

Hazardous and Special Products: Producer Supply Reporting Guide

Refillable propane containers



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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 propane containers** 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 from the previous calendar year and pay the associated [RPRA 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, contact the Compliance Team at 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

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:

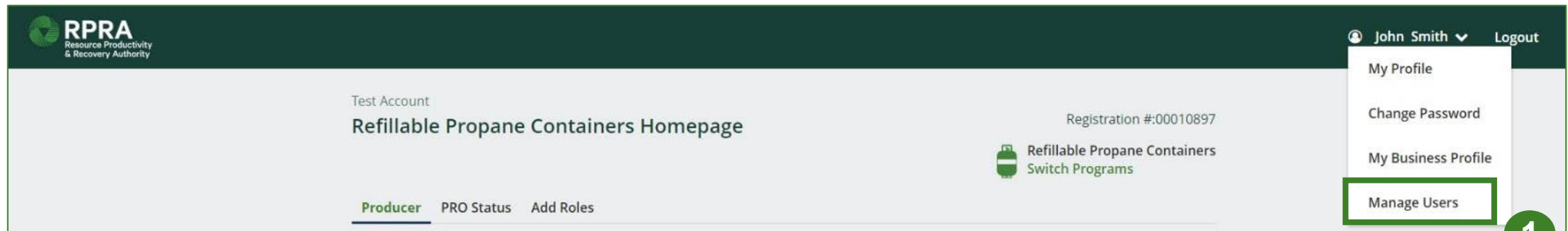
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
 - If you have forgotten your password, click "Forgot Password" on the login screen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

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**.

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 administrative services to help producers meet their regulatory obligations under the HSP Regulation, including:

- 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.



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 [this link](#).
 - 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.

1

Registry Sign In

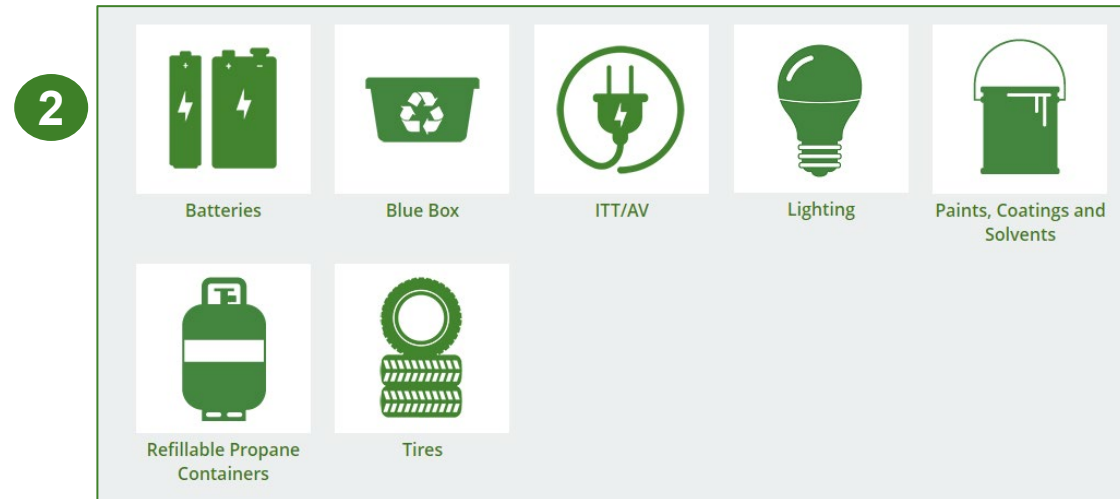
Email

Password

Sign In

[Forgot Password](#)

[Don't have an Account? Create a new Account](#)



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 and if you have collection or management requirements.

This button is not viewable to primary and secondary users.

Refillable Propane Containers Homepage Registration #:00032270

 Refillable Propane Containers
Switch Programs

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

[Producer *](#) [PRO Status](#) [Collection Activities](#) [Invoices](#) [Add Roles](#)

Refillable Propane Containers

Report ▼	Status	Last Updated By	Action
2024 Refillable Propane Containers Suppl...	Not Started Due Date: Jul 31, 2024		Start
2023 Refillable Propane Containers Suppl...	Submitted May 28, 2024 11:12 a.m.	Test Account	View Download

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.

My business will not be contracting with any PROs.

My business has contracted one or more PROs.

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 My business will not be contracting with any PROs.

2 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 Management Report**, identify if you will be submitting your 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 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	
Envirogo Corp	<div><p>Responsible for Management Report</p><p>Reports in full</p><p>You can only select "report in full" for the producer or one PRO.</p></div>

1

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. **Responsible for 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 management, select "Reports in part" from the dropdown list.

1	PRO	2	Service Start Date	3	Service Stop Date	4	Responsible for Management Report
	<input type="text"/>		<input type="text"/>		<input type="text"/>		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 and management data on my behalf.**
2. Click **Done.**

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: Envirogo Corp

Responsible for Management Report: Reports in full
You can only select "report in full" for the producer or 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	Responsible for Management Report
<input type="text"/>	<input type="text"/>	<input type="text"/>	Does not report

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.

Registry program enrollment for new registrants




How to enroll in the Refillable Propane Containers 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 – Refillable Propane Containers**.
3. Select the **Producer** role and the year and month when you began marketing refillable propane containers 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**.

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) refillable propane containers into Ontario?

Month Year

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 providing your revenue check.



Supply report

Starting your report

1. On the **Refillable Propane 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**.

Refillable Propane Containers Homepage Registration #:00032270

Refillable Propane Containers
Switch Programs

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

[Producer *](#) [PRO Status](#) [Collection Activities](#) [Invoices](#) [Add Roles](#)

Refillable Propane Containers

Report	Status	Last Updated By	Action
2024 Refillable Propane Containers Suppl...	Not Started Due Date: Jul 31, 2024		Start
2023 Refillable Propane Containers Suppl...	Submitted May 28, 2024 11:12 a.m.	Test Account	View Download

Attention

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

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

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 million for the previous calendar year.
2. Click **Save & Next**.

2024 Refillable Propane 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.

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?

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**.

2024 Refillable Propane 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.

Revenue Check → 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 **collection requirements** for the following year.
2. The second section of the report shows the response to the revenue question and the uploaded file.
3. Click **Edit Report** if you would like to make any changes to the information you previously entered.

The screenshot shows a web interface for a supply report. At the top, the title is "2024 Refillable Propane Containers Supply Report". Below this is a "Report Summary" section. A green box labeled "1" highlights the summary text: "Your collection requirements are outlined in Part V of the HSP Regulation. Producers of refillable propane containers are required to manage collected material but do not have minimum management requirements." Below the summary is a year selector with "2023" highlighted by a green box labeled "2". Underneath is the "Annual Revenue" section with a question: "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?" and a "Yes" response. Below that is the "Uploaded List of Brands" section with a file named "Sample.csv". At the bottom right, there is an "Edit Report" button highlighted by a green box labeled "3".

2024 Refillable Propane Containers Supply Report

Report Summary

1 Your collection requirements are outlined in [Part V](#) of the HSP Regulation. Producers of refillable propane containers are required to manage collected material but do not have minimum management requirements.

2 2023

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? Yes

Uploaded List of Brands

Sample.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 screenshot displays the 'Payment Method' selection interface. A green box labeled '1' highlights the 'Select Payment Method' button. A green box labeled '2' highlights the drop-down menu with options: '--none--', 'Bank Withdrawal', 'Credit Card', 'EDI Payment Method', 'Cheque', and 'Electronic Bill Payment'. A green box labeled '3' highlights the 'Submit' button.

Below the payment method selection, the 'Report Status' is shown as 'Submitted' with a timestamp of 'May 28, 2024 11:19 a.m.'. A 'Submit Report' button is visible.

The 'Registry Fee Payment' summary is as follows:

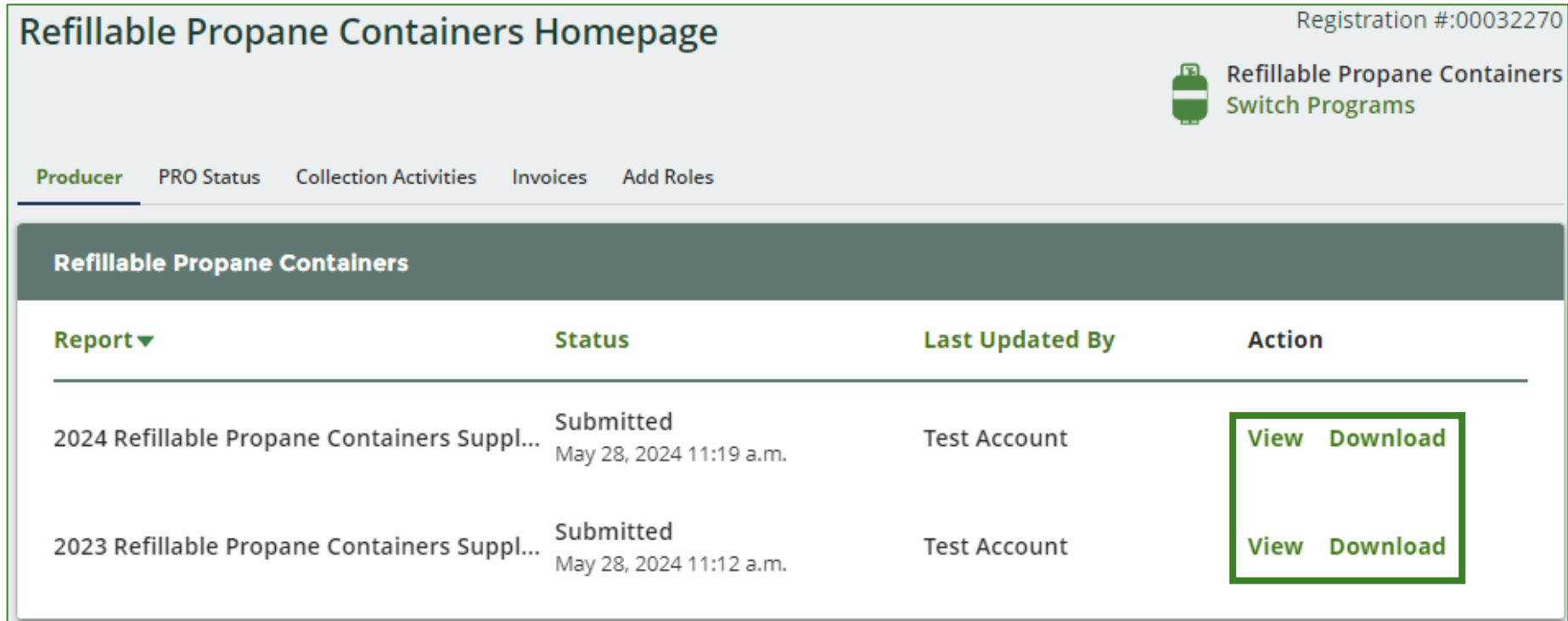
Sub Total	\$1,000.00
HST (13%)	\$130.00
Invoice Total	\$1,130.00

The 'Purchase Order #' field is empty. The 'Payment Method' is 'Cheque'. A message states: 'Your submission has been received. You will be sent an email with information on how to complete your cheque payment.' A link to 'Download Invoice - Summary Report 28/05/2024' is provided.

Supply report

View submitted report

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



The screenshot displays the 'Refillable Propane Containers Homepage' interface. At the top right, the registration number '00032270' is shown. Below the header, there is a navigation menu with 'Producer' selected. The main content area features a table of submitted reports. The table has four columns: 'Report', 'Status', 'Last Updated By', and 'Action'. Two reports are listed, both with a status of 'Submitted' and updated by 'Test Account'. The 'Action' column for each report contains 'View' and 'Download' links, which are highlighted with a green box in the image.

Report ▼	Status	Last Updated By	Action
2024 Refillable Propane Containers Suppl...	Submitted May 28, 2024 11:19 a.m.	Test Account	View Download
2023 Refillable Propane Containers Suppl...	Submitted May 28, 2024 11:12 a.m.	Test Account	View Download

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.