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 in 2022 and pay the associated 2023 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, please 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.
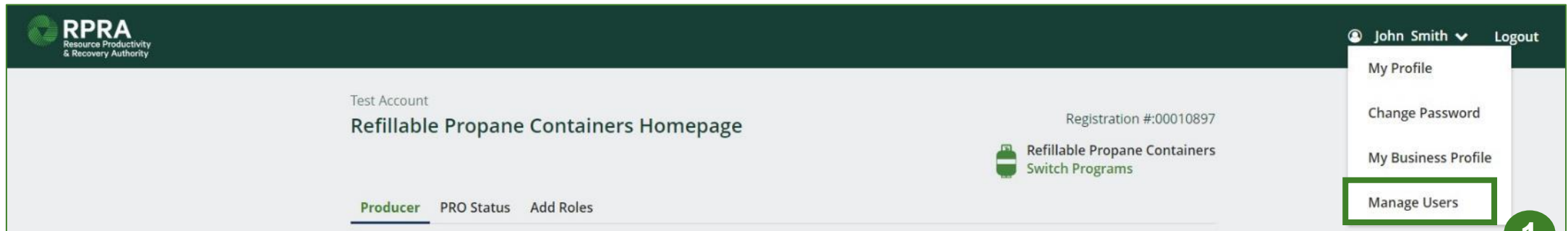
How to manage contacts on your Registry account cont.

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

2

⊕ **Add New User**   **1**

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   Last Name
Example   User

Job Title

Business Phone Number   Phone Extension
9059867891

Mobile Phone Number
9059867891

Program   User Access Level ⓘ

| Refillable Propane Containers ⬍ | ○ Primary ⦿ Secondary ⊠ |

⊕ **Add Another Program**

3

4   ☐ I hereby authorize this user to create/modify data.

Cancel   **5**   Save

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**.

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**.

TopNotchAuto

Refillable Propane Containers Homepage

Registration #:00027039

Refillable Propane Containers
Switch Programs

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

Producer *   Invoices   Add Roles

Refillable Propane Containers

Report▾	Status	Last Updated By	Action
2023 Refillable Propane Containers Suppl...	Not Started Due Date: Jul 31, 2023		Start
2022 Refillable Propane Containers Suppl...	Not Started Due Date: Oct 31, 2022		Start
2021 Refillable Propane Containers Suppl...	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
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**.

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 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

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 [_____] [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.

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.

TopNotchAuto
2023 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) 2022

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

HspbbBrandsTemplate.csv

Edit Report

(3)

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**.
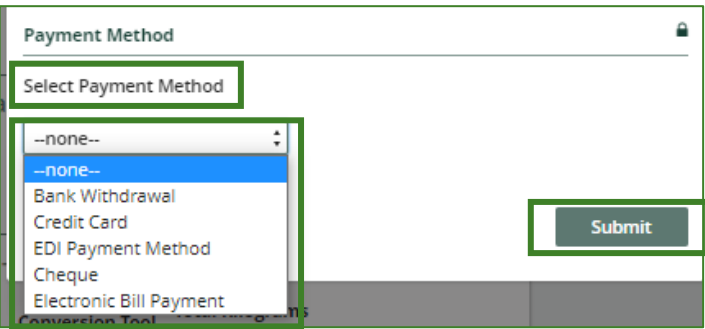
Supply report
Payment submission

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.

Payment Method

1 Select Payment Method

2
--none--
--none--
Bank Withdrawal
Credit Card
EDI Payment Method
Cheque
Electronic Bill Payment

Submit **3**

Report Status
Submitted
Jul 06, 2023 01:37 p.m.

Submit Report

Registry Fee Payment ⓘ

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

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

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.**

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.