

Hazardous and Special Products: Producer Supply Reporting Guide

Automotive materials
(oil filters, oil containers, antifreeze)



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Introduction



What is Hazardous and Special Products supply data reporting?

HSP supply data is an annual report that producers with obligations under the [Hazardous and Special Products Regulation](#) complete to report on the weight of materials supplied into Ontario from the previous calendar year. Starting in 2023, producers are required to submit a report verifying their supply data. For further information on how to verify supply data, refer to [Appendix B of the HSP Supply Data Verification Procedure](#).

Submitting supply data determines a producer's requirements for the following year.

This guide will assist producers with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the 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?

If you are a producer of **oil filters, oil containers or antifreeze**, you are required to report on the following from the previous calendar year:

- The weight of materials supplied in Ontario
 - Antifreeze and oil containers are only obligated when the container has a capacity of 30 litres or 30 kilograms or less.
 - At this time, obligated producers of factory-fill antifreeze are not required to include the weight of factory-fill antifreeze when they report the total weight of obligated antifreeze they supplied.
- A [brand supply list](#) that makes up your supply data.
- For further information on how to determine your supply data and how to verify it, please refer to the [HSP Supply Data Verification Procedure](#).
- For clarification on what products must be reported, please refer to our [Compliance Bulletin – What HSP needs to be reported](#).

Note: The product's primary packaging is also obligated. Primary packaging made of corrugated and boxboard boxes, plastic film, shrink wrap or printed materials is not obligated under the HSP Regulation, please see the [Blue Box Regulation](#) for more information and possible obligations.

How to log into the Registry as an account admin

The supply data 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:

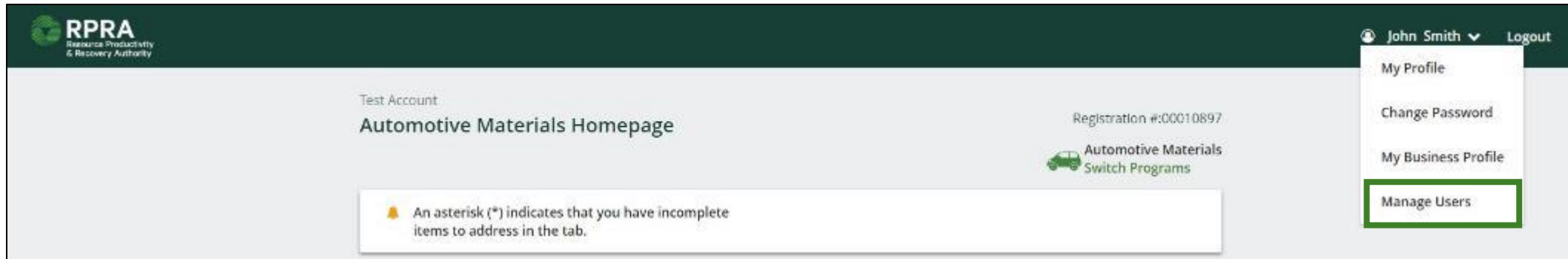
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
 - If you have forgotten your password, click "Forgot Password" on the login screen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

How to manage contacts on your Registry account

Account admins must add any new or manage existing primary contacts under the program they wish to give them access to (e.g., permissions to view and complete reports). Read this [FAQ](#) for more information on user levels in the Registry.

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

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



The screenshot displays the RPRa (Resource Productivity & Recovery Authority) Automotive Materials Homepage. The top navigation bar is dark green with the RPRa logo on the left and the user name 'John Smith' with a dropdown arrow and a 'Logout' link on the right. Below the navigation bar, the page content includes 'Test Account', 'Automotive Materials Homepage', and 'Registration #:00010897'. A notification box at the bottom left states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' On the right side, a dropdown menu is open, listing '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 dropdown menu.

How to manage contacts on your Registry account cont.

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

< Back to Programs

Manage Users

Active Users

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

+ Add New User

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
Automotive Materials

User Access Level ⓘ
 Primary Secondary

+ Add Another Program

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**.

Registry program enrollment for new registrants



How to enroll in the Automotive Materials program as a new registrant

1. After you log into the **Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in
2. Click **HSP – Automotive Materials**
3. Select the **Producer** role and the year that you began marketing antifreeze, oil filters, or oil containers into Ontario
 - Selecting from this drop-down list will determine if you are required to report on previous years, in addition to the current year
4. Confirm **the role you have selected is correct**
5. Click **Done**

1

Programs

Programs you are registered in. Select the program you wish to manage.



2

HSP - Automotive Materials

HSP - Fertilizers

HSP - Mercury-Containing Devices

HSP - Paints, Coatings and Solvents

HSP - Pesticides

HSP - Pressurized Containers (Excluding Refillable Propane Containers)

HSP - Refillable Propane Containers

3

Role Selection

Select from the options below to add roles to your account

Producer

*When did you begin marketing (e.g. selling) antifreeze, oil filters, or oil containers into Ontario?

Oct 1, 2021 to Dec 31, 2021 (or earlier)

Hauler

Processor

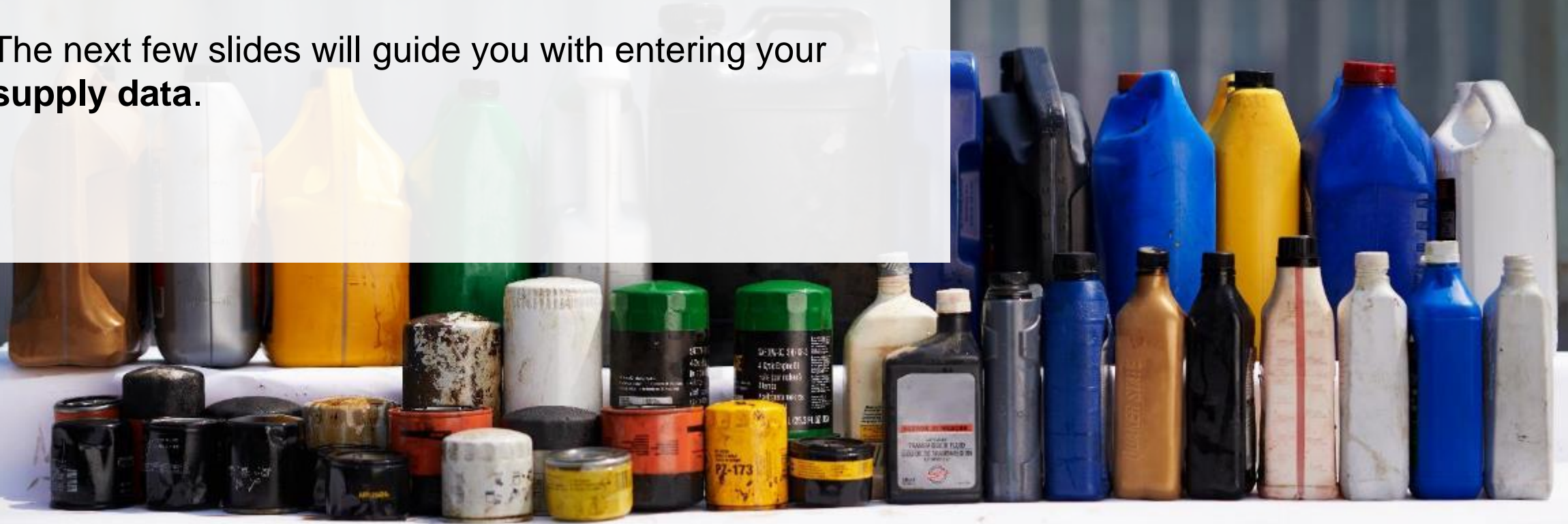
4

I confirm that the roles selected above are correct. I understand that after I click **Done**, I will have to contact Registry Support if I want to remove a role.

Cancel **Done** **5**

How to submit your producer supply report

The next few slides will guide you with entering your supply data.



Supply report

Starting your report

1. On the **Automotive Materials** homepage, you will be able to see all reports that require action.
2. Under Action, click **Start** on the earliest required supply report.
 - Reports must be submitted in chronological order.
3. A window about submitting false or misleading information will then pop up, click **Proceed**.

1

TopNotchAuto Automotive Materials Homepage Registration #:00027039
Automotive Materials Switch Programs

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

Producer * PRO Status Invoices Add Roles

Report	Status	Last Updated By	Action
2023 Automotive Materials Supply Report	Not Started Due Date: Jul 31, 2023		Start
2022 Automotive Materials Supply Report	Not Started Due Date: Oct 31, 2022		Start
2021 Automotive Materials Supply Report	Not Started Due Date: Nov 30, 2021		Start

Need help? Explore our Registry Resources Can't find an answer? Contact Us

2

Attention

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

Cancel Proceed

3

Supply report

Entering your supply data

1. On the **Automotive Materials Supply Report** screen, enter your supply data for each applicable year and material.
 - **Note:** a separate section will appear for oil containers and oil filters.
2. Click **Open** to use our weight conversion tool to determine weights, if required, or enter actual weights.
3. Click **Save & Next**.

TopNotchAuto
2023 Automotive Materials Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data Brand Supply Confirm and Pay

1 2020 2021 2022

Antifreeze

Click **Open** to use our conversion tool to calculate the weight of antifreeze from the number of units supplied.

Open 2

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
<input type="text" value="0"/>	<input type="text" value="0"/>	

None Supplied this year [Clear Form](#)

Weight Conversion Tool - Antifreeze 2022

Antifreeze	Volume (L)	Conversion Factor	Kilograms
1 - Antifreeze Concentrate	<input type="text" value="0"/>	x 1.15 kg	0
2 - Antifreeze Pre-Mix	<input type="text" value="0"/>	x 1.08 kg	0
3 - Antifreeze Containers	<input type="text" value="0"/>	x 0.05 kg	0

[Cancel](#) **Next** 3

How to submit your producer supply report

The next slide will guide you with uploading your **brand supply list**.



Supply report

Upload your brand supply list

1. Create a document listing the brands you supplied into Ontario, regardless of why you are the producer for them (e.g., brand holder or first importer). You may also download last year's brand list as a reference and re-submit it.
 - Ensure that the document meets the requirements outlined on the **Upload List of Brands Supplied** screen.
2. Click the **Upload** button and navigate to the file saved on your computer. Upload the file.
3. Click **Save & Next**.

TopNotchAuto

2023 Automotive Materials Supply Report

Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimum management requirements before confirming payment.

Supply Data → Brand Supply → Confirm and Pay

Upload List of Brands Supplied

Provide a list of all brands you included in your supply regardless of why you are the producer for them.

Please ensure the list of brand meets the following requirements:

- Save the list of brands as an Excel CSV file. The file must be encoded as UTF-8.
- Using Column A only, list each brand in a separate line, resulting in one brand name per row. Do not enter data in any other columns.
- There are no headers present in the file (only the names of supplied brands).
- Brand names only include these characters: alphanumeric, space, hyphen, periods and parentheses.
- Brand names do not include special characters like quotes (double or single), brackets and semicolons.
- File size is less than or equal to 5 MB.

Upload Brand Supply List

[Download Last Year Brand Supply](#)

Upload

Click Save & Next to view the Report Summary and complete your report.

Previous Save & Next

1

2

3

Supply report

Summary review

1. At the top, you will see your **collection and management requirements** for the following year for each material type.
2. Toggle between reporting years.
 - Any year with a **green check mark** beside it can still be edited.
 - Any year with a **green lock icon** will be read-only.
3. When reviewing **Supply Report** data, you can edit before submitting.

Note: There's no minimum management requirements for antifreeze and oil containers.

Report Summary

1 Your minimum management requirements for 2024 are:
4,250 Kilograms Oil Filters

Your antifreeze supply was less than the threshold for a small producer. You are exempt from reporting on performance, collection and management for this material.

You must meet the collection system requirements of a small producer for oil filters.

You must meet the collection system requirements of a small producer for oil containers.

Your minimum management requirements are calculated in accordance with Section 31 of the HSP Regulation. (Note: there are no minimum management requirements for antifreeze and oil containers.) Your collection system requirements are calculated in accordance with Part IV of the HSP Regulation.

2 2020 2021 2022

Antifreeze

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
5,000	0	5,000

Oil Filters

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
5,000	0	5,000

Oil Containers

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
5,000	0	5,000

2020 data last updated by: Gary Agard on Jul 06, 2023 11:39 a.m.

Uploaded List of Brands

HspbbBrandsTemplate.csv

3 Edit Report

How to submit your producer supply report

The next slide will guide you with uploading your supply data verification report.



Supply report

Upload your verification report

Starting in 2023, producers are required to submit a report verifying the supply data. For further information on how to verify supply data, refer to [Appendix B of the HSP Supply Data Verification Procedure](#).

1. Click the upload button to attach a pdf to proceed to payment processing.
2. Once the Verification Report is submitted, the **Select Payment Method** button will be highlighted in green.
 - Clicking this button will take you to a dropdown menu of payment methods to complete the transaction.

Report Status
In Progress

Submit Report

Upload Verification Report ⓘ

Upload

Registry Fee Payment ⓘ

Sub Total	\$255.00
HST (13%)	\$33.15
Invoice Total	\$288.15

Select Payment Method

How to submit your producer supply report

The next few slides will guide you with **selecting your program fee payment method** and **submitting your supply data report**.



Supply report Payment submission

Before submitting the report, you will need to select and submit payment for the **program fee**. This amount has been calculated in the system based on the supply data you have provided.

1. Click **Select Payment Method**.
2. From the drop-down menu, click on your preferred method.
 - If you choose any payment option other than credit card and bank withdrawal, you will receive an email with instructions on how to submit payment.
3. Click **Submit**.
 - Once the payment is submitted, the **Report Status** will change to **Submitted** and will provide a summary.

The screenshot displays the 'Payment Method' selection interface. A dropdown menu is open, showing options: --none--, Bank Withdrawal, Credit Card, EDI Payment Method, Cheque, and Electronic Bill Payment. A 'Submit' button is visible to the right. Below this, the 'Report Status' section shows 'Submitted' with a timestamp of 'Jul 06, 2023 12:06 p.m.'. Further down, there is a 'Submit Report' button, a 'Verification Report' section with a file named 'verification report.pdf' and a 'Replace' button, and a 'Registry Fee Payment' section with a table of charges.

Registry Fee Payment	
Sub Total	\$255.00
HST (13%)	\$33.15
Invoice Total	\$288.15

Payment Method
Electronic Bill Payment

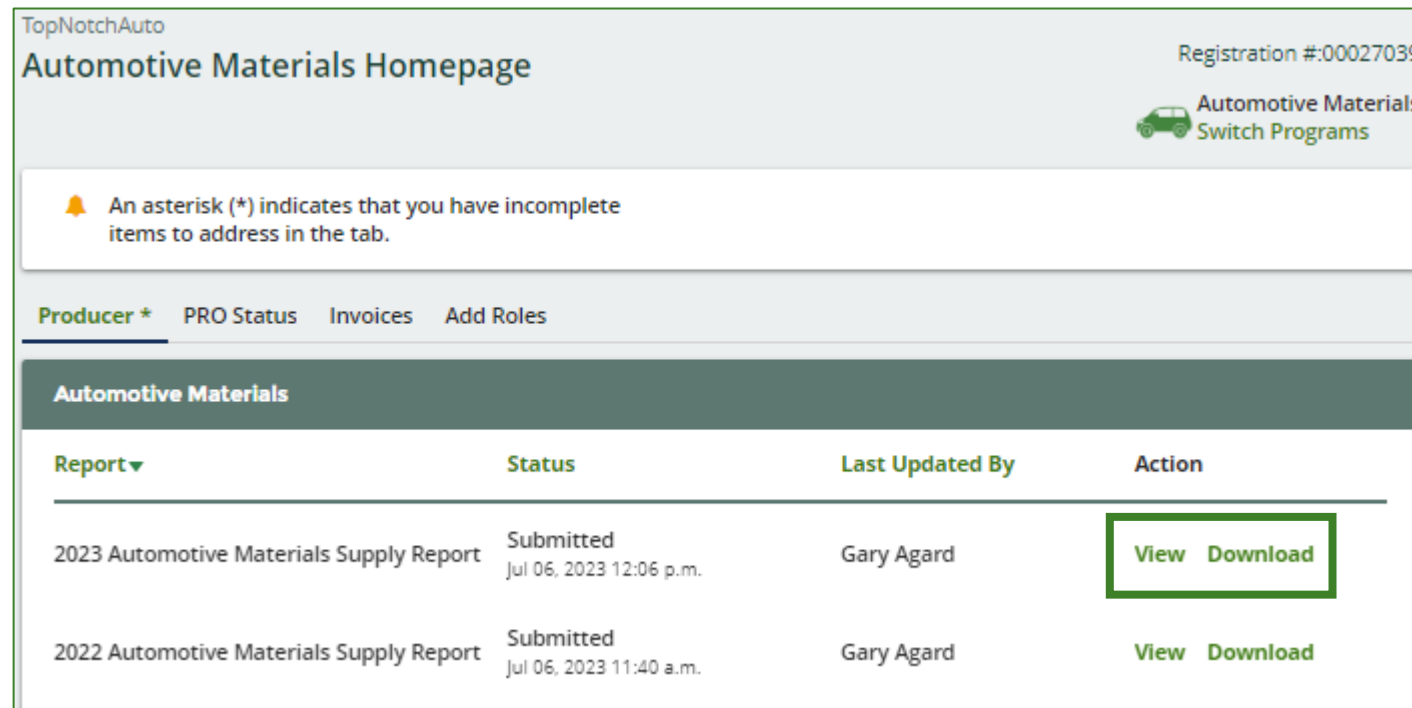
Your submission has been received. You will be sent an email with the Authority's banking information so that you can complete your Electronic Bill payment.

[Download Invoice - Summary Report 06/07/2023](#)

Supply report

View submitted report

On the **Automotive Materials Homepage**, under the **Producer Reports tab**, you can **view** and **download** your submitted reports and invoices.



The screenshot displays the 'Automotive Materials Homepage' for 'TopNotchAuto'. The page includes a navigation menu with 'Producer *', 'PRO Status', 'Invoices', and 'Add Roles'. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below the navigation, there is a section titled 'Automotive Materials' containing a table of reports. The table has columns for 'Report', 'Status', 'Last Updated By', and 'Action'. Two reports are listed: '2023 Automotive Materials Supply Report' and '2022 Automotive Materials Supply Report', both with a status of 'Submitted'. The 'View' and 'Download' links for the 2023 report are highlighted with a green box.

TopNotchAuto
Automotive Materials Homepage
Registration #:00027039
Automotive Materials Switch Programs

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

Producer * PRO Status Invoices Add Roles

Automotive Materials

Report▼	Status	Last Updated By	Action
2023 Automotive Materials Supply Report	Submitted Jul 06, 2023 12:06 p.m.	Gary Agard	View Download
2022 Automotive Materials Supply Report	Submitted Jul 06, 2023 11:40 a.m.	Gary Agard	View Download

How to manage a PRO in your Registry account



Managing a PRO

Reporting responsibility selection

As a producer, you can **add a PRO(s)** to report on your behalf for Performance Reporting and the Management Reporting from the Homepage.

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.

Managing a PRO

Reporting responsibility selection cont.

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. Only Account Admins can select PROs

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

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

Additional Resources



Have a question?

Resources to help you submit your report:

- 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.