

# Hazardous and Special Products: Producer Supply Reporting Guide

Pressurized containers  
(refillable and non-refillable – excluding refillable propane)



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# Introduction



# What is Hazardous and Special Products supply data reporting?

HSP supply data is an annual report that producers of **refillable and non-refillable pressurized containers** 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 refillable or non-refillable pressurized containers, you are required to report the following from the previous calendar year:

- The weight of materials supplied in Ontario, and
- 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 need to be reported, please refer to our [Compliance Bulletin – What HSP needs to be reported](#).

Note: 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:

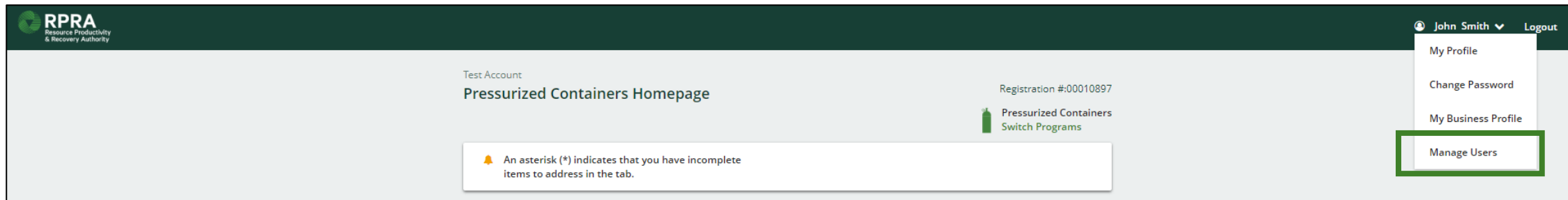
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
  - If you have forgotten your password, click "Forgot Password" on the login screen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

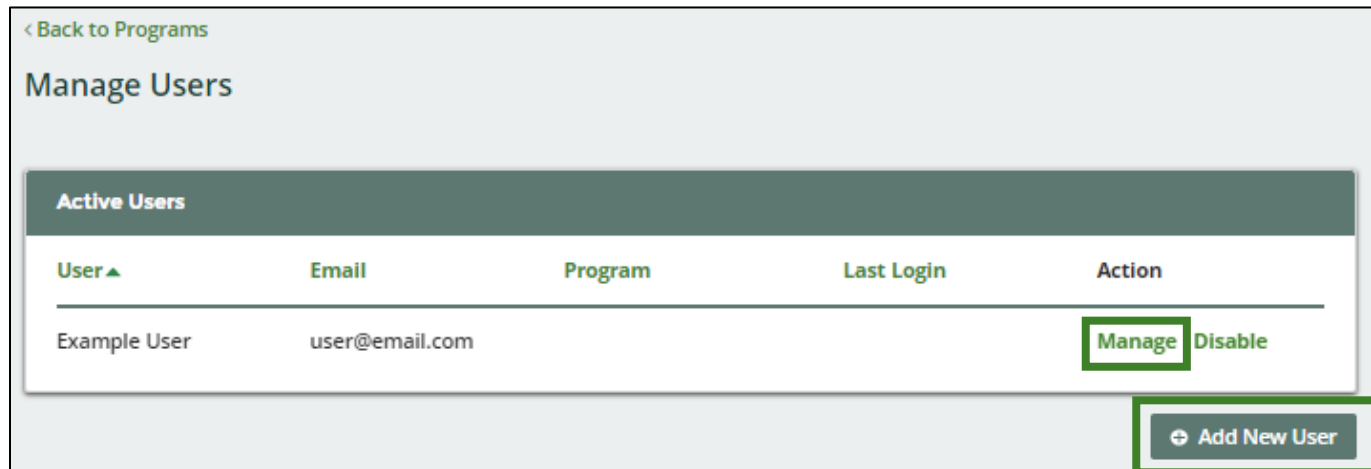
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



The screenshot displays the RPRP (Resource Productivity & Recovery Authority) account dashboard. In the top right corner, the user 'John Smith' is logged in, with a dropdown arrow next to the name. The dropdown menu is open, showing options: 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green rectangular box. The main content area shows 'Test Account' and 'Pressurized Containers Homepage' with a registration number of 00010897. A notification banner at the bottom states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.'

# 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

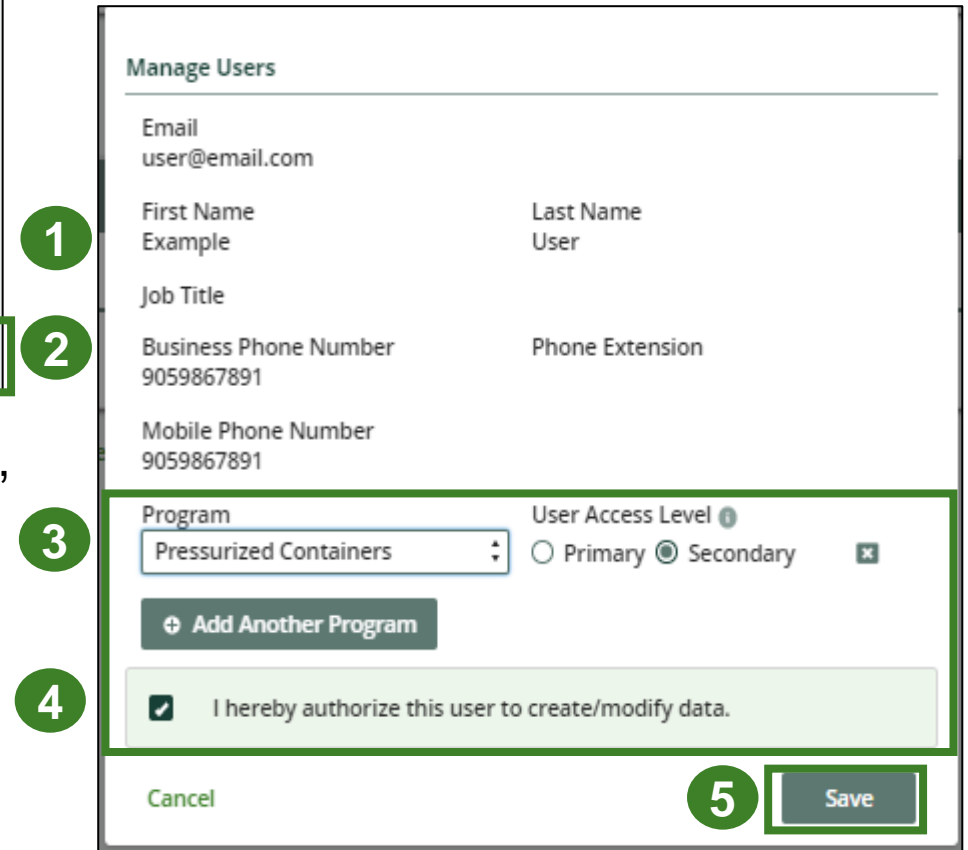
## Manage Users

Active Users

User ▲	Email	Program	Last Login	Action
Example User	user@email.com			<b>Manage</b> Disable

**+ Add New User**

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  User Access Level ⓘ  
 Primary  Secondary

**+ Add Another Program**

I hereby authorize this user to create/modify data.

Cancel **5** **Save**



# Registry program enrollment for new registrants










# How to enroll in the Pressurized Container 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 – Pressurized Containers (Excluding Refillable Propane Containers)**.
3. Select the **Producer** role and the year that you began marketing non-refillable or refillable pressurized containers.  
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.

 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			

**2**

**3**

Role Selection

Select from the options below to add roles to your account

**Producer**

\*When did you begin marketing (e.g. selling) non-refillable or refillable pressurized 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 **Pressurized Containers** 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**.

Pressurized Containers Homepage Registration #:00027027

Pressurized Containers (Excluding Refillable Propane Containers)  
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 Pressurized Containers Supply Report	Not Started Due Date: Jul 31, 2023		Start
2022 Pressurized Containers Supply Report	Not Started Due Date: Oct 31, 2022		Start
2021 Pressurized Containers Supply Report	Not Started Due Date: Nov 30, 2021		Start

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

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 **Pressurized Containers 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 non-refillable pressurized containers.
2. Click **Open** to use our weight conversion tool to determine weights, if required, or enter actual weights.
3. Click **Save & Next**.

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

**1**

### 2023 Pressurized Containers 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

2020   2021   **2022**

#### Refillable Pressurized Containers - Non-IC&I Supply

Please enter the units of refillable pressurized containers supplied to residential consumers in Ontario.

Click **Open** to use our conversion tool to calculate the weight of refillable pressurized containers 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 - Refillable Pressurized Containers 2022**

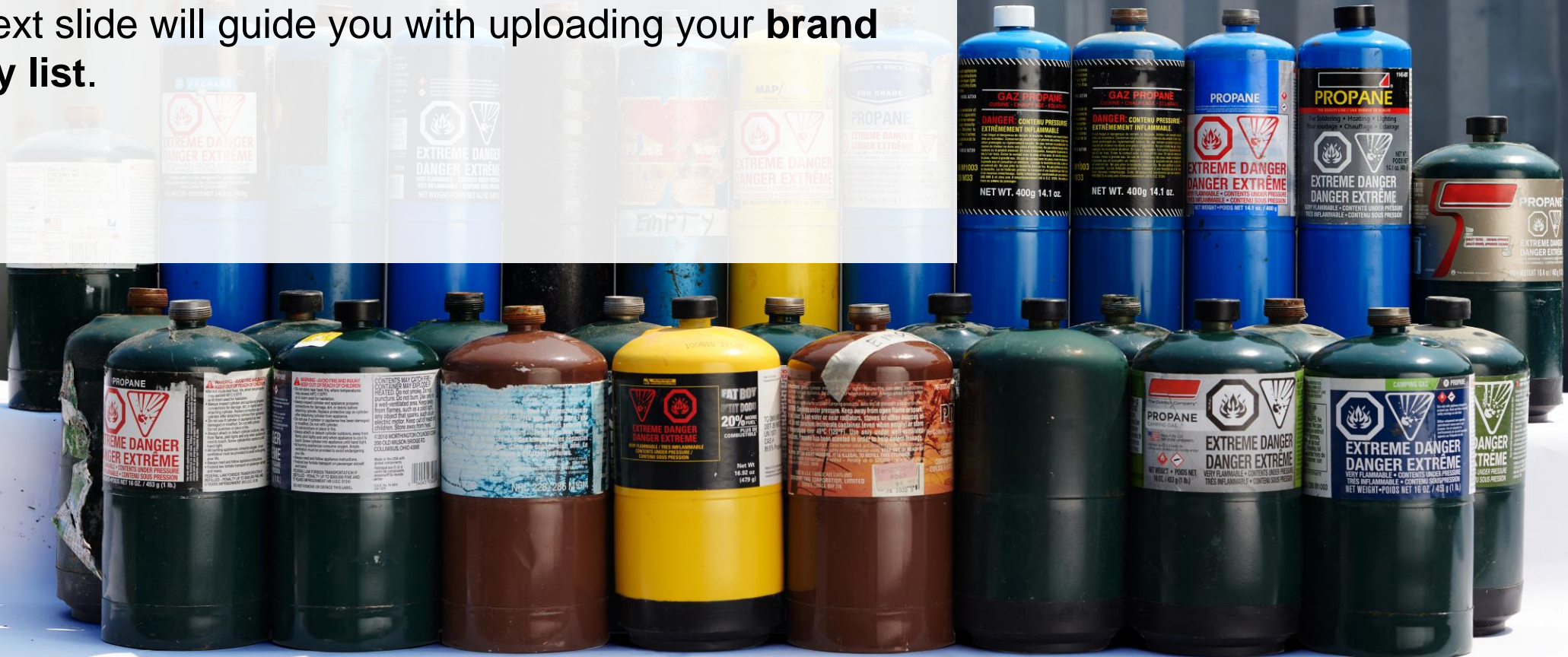
Refillable Pressurized Containers Category	Units	Conversion Factor	Kilograms
1 - Refillable Pressurized Containers	<input type="text" value="0"/>	x 8.75 kg	0

[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**.

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

# Supply report

## Summary review

1. At the top, you will see your **minimum management requirements** and **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.

**Note:** There are no minimum management requirements for refillable pressurized containers.

### Report Summary

**1**

Your minimum management requirements for 2024 are:

833 Kilograms      Non-refillable Pressurized Containers

Your refillable pressurized container 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 non-refillable pressurized containers.

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

2020 2021 2022

**2**

#### Refillable Pressurized Containers - Non-IC&I Supply

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
2,000	0	2,000

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#### Refillable Pressurized Containers - IC&I Supply

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
2,000	0	2,000

---

#### Non-refillable Pressurized Containers - Non-IC&I Supply

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
2,000	0	2,000

---

#### Non-refillable Pressurized Containers - IC&I Supply

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
2,000	0	2,000

2020 data last updated by: Shelly Brian on Jul 06, 2023 10:19 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 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 1

Registry Fee Payment ⓘ

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

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 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

Conversion Tool

Submit

Report Status

Submitted

Jul 06, 2023 11:15 a.m.

Submit Report

Verification Report ⓘ

verification report.pdf

Replace

Registry Fee Payment ⓘ

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

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

Shelly Bee Registration #:00027027

### Pressurized Containers Homepage

 Pressurized Containers (Excluding Refillable Propane Containers)  
Switch Programs

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

**Producer \*** PRO Status Invoices Add Roles

#### Pressurized Containers (Excluding Refillable Propane Containers)

Report ▼	Status	Last Updated By	Action
2023 Pressurized Containers Supply Report	Submitted Jul 06, 2023 10:56 a.m.	Shelly Brian	<a href="#">View</a> <a href="#">Download</a>
2022 Pressurized Containers Supply Report	Submitted Jul 06, 2023 10:20 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  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**.

The screenshot shows the 'Manage Reporting Responsibilities' form. It includes a title bar, a header section with instructions, a table for PRO details, and a confirmation section. Three green callout boxes with numbers 1, 2, and 3 are overlaid on the form:

- 1**: Points to the 'Responsible for Performance Report' and 'Responsible for Collection and Management Report' dropdown menus.
- 2**: Points to the 'PRO', 'Service Start Date', and 'Service Stop Date' fields in the table.
- 3**: Points to the 'Add PRO' button.

**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

RPRRA Test

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"/> Non-refillable pressurized containers <input checked="" type="checkbox"/> Refillable pressurized containers	Reports in part	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.

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