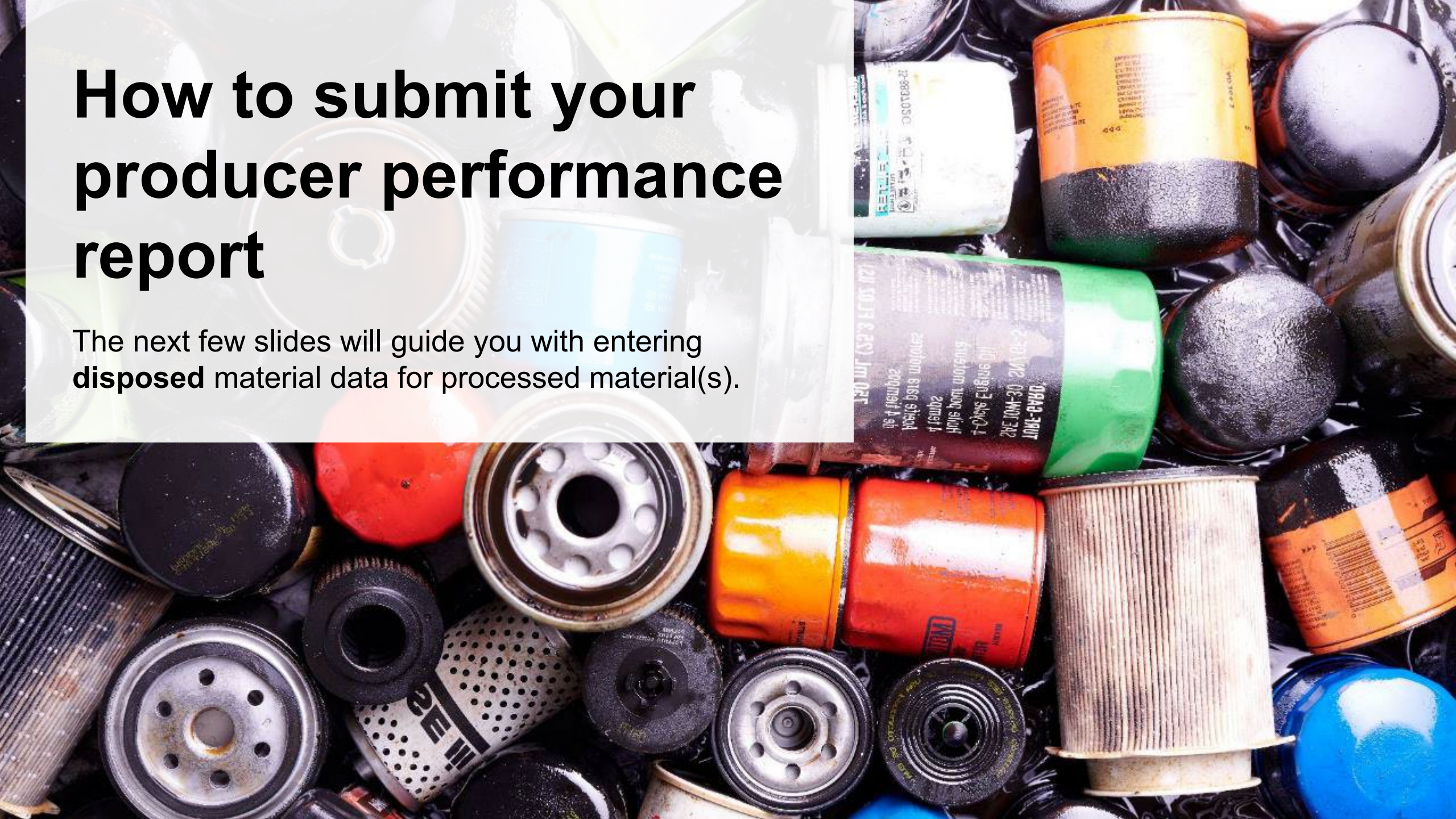
# Performance report
**Enter your processed material disposal data (antifreeze liquid)**

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

# Performance report
## Enter your processed material disposal data (antifreeze liquid) cont.

1. In each category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**), enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.

   • If applicable, list any materials included in the **Other** category.



2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

3. Click **Save & Next**.

# Performance report
**Enter your processed material disposal data (antifreeze liquid) cont.**

1. Click on **Edit** if you need to change the previously entered data.

2. Click **Save & Next**.

# Performance report
**Enter your processed material disposal data (antifreeze and oil containers)**

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

# Performance report
**Enter your processed material disposal data (antifreeze and oil containers) cont.**

1. In each category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**), enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.

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



2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

3. Click **Save & Next**.

# Performance report
**Enter your processed material disposal data (antifreeze and oil containers) cont.**

1. Click on **Edit** if you need to change the previously entered data.

2. Click **Save & Next**.

IntactServices
## 2021/22 Automotive Materials Performance - Producer
Enter your data and click **Save & Next** to move to the next reporting screen.

**Processed Material Disposal Data (Antifreeze and Oil Containers)**

✔Land Disposed   ✔Incinerated   ✔Used as Fuel   ✔Stockpiled

Includes material sent to landfills and dumps.

| Land Disposed | Total Kilograms |
|---|---|
| Paper and Plastic Labels | 1000 |
| Plastic | 1000 |
| Metal | 1000 |
| Oil | 1000 |
| 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   **2**

Land Disposed data last updated by: Kes Plaintain on Jul 17, 2023 04:47 p.m.

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**Processed Material Disposal Data (Antifreeze and Oil Containers)**

✔Land Disposed   ✔Incinerated   ✔Used as Fuel   ✔Stockpiled

Includes material sent to landfills and dumps.

| Land Disposed | Total Kilograms |
|---|---|
| Paper and Plastic Labels | 1,000 |
| Plastic | 1,000 |
| Metal | 1,000 |
| Oil | 1,000 |
| Other | 0 |
| **Total** | **4,000** |

Land Disposed data last updated by: Kes Plaintain on Jul 17, 2023 04:47 p.m.

Edit   **1**

# Performance report
**Enter your processed material disposal data (oil filters)**

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

# Performance report
## Enter your processed material disposal data (oil filters) cont.

1. In each category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**), enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.

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



2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.

3. Click **Save & Next**.

# Performance report
**Enter your processed material disposal data (oil filters) cont.**

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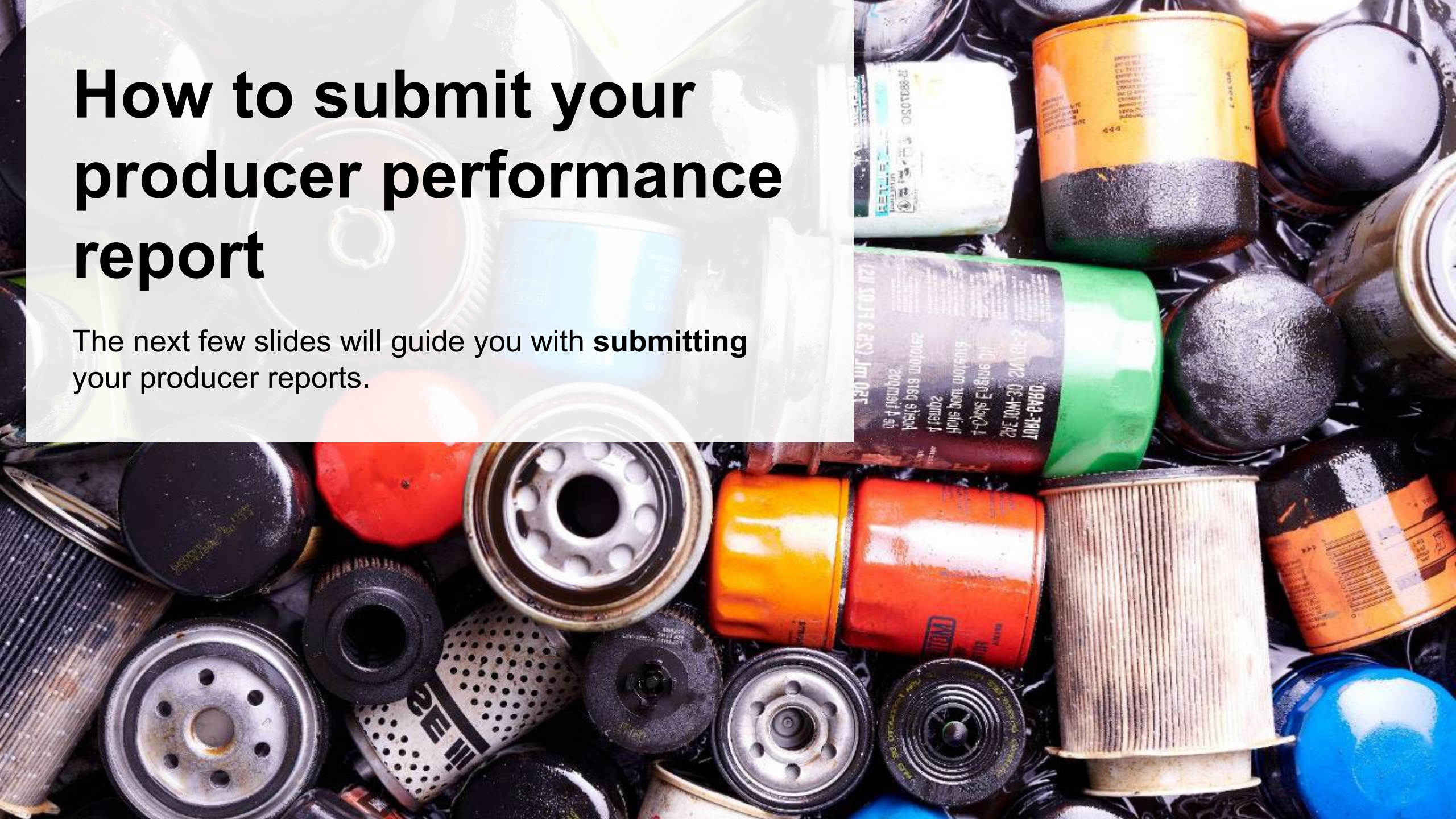
2. Click **Save & Next**.

# How to submit your producer performance report

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

# Performance report
## Submit your report

1. Click on **Upload** to add your promotion and education report.

   - For more information on what to include in the promotion and education report, visit our [website](website).

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

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### 2021/22 Automotive Materials Performance - Producer

**Report Status**
**In Progress**

**Report Summary**

**Weight of Materials Collected**

✓ Collected

Total weight of automotive materials collected.

| Total Weight Collected | Total Kilograms |
|---|---|
| Antifreeze and Oil Containers | 1,000 |
| Antifreeze Liquid | 1,000 |
| Oil Filters | 1,000 |
| **Total** | **3,000** |

Collected data last updated by: Jenny Davis on  May 29, 2023 05:03 p.m.

Edit **2**

**Submit Report**

**Upload Promotion & Education Report** ⓘ

[ Upload ] **1**

**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 finished reviewing and are ready to submit.

# Performance report
**Submit your report cont.**

1. After clicking on **Submit Report**, the below notice will appear. After reading the notice, click **Submit**.

**Note:** Once the report is submitted you are not able to make any changes.

**Submit Report**

Reports cannot be edited online after submission. If you need to make a change to a report after submission, please contact us.

Cancel                                    Submit    **1**
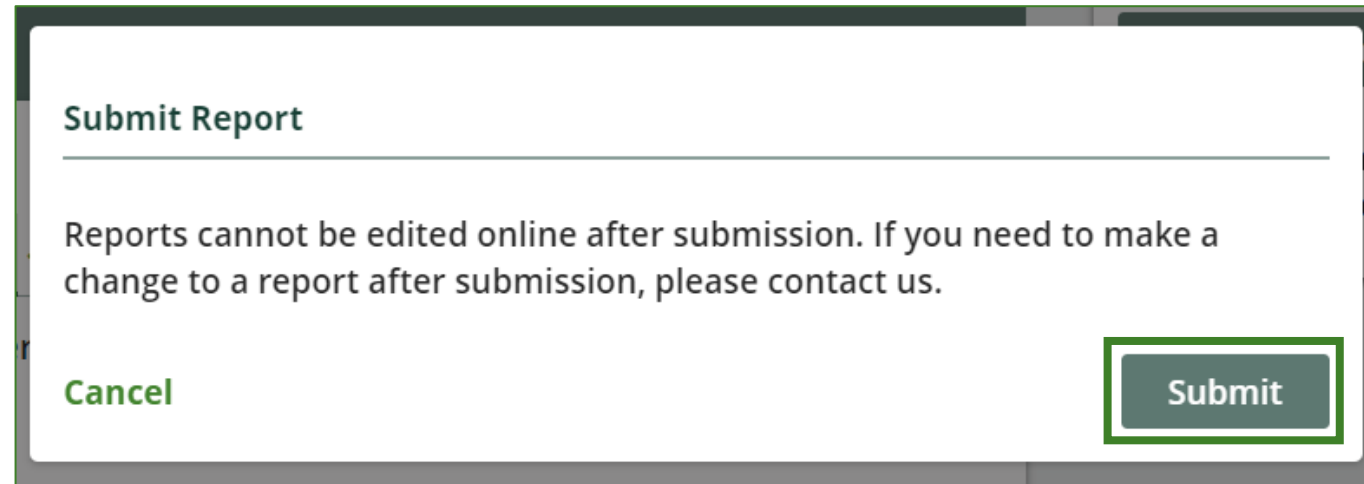
# Performance report
## Report summary page

1. Your report status should now read as **Submitted**.

2. Click on **Back to Dashboard** to return to the **Automotive Materials Homepage**.

**2** ‹ Back to Dashboard

Jenny's Auto
**2021/22 Automotive Materials Performance - Producer**

**Report Status**
Submitted
May 29, 2023 07:33 p.m.

**1**

| Report Summary | |
|---|---|
| **Weight of Materials Collected** | |
| 🔒 Collected | |
| Total weight of automotive materials collected. | |
| **Total Weight Collected** | **Total Kilograms** |
| Antifreeze and Oil Containers | 1,000 |
| Antifreeze Liquid | 1,000 |
| Oil Filters | 1,000 |
| **Total** | **3,000** |
| Collected data last updated by: Jenny Davis on May 29, 2023 07:33 p.m. | |

**Submit Report**

**Promotion & Education Report** ⓘ

P&E report.pdf

[                    ] Replace

# Performance report
## View submitted report

1. On the **Automotive Materials Homepage** under the **Producer** tab, your Automotive Materials Performance – Producer report status should show **Submitted**, and who it was last updated by.

2. Under Action, you can either click **View** or **Download** to review and save your report submission.

# Additional resources

# Have a question?

**Resources to help you submit your report(s):**

- 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 or call 1-833-600-0530.