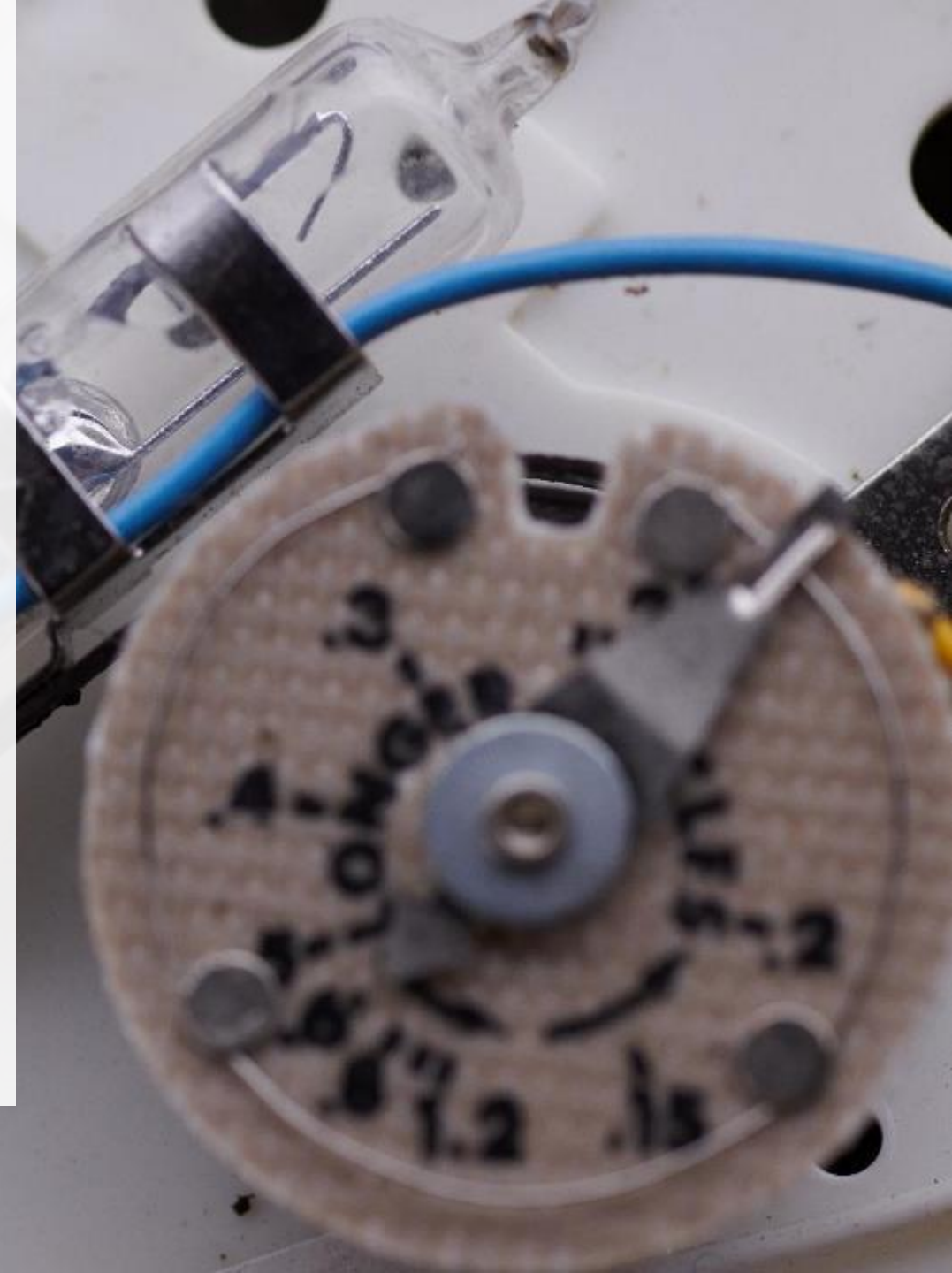


# Hazardous and Special Products: Producer Supply Reporting Guide

Mercury-containing devices  
(barometers, thermometers and thermostats)



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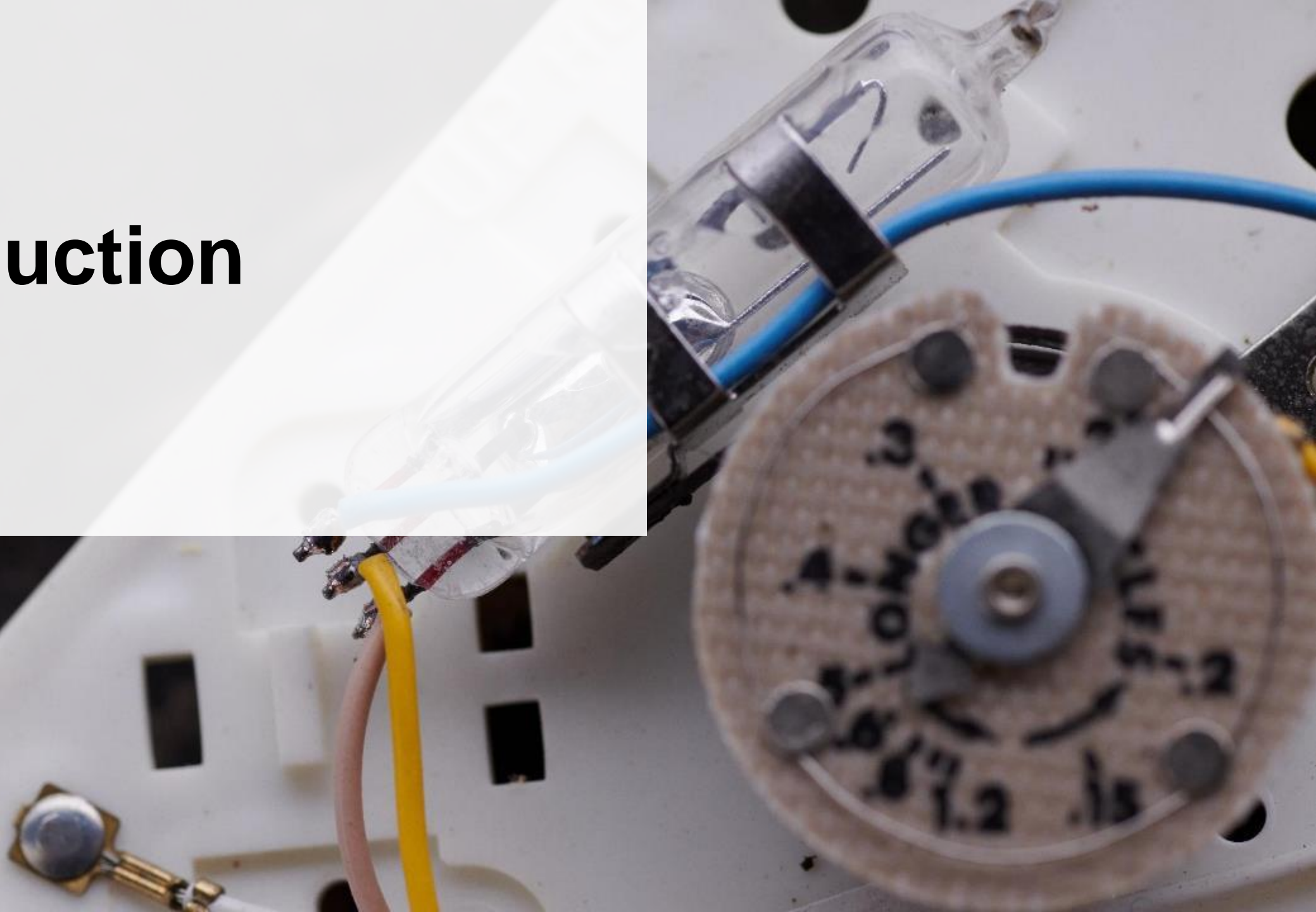
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# Introduction



# What is Hazardous and Special Products supply data reporting?

HSP supply data is an annual report that producers of **barometers, thermometers and thermostats** with obligations under the [Hazardous and Special Products Regulation](#) are required to complete. Producers are required to report whether their revenue is above or below \$2 million, provide a [list of brands](#) supplied into Ontario in 2022 and pay the associated [2023 program fee](#).

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](mailto:registry@rpra.ca) or call 1-833-600-0530.

# 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](https://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:

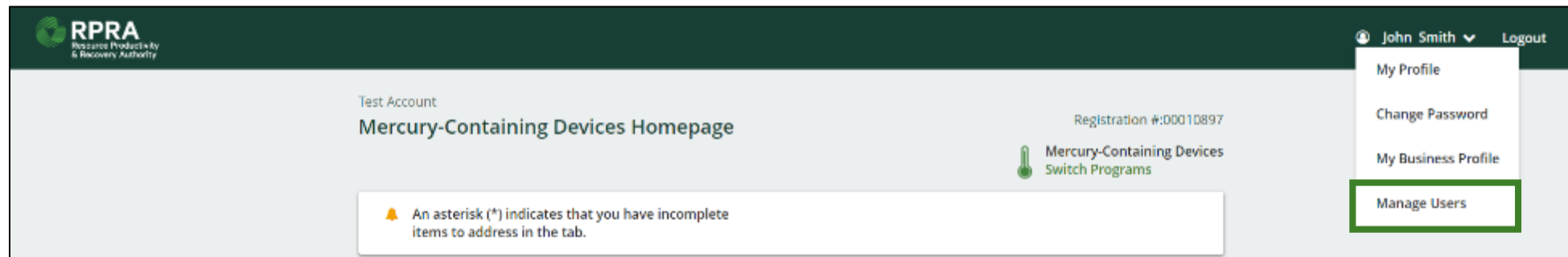
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
  - If you have forgotten your password, click "Forgot Password" on the login screen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

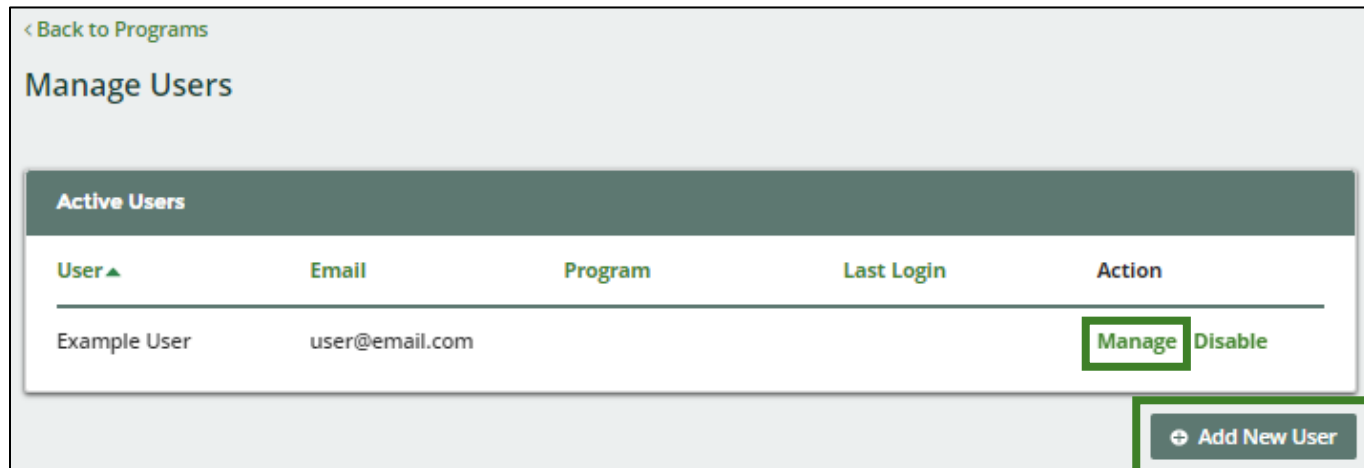
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

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.



# 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.



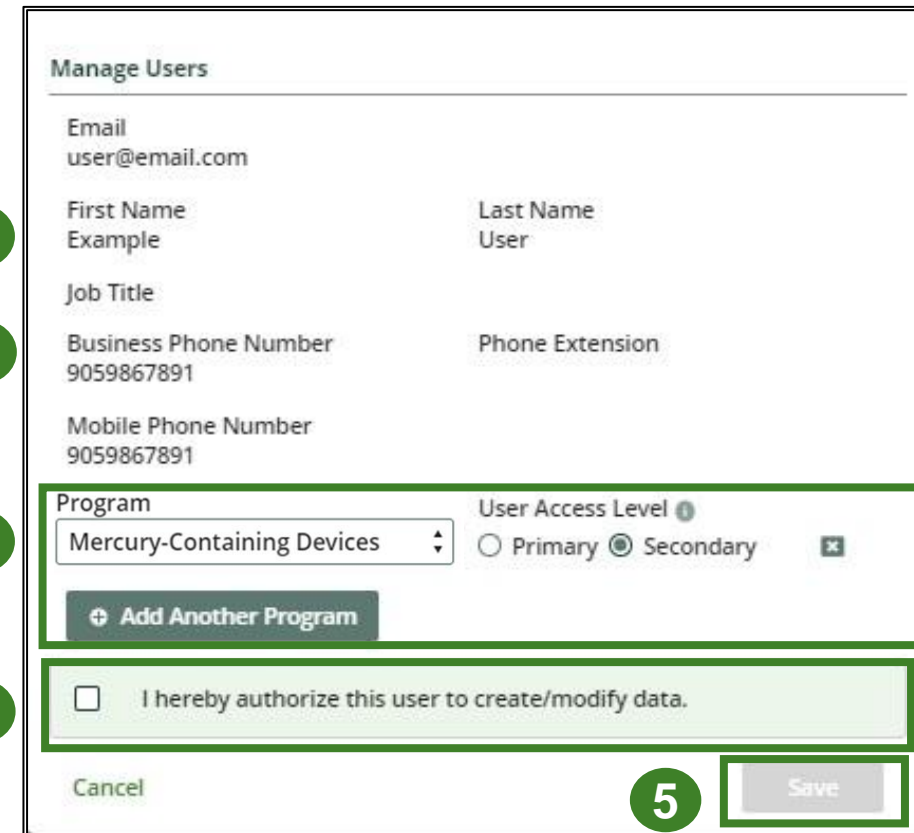
< Back to Programs

## Manage Users

Active Users

User ▲	Email	Program	Last Login	Action
Example User	user@email.com			<a href="#">Manage</a> <a href="#">Disable</a>

[+ 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  
Mercury-Containing Devices

User Access Level ⓘ  
 Primary  Secondary

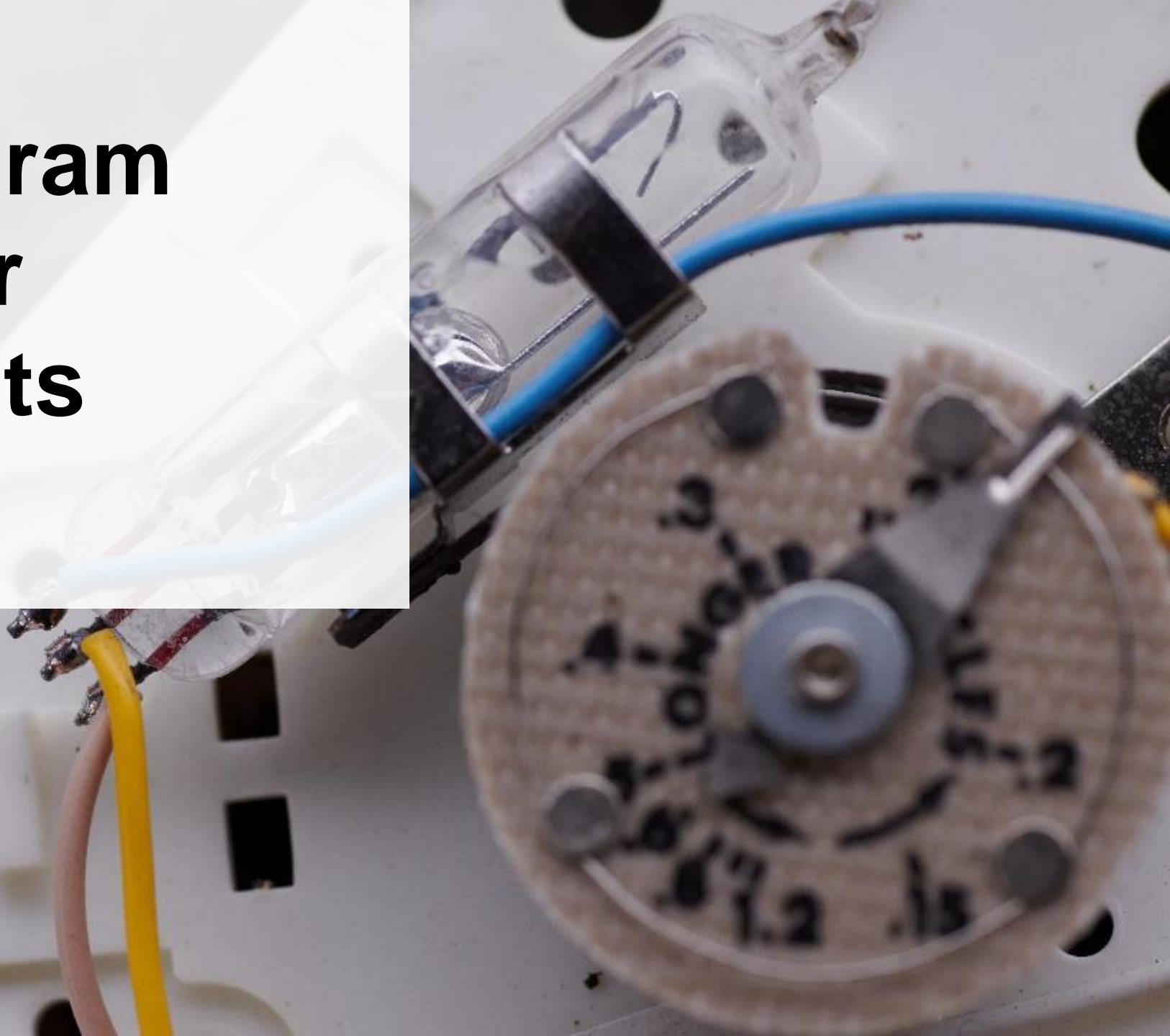
[+ Add Another Program](#)

I hereby authorize this user to create/modify data.

Cancel [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 Mercury-Containing Devices 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 – Mercury-Containing Devices**.
3. Select the **Producer** role and the year that you began marketing barometers, thermometers, or thermostats in Ontario.
  - Selecting the date 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**.

The image shows two screenshots from a web application. The first screenshot, titled 'Programs', shows a grid of program options. A green box highlights the 'HSP - Mercury-Containing Devices' option, which is also indicated by a '1' in a green circle. A '2' in a green circle points to the same option. The second screenshot, titled 'Role Selection', shows a form where the 'Producer' role is selected with a checked checkbox, indicated by a '3' in a green circle. Below the role selection, there is a date range selector set to 'Oct 1, 2021 to Dec 31, 2021 (or earlier)'. A '4' in a green circle points to a confirmation checkbox with the text: '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.' At the bottom right of the form, a 'Done' button is highlighted with a green box and a '5' in a green circle. A 'Cancel' button is visible at the bottom left.

# How to submit your producer supply report

The next few slides will guide you with providing your revenue check.



# Supply report

## Identify materials

1. Click **Manage** to select all the types of Mercury-Containing Devices supplied.
2. A window will pop up for you to select all devices that apply.
3. Click **Done**.

Mercury-Containing Devices Homepage Registration #:00027024

Mercury-Containing Devices  
Switch Programs

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

[Producer \\*](#) [Invoices](#) [Add Roles](#)

### Mercury-Containing Devices

Report ▼	Status	Last Updated By	Action
2023 Mercury-Containing Devices Supply ...	Not Started Due Date: Jul 31, 2023		Start
2022 Mercury-Containing Devices Supply ...	Not Started Due Date: Oct 31, 2022		Start
2021 Mercury-Containing Devices Supply ...	Not Started Due Date: Nov 30, 2021		Start

Mercury-Containing Devices Supplied  
Identify which materials you supply.

**Manage** 1

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

### Mercury-Containing Devices Supplied

Select all that apply.

- Barometers
- Thermometers
- Thermostats

Cancel **Done** 3

# Supply report

## Starting your report

On the same **Mercury-Containing Devices** Homepage, you will also be able to see all reports that require action.

1. Under Action, click **Start** on the earliest required supply report.
  - Reports must be submitted in chronological order.
2. A window about submitting false or misleading information will then pop up, click **Proceed**.

Mercury-Containing Devices Homepage Registration #:00027024

Mercury-Containing Devices Switch Programs

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

[Producer \\*](#) [Invoices](#) [Add Roles](#)

Report ▼	Status	Last Updated By	Action
2023 Mercury-Containing Devices Supply ...	Not Started Due Date: Jul 31, 2023		Start
2022 Mercury-Containing Devices Supply ...	Not Started Due Date: Oct 31, 2022		Start
2021 Mercury-Containing Devices Supply ...	Not Started Due Date: Nov 30, 2021		<span style="border: 2px solid green; padding: 2px;">Start</span> <span style="border: 2px solid green; border-radius: 50%; padding: 5px; font-weight: bold; font-size: 1.2em;">1</span>

**Attention**

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

[Cancel](#) Proceed

2

# Supply report

## Confirming your revenue

1. On the **Revenue Check** screen, confirm if your gross annual revenue from all products and services in Ontario was greater or equal to \$2.0 M for the previous calendar year.
2. Click **Save & Next**.

**2023 Mercury-Containing Devices 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.

Revenue Check Brand Supply Confirm and Pay

**Revenue Check**

**Annual Revenue**

Was your gross annual revenue generated from all products and services in Ontario greater than or equal to \$2.0M for the previous calendar year? No ▾

*Press Save & Next to continue to Brand Supply*

**Save & Next**

# 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**.

### 2023 Mercury-Containing Devices 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.

Revenue Check → Brand Supply → Confirm and Pay

#### 1 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

#### 2

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

# Supply report

## Summary review

1. At the top, you will see your **collection requirements** for the following year
2. The second section of the report shows the response to the revenue question and the file uploaded
3. Click **Edit Report** if you would like to make any changes to the information you previously entered.

### 2023 Mercury-Containing Devices Supply Report

**1**

#### Report Summary

Producers of mercury-container devices are required to manage collected material but do not have minimum management requirements.

Your collection requirements are outlined in [Part V](#) of the HSP Regulation.

Producers or their PRO on their behalf must establish and operate a promotion and education program in accordance with [Part VII](#) of the HSP Regulation.

2022

#### Annual Revenue

**2**

Was your gross annual revenue generated from all products and services in Ontario greater than or equal to \$2.0M for the previous calendar year? Yes

#### Uploaded List of Brands

HspbbBrandsTemplate (1).csv

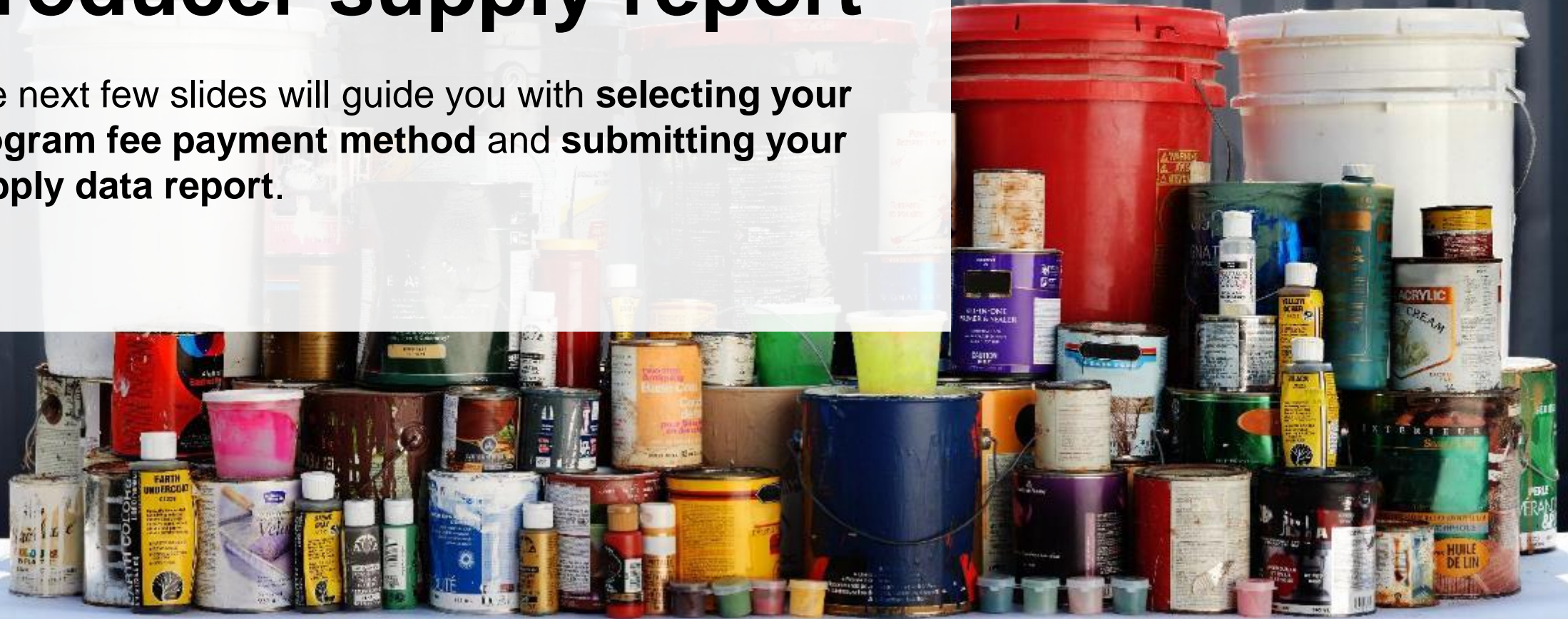
**3**

Edit Report



# 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 your gross annual revenue response.

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 image shows two screenshots from a web application. The top screenshot, titled 'Payment Method', shows a 'Select Payment Method' dropdown menu with options: '--none--', 'Bank Withdrawal', 'Credit Card', 'EDI Payment Method', 'Cheque', and 'Electronic Bill Payment'. A 'Submit' button is visible to the right. The bottom screenshot, titled 'Report Status', shows the status as 'Submitted' with a timestamp of 'Sept 14, 2022 04:00 p.m.'. Below this, there is a 'Submit Report' section with an 'Executive Attestation' field containing 'Executive Attestation Form (3).pdf' and a 'Replace' button. The 'Registry Fee Payment' is listed as '\$75.00' with the 'Payment Method' as 'Cheque'. A message states: 'Your submission has been received. You will be sent an email with information on how to complete your cheque payment.' At the bottom, there is a link to 'Download Invoice - Summary Report 14/09/2022'.


# Supply report

## Report submitted

On the **Mercury-Containing Devices Homepage**, under the **Producer Reports tab**, you can **view** and **download** your submitted reports and invoices.

Mercury-Containing Devices Homepage Registration #:00027024

 Mercury-Containing Devices  
Switch Programs

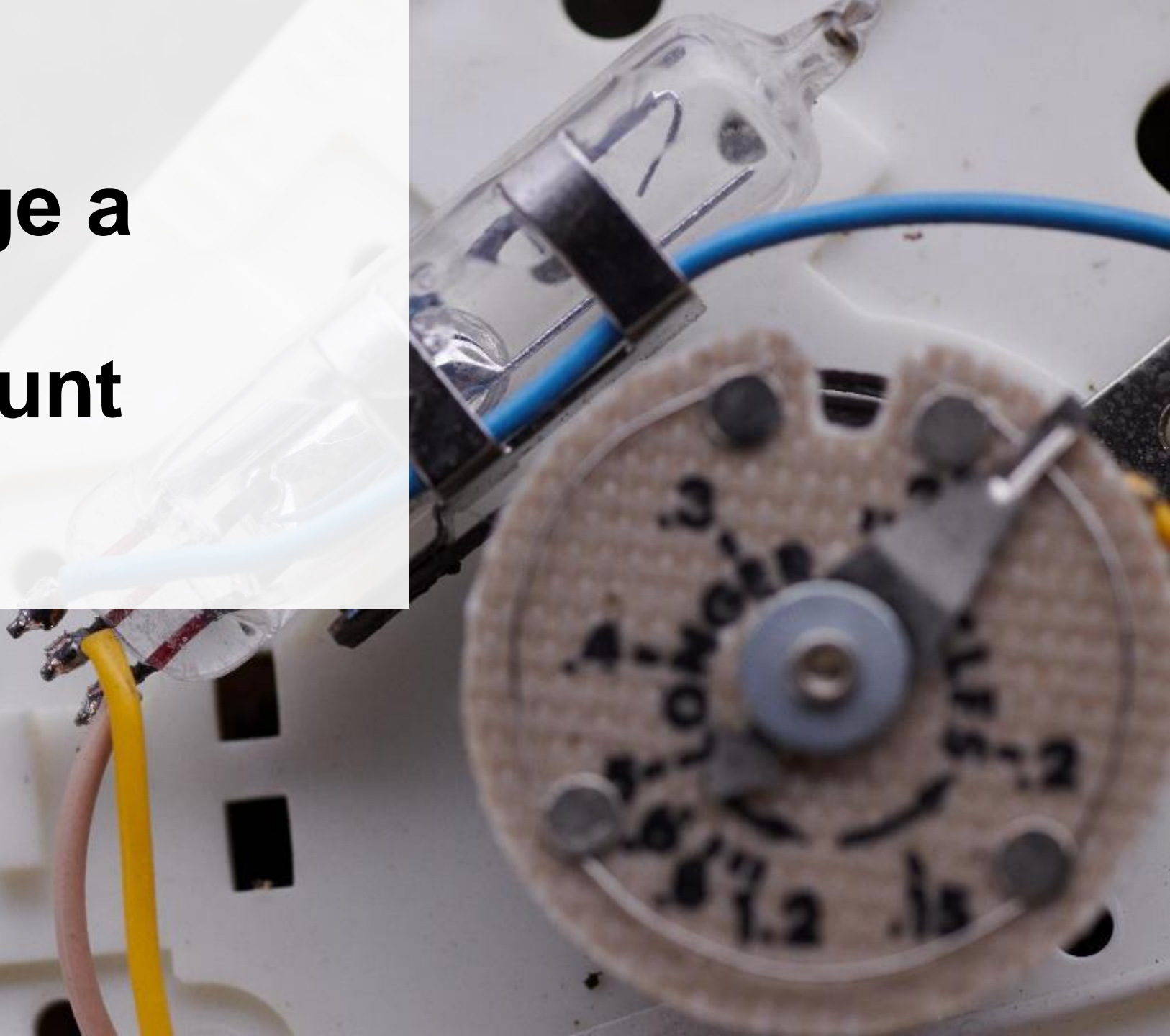
 An asterisk (\*) indicates that you have incomplete items to address in the tab.

**Producer \*** [Invoices](#) [Add Roles](#)

**Mercury-Containing Devices**

Report ▼	Status	Last Updated By	Action
2023 Mercury-Containing Devices Supply ...	Submitted Jul 06, 2023 01:34 p.m.	Stefort Cumma	<a href="#">View</a> <a href="#">Download</a>
2022 Mercury-Containing Devices Supply ...	Submitted Jul 06, 2023 01:23 p.m.	Stefort Cumma	<a href="#">View</a> <a href="#">Download</a>

# 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 or 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**  My business will not be contracting with any PROs.

**2**  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 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  
Test Account

Responsible for Performance Report

Responsible for Management Report

Reports in part  
If you select "reports in part", you must select "reports in part" for at least one PRO.

Reports in part  
If you select "reports in part", you must select "reports in part" for at least one PRO.

Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or management, select "Reports in part" from the dropdown list.

PRO	Service Start Date	Service Stop Date	Materials	Responsible for Performance Report	Responsible for Management Report
PRO 1 Inc	1-Jan-2022		<input checked="" type="checkbox"/> Barometers <input type="checkbox"/> Thermometers <input checked="" type="checkbox"/> Thermostats	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 and management data on my behalf.

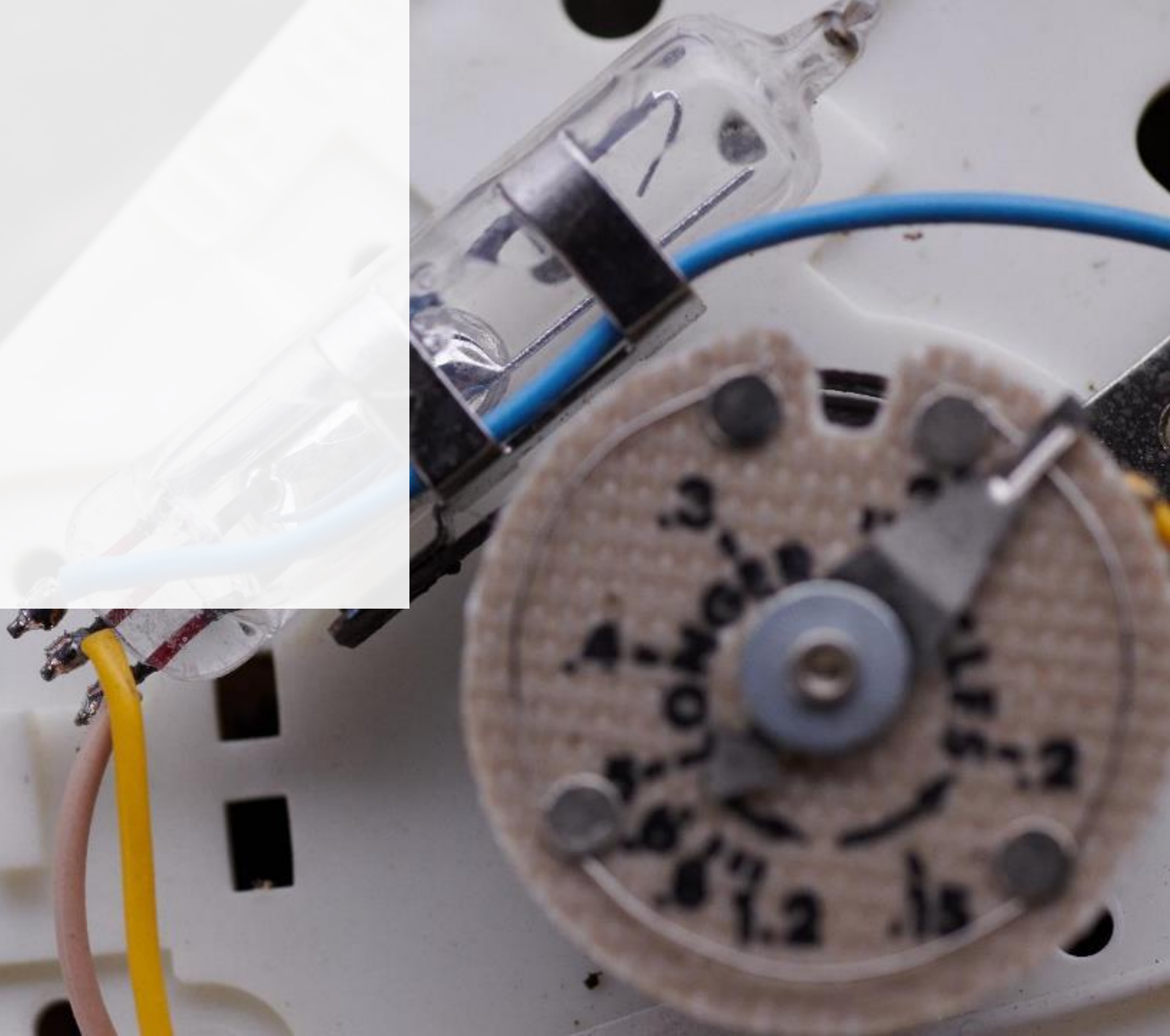
Cancel Done

1

2

3

# 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](mailto:registry@rpra.ca) or call 1-833-600-0530.