

Hazardous and Special Products: Producer Performance Reporting Guide

Pesticides



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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](#), or PROs on their behalf, 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 are reporting themselves 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 or call 1-833-600-0530.

What data needs to be reported?

Producers, or PROs on their behalf, of **pesticides** 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 **pesticides** 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:

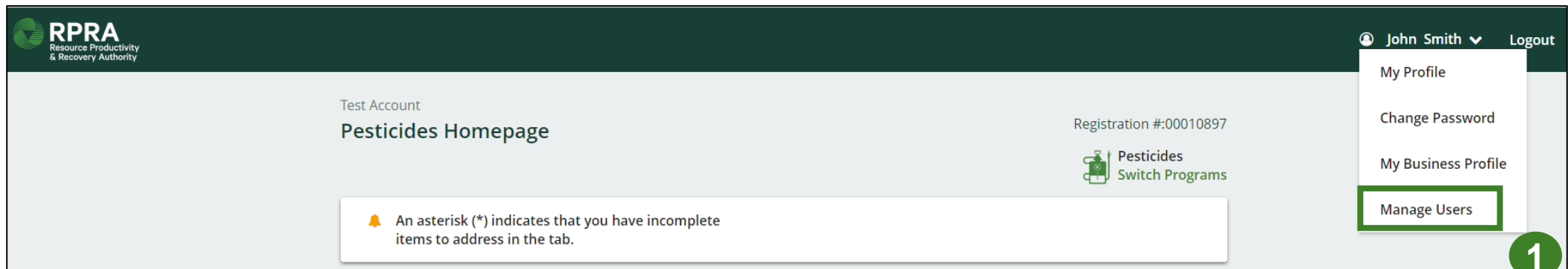
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

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.

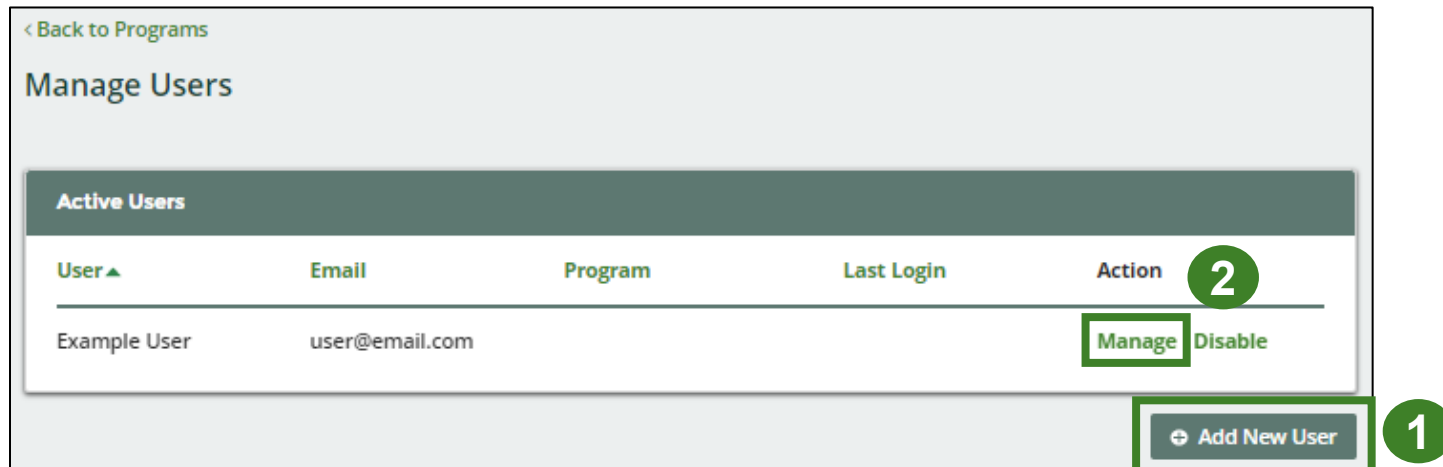
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

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.



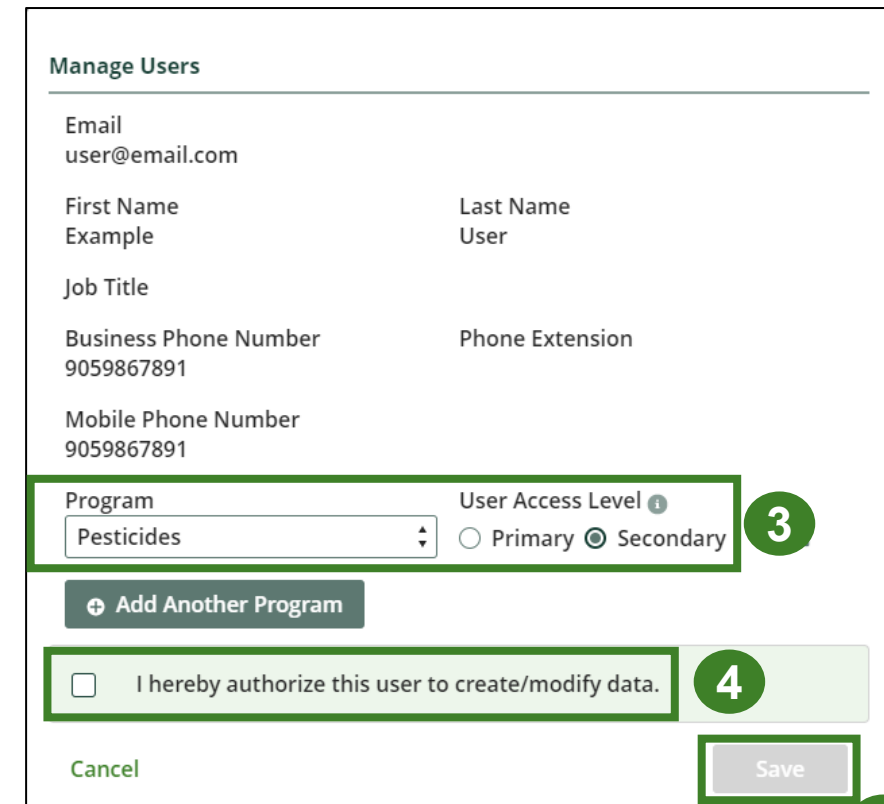
< Back to Programs

Manage Users

Active Users

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

1 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

3

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

Cancel **5** Save

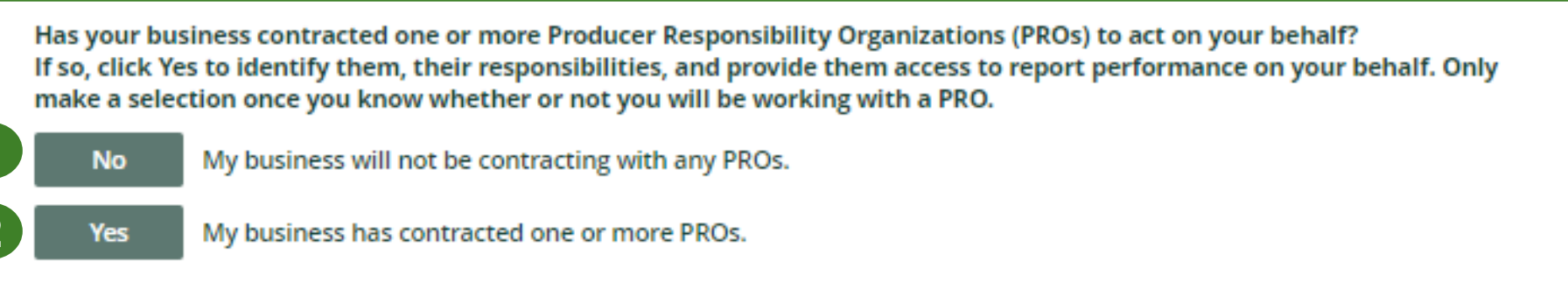
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save**.

How to manage 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**.

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	
Yellow4Green	Reports in part <small>If you select "reports in part", you must select "reports in part" for at least one PRO.</small>	Reports in part <small>If you select "reports in part", you must select "reports in part" for at least 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	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

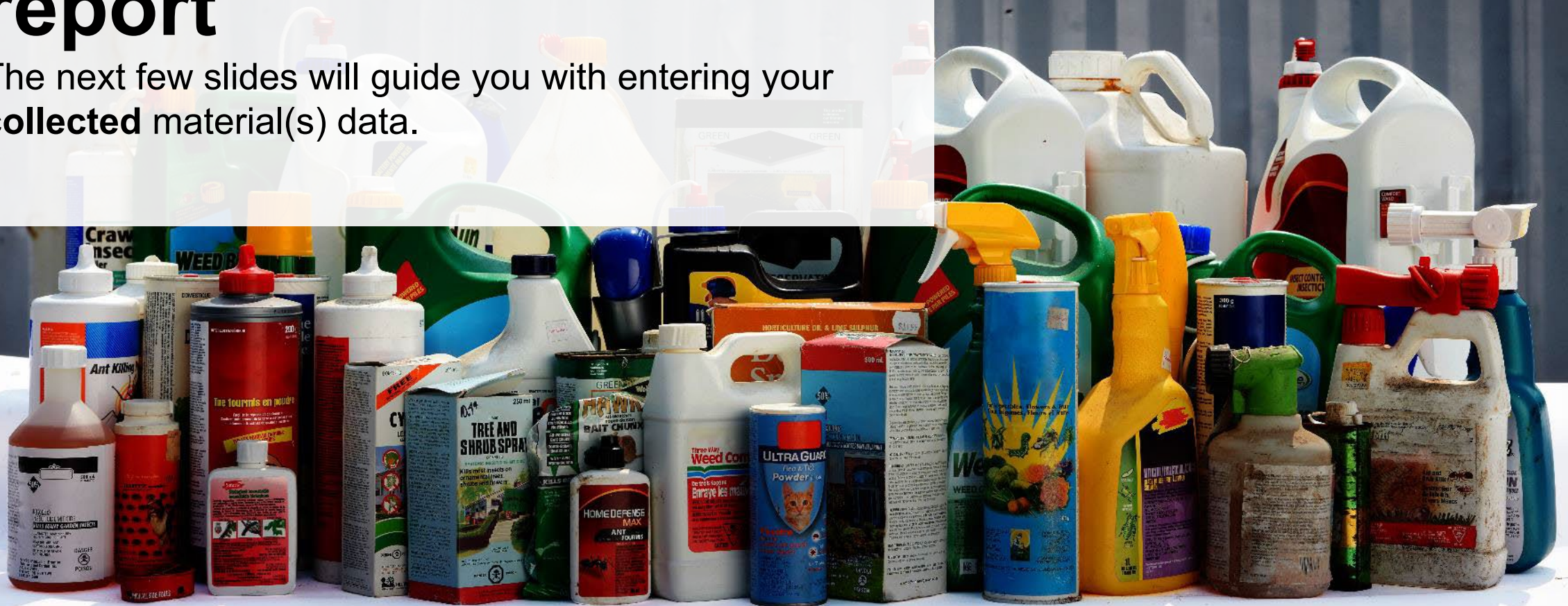
I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf.

Cancel Done

1 (Callout to the top reporting responsibility section)
2 (Callout to the table of PROs)
3 (Callout to the Add PRO button)

How to submit your producer performance report

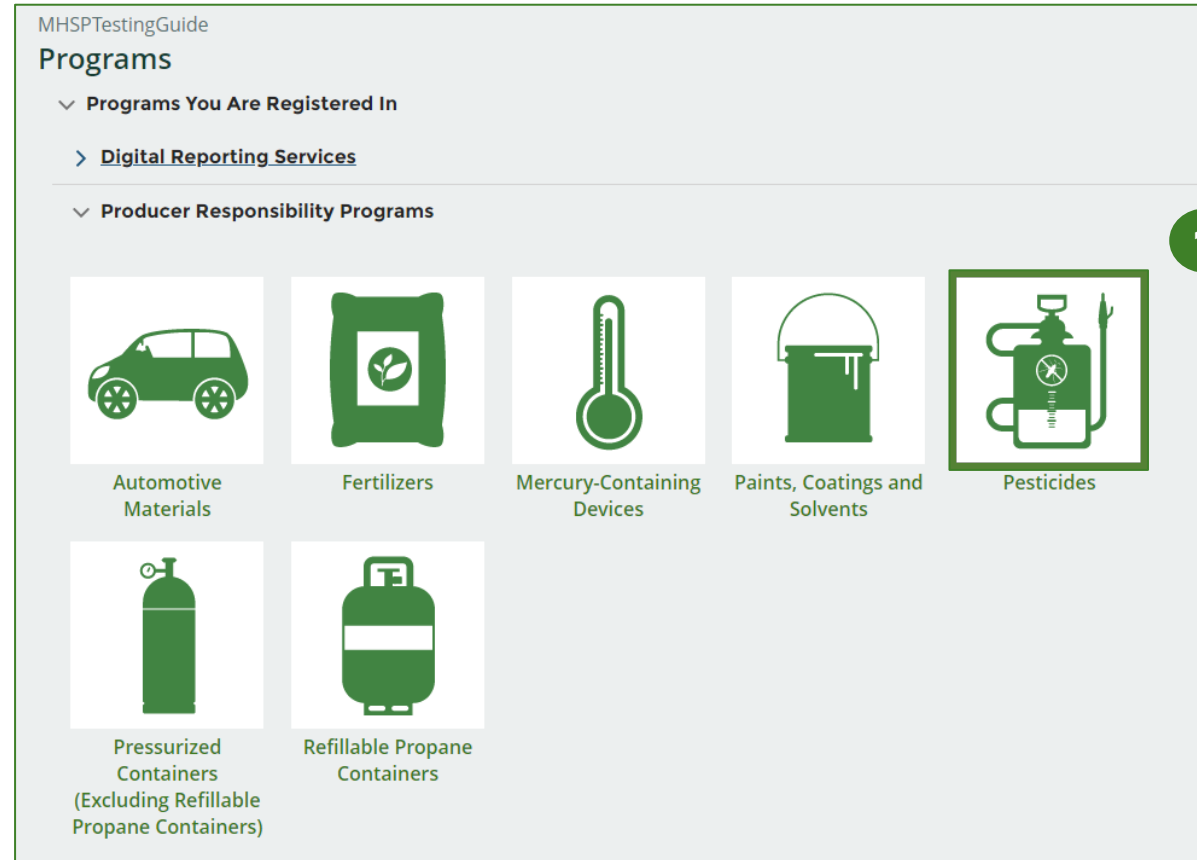
The next few slides will guide you with entering your **collected** material(s) data.



Performance report

Accessing your program

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



Performance report

Starting your report

1. Click on the **Producer** reporting tab.
2. Under **Action**, click on **Start** to begin completing the Pesticides Performance – Producer report.
3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.

MHSPTestingGuide
Pesticides Homepage
Registration #:00025634
Pesticides Switch Programs

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

1 Producer * Hauler * Disposal Facility * Invoices Add Roles

Report	Status	Last Updated By	Action
2022 Pesticides Supply Report	Submitted May 25, 2023 12:37 p.m.	Monica Monica	View Download
2021/22 Pesticides Performance - Producer	Not Started Due Date: Jul 31, 2023		Start 2
2021 Pesticides Supply Report	Submitted May 25, 2023 12:35 p.m.	Monica Monica	View Download

Returbisner * Processor * PRO Status Add Roles

Attention

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

Cancel Proceed **3**

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 pesticides collected.

MHSPTestingGuide
2021/22 Pesticides Performance - Producer

Report Summary

Weight of Materials Collected

Collected

Total weight of pesticides collected inside Ontario.

Total Weight Collected	Total Kilograms
Pesticides	
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 pesticides collected.
2. If you did not collect any pesticides, click on the check box for **I did not collect any pesticides**.
3. Click **Save & Next**.

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

Weight of Materials Collected

Collected

Total weight of pesticides collected inside Ontario.

Total Weight Collected

Pesticides

I did not collect any pesticides.

Clear Form **Save & Next**

Total Kilograms
0

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 pesticides collected (entered previously).
2. Click on **Edit** if you need to make a change to the weights.

MHSPTestingGuide
2021/22 Pesticides Performance - Producer

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pesticides collected inside Ontario.

Total Weight Collected	Total Kilograms
Pesticides	1,000
Total	1,000

Collected data last updated by: Monica Monica on May 26, 2023 11:11 a.m.

Edit

Report Status
In Progress

Submit Report

Upload Promotion & Education Report ⓘ

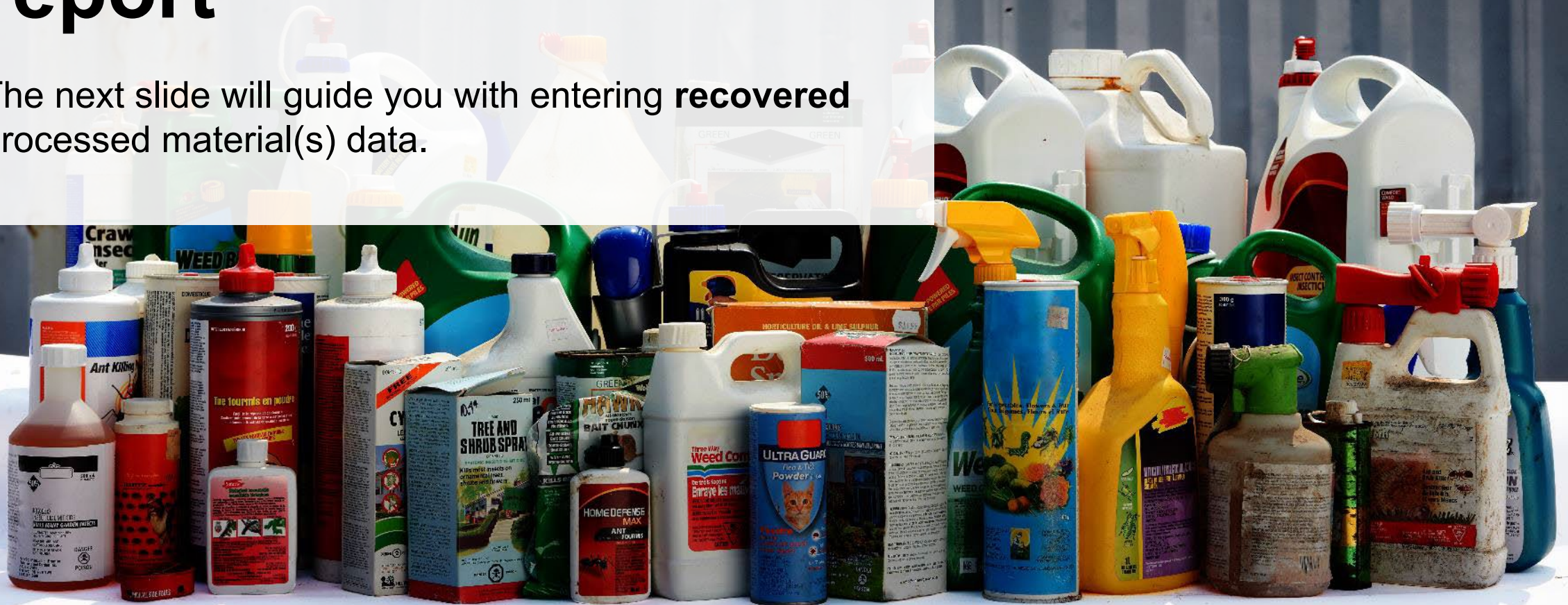
Upload

Submit Report

Make sure to provide all the required data before submitting.

How to submit your producer performance report

The next slide 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 **Processed Materials** 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**.

MHSPTestingGuide
2021/22 Pesticides Performance - Producer

Weight of Recovered Materials

Processed Materials

Input the weight of materials recovered from processing the collected pesticides.

Processed Materials	Total Kilograms
Metal	
Other	
Total	

1

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

Weight of Recovered Materials

Processed Materials

Input the weight of materials recovered from processing the collected pesticides.

Processed Materials	Total Kilograms
Metal	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

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

3

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

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

Material Sent for Disposal

Land Disposed Incinerated

Includes total weight of pesticides disposed in landfill.

Land Disposed	Total Kilograms
Pesticides	
Total	

1 **Start**

Performance report

Enter your processed material disposal data cont.

1. Under **Total Kilograms**, enter the weight of **Land Disposed** materials.
2. 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**.
3. Click **Save & Next** to proceed

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

Material Sent for Disposal

Land Disposed Incinerated

Includes total weight of pesticides disposed in landfill.

Land Disposed

Pesticides

I did not send any material for land disposal.

Total Kilograms

Performance report

Enter your processed material disposal data cont.

1. Under **Total Kilograms**, enter the weight of **Incinerated** materials.
2. If you did not send any materials for incineration, click the check the box for **I did not send any materials for incineration**.
3. Click **Save & Next** to proceed.
4. Click on **Edit** if you need to make a change to the weights.

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

Material Sent for Disposal

✓ Land Disposed **Incinerated**

Includes total weight of pesticides incinerated.

Incinerated Pesticides	Total Kilograms
<input type="checkbox"/> I did not send any material for incineration.	0

Clear Form Previous **Save & Next**

Material Sent for Disposal

✓ Land Disposed ✓ Incinerated

Includes total weight of pesticides disposed in landfill.

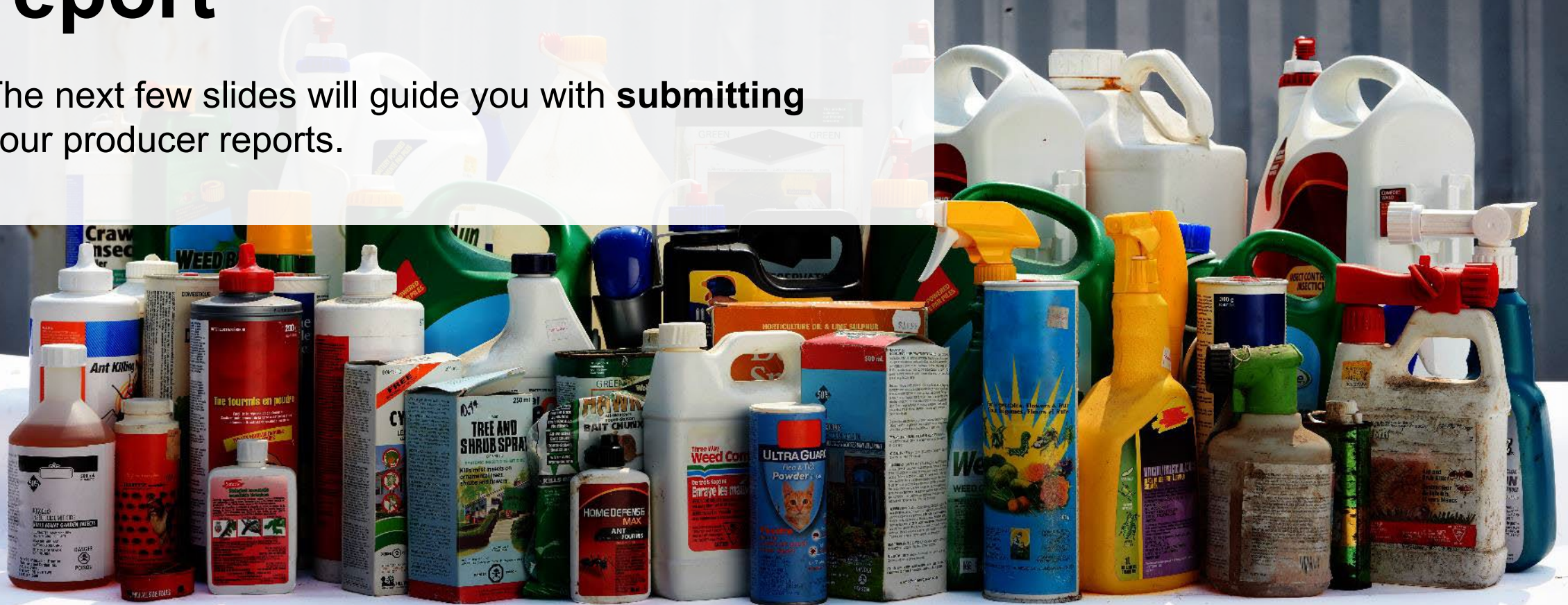
Land Disposed Pesticides	Total Kilograms
	1,000
Total	1,000

Land Disposed data last updated by: Monica Monica on May 26, 2023 11:36 a.m.

Edit

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

TopNotchAuto
2021/22 Pesticides Performance - Producer

Report Status
In Progress

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pesticides collected inside Ontario.

Total Weight Collected	Total Kilograms
Pesticides	0
Total	0

Collected data last updated by: Gary Agard on Jul 17, 2023 12:22 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 finished reviewing and are ready to submit.

TopNotchAuto
2021/22 Pesticides Performance - Producer

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pesticides collected inside Ontario.

Total Weight Collected	Total Kilograms
Pesticides	0
Total	0

Collected data last updated by: Gary Agard on Jul 17, 2023 12:22 p.m.

Edit

Report Status

In Progress

Submit Report

File has been successfully uploaded

Promotion & Education Report ⓘ

P&E Report.pdf

Remove

Replace

Submit Report

Make sure to provide all the required data before submitting.

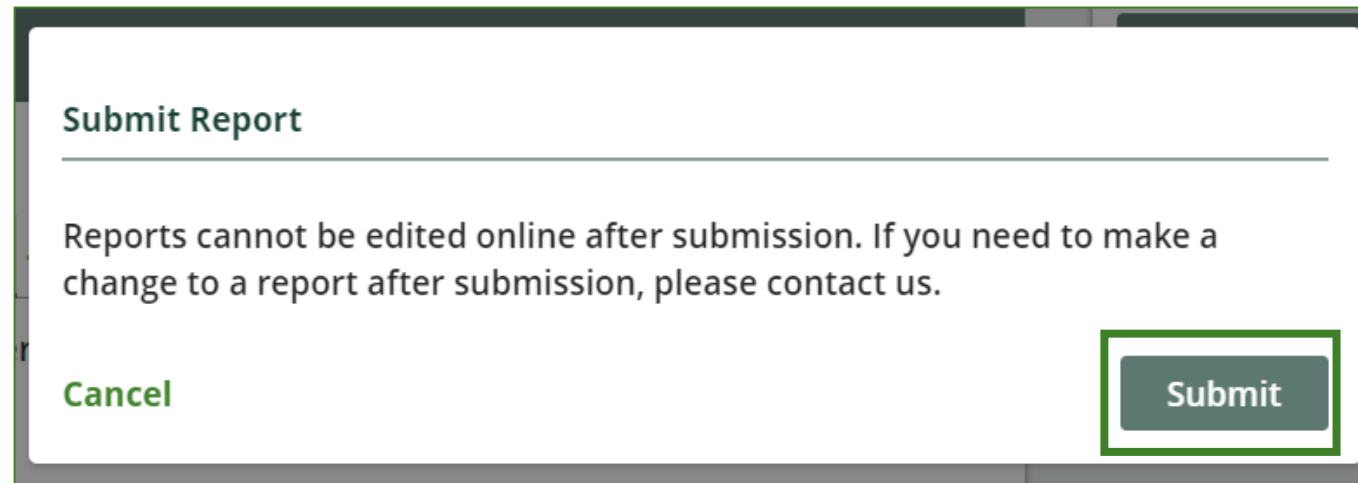
1

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

Submit your report cont.

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

< Back to Dashboard

MHSPTestingGuide
2021/22 Pesticides Performance - Producer

Report Status
Submitted
May 26, 2023 11:48 a.m.

Report Summary

Weight of Materials Collected

Collected

Total weight of pesticides collected inside Ontario.

Total Weight Collected	Total Kilograms
Pesticides	1,000
Total	1,000

Collected data last updated by: Monica Monica on May 26, 2023 11:48 a.m.

Submit Report

Promotion & Education Report ⓘ

P&E Report.pdf

Replace

Performance report

View submitted report

1. On the **Pesticides Homepage**, under the **Producer Reporting** tab, your Pesticides Performance – Producer report status should show **Submitted** and who it was last updated by.
2. Under **Action**, you can **View** and **Download** a copy of your report submission.

MHSPTestingGuide
Pesticides Homepage
Registration #:00025634
Pesticides Switch Programs

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

Producer Hauler * Disposal Facility * Invoices Add Roles

Report	Status	Last Updated By	Action
2022 Pesticides Supply Report	Submitted May 25, 2023 12:37 p.m.	Monica Monica	View Download
2021/22 Pesticides Performance - Producer	Submitted May 26, 2023 11:48 a.m.	Monica Monica	View Download

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.