

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 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 **refillable and non-refillable containers** 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 recovered resources accounted for to meet the producer's management requirements (only for non-refillable).
- 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:

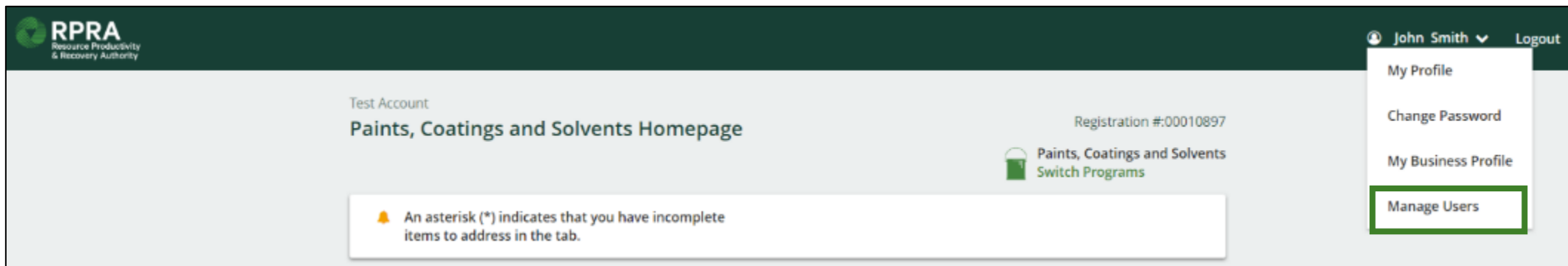
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

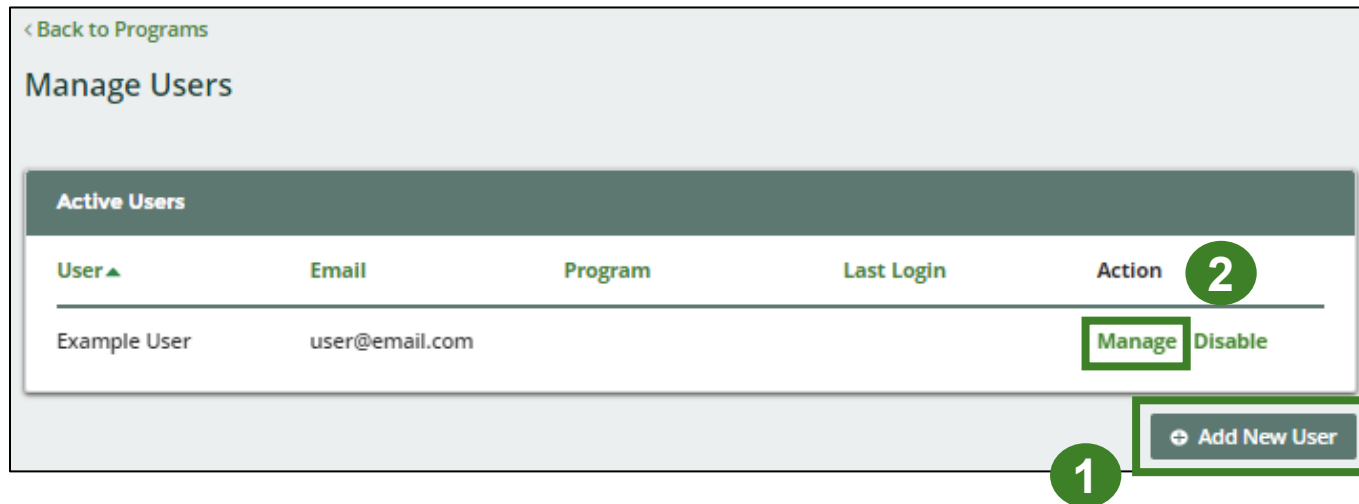
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

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.



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

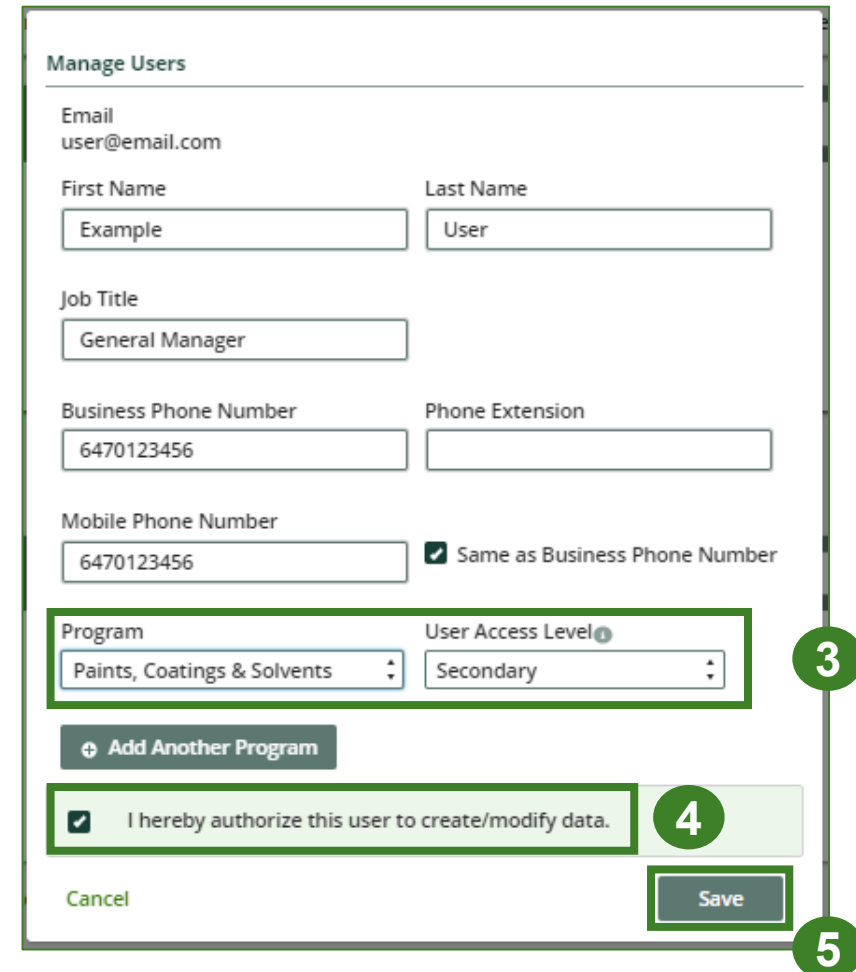
Manage Users

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

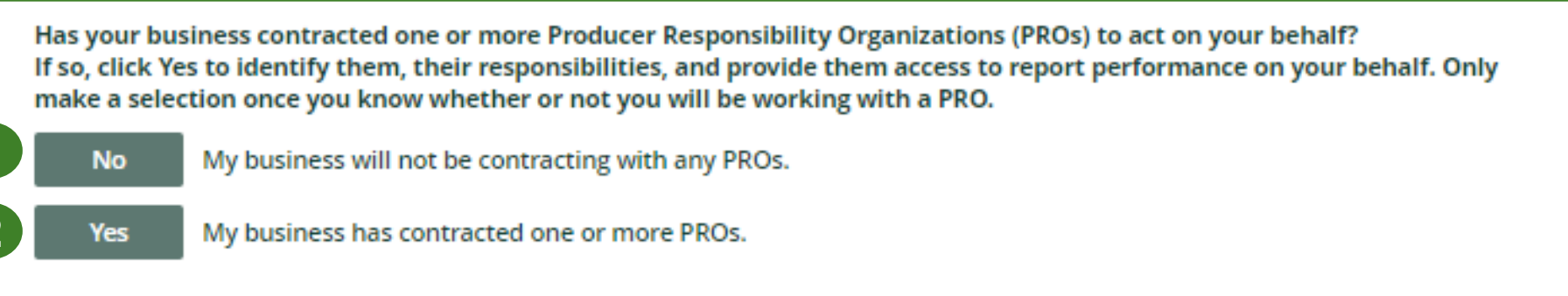
Cancel Save 5

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, and a footer with a confirmation checkbox and buttons for 'Cancel' and 'Done'. Three green callout boxes with numbers 1, 2, and 3 are overlaid on the form to highlight specific steps.

1 Points to the dropdown menus for 'Responsible for Performance Report' and 'Responsible for Collection and Management Report' in the first row of the main form area.

2 Points to the dropdown menus for 'Responsible for Performance Report' and 'Responsible for Collection and Management Report' in the second row of the main form area.

3 Points to the 'Add PRO' button in the bottom right corner of the form.

Form Content:

Header: Manage Reporting Responsibilities

Instructions: 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

Reporting Options:

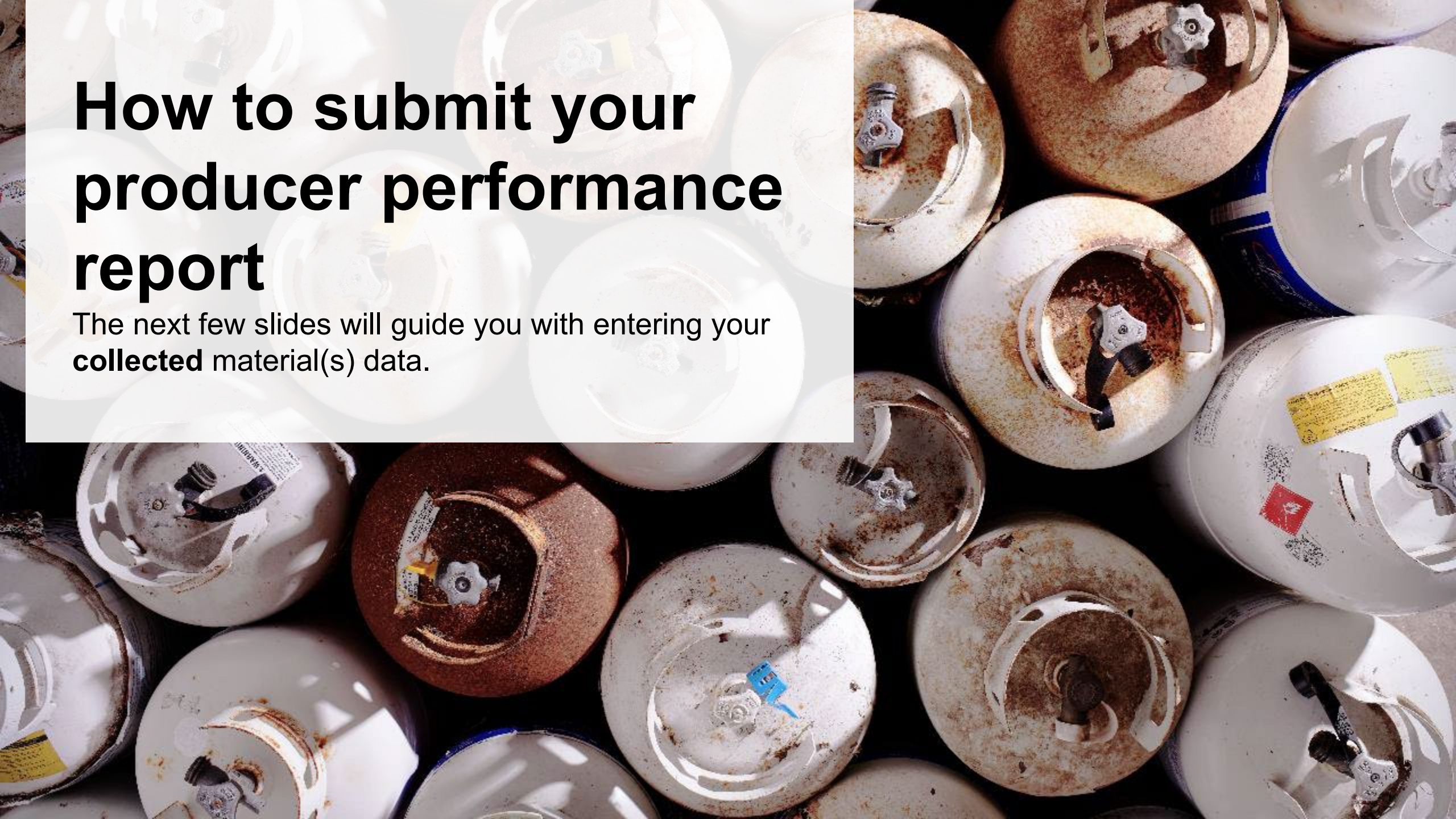
- Responsible for Performance Report: Reports in part (dropdown)
- Responsible for Collection and Management Report: Reports in part (dropdown)

Instructions: 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

Footer: 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: Cancel, Done, Add PRO



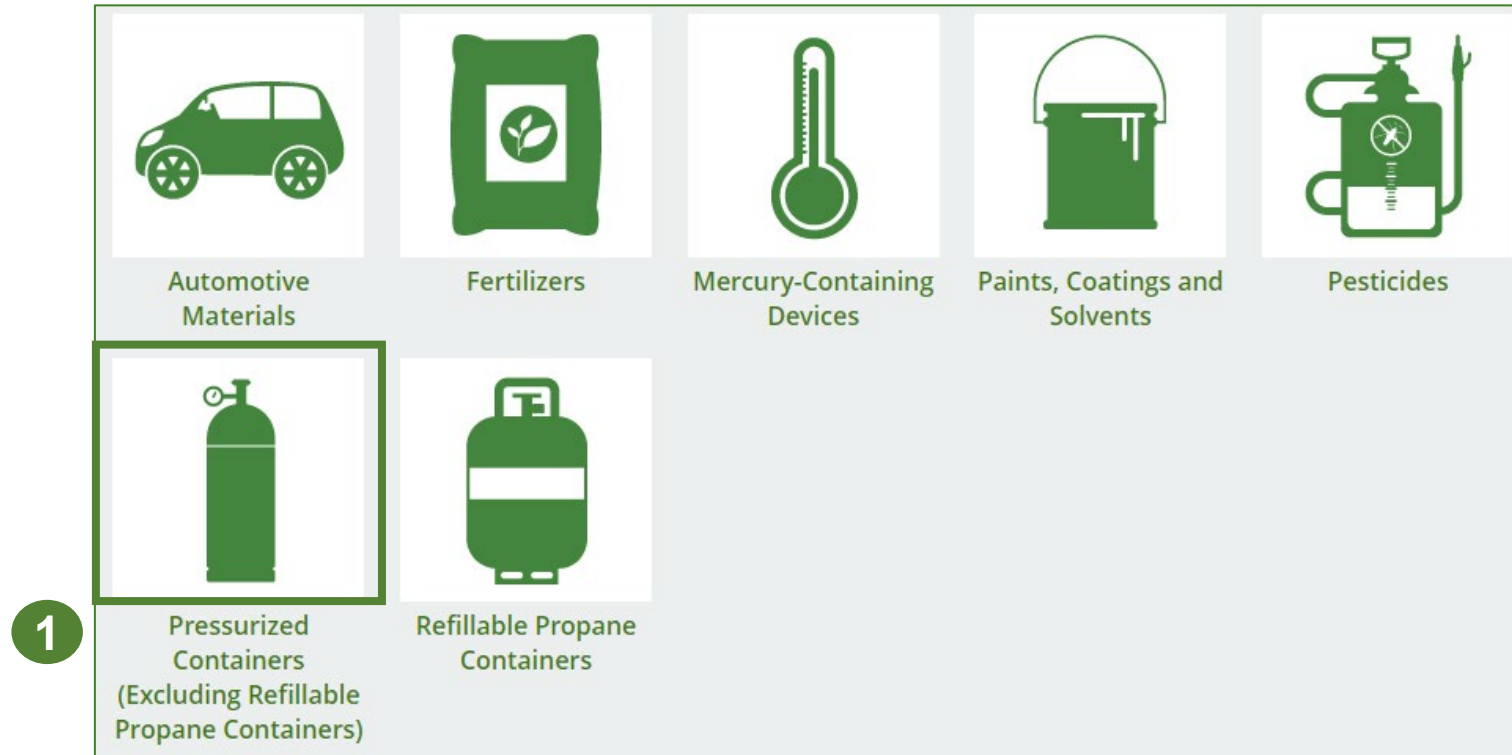
How to submit your producer performance report

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 **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.).

The screenshot shows the 'autogeneral Pressurized Containers Homepage' with a registration number of 00025662. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below this, a navigation bar includes 'Producer *', 'PRO Status', 'Invoices', and 'Add Roles'. The 'Producer *' tab is highlighted with a green box and a '1' in a green circle. The main content area is titled 'Pressurized Containers (Excluding Refillable Propane Containers)' and contains a table with the following data:

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

The 'Start' button in the second row is highlighted with a green box and a '2' in a green circle.

The screenshot shows a dialog box with the title 'Attention' and the text: 'It is an offence if you submit false or misleading information to the Authority.' At the bottom, there are two buttons: 'Cancel' and 'Proceed'. The 'Proceed' button is highlighted with a green box and a '3' in a green circle.

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.

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	
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 ⓘ

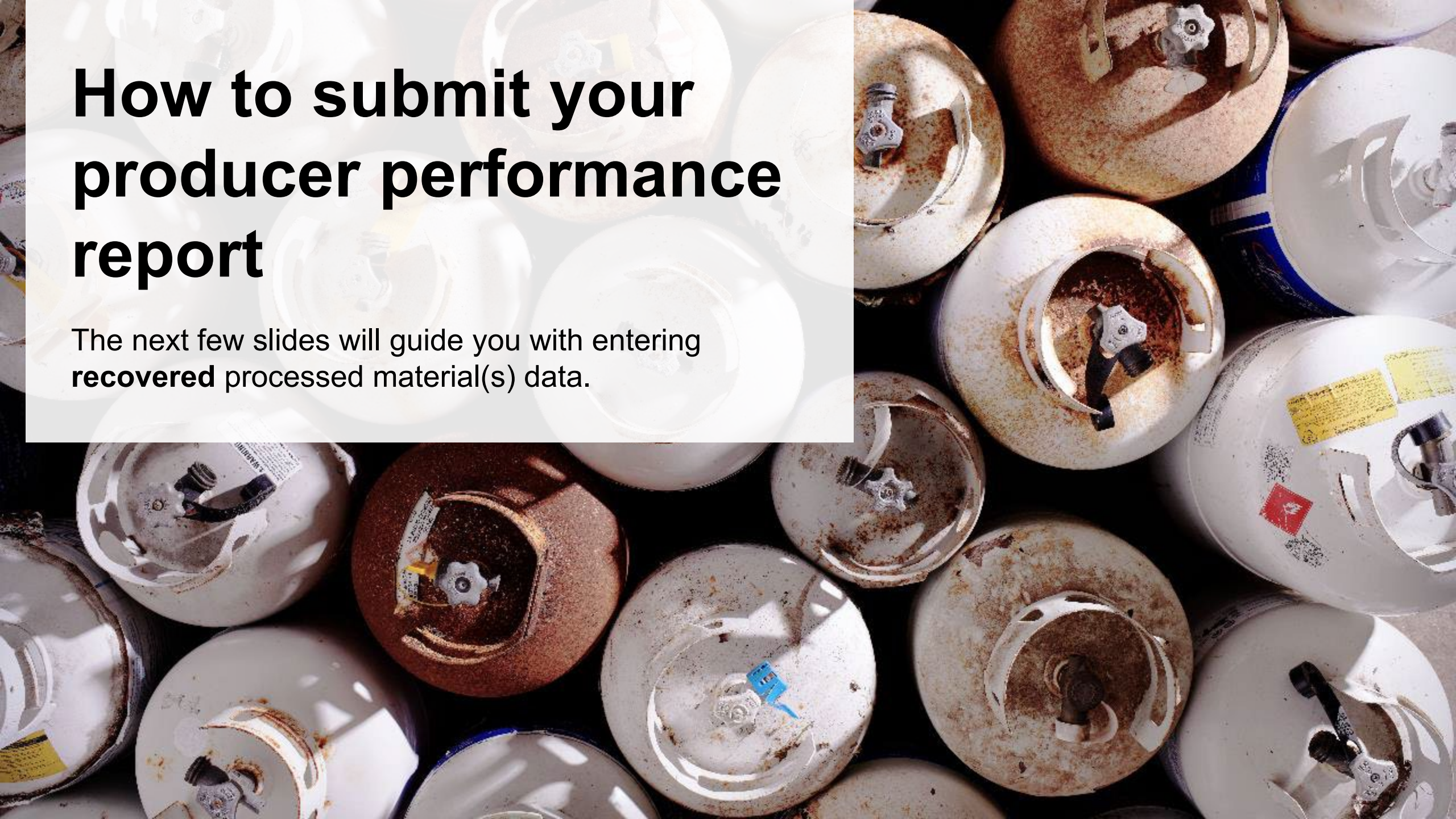
Upload

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**.

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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"/>
Recovered Gas Products	<input type="text"/>
Refurbished Containers	<input type="text"/>
Plastic	<input type="text"/>
Other	<input type="text"/>
Total	

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.)

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**.

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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.

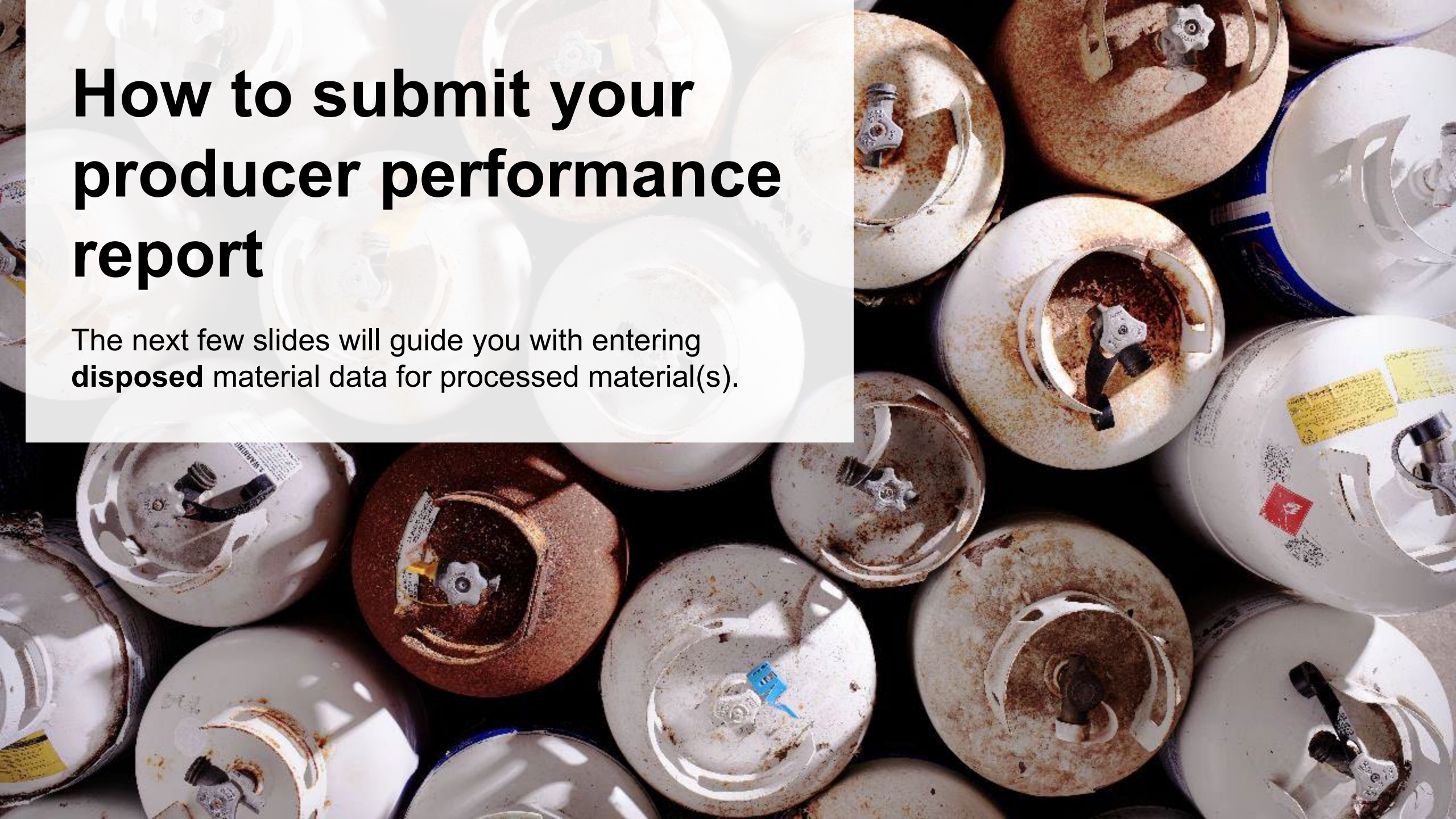
Non-refillable	Total Kilograms
Metal	<input type="text" value="0"/>
Recovered Gas Products	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

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 category selected, with the selected category highlighted in a green box. The form includes input fields for "Total Kilograms" for various materials (Metal, Recovered Gas Products, Refurbished Containers, Plastic, Other) and a checkbox for "I did not send any material for [category]". A "Save & Next" button is highlighted in the first screenshot.

Screenshot 1: Land Disposed
Includes material sent to landfills and dumps.
Land Disposed
Metal
Recovered Gas Products
Refurbished Containers
Plastic
Other
List any materials included in the "Other" category (250 characters max.)
 I did not send any material for land disposal.
Clear Form Save & Next

Screenshot 2: Incinerated
Excludes material used as fuel or a fuel supplement.
Incinerated
Metal
Recovered Gas Products
Refurbished Containers
Plastic
Other
List any materials included in the "Other" category (250 characters max.)
 I did not send any material for incineration.
Clear Form Previous Save & Next

Screenshot 3: Used as Fuel
Material used as fuel or a fuel supplement.
Used as Fuel
Metal
Recovered Gas Products
Refurbished Containers
Plastic
Other
List any materials included in the "Other" category (250 characters max.)
 I did not send any material to be used as fuel.
Clear Form Previous Save & Next

Screenshot 4: Stockpiled
Includes material stored, stockpiled or otherwise deposited on land.
Stockpiled
Metal
Recovered Gas Products
Refurbished Containers
Plastic
Other
List any materials included in the "Other" category (250 characters max.)
 I did not stockpile any material.
Clear Form Previous Save & Next

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.

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="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.)

I did not send any material for land disposal.

Clear Form Save & Next

Processed Material Disposal Data (Non-Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Excludes material used as fuel or a fuel supplement.

Incinerated	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.)

I did not send any material for incineration.

Clear Form Previous Save & Next

Processed Material Disposal Data (Non-Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Material used as fuel or a fuel supplement.

Used as Fuel	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.)

I did not send any material to be used as fuel.

Clear Form Previous Save & Next

Processed Material Disposal Data (Non-Refillable Containers)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material stored, stockpiled or otherwise deposited on land.

Stockpiled	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.)

I did not stockpile any material.

Clear Form Previous Save & Next

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.

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.

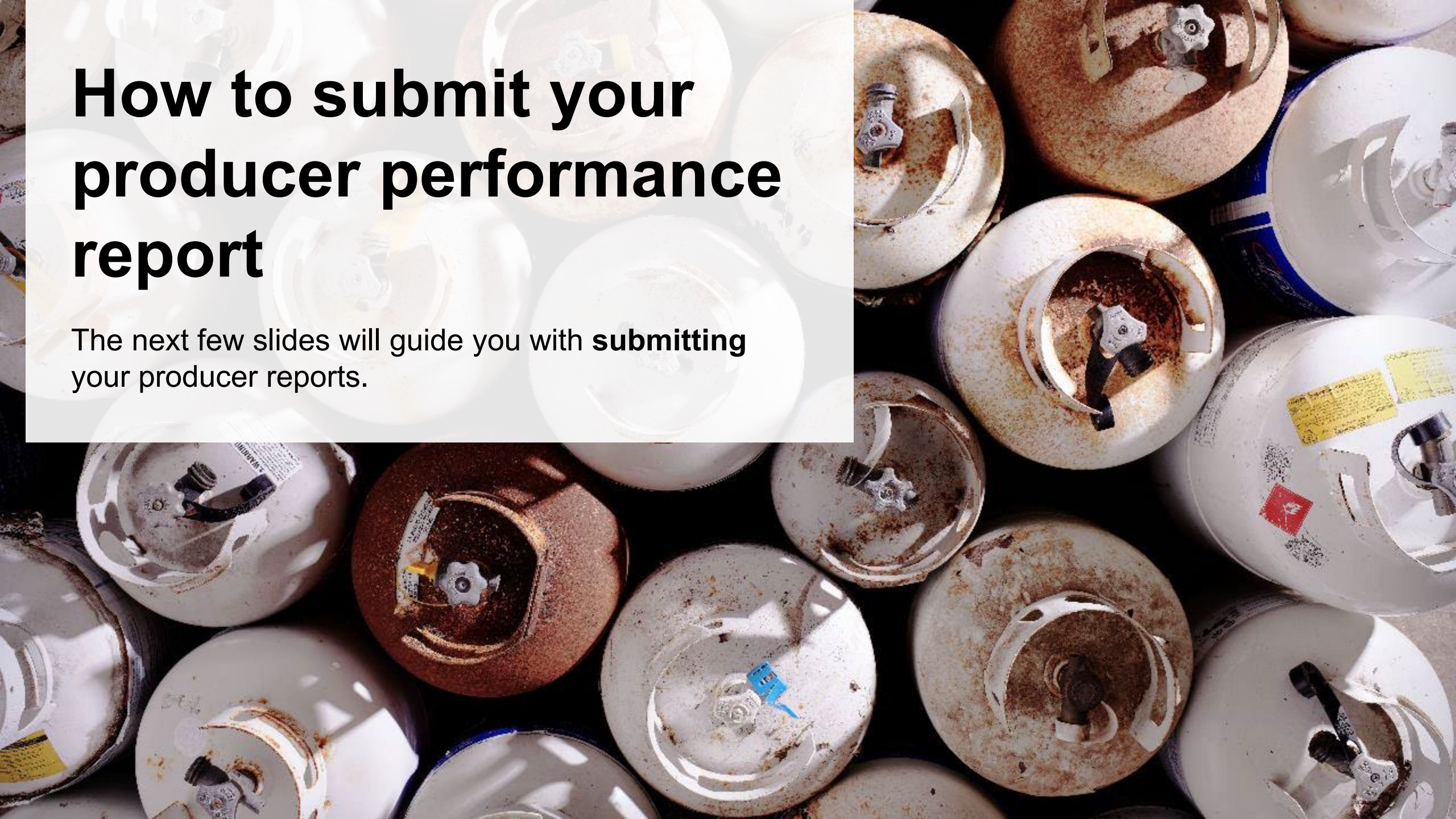
Land Disposed data last updated by: Gary Agard on Jul 19, 2023 12:40 p.m.

1

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

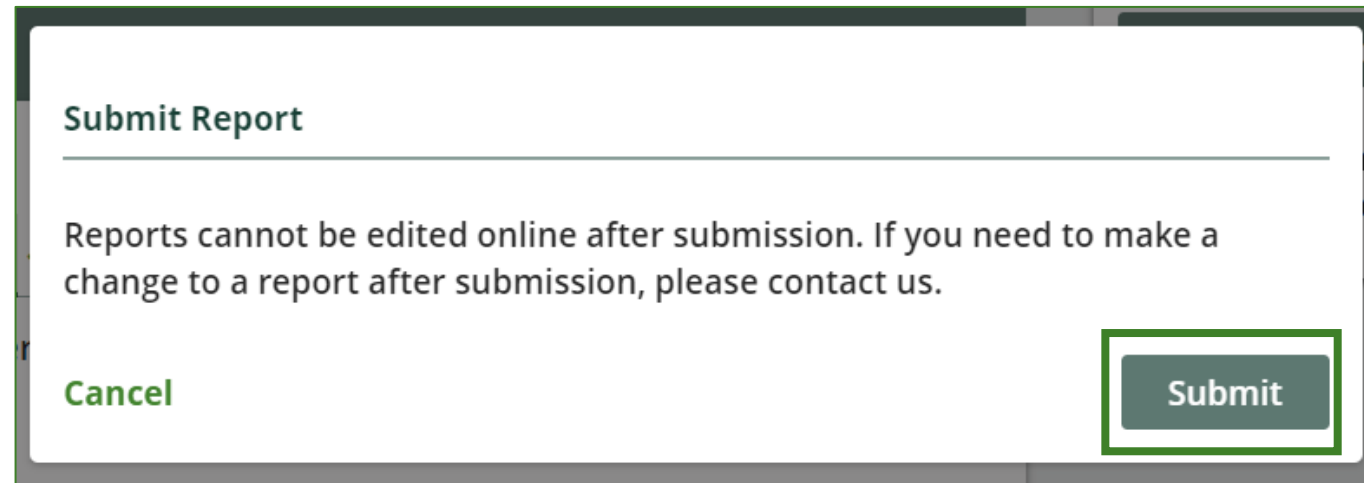
Make sure to provide all the required data before submitting.

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**.

2 < Back to Dashboard

autogeneral
2021/22 Pressurized Containers Performance - Producer

Report Status
Submitted
May 29, 2023 02:47 p.m. 1

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 02:47 p.m.

Submit Report

Promotion & Education Report ⓘ

P&E report.pdf

Replace

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.