

# Hazardous and Special Products: Disposal Facility Performance Reporting Guide

Pesticides



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# Introduction



# What is Hazardous and Special Products performance reporting?

HSP performance is an annual report that disposal facilities with obligations under the [Hazardous and Special Products \(HSP\) Regulation](#) complete to report on their activities from the previous calendar year. **The deadline to submit your performance report is July 31.**

This guide will assist disposal facilities with understanding what data they need to report and provide step-by-step instructions on how to complete the report in RPRA's 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](mailto:registry@rpra.ca) or call 1-833-600-0530.

# What data needs to be reported?

Disposal facilities of **pesticides** are required to submit an annual performance report on their own activities from the previous calendar year.

Disposal facilities are required to report on the following:

- A description of how the pesticides were disposed of.
- The weight of pesticides received from an HSP hauler and their name, contact information and RPRA registration number.
- The weight of pesticides received from a person other than an HSP hauler and their name, contact information and RPRA registration number.
- The weight of pesticides that were received from outside of Ontario (if applicable).

# How to log into the Registry as an account admin

The 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:

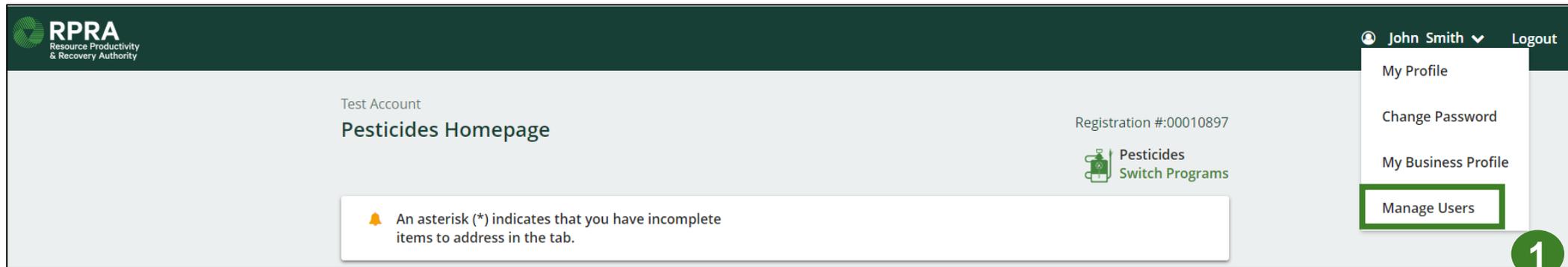
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen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

# How to manage contacts in 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.

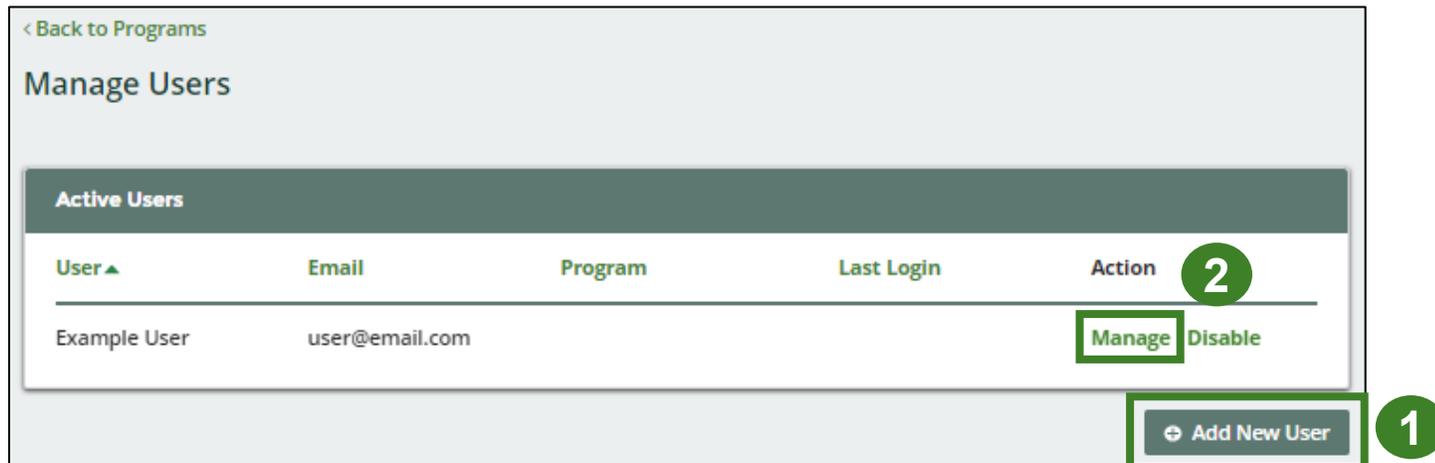
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

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.



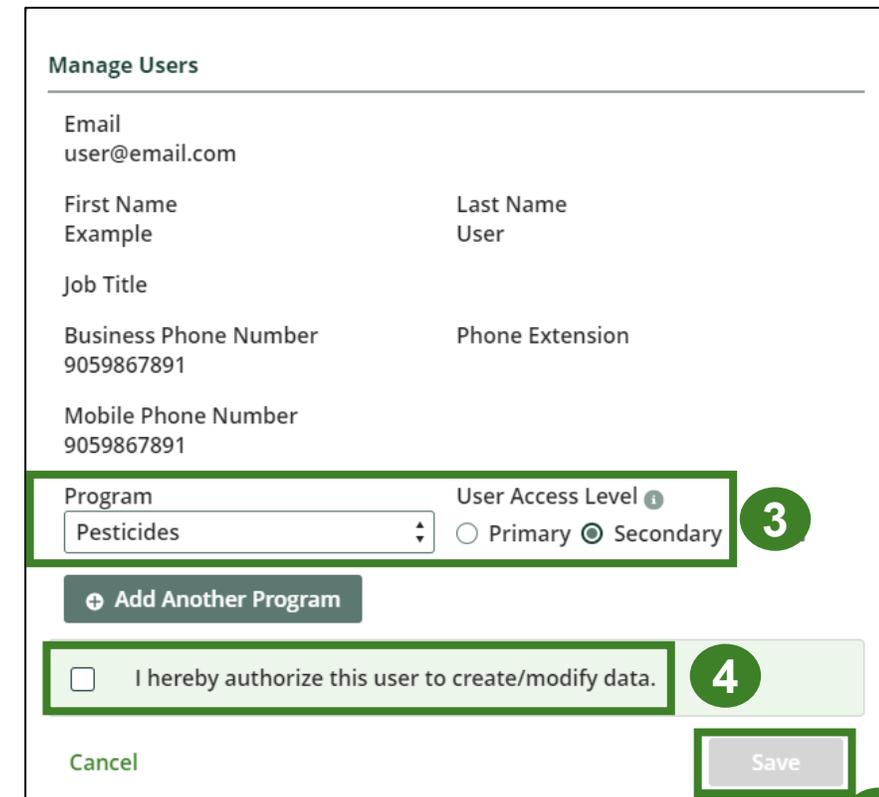
< Back to Programs

## Manage Users

Active Users

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

**1** 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

**3** Program Pesticides User Access Level  Primary  Secondary

**4**  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**.

# How to submit your disposal facility performance report

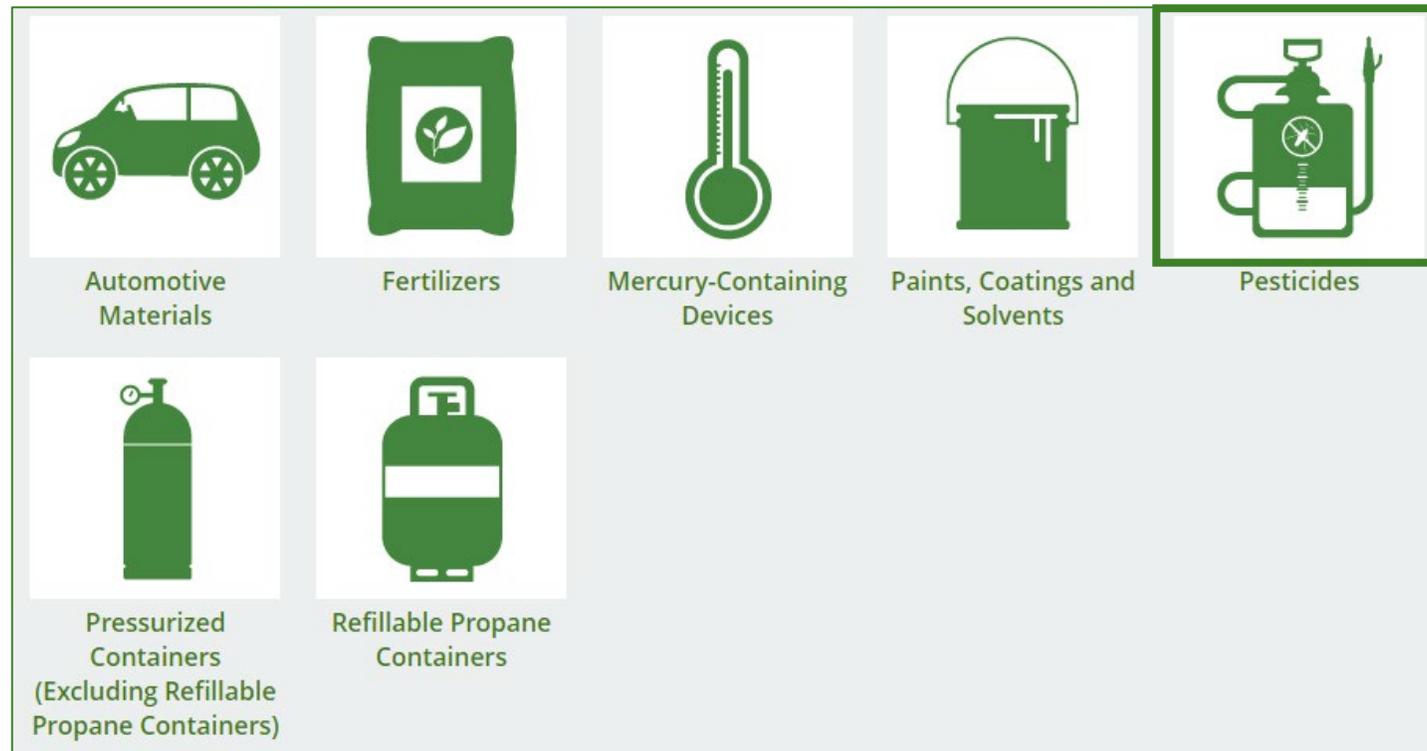
The next few slides will guide you with entering your **collected material(s)** data.



# Performance report

## Accessing your program

1. After logging in, click on the icon for the **Pesticides** program on your dashboard.



# Performance report

## Starting your report

1. Click on the **Disposal Facility Reporting** tab.
2. Under **Action**, click on **Start** to begin completing the Pesticides Performance – Disposal Facility report.
3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.

MHSPTestingGuide  
Pesticides Homepage  
Registration #:00025634  
Pesticides Switch Programs

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

Producer Hauler \* **Disposal Facility \*** Invoices Add Roles

Report	Status	Last Updated By	Action
2021/22 Pesticides Performance - Dispos...	Not Started Due Date: Jul 31, 2023		<b>Start</b>

Disposal Facilities  
List the address of each facility where pesticides are disposed. **Manage**

**Attention**

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

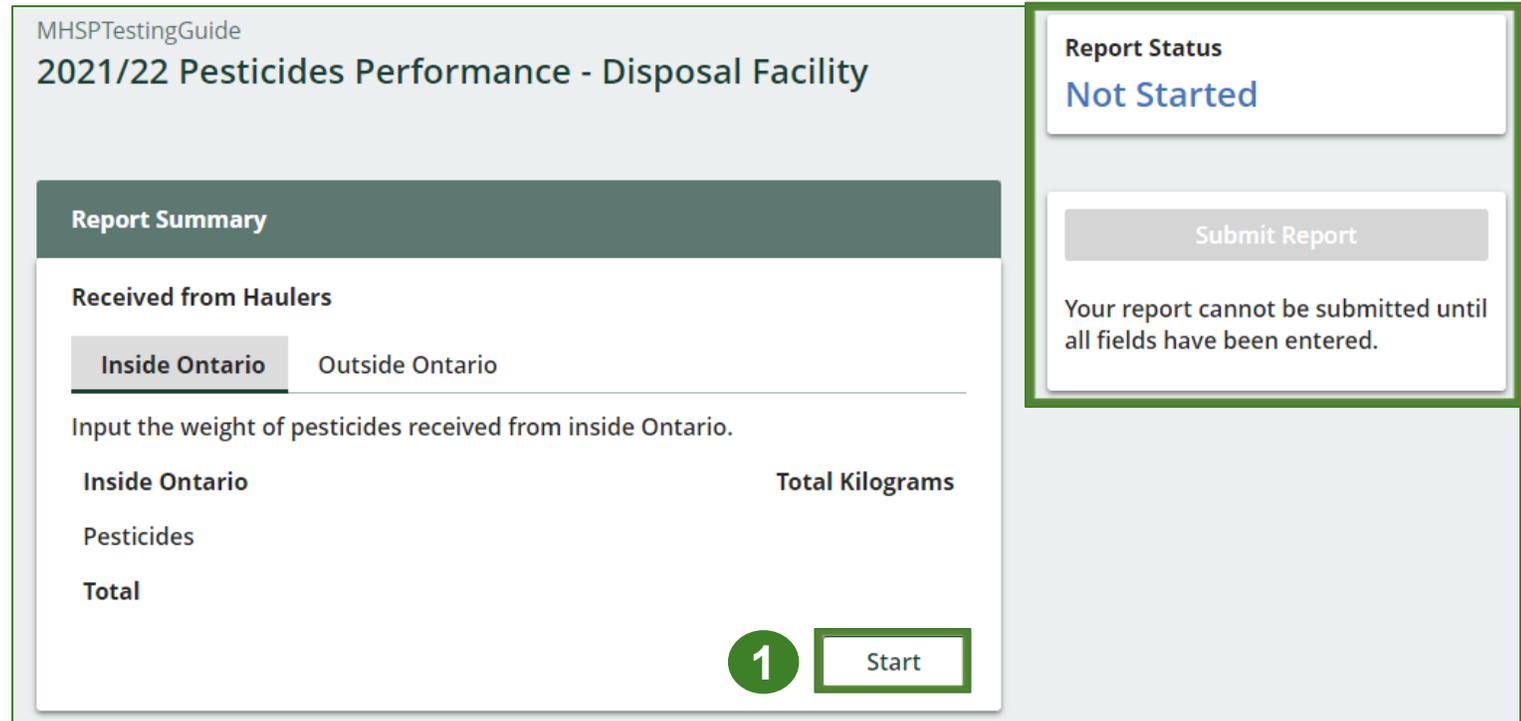
[Cancel](#) **Proceed**

# Performance report

## Report summary page

Before entering any information, your report status will be listed as **Not Started**, and the **Submit Report** button will be disabled until all sections of the report are completed. If some sections of the report are not applicable, enter **0**.

1. Under the **Inside Ontario** tab, click **Start** to begin entering the total weight received from haulers.



MHSPTestingGuide  
2021/22 Pesticides Performance - Disposal Facility

### Report Summary

Received from Haulers

**Inside Ontario** Outside Ontario

Input the weight of pesticides received from inside Ontario.

Inside Ontario	Total Kilograms
Pesticides	
Total	

1 Start

Report Status  
**Not Started**

Submit Report

Your report cannot be submitted until all fields have been entered.

# Performance report

## Add haulers you received materials from

Add each hauler that you received pesticides from to your report.

1. Use the **search bar** to look up the name of the hauler(s).
2. Once the hauler name appears in the list, click **Add**.
3. Hauler(s) added will appear in the **Step 2: Enter data for all your haulers** section.

### 2021/22 Pesticides Performance - Disposal Facility

Follow the steps below to identify and enter data for all the haulers you received pesticides from. Click **Continue** once you have finished entering data for all of your haulers.

**Received from Haulers**

Enter your haulers' registration number (#), name or address in the search bar to see the search results in the table below.

**Step 1: Search for and add all your haulers**

Registration #	Company Name	Primary Contact	Address	Action
00026991	Pwc test	Test pwc	Rue Street, Toronto	<b>Add</b>
00026998	Pwc Test	Pwc Test	Rue Street, Toronto	Add

**Step 2: Enter data for all your haulers**

Registration #	Company Name	Inside Ontario	Outside Ontario	Action
00026991	Pwc test	0	0	Enter Remove

Continue only when you have finished entering data for all of your haulers [Continue >](#)

# Performance report

## Enter weight of materials received from each hauler

1. Under **Action**, click **Enter** to add the total weight in kg of pesticides received for each hauler.

Haulers you have added in Step 1 above will appear in the table below.

**Step 2: Enter data for all your haulers**

Registration #	Company Name	Inside Ontario	Outside Ontario	Action
00026991	Pwc test	0	0	<input type="button" value="Enter"/> <input type="button" value="Remove"/>

Continue only when you have finished entering data for all of your haulers

# Performance report

Enter weight of materials received from each hauler cont.

1. Under the **Inside Ontario** tab, enter the **Total Kilograms** collected from inside Ontario of pesticides received from that hauler.
2. Click **Save & Next**.

MHSPTestingGuide  
2021/22 Pesticides Performance - Disposal Facility  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Received from Haulers**

**Inside Ontario**    Outside Ontario

Input the weight of pesticides received from inside Ontario.

Inside Ontario	Total Kilograms
Pesticides	<input type="text" value="0"/>

Clear Form    **Save & Next**

# Performance report

Enter weight of materials received from each hauler cont.

1. Under the **Outside** Ontario tab, enter the **Total Kilograms** collected from outside Ontario of pesticides received from that hauler.
2. Click **Save & Next**.

MHSPTestingGuide  
2021/22 Pesticides Performance - Disposal Facility  
Enter your data and click **Save & Next** to move to the next reporting screen.

Received from Haulers

✓ Inside Ontario   **Outside Ontario**

Input the weight of pesticides received from outside Ontario.

Outside Ontario

Pesticides

**Total Kilograms**

0

Clear Form   Previous   **Save & Next**

# Performance report

Enter weight of materials received from each hauler cont.

1. Click on **Update**, if you need to make a change to data entered for a specific hauler.
2. Click on **Continue** to proceed.

**2021/22 Pesticides Performance - Disposal Facility**  
Follow the steps below to identify and enter data for all the haulers you received pesticides from. Click **Continue** once you have finished entering data for all of your haulers.

**Received from Haulers**

Enter your haulers' registration number (#), name or address in the search bar to see the search results in the table below.

**Step 1: Search for and add all your haulers**

Registration #	Company Name	Primary Contact	Address	Action
No Results				

Haulers you have added in Step 1 above will appear in the table below.

**Step 2: Enter data for all your haulers**

Registration #	Company Name	Inside Ontario	Outside Ontario	Action
00026991	Pwc test	1,000	1,000	<b>Update</b> Remove

Continue only when you have finished entering data for all of your haulers **Continue >**

# Performance report

## Report summary for pesticides

On the report summary you will see the sum of tonnages dropped off at your facility by all haulers.

1. Click on **Edit** if you need to make a change to the pesticides weight.

Karim's Auto  
2021/22 Pesticides Performance - Disposal Facility

Report Status  
In Progress

Report Summary

Received from Haulers

✓ Inside Ontario ✓ Outside Ontario

Input the weight of pesticides received from inside Ontario.

Inside Ontario	Total Kilograms
Pesticides	0
Total	0

Inside Ontario data last updated by: Karim Asad on Jul 19, 2023 08:37 a.m.

Edit

Submit Report

Your report cannot be submitted until all fields have been entered.

# How to submit your disposal facility performance report

The next few slides will guide you with entering your disposed material data for processed material(s).



# Performance report

## Enter your processed material disposal data

1. Click **Start** to enter the weight of the materials disposed.

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2021/22 Pesticides Performance - Disposal Facility

Materials Sent for Disposal

**Land Disposed** Incinerated

Includes total weight of pesticides disposed in landfill.

Land Disposed	Total Kilograms
Pesticides	
Total	

**Start** **1**

# Performance report

## Enter your processed material disposal data cont.

1. In each category (**Land Disposed**, **Incinerated**), enter the total weight of processed materials under **Total Kilograms**.
  - If applicable, list any materials included in the **Other** category.

MHSPTestingGuide  
2021/22 Pesticides Performance - Disposal Facility  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Materials Sent for Disposal**

Land Disposed  Incinerated

Includes total weight of pesticides disposed in landfill.

**Land Disposed**

Pesticides

I did not send any material for land disposal.

**Total Kilograms**

0

Clear Form **Save & Next**

MHSPTestingGuide  
2021/22 Pesticides Performance - Disposal Facility  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Materials Sent for Disposal**

Land Disposed  Incinerated

Includes total weight of pesticides incinerated.

**Incinerated**

Pesticides

I did not send any material for incineration.

**Total Kilograms**

0

Clear Form Previous **Save & Next**

2. If you did not send any material for land disposal or incineration, leave the kilograms field blank and click the check box for **I did not send any material**.
3. Click **Save & Next**.

# Performance report

## Enter weight of materials sent for disposal

1. Click on **Edit** if you need to change the previously entered data.
2. Click **Save & Next** to proceed.

### Materials Sent for Disposal

Land Disposed  Incinerated

---

Includes total weight of pesticides disposed in landfill.

Land Disposed	Total Kilograms
Pesticides	1,000
<b>Total</b>	<b>1,000</b>

Land Disposed data last updated by: Monica Monica on May 29, 2023 01:21 p.m.

[Edit](#)

### 2021/22 Pesticides Performance - Disposal Facility

Enter your data and click **Save & Next** to move to the next reporting screen.

#### Materials Sent for Disposal

Land Disposed  Incinerated

---

Includes total weight of pesticides disposed in landfill.

Land Disposed	Total Kilograms
Pesticides	<input type="text" value="1000"/>

I did not send any material for land disposal.

[Clear Form](#) [Save & Next](#)

Land Disposed data last updated by: Karim Asad on Jul 19, 2023 08:43 a.m.

# How to submit your disposal facility performance report

The next few slides will guide you with submitting your report.



# Performance report

## Submit your report

1. Check that the **Submit Report** button is green and then click on it to submit the report.
2. After clicking on **Submit Report**, the below notice will appear. After reading the notice, click **Submit**.

TopNotchAuto  
2021/22 Pesticides Performance - Disposal Facility

**Report Status**  
In Progress

**Report Summary**

**Received from Haulers**

Inside Ontario  Outside Ontario

Input the weight of pesticides received from inside Ontario.

Inside Ontario	Total Kilograms
Pesticides	1,000
<b>Total</b>	<b>1,000</b>

Inside Ontario data last updated by: Gary Agard on Jul 12, 2023 11:49 a.m.

[Edit](#)

**Submit Report**

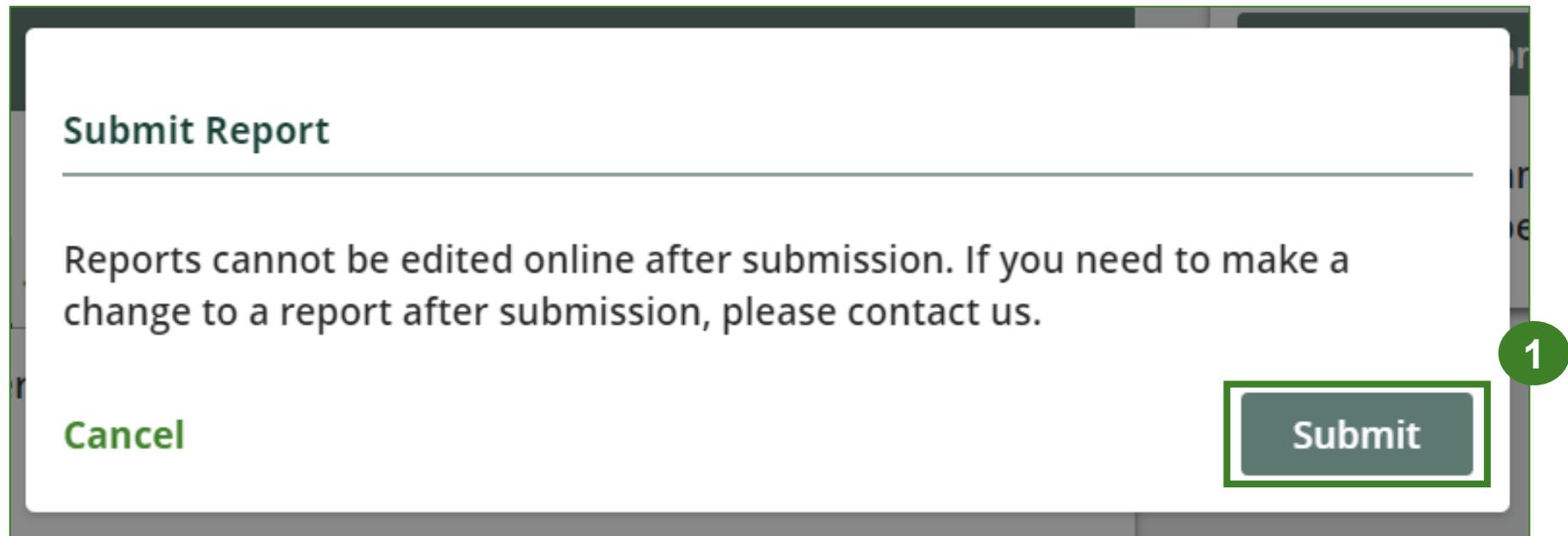
Your report cannot be submitted until all fields have been entered.

# Performance report

## Submit your report cont.

1. After clicking on **Submit Report**, the below notice will appear. After reading the notice, click **Submit**.

**Note:** Once the report is submitted you are not able to make any changes.



# Performance report

## Report summary

1. Your report status should now read as **Submitted**.
2. Click on **Back to Dashboard** to return to the Pesticides homepage.

The screenshot displays a web interface for a performance report. At the top left, there is a navigation link '< Back to Dashboard' highlighted with a green box and a green circle containing the number '2'. Below this, the page title reads 'MHSPTestingGuide 2021/22 Pesticides Performance - Disposal Facility'. On the right side, a 'Report Status' box is highlighted with a green box and a green circle containing the number '1', showing the status 'Submitted' and the timestamp 'May 29, 2023 01:33 p.m.'. The main content area is titled 'Report Summary' and features a section for 'Received from Haulers'. This section has two tabs: 'Inside Ontario' (selected) and 'Outside Ontario'. Below the tabs, there is a text prompt: 'Input the weight of pesticides received from inside Ontario.' A table follows, showing the following data:

Inside Ontario	Total Kilograms
Pesticides	1,000
<b>Total</b>	<b>1,000</b>

Below the table, it states 'Inside Ontario data last updated by: Monica Monica on May 29, 2023 01:33 p.m.' and includes a 'View' button.

# Performance report

## View submitted report

1. On the **Pesticides Homepage**, under the **Disposal Facility** tab, your Pesticides Performance – Disposal Facility report status should show **Submitted** and who it was last updated by.
2. Under **Action**, you can click **View** to review the report submission or click **Download** for a copy of report.

MHSPTestingGuide  
Pesticides Homepage  
Registration #:00025634  
Pesticides Switch Programs

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

Producer   Hauler \*   **Disposal Facility**   Invoices   Add Roles

Pesticides			
Report ▼	Status	Last Updated By	Action
2021/22 Pesticides Performance - Dispos...	Submitted May 29, 2023 01:33 p.m.	Monica Monica	<a href="#">View</a> <a href="#">Download</a>

**1**

**Disposal Facilities** [Manage](#)

List the address of each facility where pesticides are disposed.

**2**

# Additional resources



# Have a question?

## Resources to help you submit your report(s):

- Visit our [HSP disposal facility 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.