

Hazardous and Special Product: Producer Performance Reporting Guide

Fertilizers



Table of Contents

Introduction

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

How to submit your producer performance report

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

Additional resources

- More resources to help further answer your questions

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 the previous calendar year. **The deadline to submit performance reports is July 31.**

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, contact the Compliance Team at 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 the previous calendar year:

- 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

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:

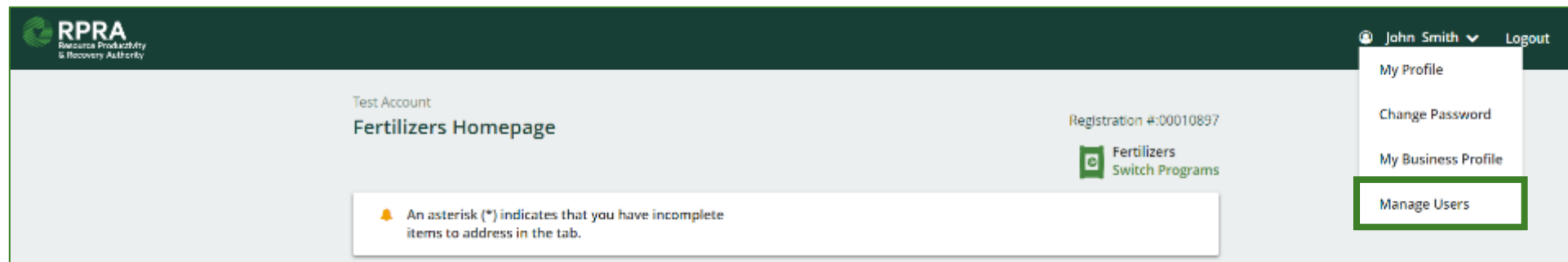
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

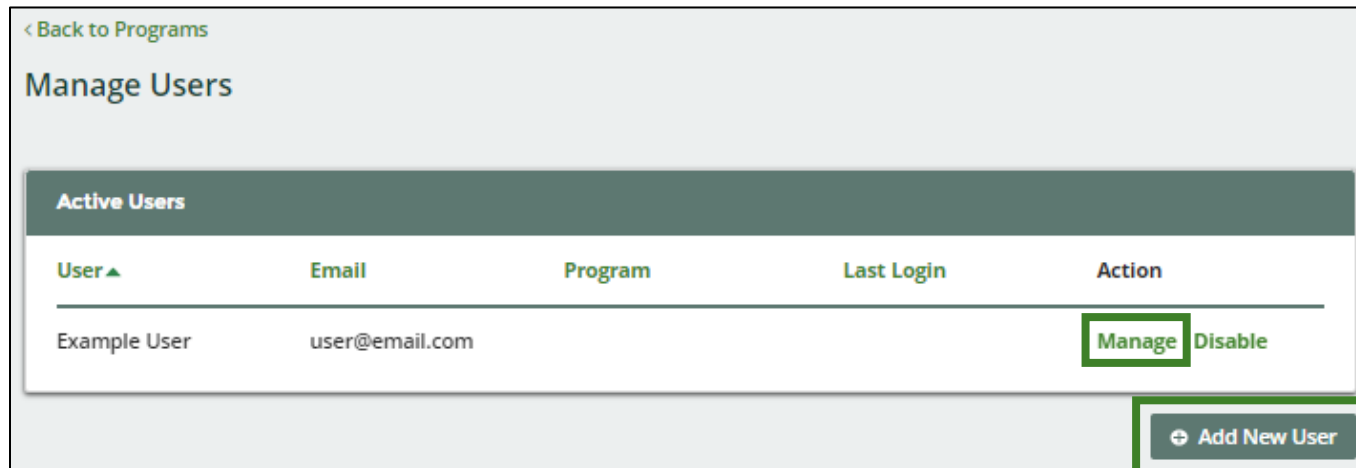
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

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

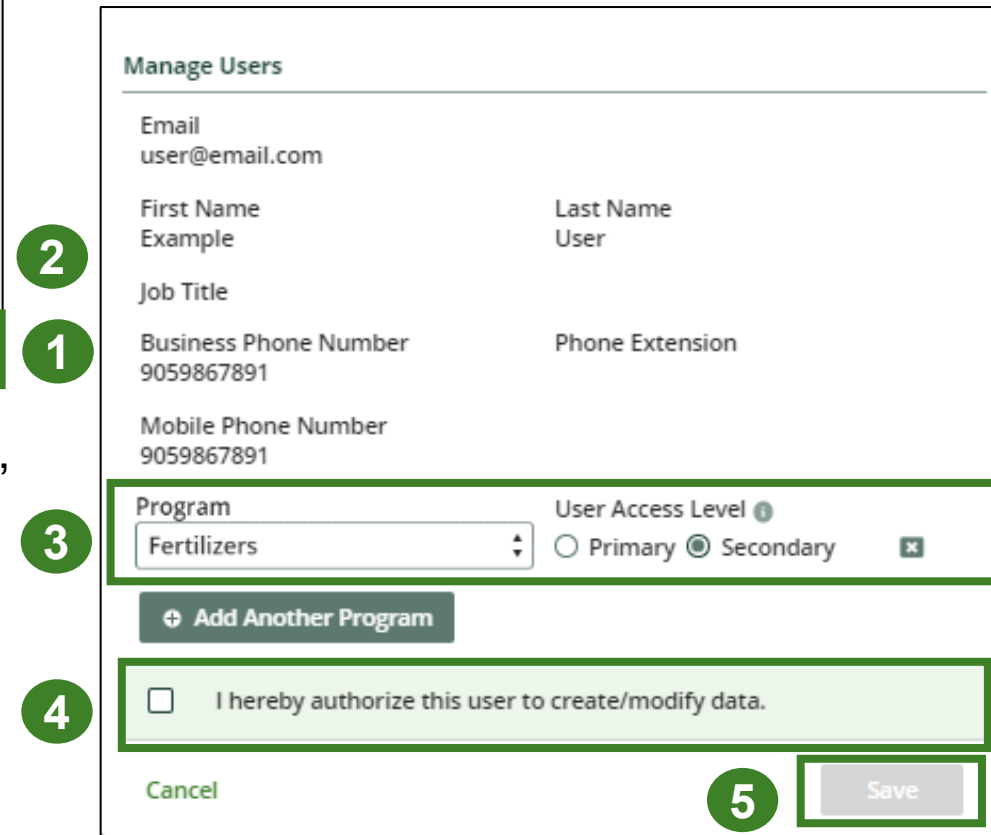
Manage Users

Active Users

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

+ 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.

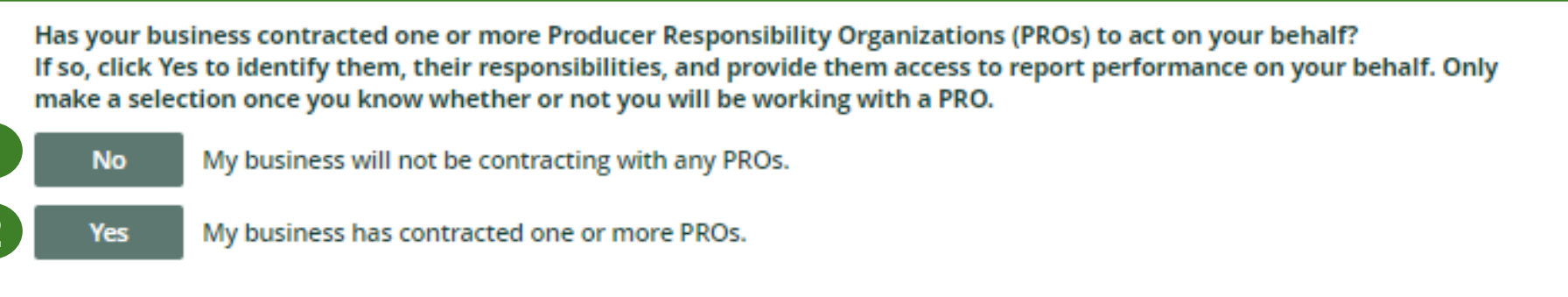
Cancel **5** Save

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**.

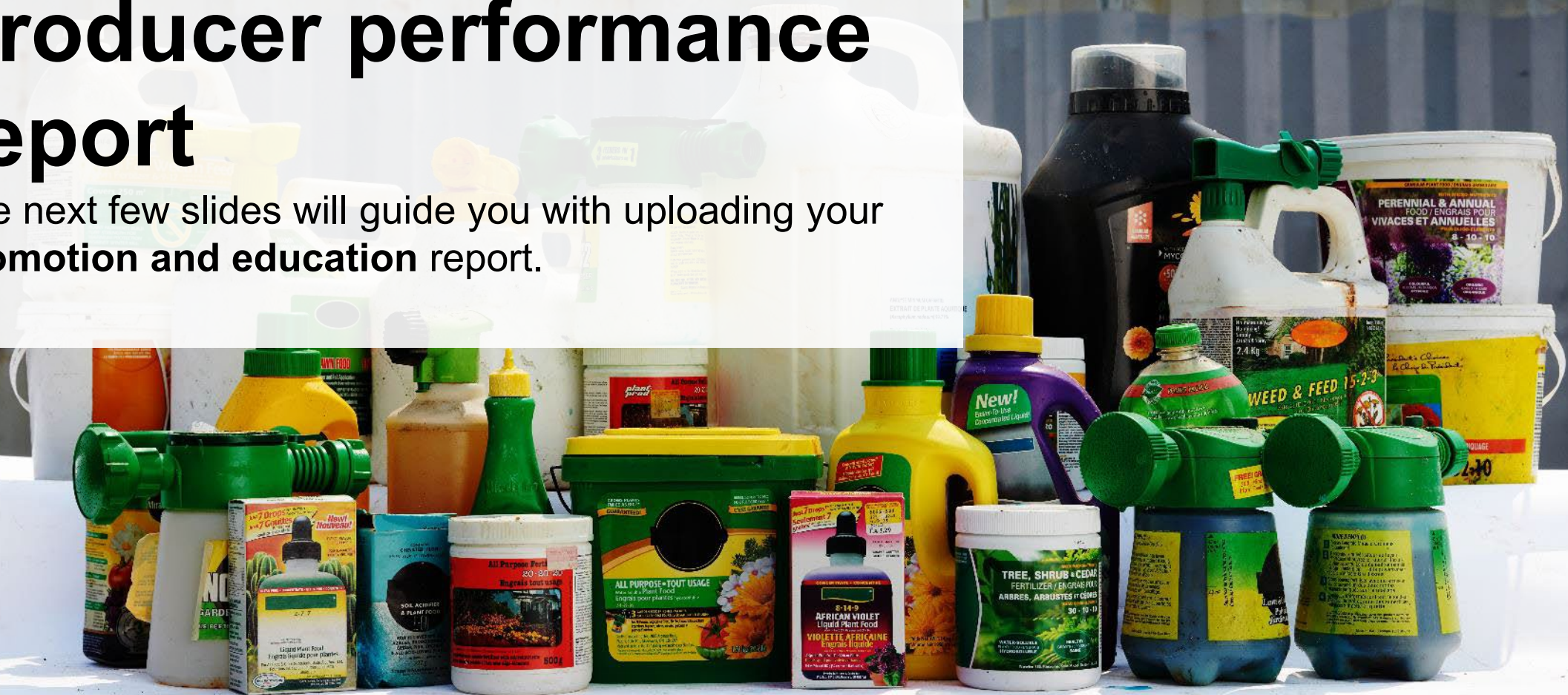
The screenshot shows the 'Manage Reporting Responsibilities' form. It is divided into several sections:

- Producer:** A dropdown menu with 'Yellow4Green' selected.
- Reporting Responsibilities:** Two dropdown menus for 'Responsible for Performance Report' and 'Responsible for Collection and Management Report', both set to 'Reports in part'. A green box highlights these two dropdowns, with a '1' in a green circle to its right.
- PROs:** A table with columns for PRO, Service Start Date, Service Stop Date, Materials, Responsible for Performance Report, and Responsible for Collection and Management Report. A green box highlights the first row, with a '2' in a green circle to its right.
- Add PRO:** A button labeled 'Add PRO' with a plus icon, highlighted with a green box and a '3' in a green circle to its right.

At the bottom, there is a checkbox for '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.' and buttons for 'Cancel' and '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

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 Status
Not Started

Report Summary

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

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 Status
Not Started

Report Summary

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

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.

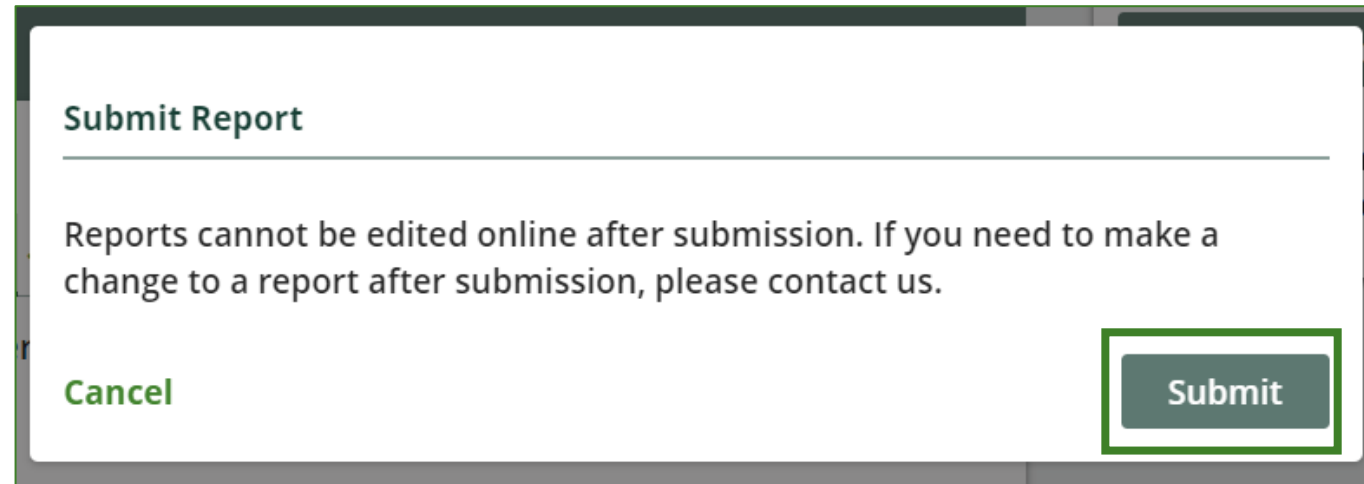
2

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 shows a user interface for a performance report. At the top left, there is a navigation link '< Back to Dashboard' highlighted with a green box and a green circle containing the number '2'. Below this, the user's name 'Testing123' and the report title '2021/22 Fertilizers Performance - Producer' are displayed. On the right side, a 'Report Status' box is highlighted with a green box and a green circle containing the number '1', showing the status 'Submitted' and the timestamp 'May 25, 2023 10:09 a.m.'. The main content area is divided into two columns. The left column has a 'Report Summary' section with a dark header and a white body containing the text: 'Please upload a report that summarizes your promotion and education activities during the performance period.' The right column has a 'Submit Report' section with a dark header and a white body. It features a 'Promotion & Education Report' section with a file name '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](#)

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.