

# Hazardous and Special Product: Producer Performance Reporting Guide

Fertilizers



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# 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 **fertilizers** are required to report the following information from October 1, 2021 to December 31, 2022:

- A description of the activities undertaken by the producer to comply with the promotion and education requirements.

# 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](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:

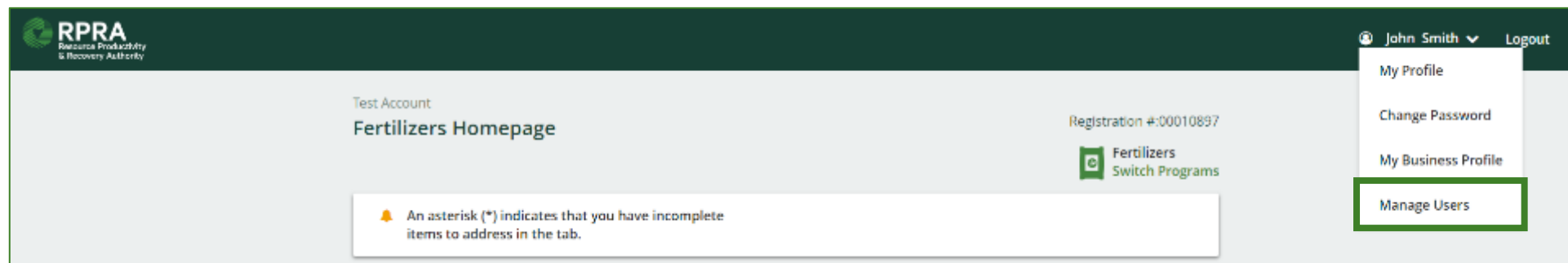
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen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

# How to manage contacts on your Registry account

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

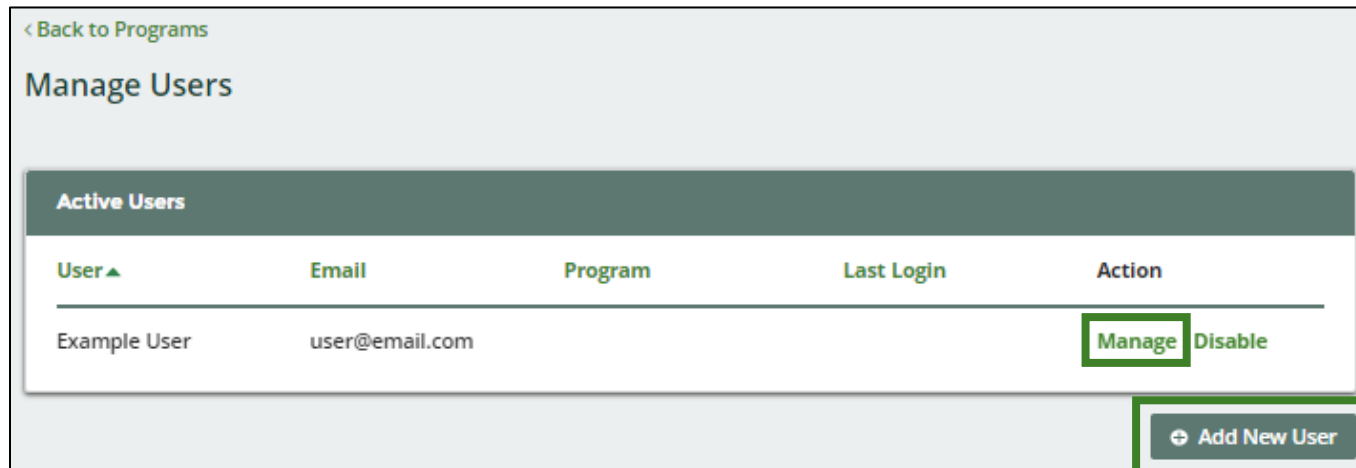
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



# How to manage contacts on your Registry account cont.

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



< Back to Programs

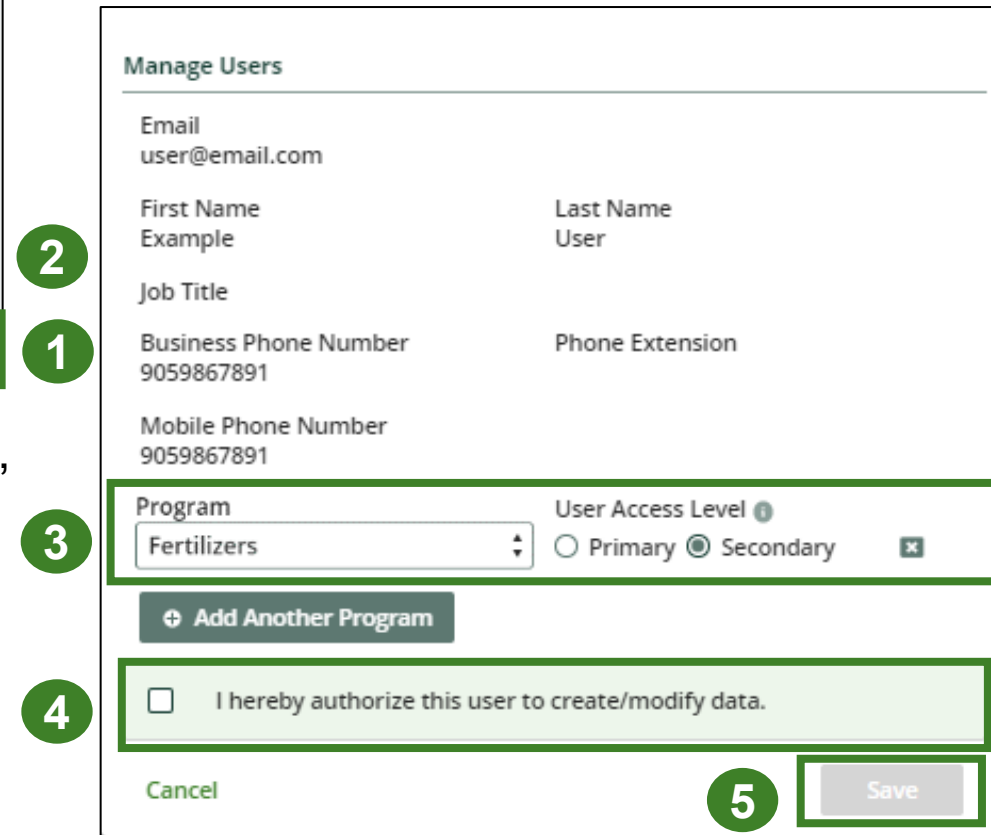
## Manage Users

Active Users

User ▲	Email	Program	Last Login	Action
Example User	user@email.com			<a href="#">Manage</a> <a href="#">Disable</a>

[+ Add New User](#)

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



## Manage Users

Email  
user@email.com

First Name  
Example

Last Name  
User

Job Title

Business Phone Number  
9059867891

Phone Extension

Mobile Phone Number  
9059867891

Program  
Fertilizers

User Access Level ⓘ  
 Primary  Secondary

[+ Add Another Program](#)

I hereby authorize this user to create/modify data.

Cancel [Save](#)

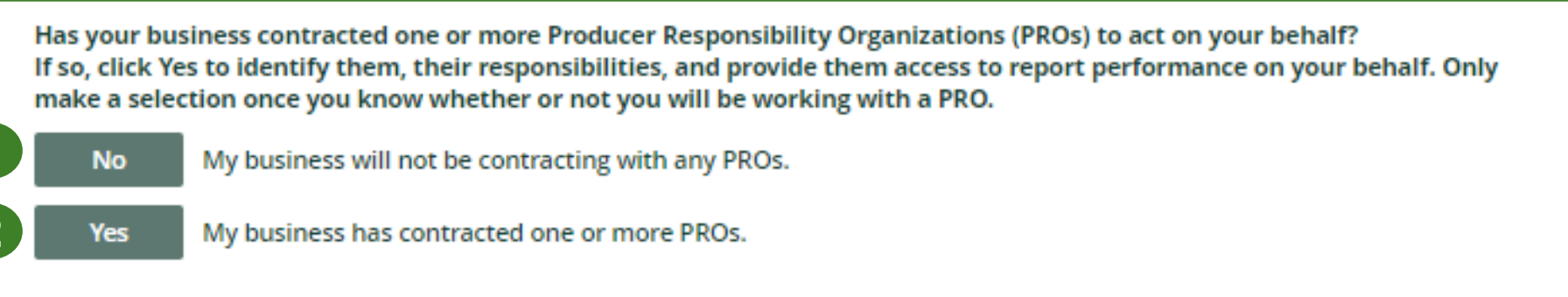


# How to manage contacts on your Registry account cont.

## 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  My business will not be contracting with any PROs.

2  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**.

The screenshot shows the 'Manage Reporting Responsibilities' form. It is divided into two main sections. The top section is for selecting a PRO and their reporting responsibilities. The bottom section is for adding a new PRO.

**Section 1: Selecting a PRO and 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: Yellow4Green

Responsible for Performance Report: Reports in part  
If you select "reports in part", you must select "reports in part" for at least one PRO.

Responsible for Collection and Management Report: Reports in part  
If you select "reports in part", you must select "reports in part" for at least one PRO.

**Section 2: Adding a PRO**

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	Materials	Responsible for Performance Report	Responsible for Collection and Management Report
PwcTest	2-Jan-2023	2-Jan-2024	<input checked="" type="checkbox"/> Antifreeze <input checked="" type="checkbox"/> Oil Filters <input checked="" type="checkbox"/> Oil Containers	Reports in part	Reports in part

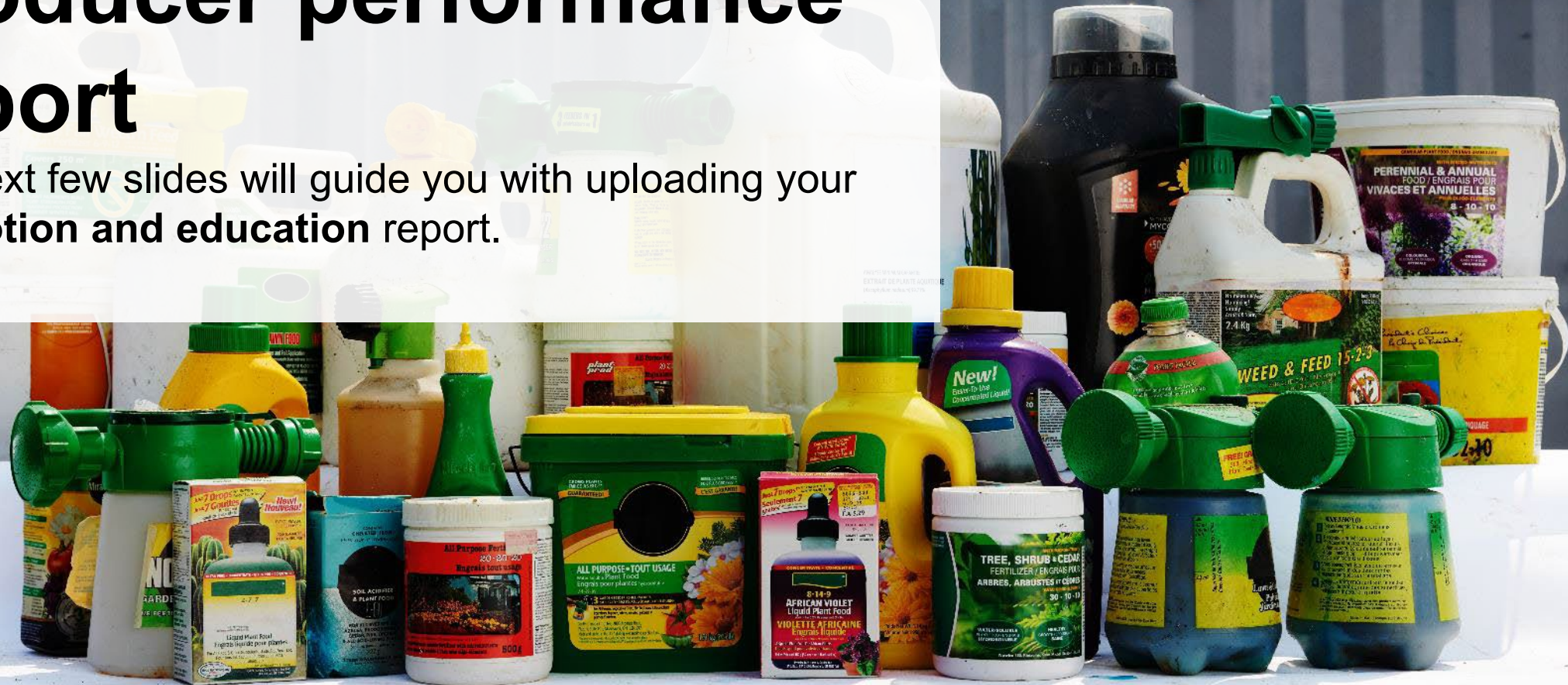
**Section 3: Confirmation and Action**

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.

Buttons: Add PRO, Cancel, Done

# How to submit your producer performance report

The next few slides will guide you with uploading your promotion and education report.



# Performance report

## Accessing your program

1. After logging in, click on the icon for the **Fertilizers** program on your dashboard.

HSP TESTING GUIDE

### Programs








▼ Programs You Are Registered In

▼ Digital Reporting Services

You are not registered in any programs from this section.

▼ Producer Responsibility Programs

**1**

 Automotive Materials	 Fertilizers	 Mercury-Containing Devices	 Paints, Coatings and Solvents	 Pesticides
 Pressurized Containers (Excluding Refillable Propane Containers)	 Refillable Propane Containers			

> Programs You Are Not Registered In

# Performance report

## Starting your report

1. Click the **Producer** tab.
2. Under **Action**, click on **Start** to begin completing the Fertilizers 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.).

HSP TESTING GUIDE  
Fertilizers Homepage  
Registration #:00025568  
Fertilizers Switch Programs

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

Producer \* Invoices

Report	Status	Last Updated By	Action
2022 Fertilizers Supply Report	Not Started Due Date: Oct 31, 2022		Start
2021/22 Fertilizers Performance - Producer	Not Started Due Date: Jul 31, 2023		Start

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

Attention

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

Cancel Proceed

3

# Performance report

## Submit your report cont.

1. Click **Upload** to upload your promotion and education report.
  - For more information on what to include in the promotion and education report, visit our [website](#).
2. Under submit report **File has been successfully uploaded** message will appear after uploading the promotion and education report.
3. Click the **Submit Report** button after reviewing the data uploaded.

< Back to Dashboard

Testing123  
2021/22 Fertilizers Performance - Producer

**Report Summary**

Please upload a report that summarizes your promotion and education activities during the performance period.

**Report Status**  
Not Started

**Submit Report**

**Upload Promotion & Education Report** ⓘ

**Upload**

**Submit Report**

Make sure to provide all the required data before submitting.

1

< Back to Dashboard

Testing123  
2021/22 Fertilizers Performance - Producer

**Report Summary**

Please upload a report that summarizes your promotion and education activities during the performance period.

**Report Status**  
Not Started

**Submit Report**

**File has been successfully uploaded**

**Promotion & Education Report** ⓘ

Promotion & Education.pdf

Remove

**Replace**

**Submit Report**

Make sure to provide all the required data before submitting.

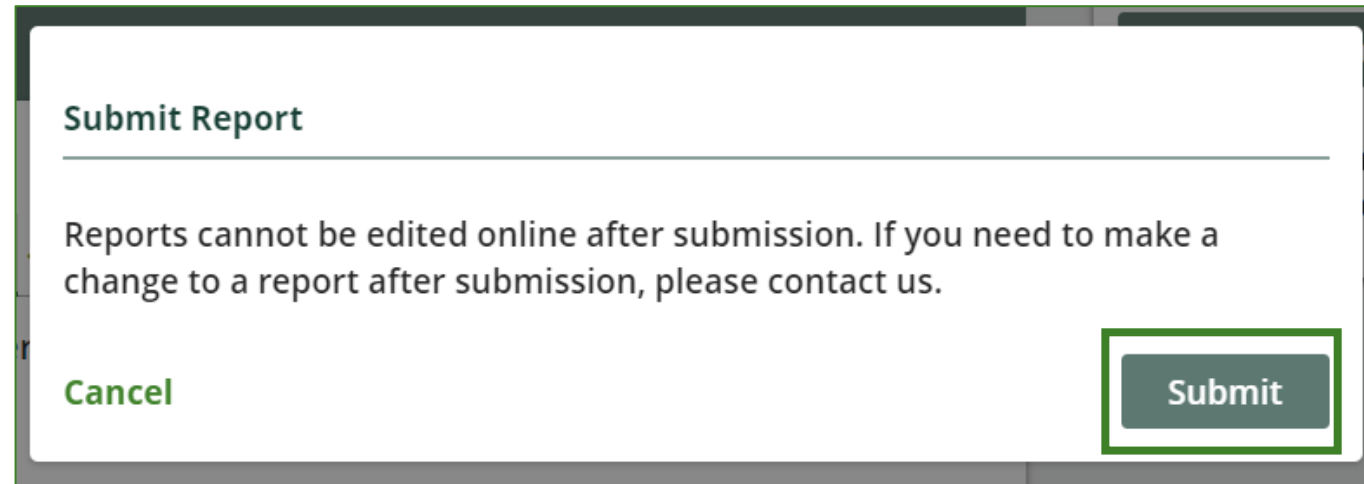
2

3

# Performance report

## Submit your report cont.

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



# Performance report

## Report summary page

1. Your report status should now read as **Submitted**.
2. Click on **Back to Dashboard** to return to the **Fertilizers Homepage**.

The screenshot displays a user interface for a performance report. At the top left, a green circle with the number '2' highlights a button labeled '< Back to Dashboard'. Below this, the user's name 'Testing123' and the report title '2021/22 Fertilizers Performance - Producer' are visible. On the right side, a green circle with the number '1' highlights a box containing the 'Report Status' as 'Submitted' with a timestamp of 'May 25, 2023 10:09 a.m.'. The main content area is divided into two columns. The left column has a dark header 'Report Summary' and a white box with the text: 'Please upload a report that summarizes your promotion and education activities during the performance period.' The right column has a dark header 'Submit Report' and a white box containing the text 'Promotion & Education Report' with a small information icon, the filename 'Promotion & Education.pdf', and a 'Replace' button.



# Performance report

## View submitted report

1. On the **Fertilizers Homepage** under the **Producer** tab, your Fertilizers Performance – Producer report status should show **Submitted**, and who it was last updated by.
2. Under Action, you can click **View** to view the report submission.

Testing123  
Fertilizers Homepage  
Registration #:00025629  
Fertilizers Switch Programs

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

Producer \* Invoices

Report	Status	Last Updated By	Action
2022 Fertilizers Supply Report	Not Started Due Date: Oct 31, 2022		Start
2021/22 Fertilizers Performance - Producer	Submitted May 25, 2023 10:09 a.m.	Testing123 Testing123	View
2021 Fertilizers Supply Report	Not Started Due Date: Nov 30, 2021		Start

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



# 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](mailto:registry@rpra.ca) or call 1-833-600-0530.