

Hazardous and Special Products: Producer Supply Reporting Guide

Paints, coatings and solvents



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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 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 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, please refer to the [HSP Supply Data Verification Procedure](#).
- For clarification on what product's need to 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:

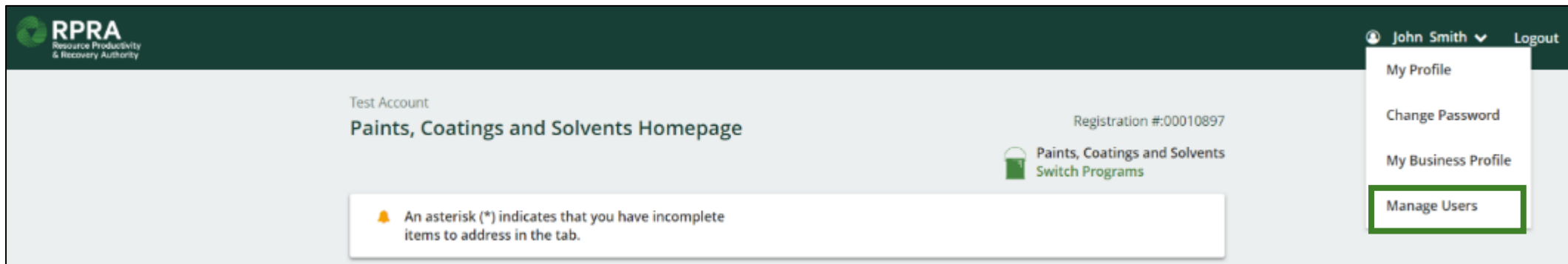
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

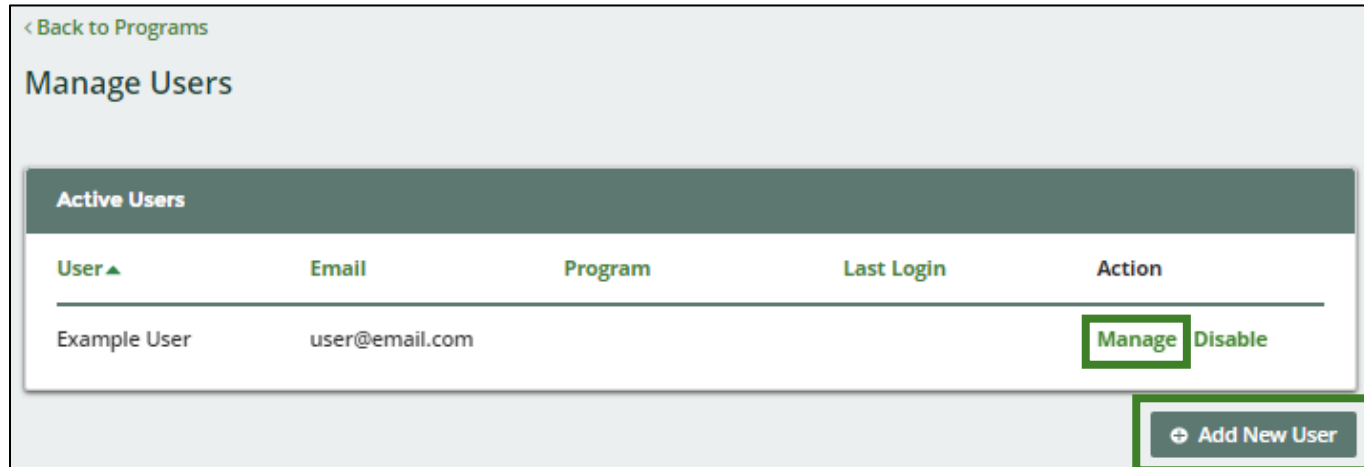
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



The screenshot displays the RPRP (Resource Productivity & Recovery Authority) account dashboard. The top navigation bar is dark green with the RPRP logo on the left and the user name 'John Smith' with a dropdown arrow and a 'Logout' link on the right. The main content area is light gray and contains the text 'Test Account' and 'Paints, Coatings and Solvents Homepage'. A registration number '00010897' is visible in the top right. 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 rectangular border. A green circle with the number '1' is positioned to the right of the 'Manage Users' option, indicating the first step in the process.

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

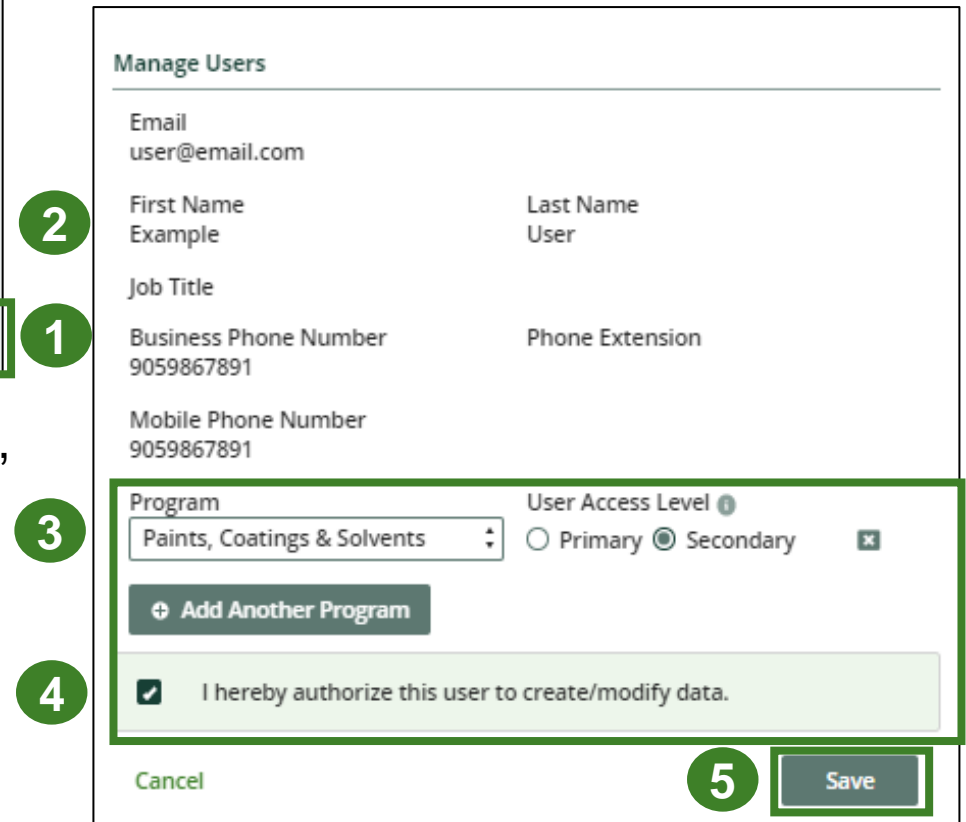
Manage Users

Active Users

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

[+ Add New User](#)

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

Business Phone Number
9059867891

Phone Extension

Mobile Phone Number
9059867891

Program
Paints, Coatings & Solvents

User Access Level ⓘ
 Primary Secondary

[+ Add Another Program](#)

I hereby authorize this user to create/modify data.

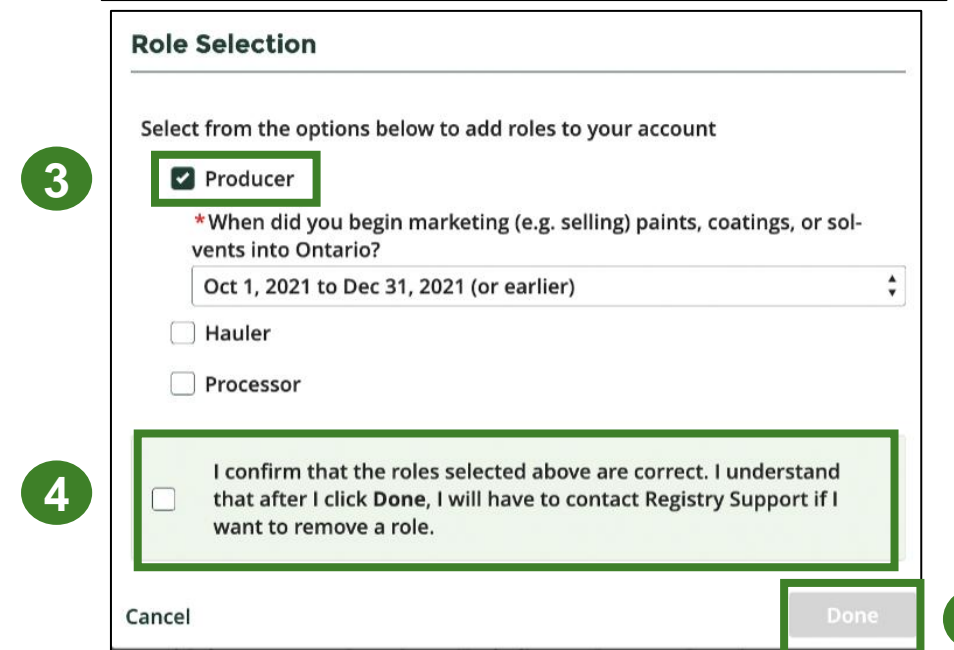
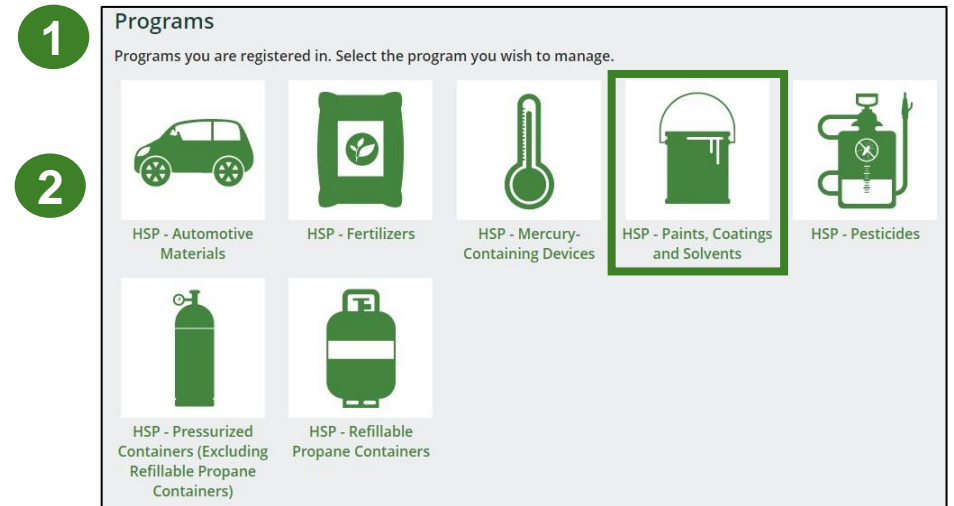
Cancel [Save](#)

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.

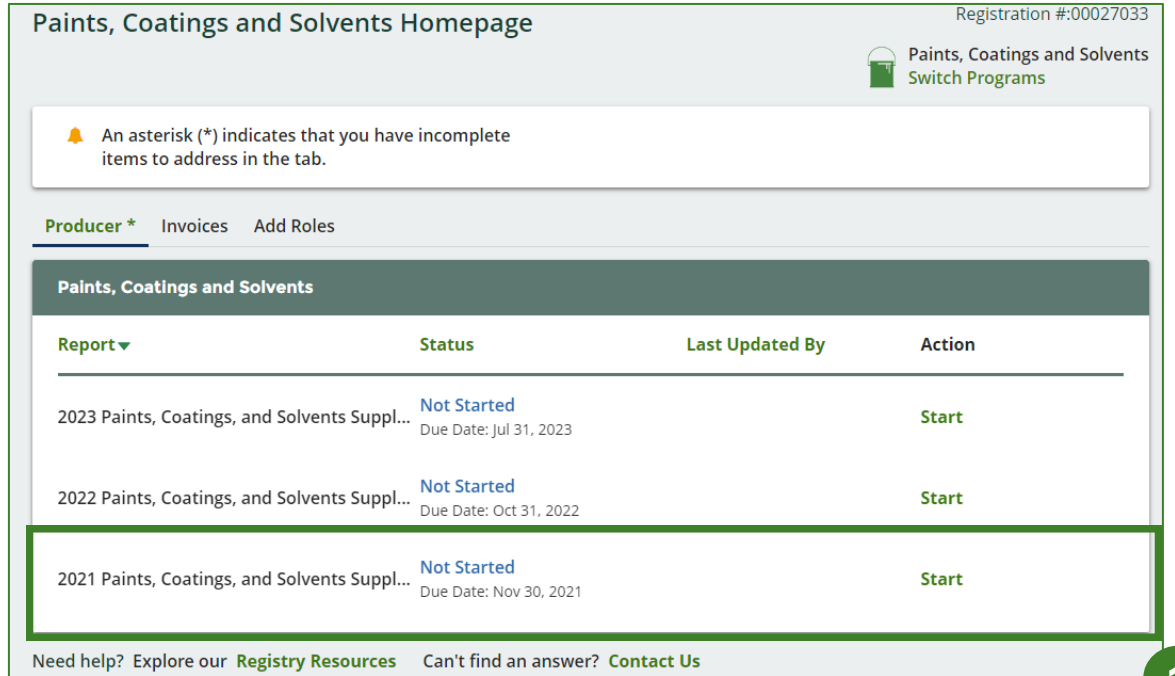


Supply report

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**.



Paints, Coatings and Solvents Homepage Registration #:00027033

Paints, Coatings and Solvents Switch Programs

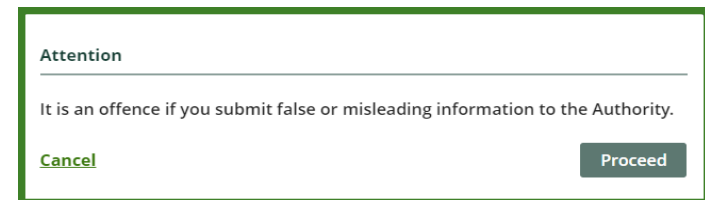
An asterisk (*) indicates that you have incomplete items to address in the tab.

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

| Report ▼ | Status | Last Updated By | Action |
|--|---------------------------------------|-----------------|--------|
| 2023 Paints, Coatings, and Solvents Suppl... | Not Started Due Date: Jul 31, 2023 | | Start |
| 2022 Paints, Coatings, and Solvents Suppl... | Not Started Due Date: Oct 31, 2022 | | Start |
| 2021 Paints, Coatings, and Solvents Suppl... | Not Started Due Date: Nov 30, 2021 | | Start |

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

1



Attention

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

[Cancel](#) [Proceed](#)

2

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.

2023 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 2020 2021 2022

Paints and Coatings - Non-IC&I Supply

Please enter the units of paints and coatings supplied to residential consumers in Ontario.

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

Open

| 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 - Paints and Coatings 2022

| Paints and Coatings Category | Units | Conversion Factor | Kilograms |
|--|--------------------------------|-------------------|-----------|
| 1 - Paints and Coatings - 100 mL to 250 mL | <input type="text" value="0"/> | x 0.33 kg | 0 |
| 2 - Paints and Coatings - 251 mL to 1 L | <input type="text" value="0"/> | x 1.14 kg | 0 |
| 3 - Paints and Coatings - 1.01 L to 5 L | <input type="text" value="0"/> | x 4.53 kg | 0 |
| 4 - Paints and Coatings - 5.01 L to 30 L | <input type="text" value="0"/> | x 21.29 kg | 0 |
| 5 - Aerosols - Any Size | <input type="text" value="0"/> | x 0.42 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**.

2023 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

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

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 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  2020  2021  2022

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 |
|----------------|-----------------------------|-----------------|
| | 0 | 0 |

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 |
|----------------|-----------------------------|-----------------|
| | 0 | 0 |

2020 data last updated by: Karim Asad on Jul 06, 2023 10:04 a.m.

Uploaded List of Brands

HspbbBrandsTemplate (1).csv

[Edit Report](#)

3

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 drop-down menu of payment methods to complete the transaction.

The screenshot displays a web interface with the following elements:

- Report Status:** In Progress
- Submit Report:** A dark green header bar.
- Upload Verification Report:** A section with an information icon (i) and a text input field. A blue "Upload" button is highlighted with a green box and a green circle containing the number "1".
- Registry Fee Payment:** A section with an information icon (i) and a table of charges.
- Select Payment Method:** A button highlighted with a green box and a green circle containing the number "2".

| | |
|----------------------|-----------------|
| Sub Total | \$170.00 |
| HST (13%) | \$22.10 |
| Invoice Total | \$192.10 |

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.

Payment Method

Select Payment Method

--none--

--none--

Bank Withdrawal

Credit Card

EDI Payment Method

Cheque

Electronic Bill Payment

Submit

Report Status

Submitted

Jul 06, 2023 11:14 a.m.

Submit Report

Verification Report

Verification report.pdf

Replace

Registry Fee Payment

| | |
|----------------------|-------------------|
| Sub Total | \$1,191.67 |
| HST (13%) | \$154.92 |
| Invoice Total | \$1,346.59 |

Payment Method

Cheque

Your submission has been received. You will be sent an email with information on how to complete your cheque payment.


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

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.

Paints, Coatings and Solvents Homepage Registration #:00027027

 Paints, Coatings and Solvents
Switch Programs

Producer * Invoices Add Roles

Paints, Coatings and Solvents

| Report ▼ | Status | Last Updated By | Action |
|--|--------------------------------------|-----------------|---|
| 2023 Paints, Coatings, and Solvents Suppl... | Submitted Jul 06, 2023 11:14 a.m. | Shelly Brian | View Download |
| 2022 Paints, Coatings, and Solvents Suppl... | Submitted Jul 06, 2023 11:09 a.m. | Shelly Brian | 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 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.

1. 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.
2. Select the PRO that will be reporting on your behalf from the drop-down menu
3. 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
4. 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
Test Account

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 |
|-----------|----------------------|---------------------|---|------------------------------------|--|
| PRO 1 Inc | 1 Jan 2022 | | <input checked="" type="checkbox"/> Paints and coatings <input checked="" type="checkbox"/> Solvents | 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

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 or call 1-833-600-0530.