Hazardous and Special Products: Producer Performance Reporting Guide

Pesticides

RPRA Resource Productivity & Recovery Authority

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

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, 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 the previous calendar year:

- 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 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.

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 July 31 deadline.

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.
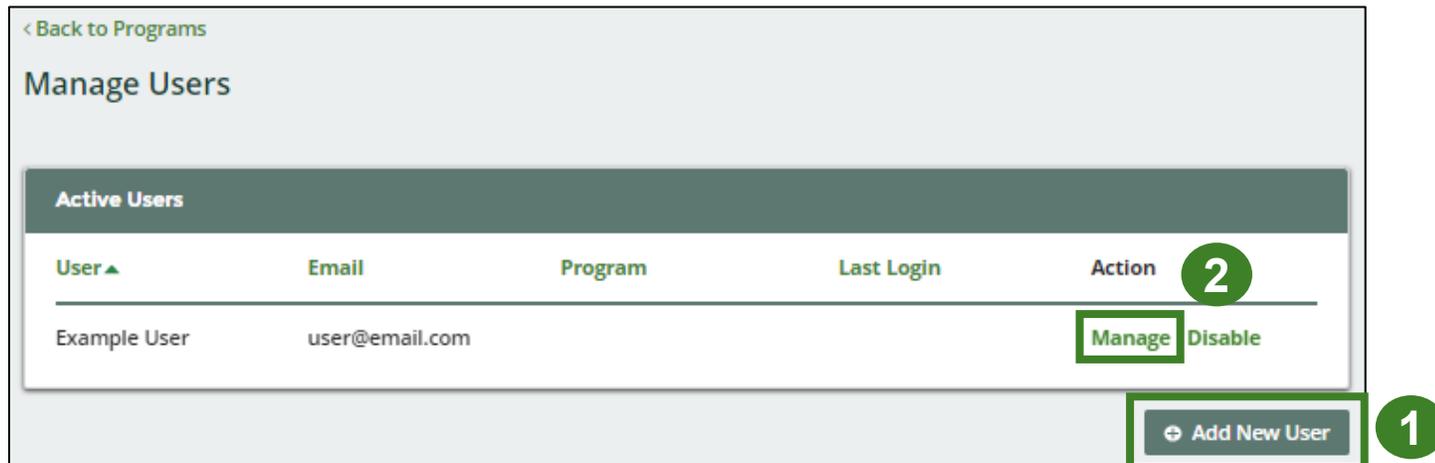
To manage contacts in your Registry account, see the following steps or watch our how-to video:

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.
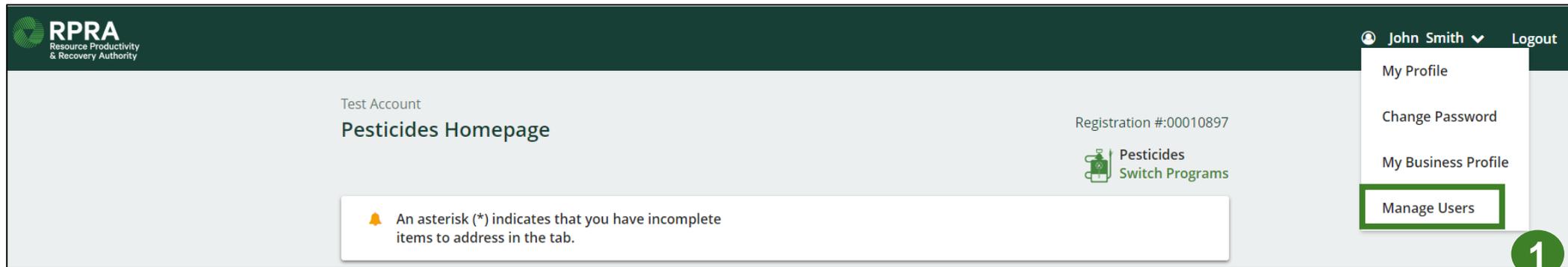
How to manage contacts on your Registry account cont.

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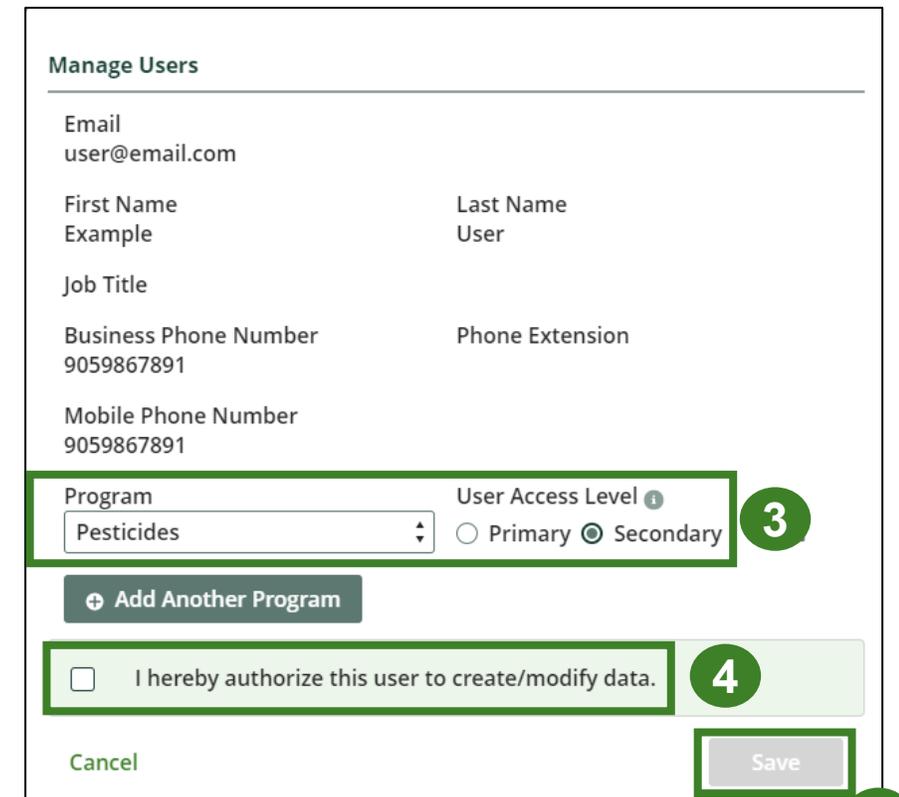2. Under Action, click **Manage** to update preferences of existing users.


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.
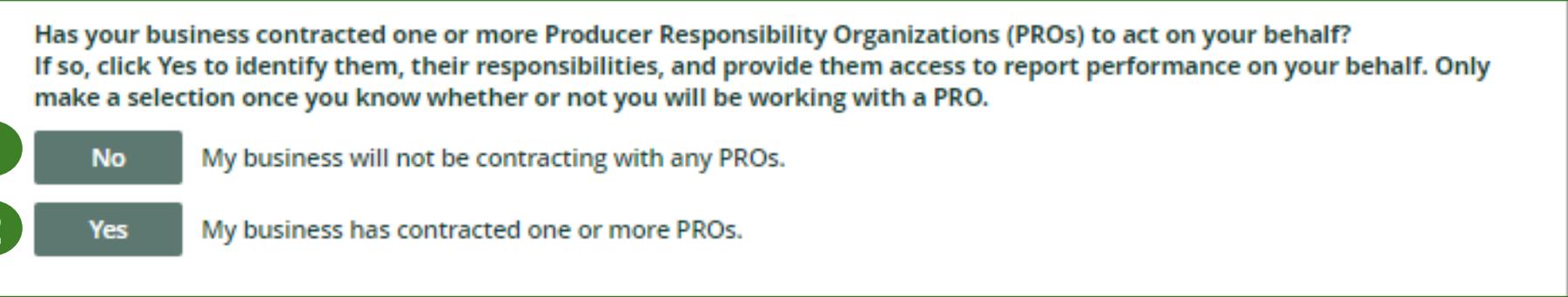
Has your business contracted one or more Producer Responsibility Organizations (PROs) to act on your behalf?
If so, click Yes to identify them, their responsibilities, and provide them access to report performance on your behalf. Only make a selection once you know whether or not you will be working 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**.
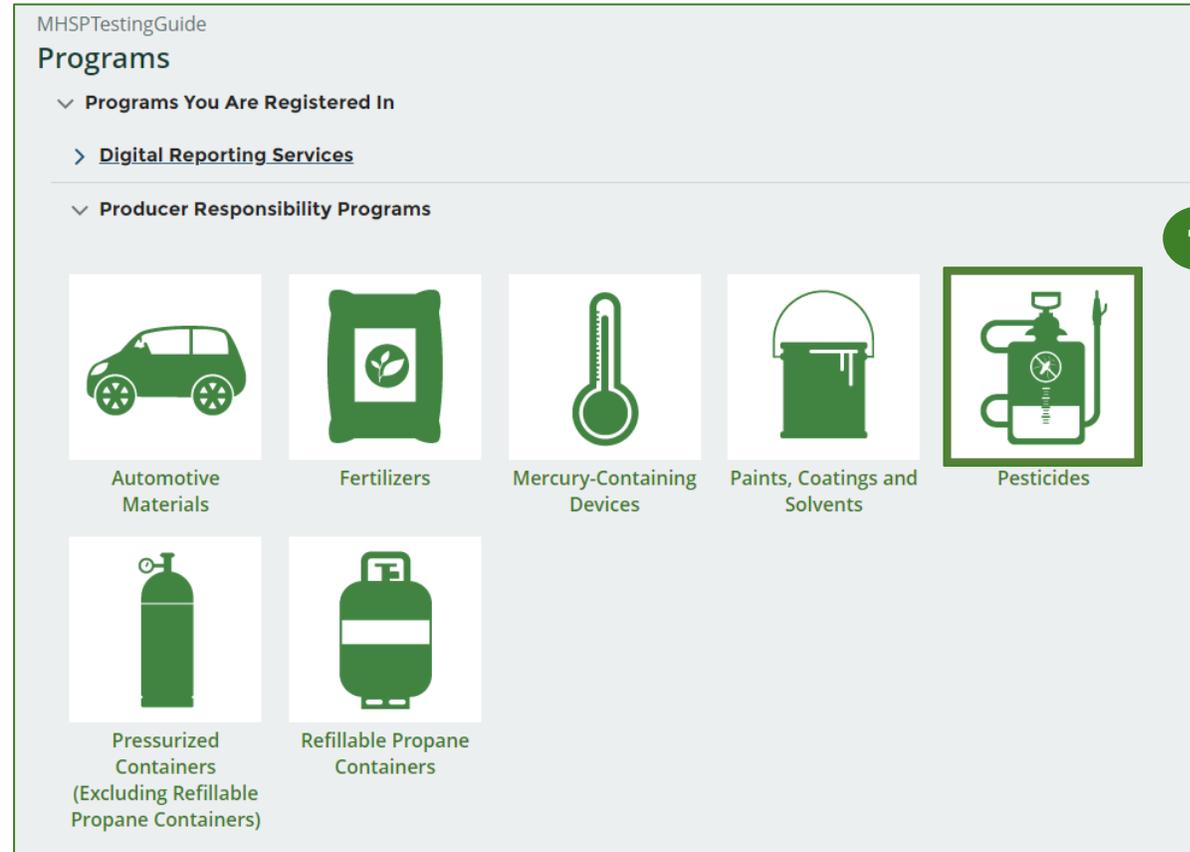
How to submit your producer performance report

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 **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**.

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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

Pesticides			
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
2021 Pesticides Supply Report	Submitted May 25, 2023 12:35 p.m.	Monica Monica	View Download

2

Refurbisher *   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.

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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**.

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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   **Total Kilograms**   (1)

Pesticides   0

(2) ☐ I did not collect any pesticides.

Clear Form   Save & Next   (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.

How to submit your producer performance report

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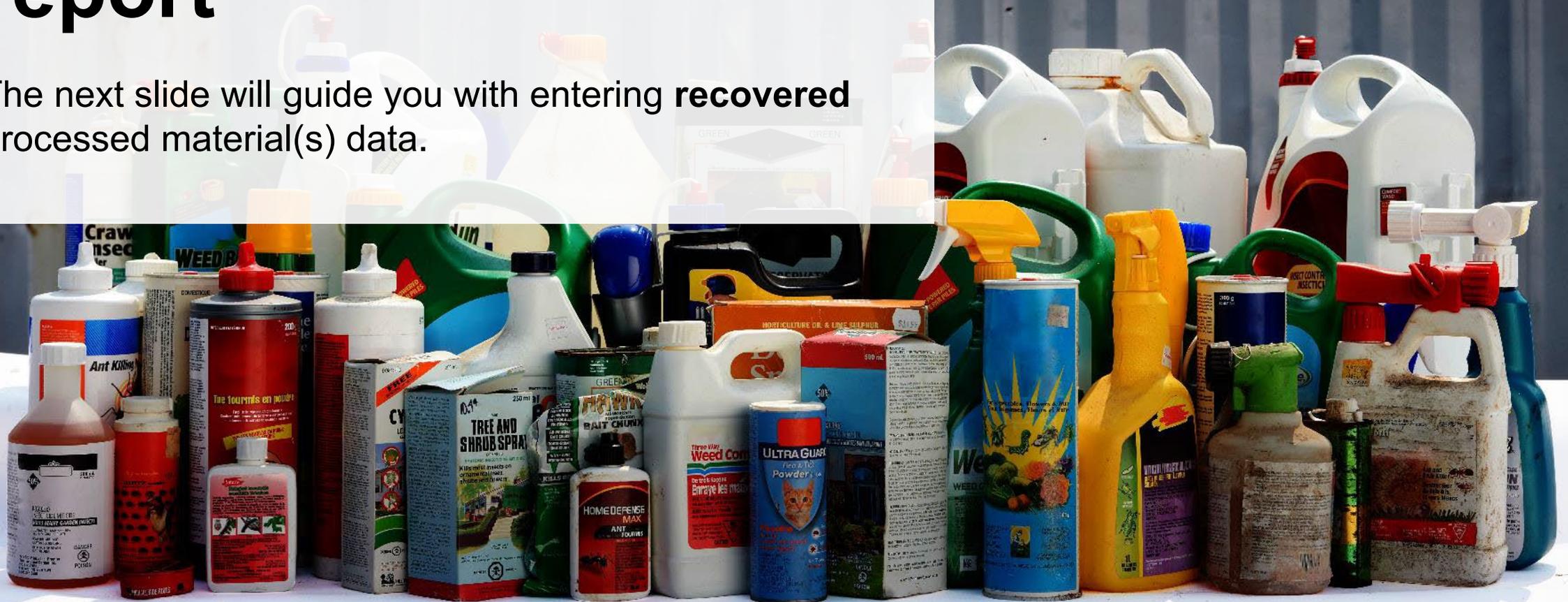
Performance report
Enter your data for weight of recovered materials

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**.

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.

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

Total Kilograms

`0`

(1)

(2) ☐ I did not send any material for land disposal.

Clear Form   Save & Next   **(3)**

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.

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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	**Total Kilograms**
Pesticides	0

1

☐ I did not send any material for incineration.   **2**

Clear Form   Previous   Save & Next   **3**

Material Sent for Disposal

✓Land Disposed   ✓Incinerated

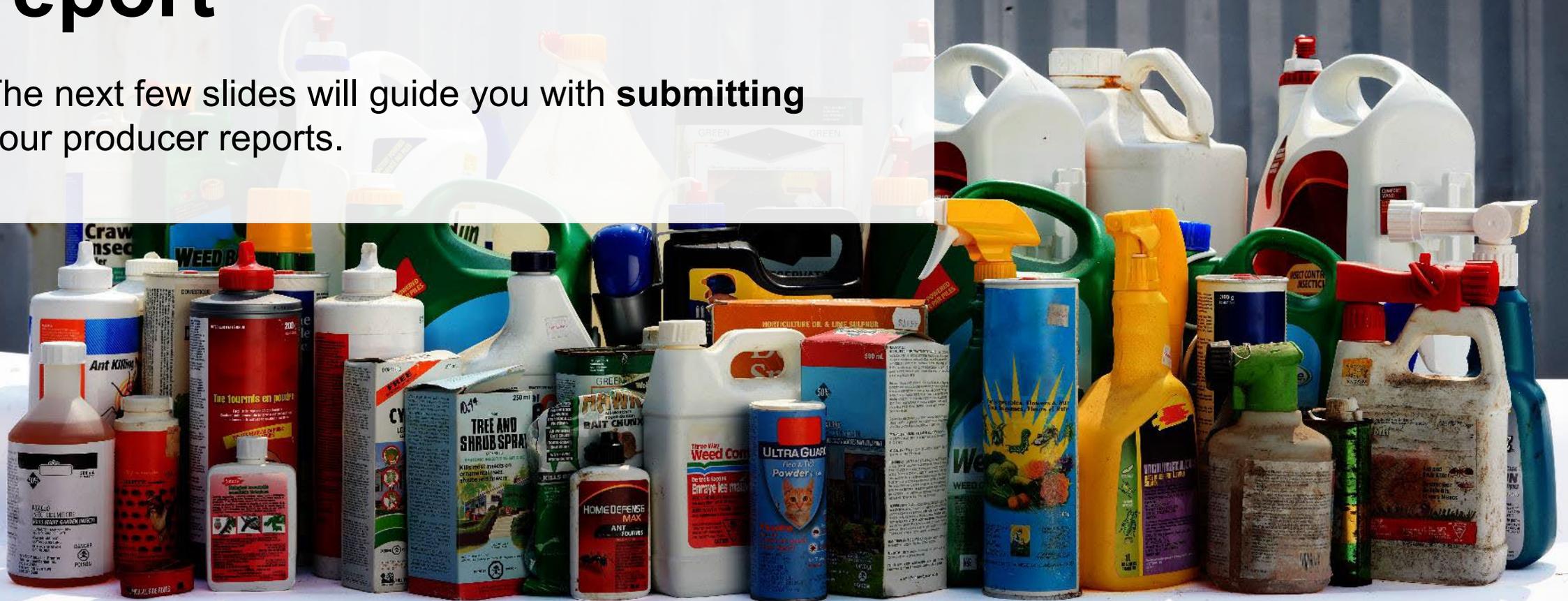Includes total weight of pesticides disposed in landfill.

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

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

Edit   **4**

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 **2**

Submit Report

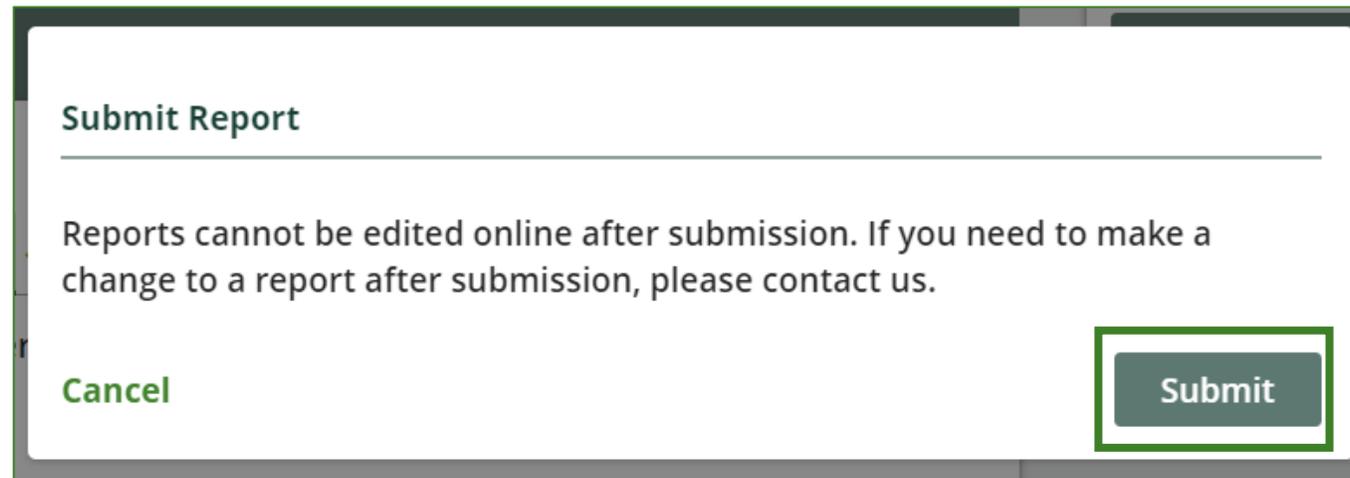**Upload Promotion & Education Report** ⓘ **1**

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.

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
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**.

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.

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.