Hazardous and Special Products: Hauler Performance Reporting Guide

Paints, coatings and solvents

RPRA Resource Productivity & Recovery Authority

Table of Contents

Introduction

- What is HSP performance reporting?

- What data needs to be reported?

- How to log into the Registry

- How to manage contacts on your Registry account

How to submit your hauler performance report

- Step-by step instructions on how to complete the report

Additional resources

- More resources to help further answer your questions

Introduction

What is Hazardous and Special Products performance reporting?

HSP performance is an annual report that haulers with obligations under the Hazardous and Special Products (HSP) Regulation complete to report on their transportation activities from the previous calendar year. **The deadline to submit performance reports is July 31**.

This guide will assist haulers 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 or call 1-833-600-0530.

What data needs to be reported?

Haulers of **paints, coatings and solvents** are required to report the following information from the previous calendar year:

- The total weight and type of material picked up from both inside and outside Ontario

- The total weight and type of material picked up from outside Ontario

- The total weight and type of material picked up and dropped off to a processor

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

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.
- Watch this how-to video if you would like to watch step-by-step instructions.

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.
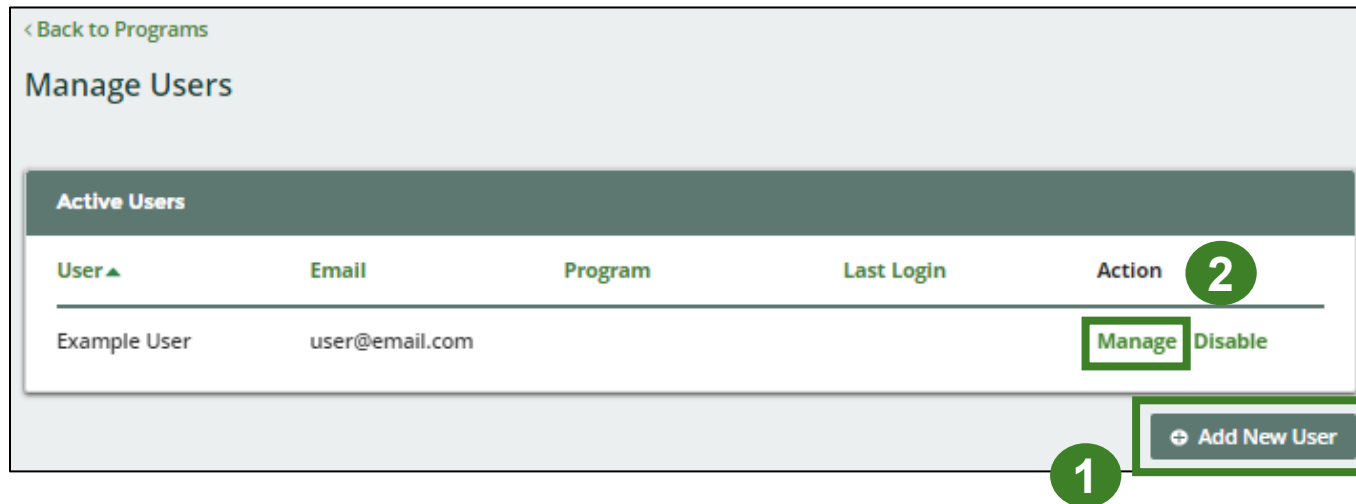
To manage contacts in your Registry account, see the following steps or watch our how-to video:

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.
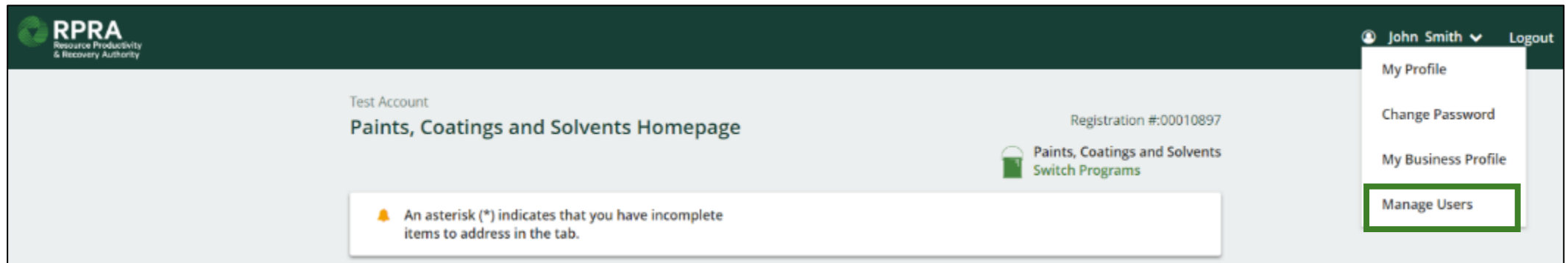
How to manage contacts on your Registry account cont.

1. Click **Add New User** to add an additional user to your account.
2. Under Action, click **Manage** to update preferences of existing users.
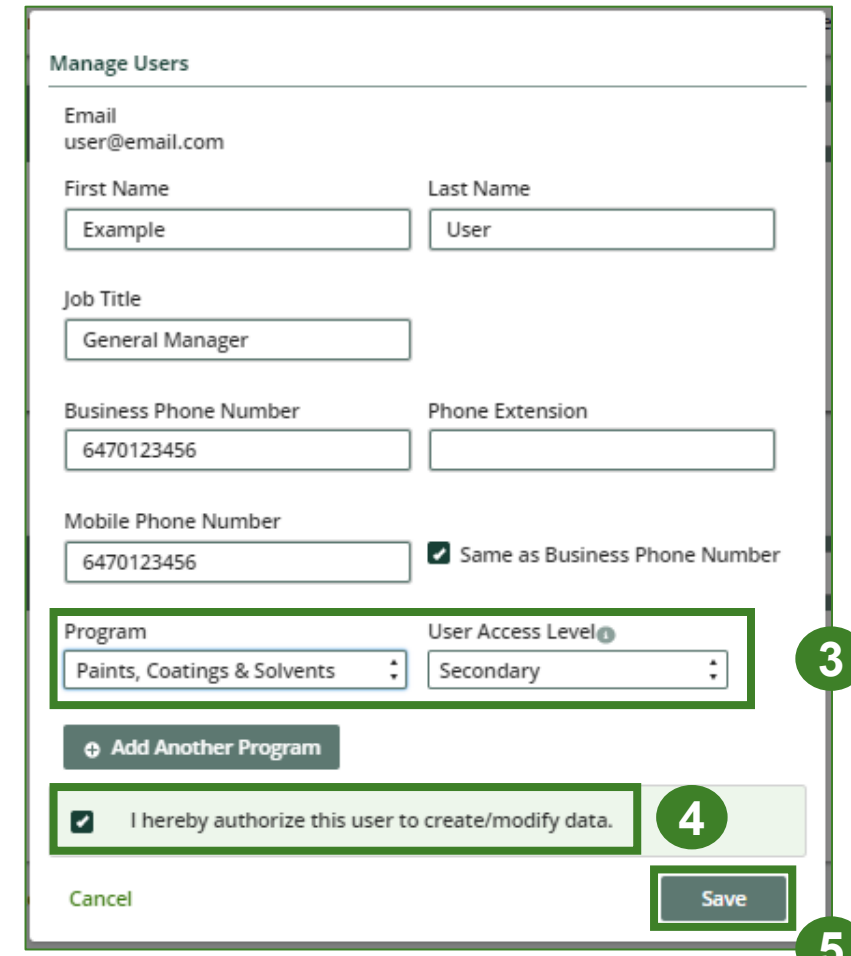
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**

How to submit your hauler performance report

The next few slides will guide you with entering your **picked up** material(s) data.
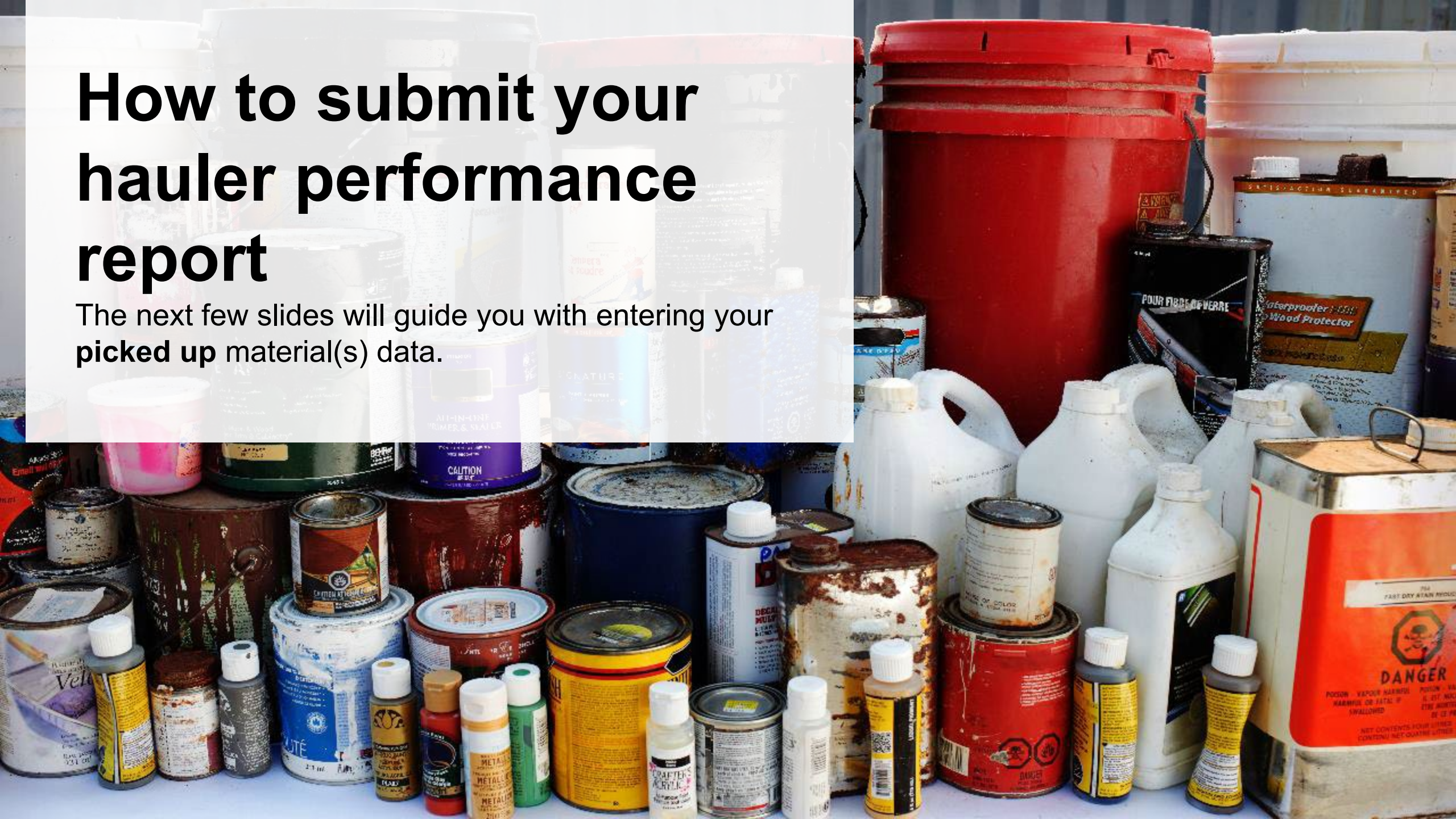
Performance report
Accessing your program

1. After logging in, click on the icon for the **Paints, Coatings and Solvents** program on your dashboard.

Performance report
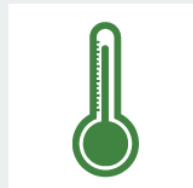## Start your report

1. On the **Paints, Coatings and Solvents Homepage**, click on the **Hauler** tab to navigate to the hauler reports.

2. Under **Action**, click on **Start** to begin completing the Paints, Coatings and Solvents Performance – Hauler report.

3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.

Note: Only the roles you are enrolled in will be clickable (e.g., if you are only a hauler, you will only see the hauler tab and add roles tab).

HSP Testing Guide

Paints, Coatings and Solvents Homepage

Registration #:00025567

Paints, Coatings and Solvents
Switch Programs

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

1

Producer * Hauler * Processor * Invoices Add Roles

Paints, Coatings and Solvents

Report ▼	Status	Last Updated By	Action
2021/22 Paints, Coatings, and Solvents Pe...	Not Started Due Date: Jul 31, 2023		Start

2

Types of Paints, Coatings and Solvents
Identify the materials you work with.

Manage

Refurbisher * Processor * PRO Status Add Roles

Attention

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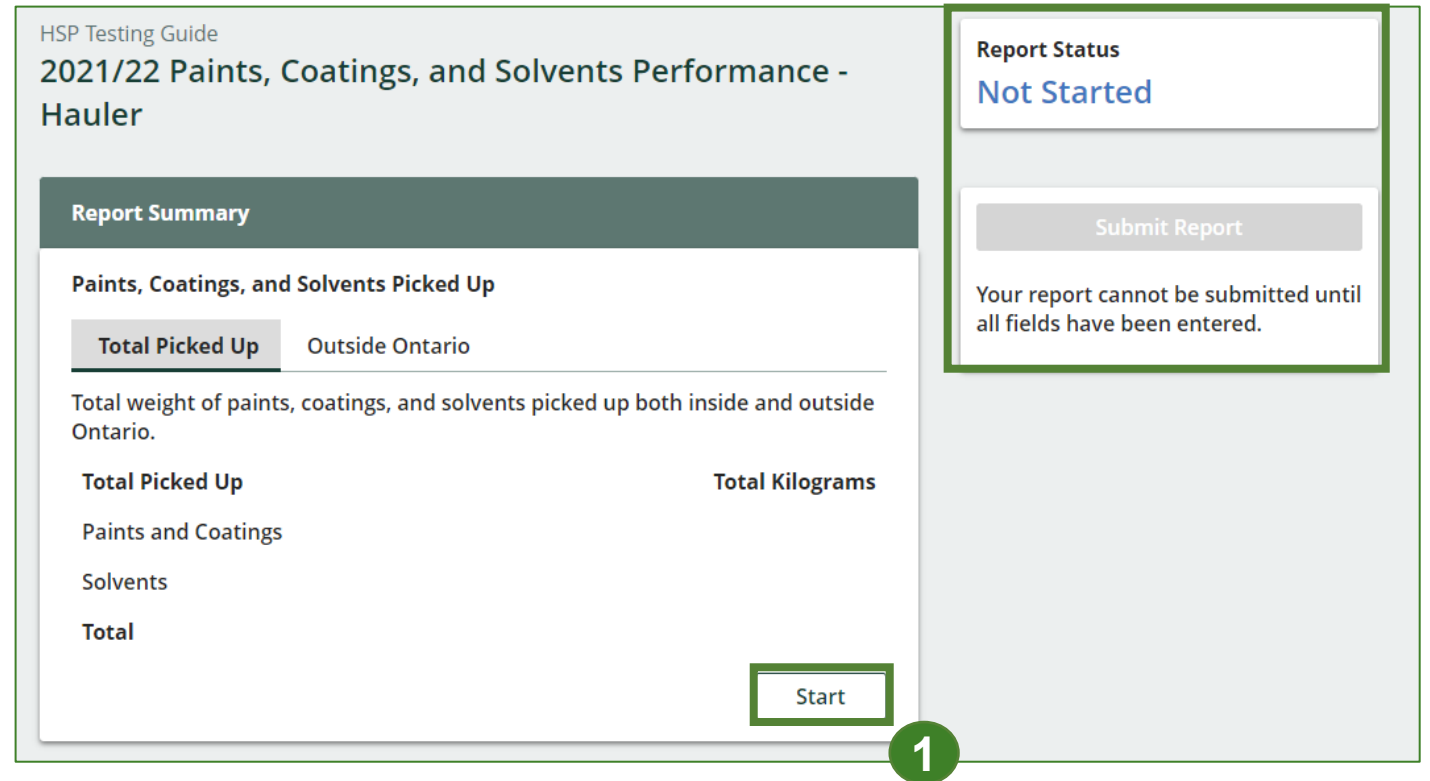
Cancel

Proceed

3

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 **Paints, Coatings and Solvents Picked Up**, click **Start** to begin entering the total weight of paints, coatings, and solvents picked up inside and outside Ontario.

HSP Testing Guide

2021/22 Paints, Coatings, and Solvents Performance - Hauler

Report Status
Not Started

Submit Report

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

Report Summary

Paints, Coatings, and Solvents Picked Up

Total Picked Up	Outside Ontario

Total weight of paints, coatings, and solvents picked up both inside and outside Ontario.

Total Picked Up	**Total Kilograms**
Paints and Coatings	
Solvents	
Total	

Start

1

Performance report
Enter weight of total picked up materials

1. Under the **Total Picked Up** tab, enter the **Total Kilograms** of paints and coatings and solvents picked up inside of Ontario.

2. Click **Save & Next** to proceed.

HSP Testing Guide

2021/22 Paints, Coatings, and Solvents Performance - Hauler

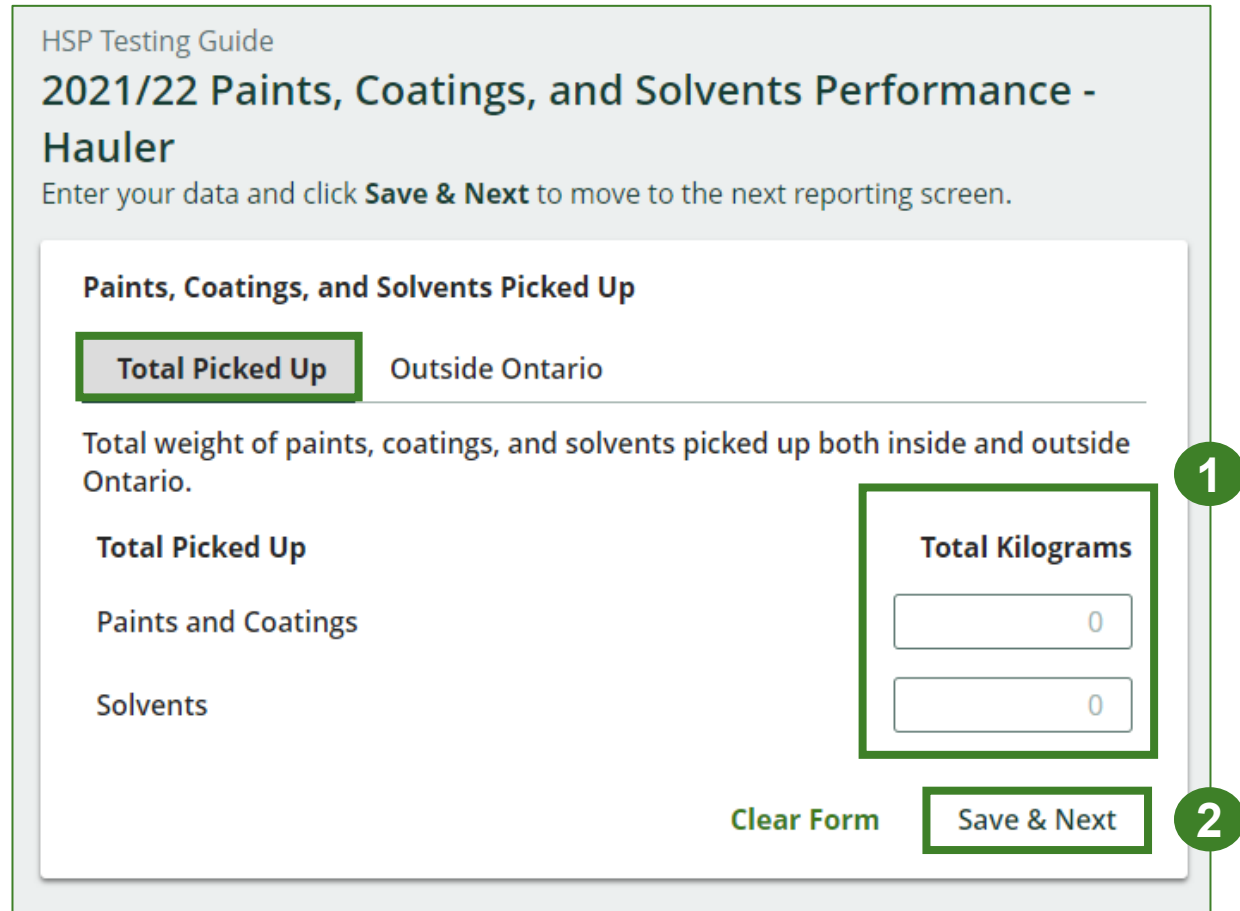Enter your data and click **Save & Next** to move to the next reporting screen.

Paints, Coatings, and Solvents Picked Up

| Total Picked Up | Outside Ontario |

Total weight of paints, coatings, and solvents picked up both inside and outside Ontario.

Total Picked Up	**Total Kilograms**
Paints and Coatings	0
Solvents	0

Clear Form   Save & Next

1

2

Performance report
Enter weight of total picked up materials cont.

1. Under the **Outside Ontario** tab, enter the **Total Kilograms** of each type of paints and coatings and solvents collected outside of Ontario.

2. If you did not pick up any paints, coatings or solvents outside of Ontario, click on the check box for **I did not pick up any paints, coatings, and solvents outside Ontario.**

3. Click **Save & Next** to proceed.

HSP Testing Guide

2021/22 Paints, Coatings, and Solvents Performance - Hauler

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

Paints, Coatings, and Solvents Picked Up

✓ Total Picked Up   Outside Ontario

Total weight of paints, coatings, and solvents picked up outside Ontario.

Outside Ontario	**Total Kilograms**
Paints and Coatings	0
Solvents	0

☐ I did not pick up any paints, coatings, and solvents outside Ontario.

Clear Form   Previous   Save & Next

1

2

3

Performance report
Review your materials picked up data

1. Review the previously entered **Total Kilograms** of paints, coatings and solvents picked up.

2. Click on **Edit** if you need to make a change to the paints, coatings and solvents weights.

How to submit your hauler performance report

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

Performance report
Enter weight of materials sent for processing

1. Under **Paints, Coatings, and Solvents Dropped Off**, click **Start** to enter the paints, coatings and solvents weights dropped off for processing.

Performance report
Enter weight of materials sent for processing cont.

1. Under **Sent for Processing**, enter the **Total Kilograms** of paints, coatings and solvents sent for processing.

2. If you did not send any paints, coatings or solvents for processing, click on the check box marked **I did not send any paints, coatings, and solvents for processing**.

3. Click **Save & Next** to proceed.

HSP Testing Guide

2021/22 Paints, Coatings, and Solvents Performance - Hauler

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

Paints, Coatings, and Solvents Dropped Off

Sent for Processing

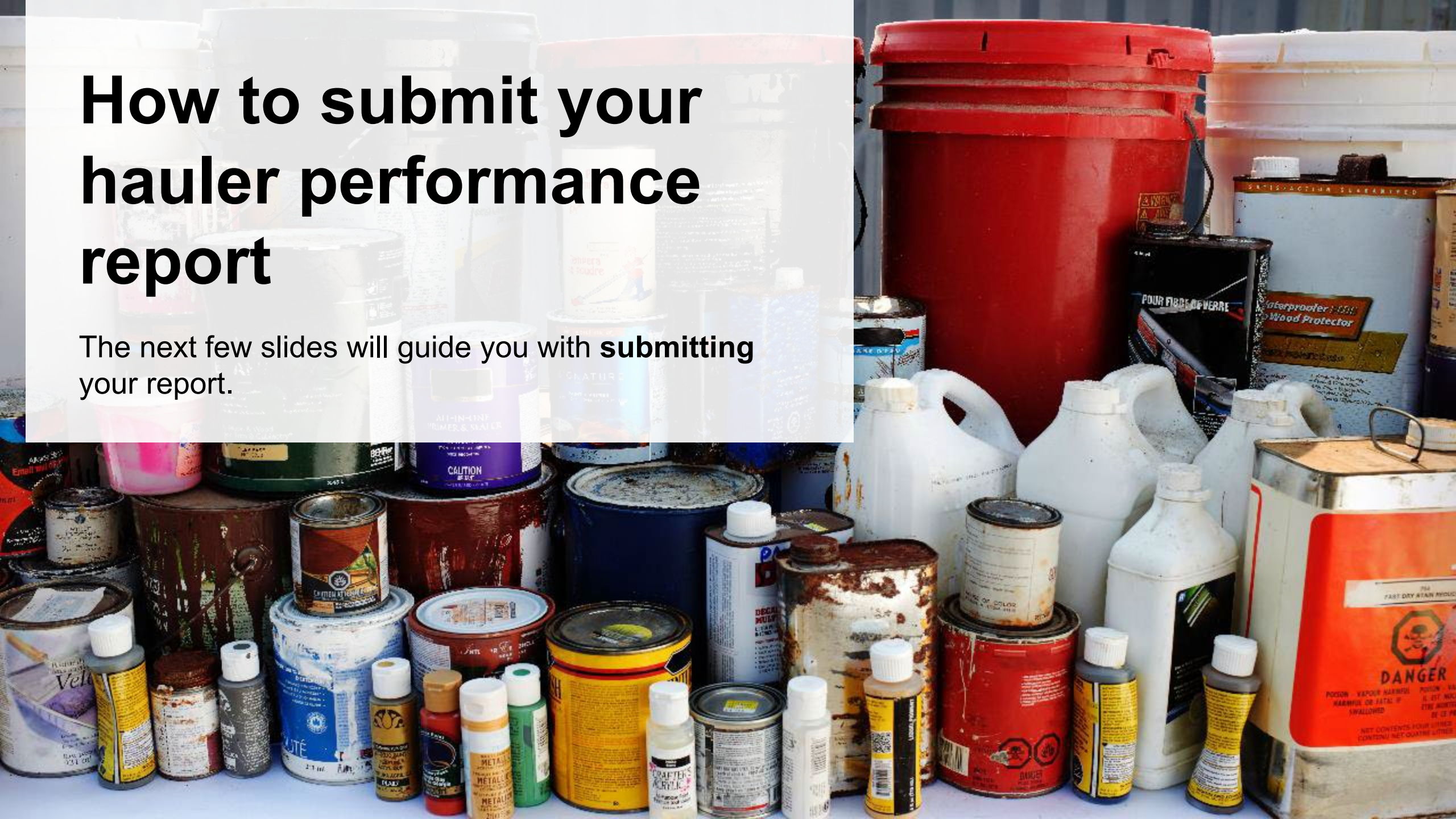Total weight of paints, coatings, and solvents sent for processing.

Sent for Processing   Total Kilograms

Paints and Coatings   0

Solvents   0

(2) ☐ I did not send any paints, coatings, and solvents for processing.

Clear Form   Save & Next

(1)

(3)

How to submit your hauler performance report

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

Performance report
Submit your report

1. Under **Report Summary**, you can review the data previously entered and click **Edit** if you need to make changes.

2. Click on **Submit Report** once you are finished reviewing and ready to submit.

‹ Back to Dashboard

HSP Testing Guide
2021/22 Paints, Coatings, and Solvents Performance - Hauler

Report Status
Submitted
May 24, 2023 10:52 a.m.

Report Summary

Paints, Coatings, and Solvents Picked Up

🔒 Total Picked Up   🔒 Outside Ontario

Total weight of paints, coatings, and solvents picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
Paints and Coatings	1,000
Solvents	1,000
Total	**2,000**

Total Picked Up data last updated by: Stefort Cumma on May 24, 2023 10:52 a.m.

Paints, Coatings, and Solvents Dropped Off

🔒 Sent for Processing

Total weight of paints, coatings, and solvents sent for processing.

Sent for Processing	Total Kilograms
Paints and Coatings	1,000
Solvents	1,000
Total	**2,000**

Sent for Processing data last updated by: Stefort Cumma on May 24, 2023 10:52 a.m.

Report Status
In Progress

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.

Submit Report

Reports cannot be edited online after submission. If you need to make a change to a report after submission, please contact us.

Cancel

Submit

1
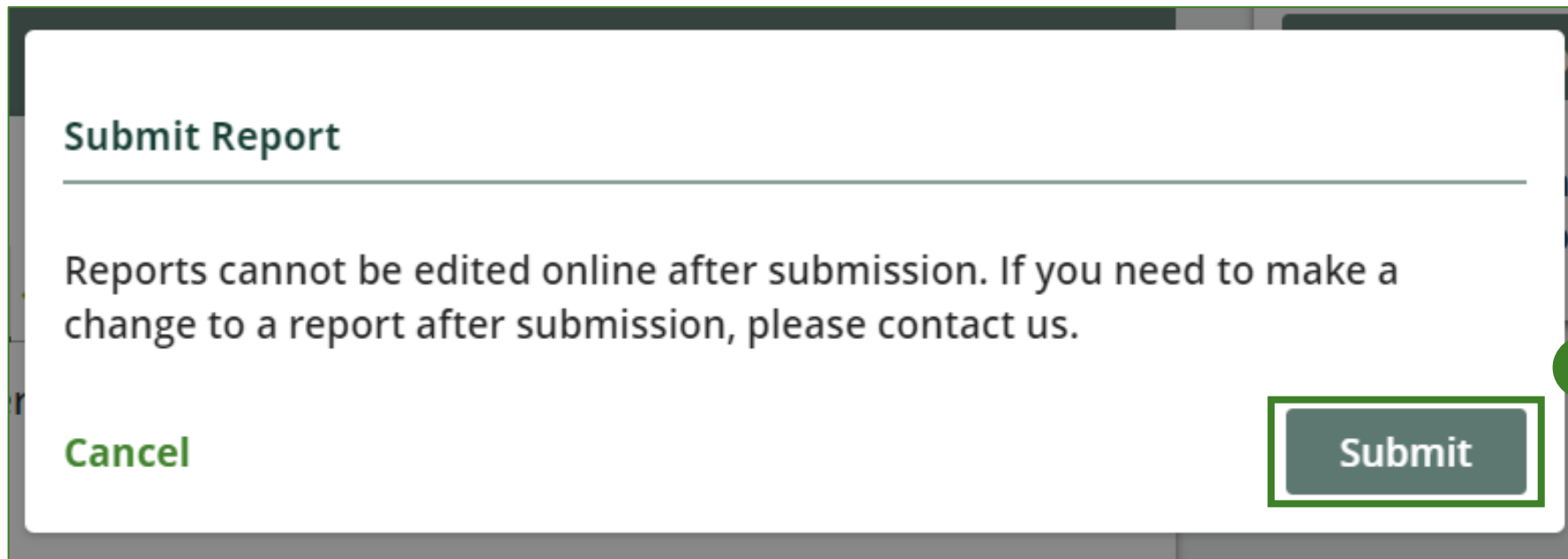
Performance report
View submitted report

1. Your report status should now read as **Submitted**.

2. Click on **Back to Dashboard** to return to the paints, coatings and solvents homepage.

Performance report
View submitted report

1. On the **Paints, Coatings and Solvents Homepage,** under the **Hauler Reports** tab, your Paints, Coatings and Solvents Performance – Hauler 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 the report.

HSP Testing Guide

Paints, Coatings and Solvents Homepage

Registration #:00025567

Paints, Coatings and Solvents
Switch Programs

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

Producer *   **Hauler**   Processor *   Invoices   Add Roles

Paints, Coatings and Solvents

Report ▾	Status	Last Updated By	Action
2021/22 Paints, Coatings, and Solvents Pe...	Submitted May 24, 2023 10:52 a.m.	Stefort Cumma	View Download

1   **2**

Types of Paints, Coatings and Solvents   Manage
Identify the materials you work with.

Additional resources

Have a question?

Resources to help you submit your report:

- Visit our HSP hauler 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.