

Hazardous and Special Products: Producer Performance Reporting Guide

For pressurized containers
(refillable and non-refillable containers)



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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 or call 1-833-600-0530.

What data needs to be reported?

Producers, or PROs on their behalf, of **refillable and non-refillable containers** 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 **refillable and non-refillable containers** 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:

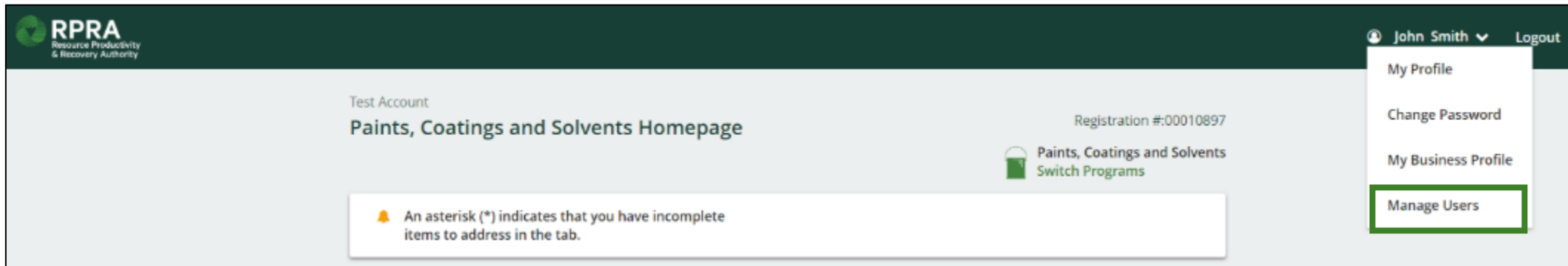
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

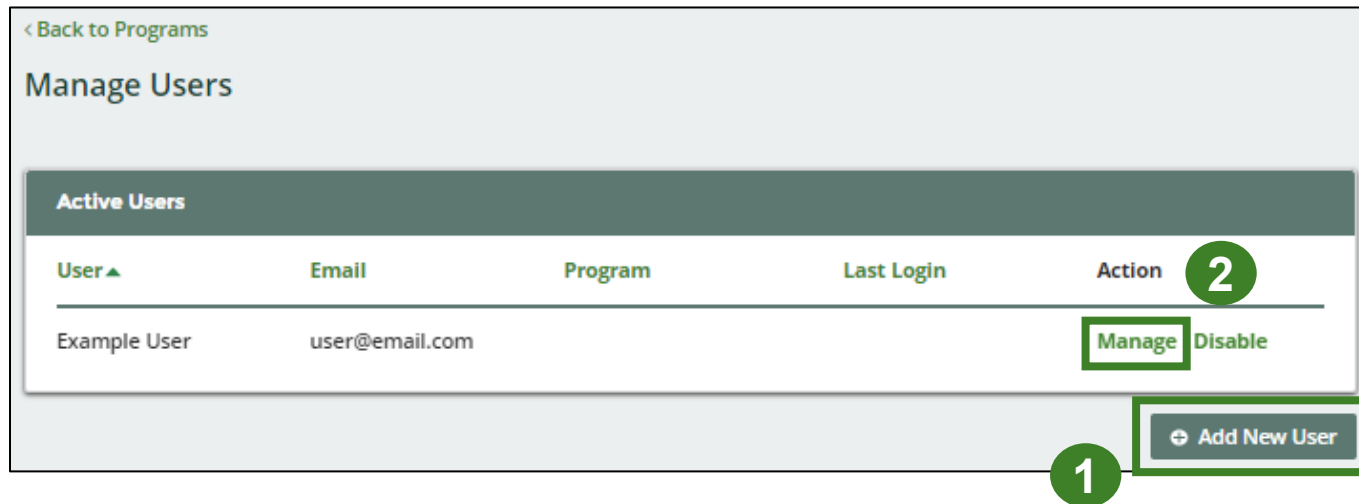
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



The screenshot displays the RPRP (Resource Productivity & Recovery Authority) account dashboard. In the top right corner, the user 'John Smith' is logged in, with a dropdown arrow next to their name. The dropdown menu is open, showing options: 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green border. A green circle with the number '1' is positioned to the right of the 'Manage Users' option, indicating the first step in the process. The dashboard header includes the RPRP logo and the text 'Test Account', 'Paints, Coatings and Solvents Homepage', and 'Registration #:00010897'. A notification banner at the bottom of the header states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.'

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

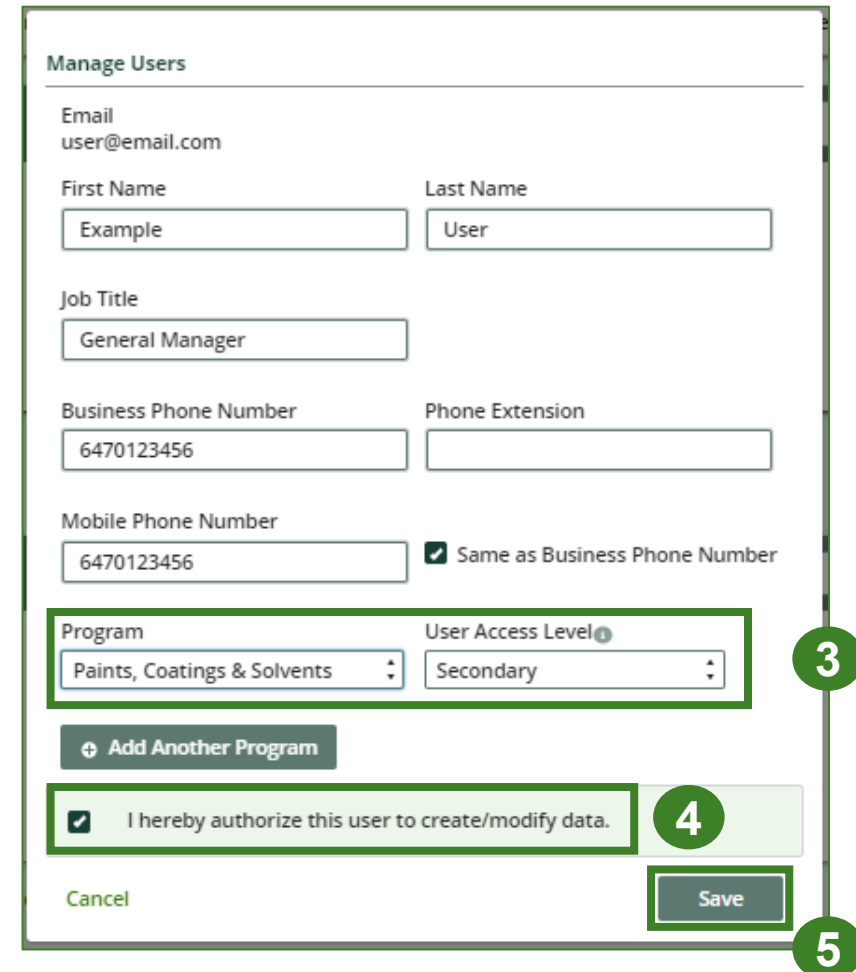
Manage Users

Active Users

User ▲	Email	Program	Last Login	Action 2
Example User	user@email.com			Manage Disable

1 **+ 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
General Manager

Business Phone Number
6470123456

Phone Extension

Mobile Phone Number
6470123456 Same as Business Phone Number

Program
Paints, Coatings & Solvents

User Access Level
Secondary

+ Add Another Program

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

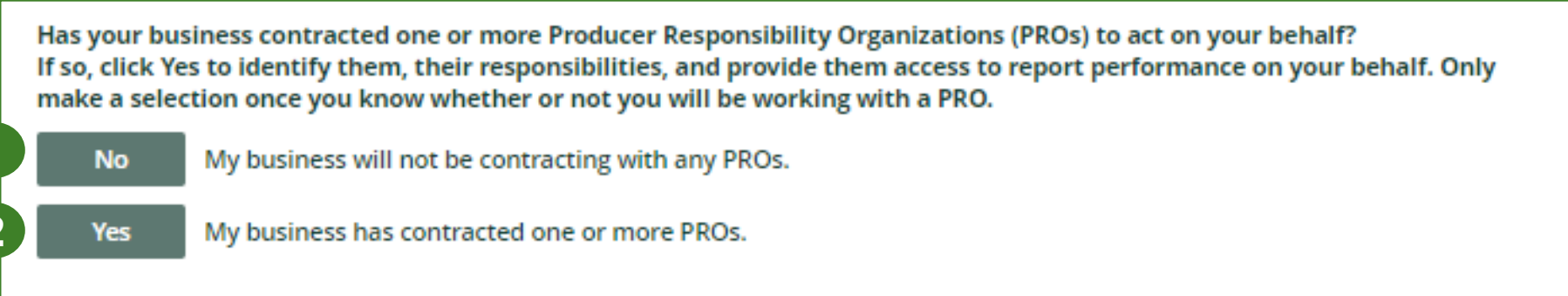
Cancel Save 5

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 includes a title bar, a header section with instructions, a main form area with two rows of input fields, a table for PRO management, and a confirmation checkbox at the bottom. Three green callout boxes with numbers 1, 2, and 3 are placed on the right side of the form. Callout 1 points to the reporting responsibility dropdowns, callout 2 points to the PRO table, and callout 3 points to the 'Add PRO' button.

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
Yellow4Green

Responsible for Performance Report: Reports in part
Responsible for Collection and Management Report: Reports in part

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

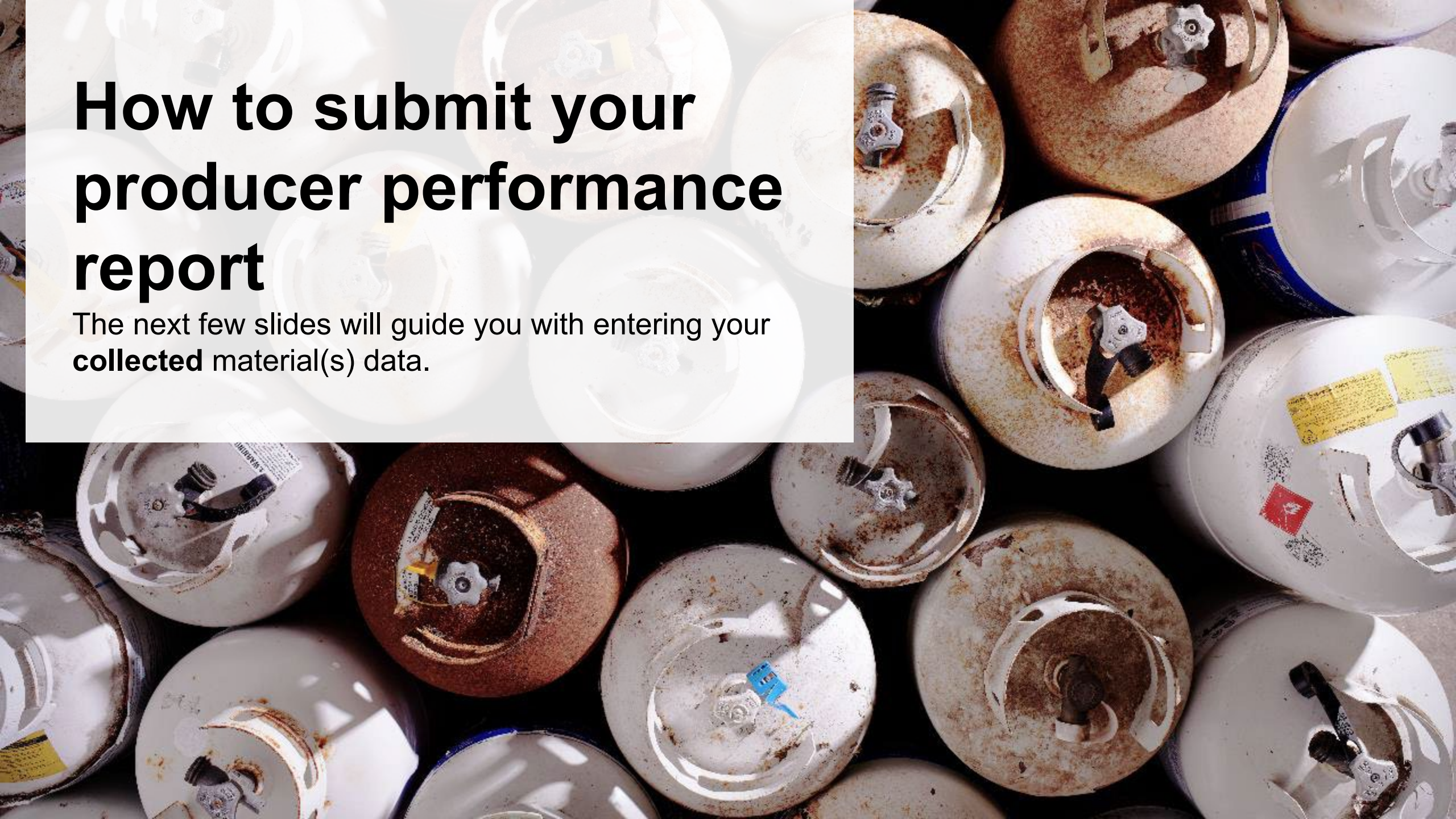
I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf.

Cancel Done

1 **2** **3**

How to submit your producer performance report

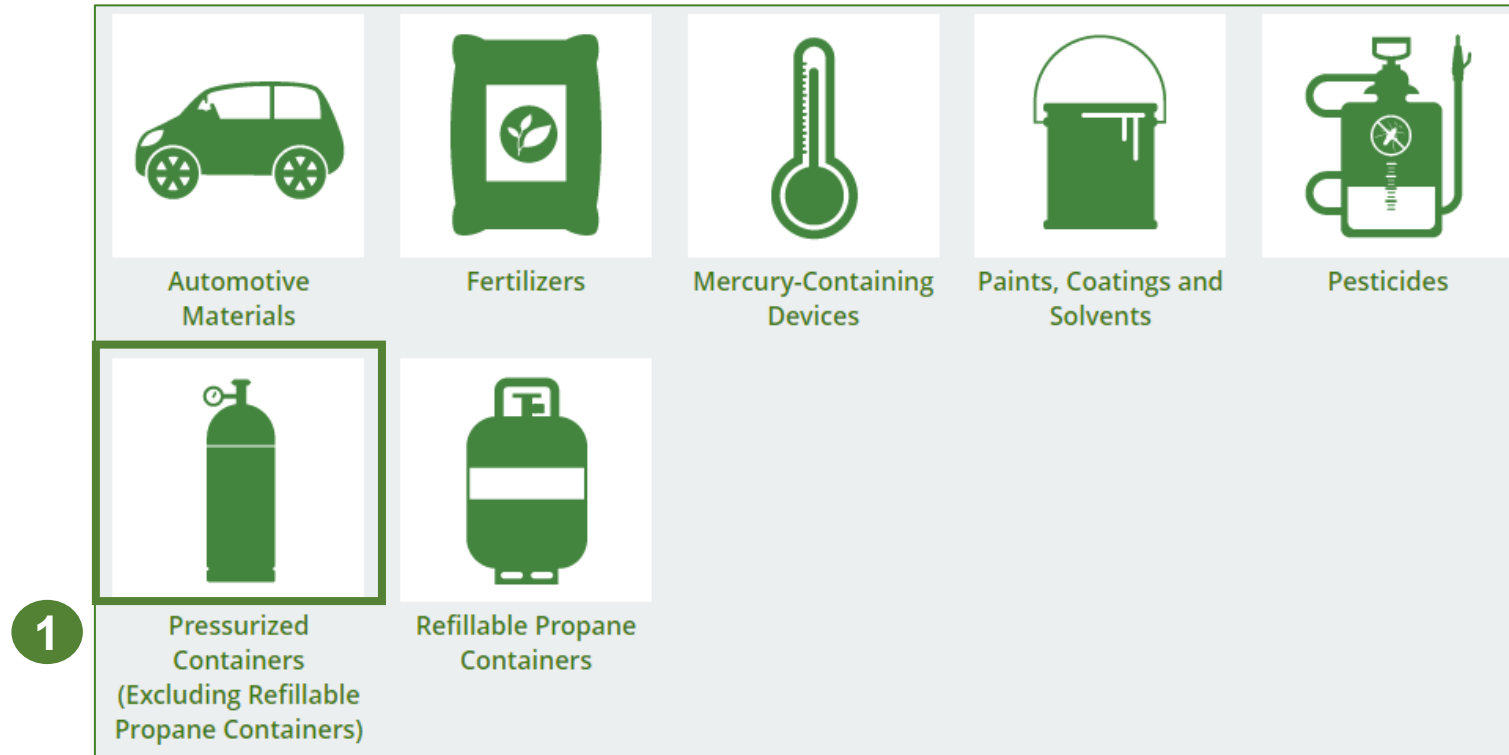
The next few slides will guide you with entering your
collected material(s) data.



Performance report

Accessing your program

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



Performance report

Starting your report

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

autogeneral
Pressurized Containers Homepage
Registration #:00025662

Pressurized Containers (Excluding Refillable Propane Containers)
Switch Programs

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

1 **Producer *** PRO Status Invoices Add Roles

Pressurized Containers (Excluding Refillable Propane Containers)

Report	Status	Last Updated By	Action
2022 Pressurized Containers Supply Report	Submitted May 29, 2023 09:41 a.m.	Jane Smith	View Download
2021/22 Pressurized Containers Perform...	Not Started Due Date: Jul 31, 2023		Start
2021 Pressurized Containers Supply Report	Submitted May 29, 2023 09:39 a.m.	Jane Smith	View Download

2

Returbisher * 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 refillable and non-refillable pressurized containers collected.

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2021/22 Pressurized Containers Performance - Producer

Report Summary

Weight of Materials Collected

Collected

Total weight of pressurized containers collected.

Total Weight Collected	Total Kilograms
Refillable Pressurized Containers	
Non-refillable Pressurized Containers	
Total	

Start

Report Status
Not Started

Submit Report

Upload Promotion & Education Report ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

1

Performance report

Enter your weight of materials collected data

1. Under **Collected**, enter the **Total Kilograms** of refillable pressurized containers collected.
2. If you did not collect any pressurized containers, click on the check box for **I did not collect any pressurized containers**.
3. Click **Save & Next**.

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

Weight of Materials Collected

Collected

Total weight of pressurized containers collected.

Total Weight Collected

Refillable Pressurized Containers

Non-refillable Pressurized Containers

I did not collect any pressurized containers.

Clear Form **Save & Next**

Total Kilograms

0

0

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

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2021/22 Pressurized Containers Performance - Producer

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pressurized containers collected.

Total Weight Collected	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Collected data last updated by: Jane Smith on May 29, 2023 12:47 p.m.

Edit

Report Status

In Progress

Submit Report

Upload Promotion & Education Report

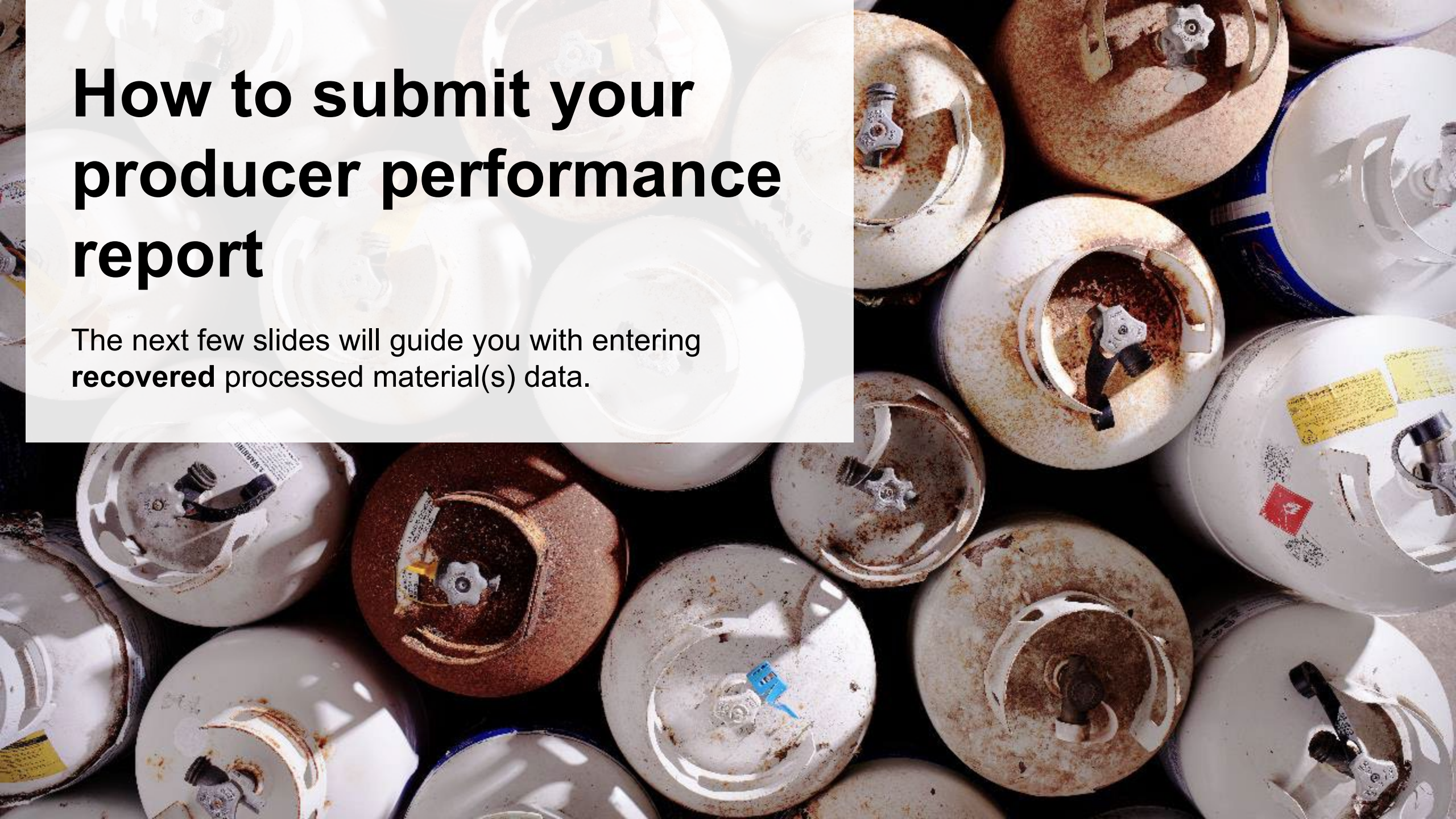
Upload

Submit Report

Make sure to provide all the required data before submitting.

How to submit your producer performance report

The next 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 **Refillable** 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**.

Recovered Materials

Refillable Non-refillable

Input the weight of materials recovered from processing the collected refillable pressurized containers.

Refillable	Total Kilograms
Metal	
Recovered Gas Products	
Refurbished Containers	
Plastic	
Other	
Total	

Start

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

Recovered Materials

Refillable Non-refillable

Input the weight of materials recovered from processing the collected refillable pressurized containers.

Refillable	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Refurbished Containers	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Other	<input type="text" value="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 **Non-refillable** 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.
2. Click **Save & Next**.

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

Recovered Materials

Refillable **Non-refillable**

Input the weight of materials recovered from processing the collected non-refillable pressurized containers.

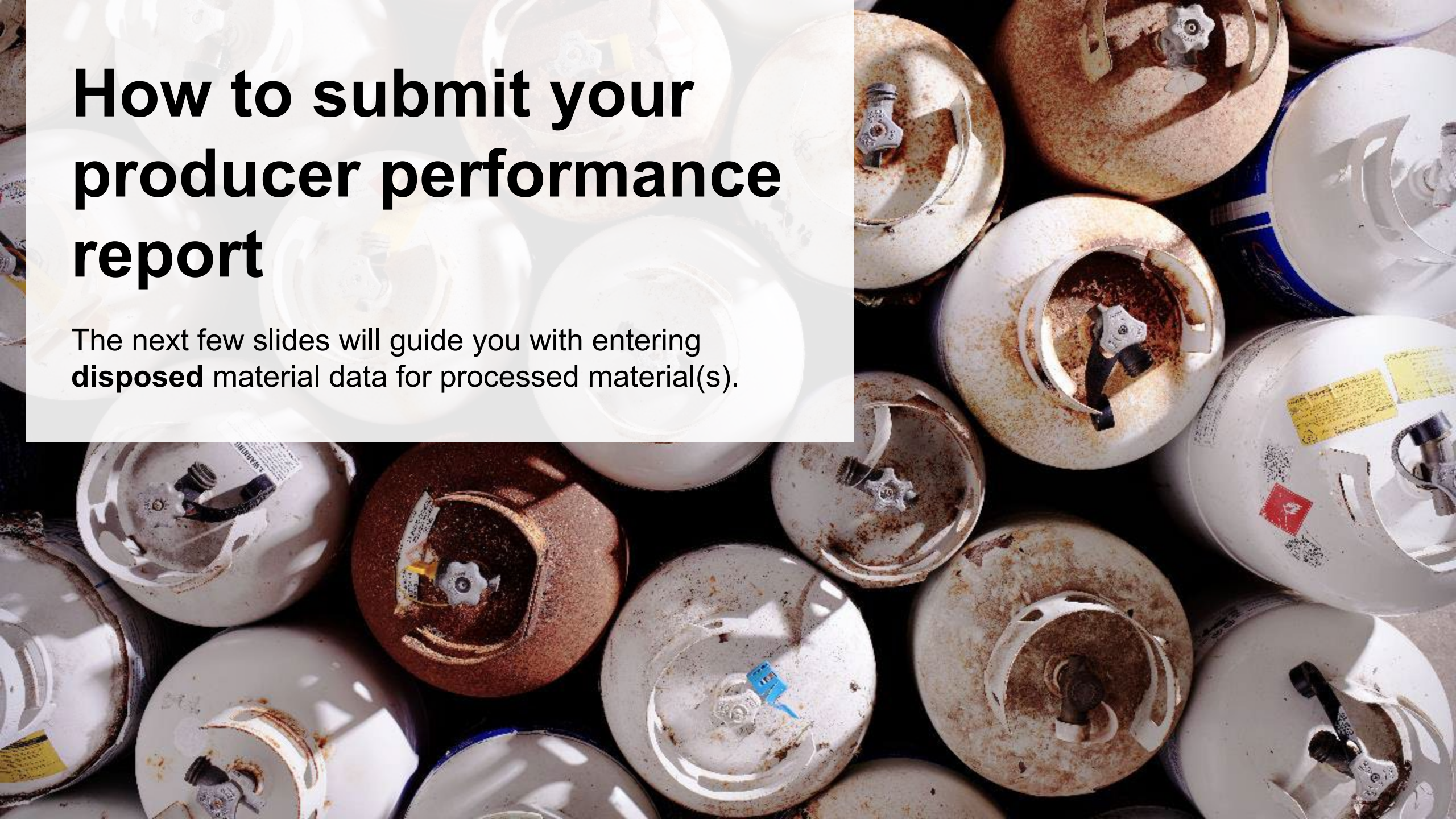
Non-refillable	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

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

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

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 (refillable containers)

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

Processed Material Disposal Data (Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Recovered Gas Products	
Refurbished Containers	
Plastic	
Other	
Total	

Start

1

Performance report

Enter your processed material disposal data (refillable 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.

The image displays four sequential screenshots of a web form titled "Processed Material Disposal Data (Refillable Containers)". Each screenshot shows a different tab selected: "Land Disposed", "Incinerated", "Used as Fuel", and "Stockpiled".

- Land Disposed:** Includes material sent to landfills and dumps. Categories: Metal, Recovered Gas Products, Refurbished Containers, Plastic, Other. A table with "Total Kilograms" columns is shown. A checkbox "I did not send any material for land disposal." is present. A "Save & Next" button is highlighted.
- Incinerated:** Excludes material used as fuel or a fuel supplement. Categories: Metal, Recovered Gas Products, Refurbished Containers, Plastic, Other. A table with "Total Kilograms" columns is shown. A checkbox "I did not send any material for incineration." is present.
- Used as Fuel:** Material used as fuel or a fuel supplement. Categories: Metal, Recovered Gas Products, Refurbished Containers, Plastic, Other. A table with "Total Kilograms" columns is shown. A checkbox "I did not send any material to be used as fuel." is present.
- Stockpiled:** Includes material stored, stockpiled or otherwise deposited on land. Categories: Metal, Recovered Gas Products, Refurbished Containers, Plastic, Other. A table with "Total Kilograms" columns is shown. A checkbox "I did not stockpile any material." is present.

Each screenshot has a "Clear Form", "Previous", and "Save & Next" button at the bottom. Green arrows indicate the flow from one tab to the next. Numbered callouts (1, 2, 3) are placed on the screenshots to highlight specific elements.

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

Review your processed material disposal data (refillable containers) cont.

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

Processed Material Disposal Data (Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Recovered Gas Products	1,000
Refurbished Containers	1,000
Plastic	1,000
Other	0
Total	4,000

Land Disposed data last updated by: Gary Agard on Jul 19, 2023 12:35 p.m.

1

TopNotchAuto

2021/22 Pressurized Containers Performance - Producer

Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="1000"/>
Recovered Gas Products	<input type="text" value="1000"/>
Refurbished Containers	<input type="text" value="1000"/>
Plastic	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

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

I did not send any material for land disposal.

Land Disposed data last updated by: Gary Agard on Jul 19, 2023 12:35 p.m.

2

Performance report

Enter your processed material disposal data (non-refillable containers)

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

Processed Material Disposal Data (Non-Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Recovered Gas Products	
Plastic	
Other	
Total	

Start

Performance report

Enter your processed material disposal data (non-refillable 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.

The image displays four sequential screenshots of a web form titled "Processed Material Disposal Data (Non-Refillable Containers)". Each screenshot shows a different category selected in the top navigation bar, with a green circle and number indicating the step:

- Step 1:** The "Land Disposed" tab is selected. The form includes a table with columns "Material" and "Total Kilograms". Rows include Metal, Recovered Gas Products, Plastic, and Other. A "Total Kilograms" field is highlighted with a green box and the number 1. A checkbox "I did not send any material for land disposal." is highlighted with a green box and the number 2. A "Save & Next" button is highlighted with a green box and the number 3.
- Step 2:** The "Incinerated" tab is selected. The form includes a table with columns "Material" and "Total Kilograms". Rows include Metal, Recovered Gas Products, Plastic, and Other. A checkbox "I did not send any material for incineration." is present.
- Step 3:** The "Used as Fuel" tab is selected. The form includes a table with columns "Material" and "Total Kilograms". Rows include Metal, Recovered Gas Products, Plastic, and Other. A checkbox "I did not send any material to be used as fuel." is present.
- Step 4:** The "Stockpiled" tab is selected. The form includes a table with columns "Material" and "Total Kilograms". Rows include Metal, Recovered Gas Products, Plastic, and Other. A checkbox "I did not stockpile any material." is present.

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 (non-refillable containers) cont.

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

Processed Material Disposal Data (Non-Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Recovered Gas Products	1,000
Plastic	1,000
Other	0
Total	3,000

Land Disposed data last updated by: Gary Agard on Jul 19, 2023 12:40 p.m.

1

TopNotchAuto

2021/22 Pressurized Containers Performance - Producer

Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Non-Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="1000"/>
Recovered Gas Products	<input type="text" value="1000"/>
Plastic	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

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

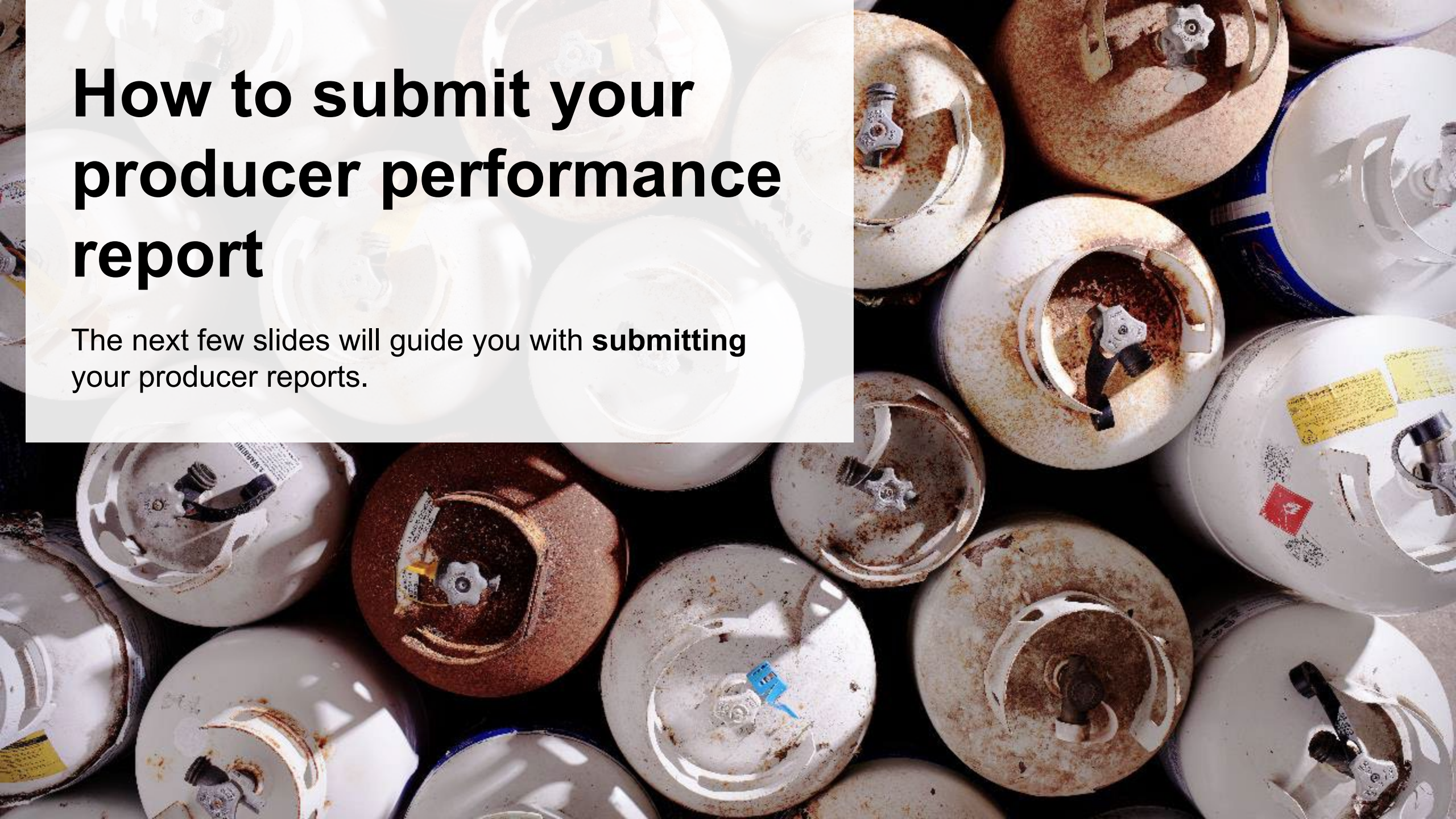
I did not send any material for land disposal.

Land Disposed data last updated by: Gary Agard on Jul 19, 2023 12:40 p.m.

2

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.

autogeneral
2021/22 Pressurized Containers Performance - Producer

Report Status
In Progress

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pressurized containers collected.

Total Weight Collected	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Collected data last updated by: Jane Smith on May 29, 2023 12:47 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.

autogeneral
2021/22 Pressurized Containers Performance - Producer

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pressurized containers collected.

Total Weight Collected	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Collected data last updated by: Jane Smith on May 29, 2023 12:47 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.

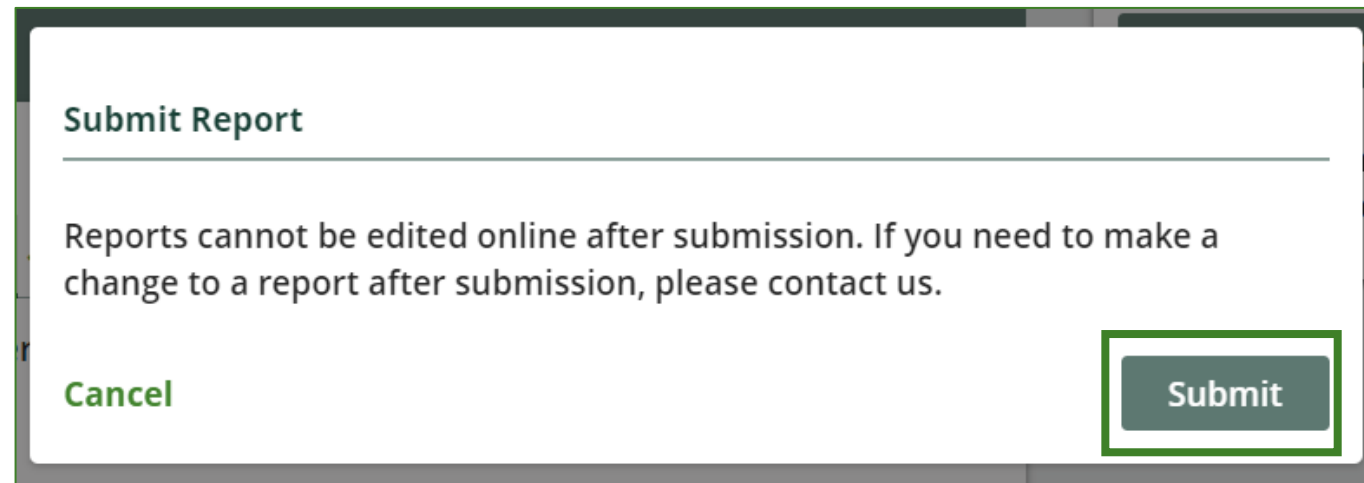
1

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

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

The screenshot displays a web 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'. The main header area shows 'autogeneral' and '2021/22 Pressurized Containers Performance - Producer'. On the right side, a 'Report Status' box is highlighted with a green box and a green circle containing the number '1', showing 'Submitted' and 'May 29, 2023 02:47 p.m.'. Below the header, there are two main sections: 'Report Summary' and 'Submit Report'. The 'Report Summary' section includes a 'Weight of Materials Collected' sub-section with a 'Collected' status indicator. It contains a table with the following data:

Total Weight Collected	Total Kilograms
Refillable Pressurized Containers	1,000
Non-refillable Pressurized Containers	1,000
Total	2,000

Below the table, it states 'Collected data last updated by: Jane Smith on May 29, 2023 02:47 p.m.'. The 'Submit Report' section includes a 'Promotion & Education Report' sub-section with a file named 'P&E report.pdf' and a 'Replace' button.

Performance report

View submitted report

1. On the **Pressurized Containers Homepage** under the **Producer Reporting** tab, your Pressurized Containers 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.

Report	Status	Last Updated By	Action
2022 Pressurized Containers Supply Report	Submitted May 29, 2023 09:41 a.m.	Jane Smith	View Download
2021/22 Pressurized Containers Perform...	Submitted May 29, 2023 02:47 p.m.	Jane Smith	View Download
2021 Pressurized Containers Supply Report	Submitted May 29, 2023 09:39 a.m.	Jane Smith	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.