Hazardous and Special Products: Producer Supply Reporting Guide

Paints, coatings and solvents

RPRA Resource Productivity & Recovery Authority

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Introduction

What is Hazardous and Special Products supply data reporting?

HSP supply data is an annual report that producers of **paints, coatings and solvents** 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 2024, only large producers are required to submit a report verifying their supply data. For further information on how to determine if you are a large producer and how to verify supply data, refer to Appendix B of the Hazardous and Special Products Verification and Audit 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, 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 paints, coatings or solvents, you are required to report on the following from the previous calendar year:

- The weight of materials supplied in Ontario.
  - Solvents, paints and coatings are only obligated when supplied in a container that has a capacity of 30 litres or 30 kilograms or less.

- 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, refer to Appendix B of the Hazardous and Special Products Verification and Audit Procedure.

- For clarification on what product's need to be reported, refer to 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.
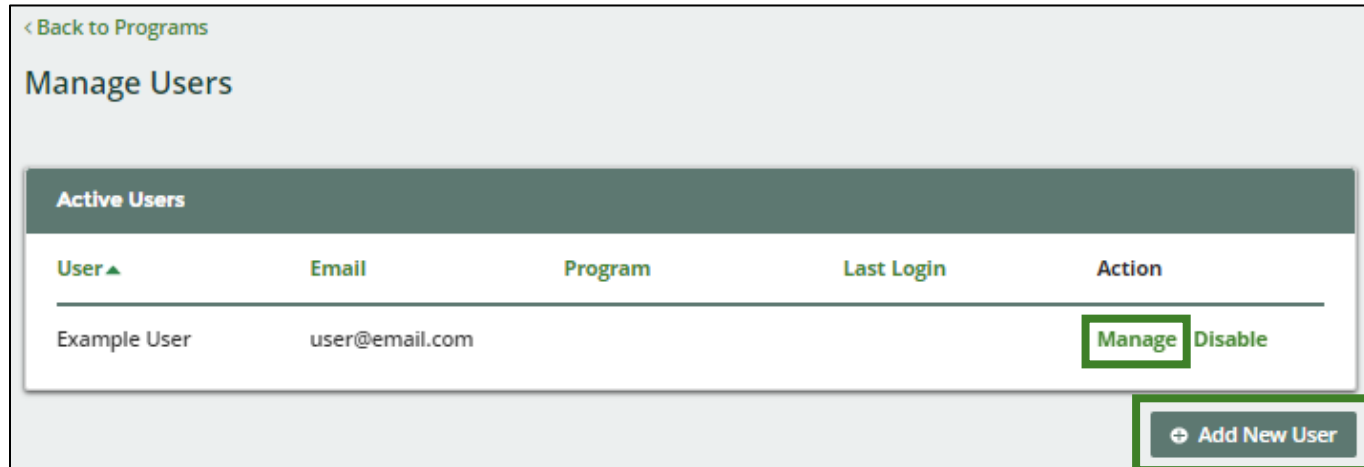
To manage contacts in your Registry account, see the following steps or watch our how-to video:

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.
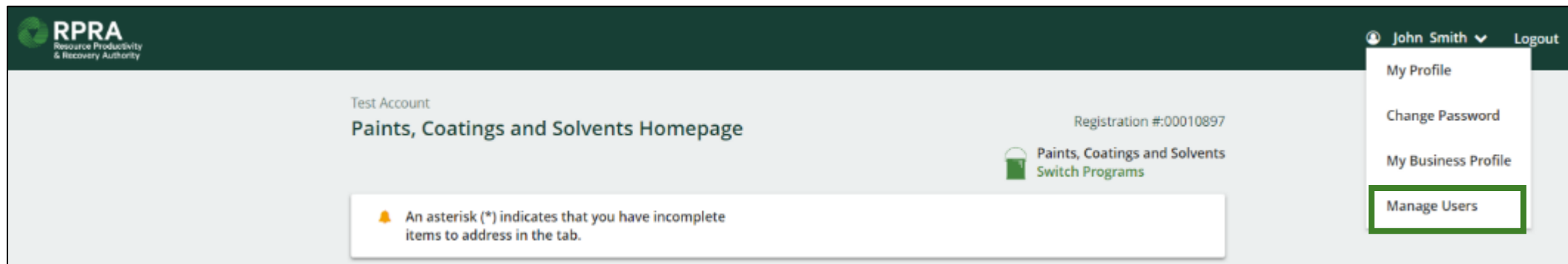
How to manage contacts on your Registry account cont.

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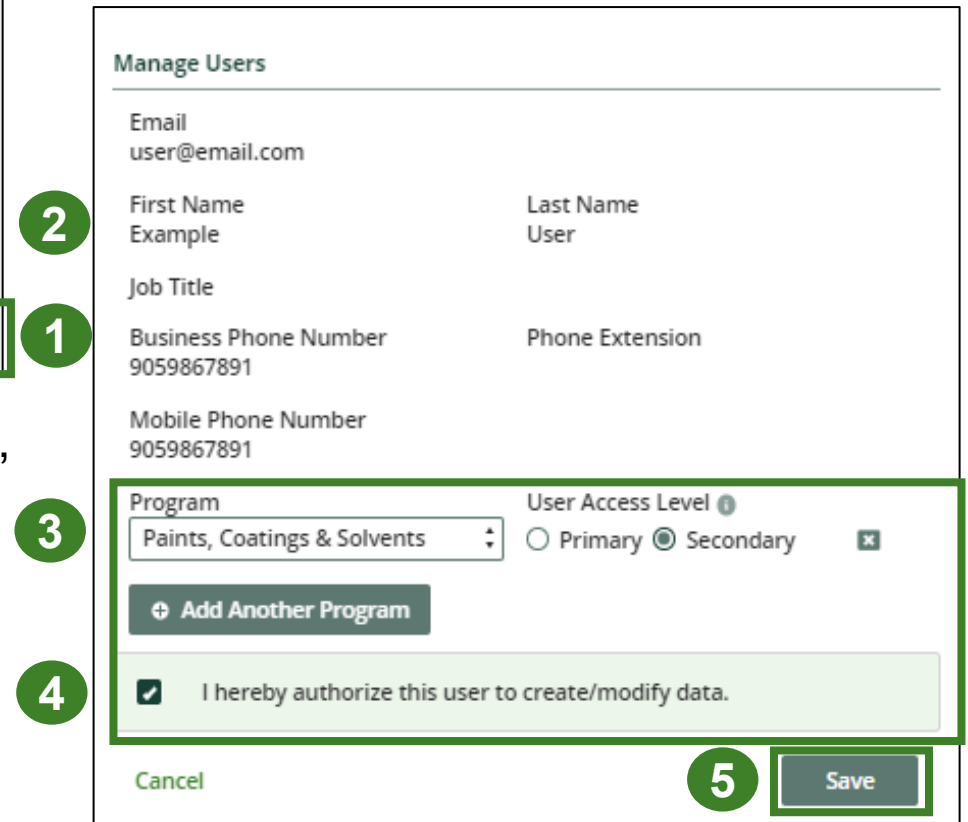2. Under Action, click **Manage** to update preferences of existing users.

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 a PRO in your registry account

Why should I work with a PRO?

As of October 1, 2021, HSP producers are individually accountable and financially responsible for collecting, and managing their products when consumers discard them. Producers are also required to operate a promotion and education program depending on the material each producer supplies into Ontario.

Producers have the choice of working with one or more producer responsibility organizations (PROs) registered with RPRA to meet their obligations.

A PRO is a business established to contract with producers to provide collection, management and administrative services to help producers meet their regulatory obligations under the HSP Regulation, including:

- Arranging, establishing or operating a collection or management system.
- Arranging, establishing or operating a promotion and education system.
- Preparing and submitting reports.

How do I contact a PRO?

For a list of PROs and the materials they provide services for, visit our HSP PRO webpage.

Note: PROs operate in a competitive market and producers can choose the PRO (or PROs) they want to work with. The terms and conditions of each contract with a PRO may vary.

Once you have signed an agreement with a PRO(s) you must select them in your account. The steps to select them are indicated in the next slides.

When to manage your PRO in your Registry account

The chart below outlines the steps that should be taken by a producer prior to managing their PRO in their Registry account.

Create an account in RPRA's Registry → Enroll in a program as a producer and add users to your account → Report your supply data → Review your management requirements (if applicable) → Contact PROs and enter into agreement(s) with them → **Manage your PRO in the Registry**

Important:
- If you have chosen to work with a PRO(s), you must select them in your account once you have entered into an agreement.
- You will also need to manage your PRO if you terminate your agreement with your PRO, you will need to include an end date to an existing PRO association in your Registry account.
- If you have an agreement with a PRO(s) but have not assigned them in your Registry account at the time of performance reporting beginning, log into the Registry and assign them. You must identify your PRO(s) in your Registry account for your report to appear in your PROs' account.

How to select and manage a PRO in your account
Accessing your program

Only Account Admins can manage PROs in the Registry. If you are not the Account Admin for your company, you need to have the Account Admin complete the steps in this guide.

1. Log into your Registry account using <u>this link</u>.
   - If you have forgotten your password, select the **Forgot Password** option.

2. The programs you are enrolled in will show on your dashboard. Click on the program you want to add a PRO for.
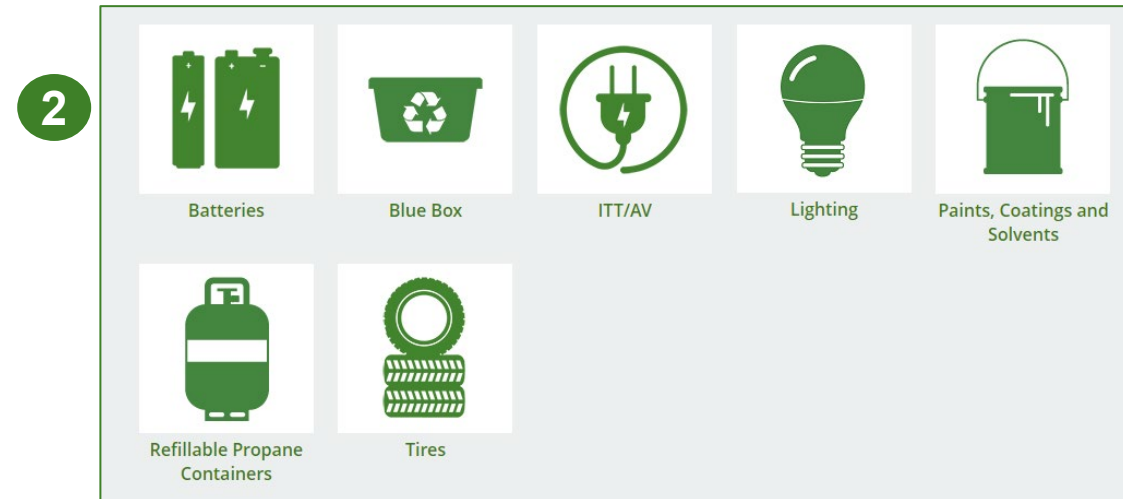
How to select and manage a PRO in your account
Confirm if you have contracted with a PRO

Once you are on your program homepage, respond to the question below the report list.

Note: This question will appear once you have completed at least one supply data report <u>and</u> if you have collection or management requirements.

This button is not viewable to primary and secondary users.

How to select and manage a PRO in your account
Confirm if you have contracted with a PRO cont.

1. If you have not contracted with a PRO and are meeting your collection and management requirements yourself, click **No**.

2. If you have chosen to work with a PRO to meet your collection and management requirements on your behalf, click **Yes.**

If you clicked on Yes, you will be prompted to the next step to indicate the details of your agreement.

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.

How to select and manage a PRO in your account
Reporting responsibility selection

Identify your involvement with reporting on behalf of yourself.

1. Under **Responsible for Performance Report**, identify if you will be submitting your performance report. If you have delegated this report to your PRO, select **Does not report**.

2. Under **Responsible for Collection and Management Report**, identify if you will be submitting your collection and management report. If you have delegated this report to your PRO, select **Does not report**.

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

	Responsible for Performance Report	Responsible for Collection and Management Report
Test Producer 123	Reports in full	Reports in full
	You can only select "report in full" for the producer or one PRO.	You can only select "report in full" for the producer or one PRO.

(1) (2)

How to select and manage a PRO in your account
Reporting responsibility selection cont.

Next, you will fill out the following fields to identify your PROs involvement in reporting on your behalf:
1. **PRO:** the name of the PRO you have an agreement with.
2. **Service Start Date:** the date when your agreement with the PRO started.
3. **Service Stop Date:** the date when your agreement with the PRO ends. If your agreement does not have a stop date, leave this field blank.
4. **Materials:** the HSP material(s) you are a producer of under the HSP Regulation.
5. **Responsible for Performance Report:** whether your PRO will report in full *or* in part the activities related to collection, processing and disposal of the material(s) you supply. If your PRO will report this on behalf of you, you must select **Reports in full.**
6. **Responsible for Collection and Management Report:** whether your PRO will report in full *or* in part the collection system established across Ontario and the haulers and processors they work with. If your PRO will report this on behalf of you, you must select **Reports in full**.

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.

① PRO	② Service Start Date ⓘ	③ Service Stop Date ⓘ	④ Materials	⑤ Responsible for Performance Report	Responsible for Collection and Management Report	⑥
			☐ Paints and coatings ☐ Solvents	Does not report	Does not report	

How to select and manage a PRO in your account
Reporting responsibility selection cont.

1. Finish managing your PRO by checking **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**.

2. Click **Done**.

Registry program enrollment for new registrants

How to enroll in the Paints, Coatings and Solvents 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 – Paints, Coatings and Solvents.**

3. Select the **Producer** role and the year that you began marketing paints, coatings or solvents.
   - 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.**
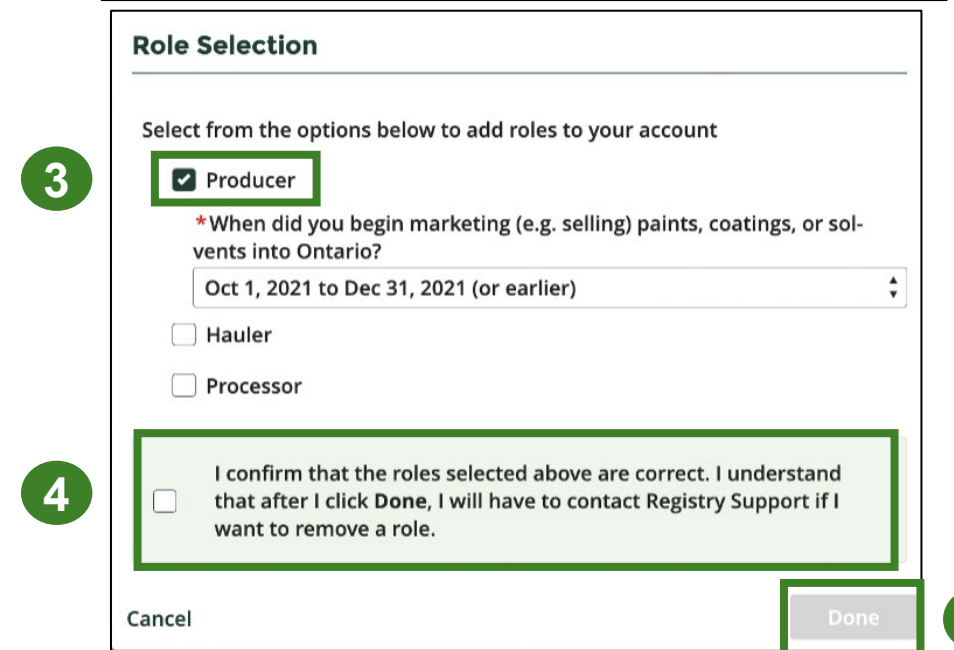
How to submit your producer supply report

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

Supply report
Starting your report

On the **Paints, Coatings and Solvents** homepage, you will 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.**

Supply report
Entering your supply data

1. On the **Paints, Coatings and Solvents Supply Report** screen, enter in your Non-IC&I and IC&I supply data for each applicable year.

   - **Note:** a separate section will appear for solvents.

2. Click **Open** to use our weight conversion tool to determine weights, if required, or enter actual weights.

2. Click **Save & Next.**

Note: IC&I stands for Industrial, Commercial and Institutional.

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**.

2024 Paints, Coatings, and Solvents 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 before confirming payment.

Supply Data 〉 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

2

⬇ Download Last Year Brand Supply

[   ] **Upload**

Click Save & Next to view the Report Summary and complete your report.   Previous   Save & Next **3**

Supply report
Summary review

1. At the top, you will see your **collection 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.

Report Summary

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

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

Your collection system requirements are calculated in accordance with Part IV of the HSP Regulation.

2 🔒 2021   🔒 2022   ✓ 2023

Paints and Coatings - Non-IC&I Supply

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
1,000	0	1,000

Paints and Coatings - IC&I Supply

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
1,000	0	1,000

Solvents - Non-IC&I Supply

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
1,000	0	1,000

Solvents - IC&I Supply

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
1,000	0	1,000

2023 data last updated by: Test Account on May 27, 2024 04:22 p.m.

Uploaded List of Brands

Sample.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 2024, only large producers are required to submit a report verifying the supply data. For further information on how to determine if you are a large producer and how to verify supply data, refer to [Appendix B of the Hazardous and Special Products Verification and Audit 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 drop-down menu of payment methods to complete the transaction.

Report Status
In Progress

Submit Report

Upload Verification Report ⓘ

Upload ①

Registry Fee Payment ⓘ

Sub Total	$170.00
HST (13%)	$22.10
Invoice Total	**$192.10**

Select Payment Method ②

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 non-IC&I 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.

Supply report
View submitted report

On the **Paints, Coatings and Solvents Homepage**, under the **Producer Reports tab**, you can **view** and **download** your submitted reports and invoices.

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.