

# Hazardous and Special Products: Producer Supply Reporting Guide

Pesticides



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# Introduction



# What is Hazardous and Special Products supply data reporting?

HSP supply data is an annual report that producers of **pesticides** 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](mailto:registry@rpra.ca) or call 1-833-600-0530.

# What data needs to be reported?

If you are a producer of pesticides, you are required to report on the following from the previous calendar year:

- The weight of materials supplied in Ontario.
  - Pesticides 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 verify supply data, refer to [Appendix B of the HSP Supply Data Verification Procedure](#).
- For clarification on what products 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](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:

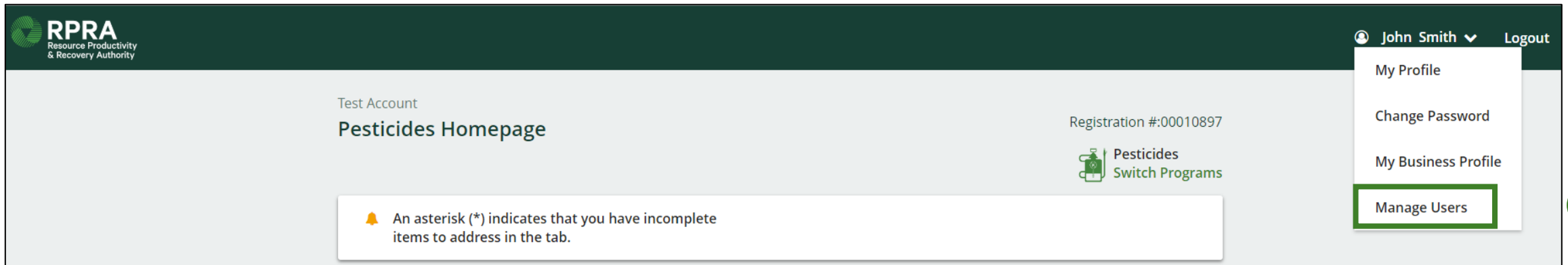
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
  - If you have forgotten your password, click "Forgot Password" on the login screen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



The screenshot displays the RPRA (Resource Productivity & Recovery Authority) Registry account interface. 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. The main content area is light gray and includes a 'Test Account' label, the page title 'Pesticides Homepage', and a registration number '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 user 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 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			<b>Manage</b> 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  
Pesticides

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 Pesticides 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 – Pesticides**.
3. Select the **Producer** role and the year that you began marketing pesticides.
  - 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

Test Account Programs

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

2

HSP - Automotive Materials

HSP - Fertilizers

HSP - Paints, Coatings and Solvents

HSP - Pesticides

HSP - Pressurized Containers (Excluding 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) pesticides into Ontario?

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

Hauler

Disposal Facility

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.

5

Cancel 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

1. On the **Pesticides** 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

Pesticides Homepage Registration #:00027027

[Pesticides 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 Pesticides Supply Report	Not Started Due Date: Jul 31, 2023		Start
2022 Pesticides Supply Report	Not Started Due Date: Oct 31, 2022		Start
2021 Pesticides Supply Report	Not Started Due Date: Nov 30, 2021		Start

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

2

3

**Attention**

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

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

# Supply report

## Entering your supply data

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

2. Click **Save & Next**.

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

The screenshot shows the '2023 Pesticides Supply Report' interface. At the top, there is a progress bar with three steps: 'Supply Data' (active), 'Brand Supply', and 'Confirm and Pay'. Below the progress bar, there are year selection buttons for 2020, 2021, and 2022. The main content area is divided into two sections: 'Pesticides - Non-IC&I Supply' and 'Pesticides - IC&I Supply'. Each section has a text prompt, a 'Volume or Weight (L or kg)' input field, a 'None Supplied this year' checkbox, and a 'Clear Form' link. The 'Save & Next' button at the bottom right is highlighted with a green box and a circled '2'. A circled '1' is placed next to the first input field.

**2023 Pesticides 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

2020 2021 2022

**Pesticides - Non-IC&I Supply**  
Please enter the units of pesticides supplied to residential consumers in Ontario.

Volume or Weight (L or kg)

1

None Supplied this year [Clear Form](#)

**Pesticides - IC&I Supply**  
Please enter the units of pesticides supplied to the industrial, commercial and institutional sector in Ontario.

Volume or Weight (L or kg)

None Supplied this year [Clear Form](#)

Press **Save & Next** to continue to Brand Supply

[Previous](#) [Save & Next](#) 2

# 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 Pesticides 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

[Download Last Year Brand Supply](#)

**2**

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

**3**

# Supply report

## Summary review

1. At the top, you will see your **collection requirements** for the following year.
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.

**1** Report Summary

You must meet the collection system requirements of a large producer for pesticides.

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

**2** 2020 2021 2022

**Pesticides - Non-IC&I Supply**

Please enter the units of pesticides supplied to residential consumers in Ontario.

Volume or Weight  
(L or kg)

50,000

**Pesticides - IC&I Supply**

Please enter the units of pesticides supplied to the industrial, commercial and institutional sector in Ontario.

Volume or Weight  
(L or kg)

50,000

2020 data last updated by: Shelly Brian on Jul 06, 2023 11:29 a.m.

**Uploaded List of Brands**

HspbbBrandsTemplate (1).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 drop-down menu of payment methods to complete the transaction.

The screenshot displays a web interface for submitting a report. At the top, a box labeled 'Report Status' shows 'In Progress'. Below this is a dark green header for 'Submit Report'. Underneath, there is a section for 'Upload Verification Report' with an information icon. A text input field is present, followed by a blue 'Upload' button highlighted with a green box and a green circle containing the number '1'. Below the upload section is a 'Registry Fee Payment' section with an information icon. It contains a table with the following items:

Sub Total	\$170.00
HST (13%)	\$22.10
<b>Invoice Total</b>	<b>\$192.10</b>

At the bottom of the interface, a grey button labeled 'Select Payment Method' is highlighted with a green box and a green circle containing the number '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.

The image shows two screenshots from a web application. The top screenshot, titled 'Payment Method', shows a dropdown menu with options: '--none--', 'Bank Withdrawal', 'Credit Card', 'EDI Payment Method', 'Cheque', and 'Electronic Bill Payment'. A green box highlights the 'Select Payment Method' button (1), the dropdown menu (2), and the 'Submit' button (3). The bottom screenshot, titled 'Report Status', shows the status 'Submitted' with a timestamp 'Jul 06, 2023 11:53 a.m.'. Below this is a 'Submit Report' section with a 'Verification Report' section showing a file 'Verification report.pdf' and a 'Replace' button. The 'Registry Fee Payment' section shows a table with the following data:

Sub Total	\$650.00
HST (13%)	\$84.50
<b>Invoice Total</b>	<b>\$734.50</b>


Below the table, the 'Payment Method' is listed 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 06/07/2023'.

# Supply report

## View submitted report

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

Pesticides Homepage Registration #:00027027

 Pesticides  
Switch Programs

**Producer \*** Invoices Add Roles

**Pesticides**

Report ▼	Status	Last Updated By	Action
2023 Pesticides Supply Report	Submitted Jul 06, 2023 11:53 a.m.	Shelly Brian	<a href="#">View</a> <a href="#">Download</a>
2022 Pesticides Supply Report	Submitted Jul 06, 2023 11:30 a.m.	Shelly Brian	<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.

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

RPRA Test

Responsible for Performance Report		Responsible for Collection and Management Report	
Reports in part	Reports in part	Reports in part	Reports in part
If you select "reports in part", you must select "reports in part" for at least one PRO.		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 collection and management, select "Reports in part" from the dropdown list.

PRO	Service Start Date	Service Stop Date	Responsible for Performance Report	Responsible for Collection and Management Report
PRO 2 Inc	1-Jan-2022		Reports in part	Reports in part

[Add PRO](#)

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](#)

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.