

# Hazardous and Special Products: PRO Performance Reporting Guide

Automotive materials  
(oil filters, oil containers, antifreeze)



# Table of Contents

## Introduction

- What is HSP performance reporting?
- What data PROs need to submit for their own reports
- What data PROs need to submit for their producer reports
- How to log into the Registry
- How to manage contacts in your Registry account

## How to submit your PRO performance report

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

## How to submit performance reports on behalf of producers

- Step-by step instructions on how to complete reports on behalf of producer clients

## 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 PROs with obligations under the [Hazardous and Special Products \(HSP\) Regulation](#) complete to report on their own collection and management activities from the previous calendar year. PROs can also report on behalf of their producer clients on their collection and management activities during the same time period. **The deadline to submit performance reports is July 31.**

This guide will assist PROs 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 PROs need to submit for their own reports

PROs are required to report on their own aggregate activities from the previous calendar year, undertaken on behalf of their producer clients of **oil filters, oil containers and antifreeze**. In this report, you will also need to provide information about your producer clients that do not have management requirements.

PROs are required to report on the following:

- A separate report for each type of HSP.
- The weight of recovered resources accounted for to meet the producer's management requirements (only for oil filters).
- A description of the activities undertaken by the producer to comply with the promotion and education requirements.
- The weight of materials processed from that type of HSP that were:
  - Land disposed,
  - Incinerated,
  - Used as a fuel or a fuel supplement, or
  - Stored, stockpiled, used as daily landfill cover or otherwise deposited on land.

# What data PROs need to submit for their own reports cont.

## **Note:**

RPRA's Registrar is delaying the performance audit requirement due to the ongoing development of the Hazardous and Special Products Resource Recovery Performance Audit Procedure.

**Only performance data is required to be submitted by July 31 deadline.**

When submitting the performance audit, PROs are only required to submit one aggregate report.

# What data PROs need to submit for producer reports

For your producer clients **with** management requirements (oil filters), you are required to submit separate reports with information about performance activities completed from the previous calendar year, for each type of HSP material you managed on their behalf.

For your producer clients **without** management requirements, there is no requirement to file individual performance reports. Instead, this information must be included in your aggregate PRO performance report.

PROs are required to report on the following on behalf of their producer clients:

- A description of the activities undertaken by the producer to comply with the promotion and education requirements.
- The name and contact information of each processor.
- The weight of the material(s) supplied to consumers in Ontario.

# What data PROs need to submit for producer reports cont.

PROs are required to submit an individual report **on behalf of each producer client of oil filters** on the producer's activities from the previous calendar year.

PROs are required to report on the following on behalf of their producer clients:

- The weight of recovered resources accounted for to meet the producer's management requirements.
- The weight of materials processed from that type of HSP that were:
  - land disposed,
  - incinerated,
  - used as a fuel or a fuel supplement, or
  - stored, stockpiled, used as daily landfill cover or otherwise deposited on land.



# 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:

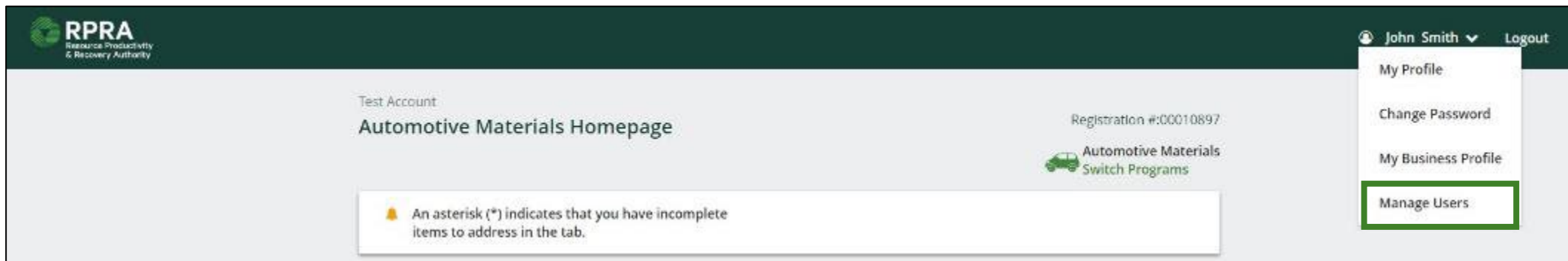
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen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

[< Back to Programs](#)

## Manage Users

Active Users				
User ▲	Email	Program	Last Login	Action 2
Example User	user@email.com			<a href="#">Manage</a> <a href="#">Disable</a>

1 [+ 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 3  
☐ Primary ☒ Secondary

[+ Add Another Program](#)

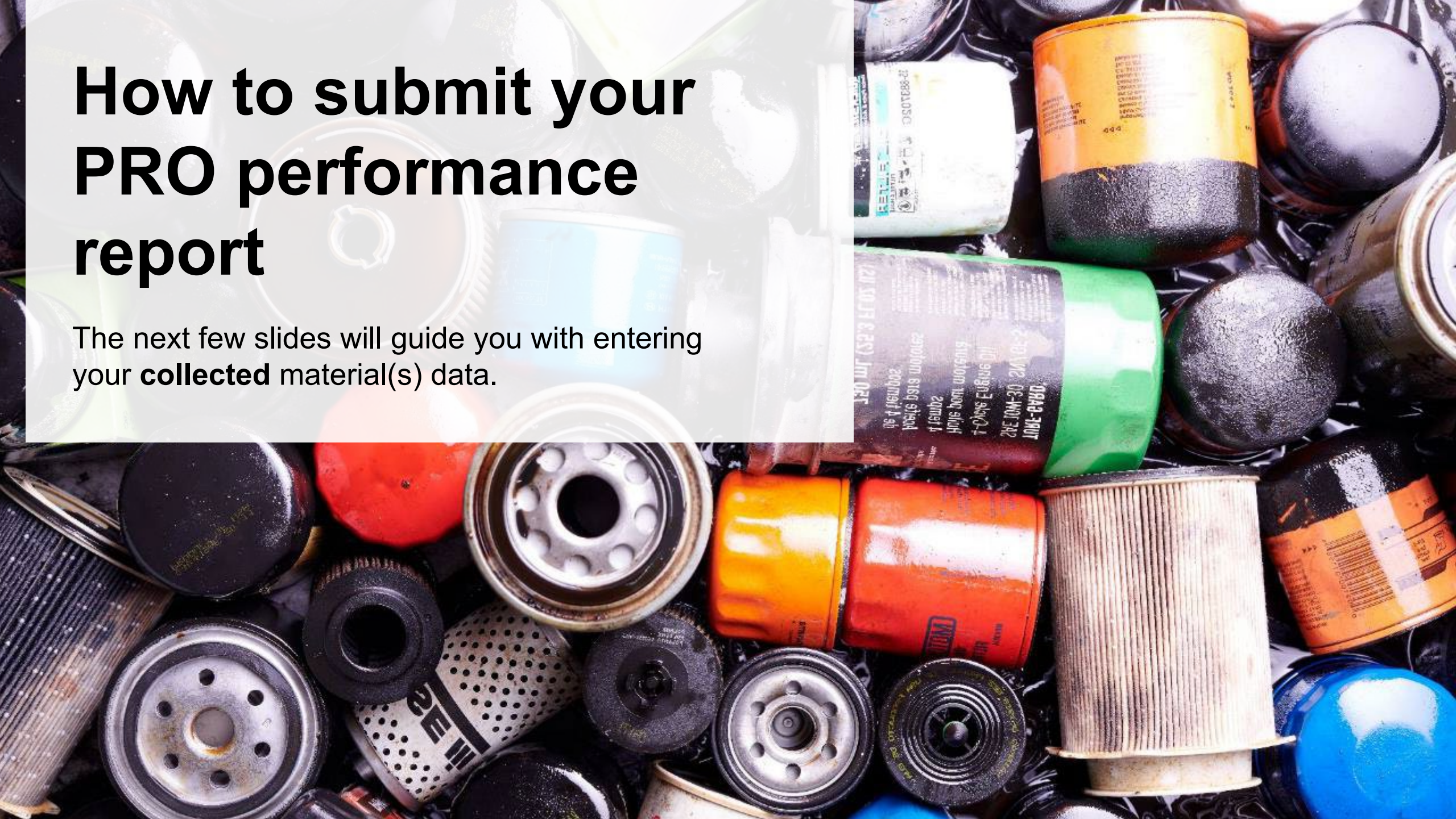
☐ I hereby authorize this user to create/modify data. 4

[Cancel](#) [Save](#) 5



# How to submit your PRO performance report

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

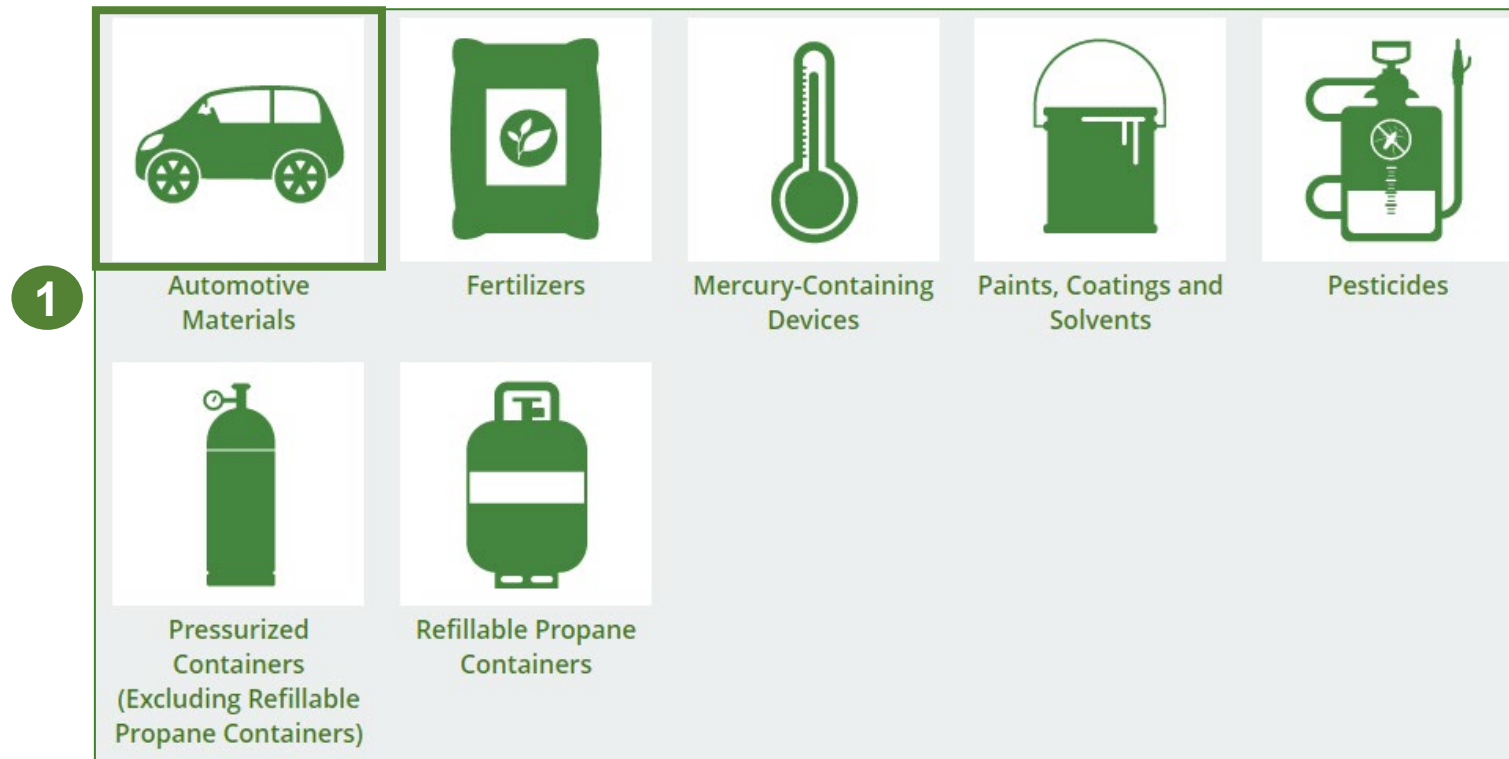




# Performance report

## Accessing your program

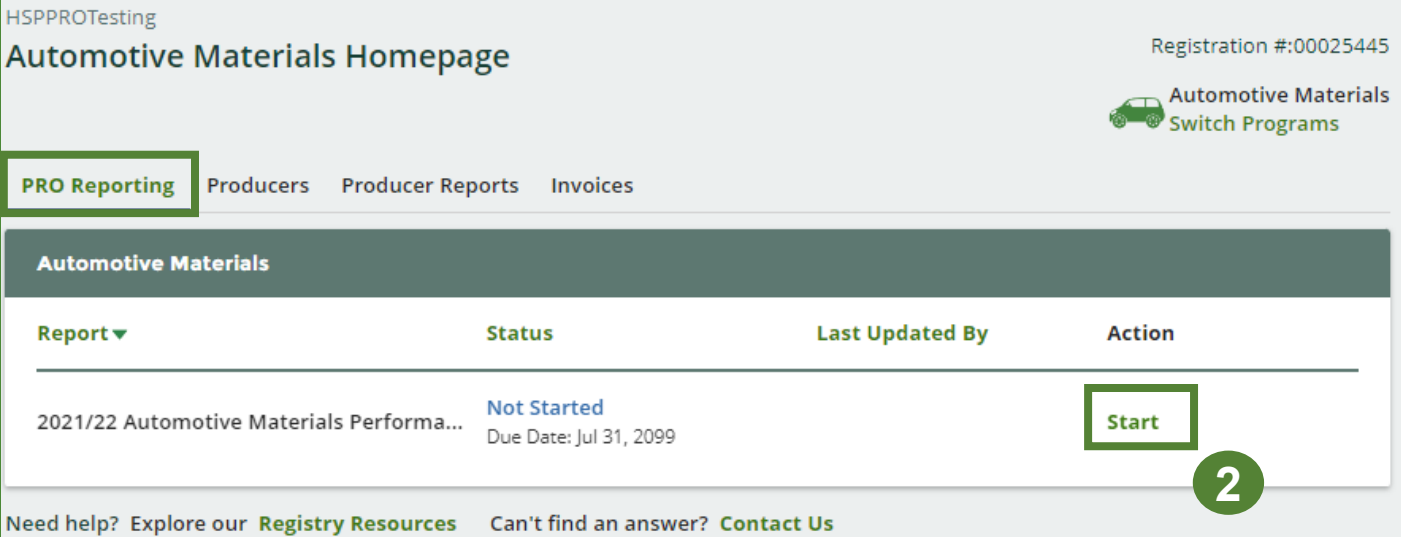
1. After logging in, click on the icon for the **Automotive Materials** program on your dashboard.



# Performance report

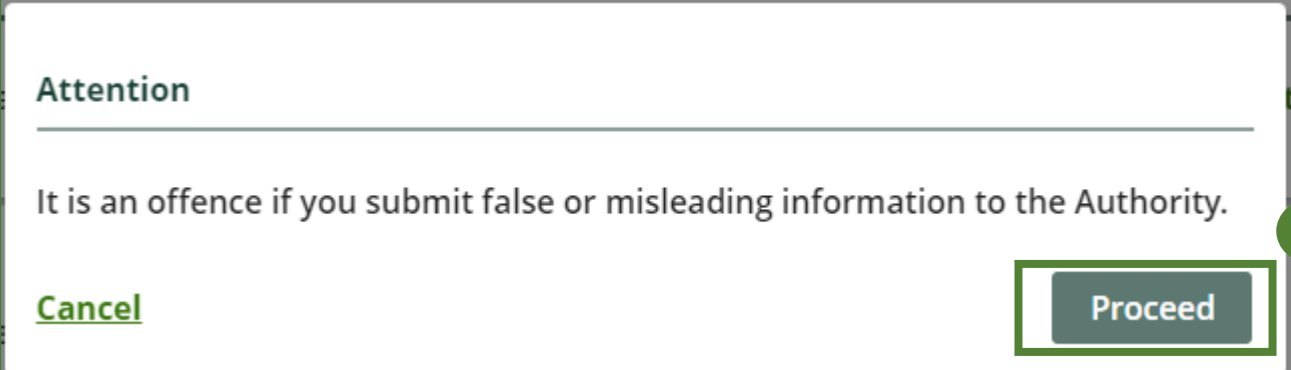
## Starting your own report

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



The screenshot shows the 'Automotive Materials Homepage' with a navigation bar containing 'PRO Reporting', 'Producers', 'Producer Reports', and 'Invoices'. The 'PRO Reporting' tab is highlighted. Below the navigation bar is a table titled 'Automotive Materials'. The table has four columns: 'Report', 'Status', 'Last Updated By', and 'Action'. A single row is visible with the report name '2021/22 Automotive Materials Performa...', status 'Not Started' (with a due date of 'Jul 31, 2099'), and an 'Action' column containing a 'Start' button. A green circle with the number '1' is next to the 'PRO Reporting' tab, and a green circle with the number '2' is next to the 'Start' button.

Report ▼	Status	Last Updated By	Action
2021/22 Automotive Materials Performa...	Not Started Due Date: Jul 31, 2099		Start



The screenshot shows a notice dialog box titled 'Attention'. The text inside reads: 'It is an offence if you submit false or misleading information to the Authority.' At the bottom of the dialog, there are two buttons: 'Cancel' and 'Proceed'. A green circle with the number '3' is next to the 'Proceed' button.

**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 **Weight of Materials Collected**, click **Start** to begin entering the total weight of automotive materials (i.e., antifreeze and oil containers, antifreeze liquid and oil filters) collected.

HSPPROTesting  
2021/22 Automotive Materials Performance - PRO

### Report Summary

Weight of Materials Collected

Collected

Total weight of automotive materials collected.

Total Weight Collected	Total Kilograms
Antifreeze and Oil Containers	
Antifreeze Liquid	
Oil Filters	
Total	

Start

Report Status  
Not Started

### Submit Report

Upload Promotion & Education Report ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

1

# Performance report

## Enter your weight of materials collected data

1. Under **Collected**, enter the total kilograms of each type of automotive materials collected under **Total Kilograms**.
2. If you did not collect any automotive materials, leave the kilograms field blank and check box for **I did not collect any automotive material**.
3. Click **Save & Next**.

### Weight of Materials Collected

Collected

Total weight of automotive materials collected.

#### Total Weight Collected

Antifreeze and Oil Containers

Antifreeze Liquid

Oil Filters

☐ I did not collect any automotive materials.

#### Total Kilograms

0

0

0

Clear Form

Save & Next

# Performance report

## Review your materials collected data

Once you have begun entering in data for your report, your report status will change to **In Progress**. You will not be able to click **Submit Report** until all fields in the report have been completed.

1. Review the kilograms of automotive materials collected (entered previously).
2. Click on **Edit**, if you need to make a change to the automotive material weights.

HSPPROTesting  
2021/22 Automotive Materials Performance - PRO

**Report Summary**

Weight of Materials Collected

✓ Collected

Total weight of automotive materials collected.

Total Weight Collected	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
<b>Total</b>	<b>3,000</b>

Collected data last updated by: Red HidingHood on May 12, 2023 11:31 a.m.

**Edit**

**Report Status**  
**In Progress**

**Submit Report**

Upload Promotion & Education Report ⓘ

**Upload**

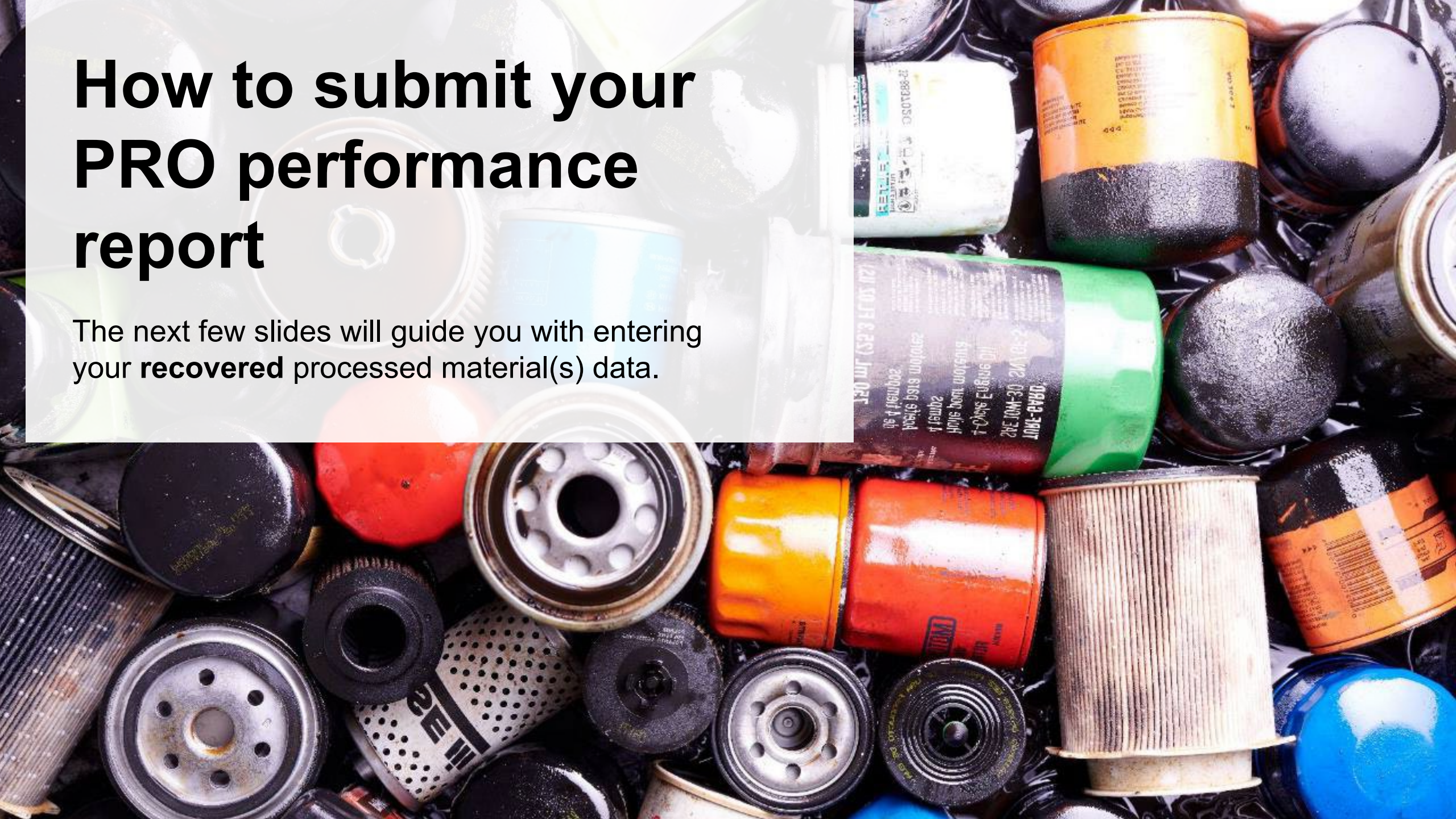
**Submit Report**

Make sure to provide all the required data before submitting.



# How to submit your PRO performance report

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





# Performance report

## Enter your data for weight of recovered materials

1. Click **Start** to begin entering the total weight of recovered materials.
2. Under the **Antifreeze Liquid** tab, enter the total weight of materials recovered for each of the recovered material(s) under **Total Kilograms**.
  - If applicable, list any materials included in the **Other** category.
3. Click **Save & Next**.

Weight of Recovered Materials

Antifreeze Liquid Containers Oil Filters

Input the weight of materials recovered from processing the collected antifreeze liquid.

Processed Materials	Total Kilograms
Clean Water	
Distilled Glycol	
Filtered and Reconditioned Antifreeze	
Waste Water	
Other	
Total	

Start

HSPPROTesting

### 2021/22 Automotive Materials Performance - PRO

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

Weight of Recovered Materials

Antifreeze Liquid Containers Oil Filters

Input the weight of materials recovered from processing the collected antifreeze liquid.

Processed Materials	Total Kilograms
Clean Water	<input type="text" value="0"/>
Distilled Glycol	<input type="text" value="0"/>
Filtered and Reconditioned Antifreeze	<input type="text" value="0"/>
Waste Water	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

Clear Form Save & Next

# Performance report

Enter your data for weight of recovered materials cont.

1. Under the **Containers** tab, enter the total weight of materials recovered from antifreeze and oil containers under **Total Kilograms**.
  - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.

HSPPROTesting  
2021/22 Automotive Materials Performance - PRO  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Weight of Recovered Materials**

✓ Antifreeze Liquid   **Containers**   Oil Filters

Input the weight of materials recovered from processing the collected antifreeze and oil containers.

Processed Materials	Total Kilograms
Paper and Plastic Labels	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Oil	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

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

# Performance report

Enter your data for weight of recovered materials cont.

1. Under the **Oil Filters** tab, enter the total weight of recovered materials for each of the material(s) under **Total Kilograms**.
  - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.

**Note:** When counting the weight of recovered resources from oil filters, the following must not be counted:

- Any oil residue contained in the used oil filter.
- Any oil which is captured, recaptured, extracted, collected or diverted during processing.

HSPTesting  
2021/22 Automotive Materials Performance - PRO  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Weight of Recovered Materials**

✓ Antifreeze Liquid   ✓ Containers   **Oil Filters**

Input the weight of materials recovered from processing the collected oil filters.

Processed Materials	Total Kilograms
Metal	<input type="text" value="0"/>
Used Oil	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

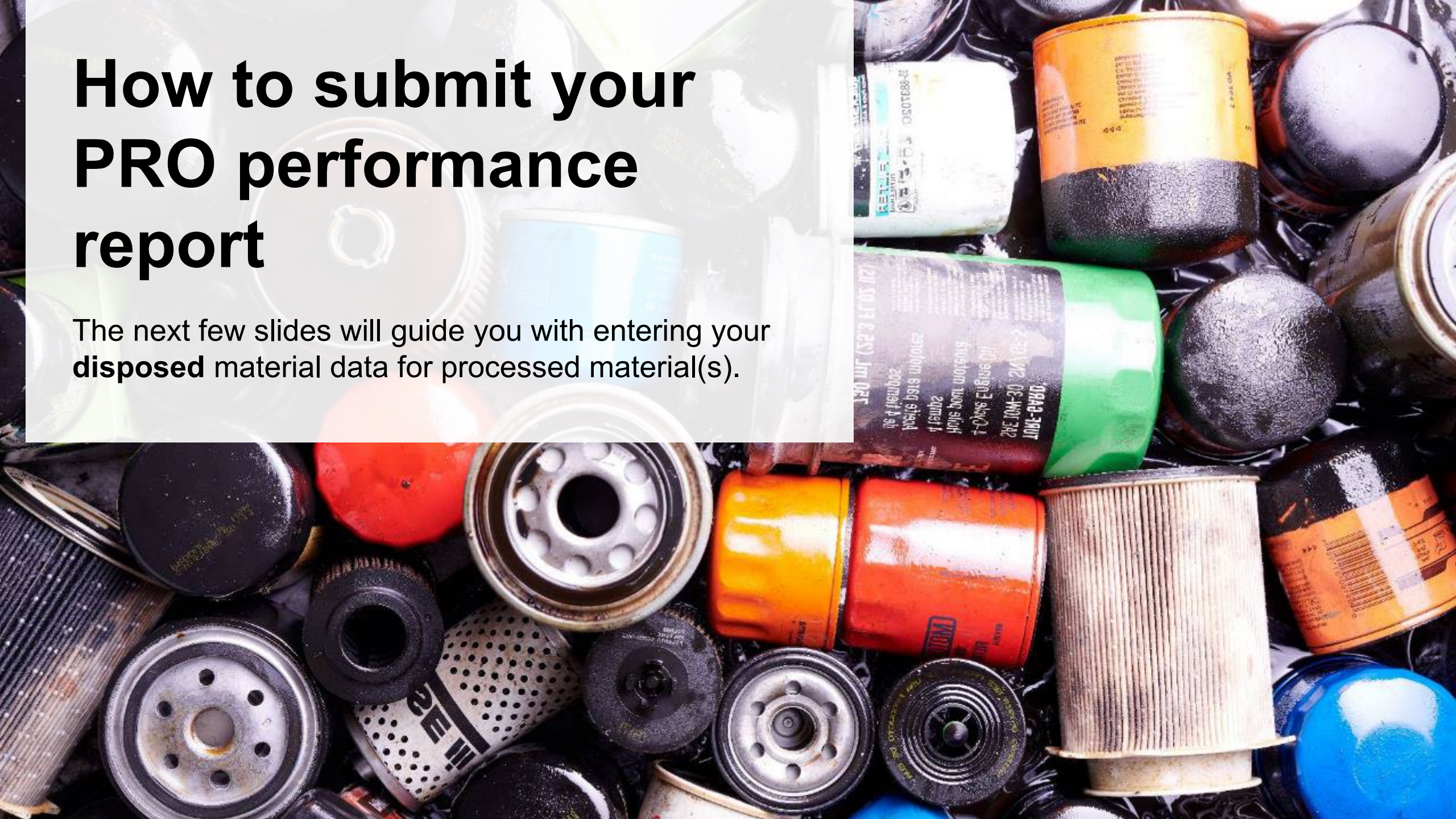
List any materials included in the "Other" category (250 characters max.)

**Clear Form**   **Previous**   **Save & Next**



# How to submit your PRO 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 (antifreeze liquid)

1. Click **Start** to enter weight of material(s) which includes materials sent to landfills and dumps.

**Processed Material Disposal Data (Antifreeze Liquid)**

Land Disposed

Incinerated

Used as Fuel

Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	
Distilled Glycol	
Filtered and Reconditioned Antifreeze	
Waste Water	
Other	
Total	

Start

# Performance report

## Enter your processed material disposal data (antifreeze liquid) cont.

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

The image displays four sequential screenshots of a web form titled '2021/22 Automotive Materials Performance - PRO' by TheoMcgrath SERVICES. Each screenshot shows a different tab selected for 'Processed Material Disposal Data (Antifreeze Liquid)'.  
1. **Land Disposed** tab: Shows input fields for 'Clean Water', 'Distilled Glycol', 'Filtered and Reconditioned Antifreeze', 'Waste Water', and 'Other' under 'Total Kilograms'. A green box highlights the 'Total Kilograms' column and the 'Other' category. A green circle with the number '1' is next to the 'Total Kilograms' header. A green circle with the number '2' is next to the 'Other' category input field.  
2. **Incinerated** tab: Shows input fields for 'Clean Water', 'Distilled Glycol', 'Filtered and Reconditioned Antifreeze', 'Waste Water', and 'Other' under 'Total Kilograms'. A green box highlights the 'Total Kilograms' column. A green circle with the number '3' is next to the 'Save & Next' button.  
3. **Used as Fuel** tab: Shows input fields for 'Clean Water', 'Distilled Glycol', 'Filtered and Reconditioned Antifreeze', 'Waste Water', and 'Other' under 'Total Kilograms'. A green box highlights the 'Total Kilograms' column.  
4. **Stockpiled** tab: Shows input fields for 'Clean Water', 'Distilled Glycol', 'Filtered and Reconditioned Antifreeze', 'Waste Water', and 'Other' under 'Total Kilograms'. A green box highlights the 'Total Kilograms' column.  
Each screenshot includes a 'Clear Form' button and a 'Save & Next' button. The 'Save & Next' button is highlighted in green in the first three screenshots.

2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.
3. Click **Save & Next**.

# Performance report

## Enter your processed material disposal data (antifreeze liquid) cont.

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

TheoMcgrath SERVICES

### 2021/22 Automotive Materials Performance - PRO

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

#### Processed Material Disposal Data (Antifreeze Liquid)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	1,000
Distilled Glycol	1,000
Filtered and Reconditioned Antifreeze	1,000
Waste Water	1,000
Other	0
<b>Total</b>	<b>4,000</b>

Land Disposed data last updated by: Theo Mcgrath on Jul 17, 2023 01:53 p.m.

**Edit**

1

TheoMcgrath SERVICES

### 2021/22 Automotive Materials Performance - PRO

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

#### Processed Material Disposal Data (Antifreeze Liquid)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	1000
Distilled Glycol	1000
Filtered and Reconditioned Antifreeze	1000
Waste Water	1000
Other	0

List any materials included in the "Other" category (250 characters max.)

☐ I did not send any material for land disposal.

**Clear Form** **Save & Next**

Land Disposed data last updated by: Theo Mcgrath on Jul 17, 2023 01:53 p.m.

2



# Performance report

## Enter your processed material disposal data (antifreeze and oil containers)

1. Click **Start** to enter weight of material(s), which includes materials sent to landfills and dumps.

Processed Material Disposal Data (Antifreeze and Oil Containers)

Land Disposed

Incinerated

Used as Fuel

Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper and Plastic Labels	
Plastic	
Metal	
Oil	
Other	
Total	

1

Start

# Performance report

## Enter your processed material disposal data (antifreeze and oil containers) cont.

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

The image displays four sequential screenshots of a web form titled '2021/22 Automotive Materials Performance - PRO' by TheoMcgrath SERVICES. The form guides the user through reporting processed material disposal data for antifreeze and oil containers. Each screenshot shows a different category selected in the top navigation bar: 'Land Disposed', 'Incinerated', 'Used as Fuel', and 'Stockpiled'. The 'Land Disposed' screenshot includes a green box around the 'Land Disposed' tab and a green circle with the number '1' next to the 'Total Kilograms' input field. A green arrow points to the 'Incinerated' screenshot, which has a green circle with the number '2' next to the 'Total Kilograms' input field. Another green arrow points to the 'Used as Fuel' screenshot, which has a green circle with the number '3' next to the 'Total Kilograms' input field. A final green arrow points to the 'Stockpiled' screenshot. Each form also includes a section for 'Other' materials and a checkbox for 'I did not send any material for [category]'. The 'Save & Next' button is highlighted in the first three screenshots.

2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.
3. Click **Save & Next**.

# Performance report

## Enter your processed material disposal data (antifreeze and oil containers) cont.

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

TheoMcgrath SERVICES

### 2021/22 Automotive Materials Performance - PRO

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

#### Processed Material Disposal Data (Antifreeze and Oil Containers)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper and Plastic Labels	1,000
Plastic	1,000
Metal	1,000
Oil	1,000
Other	0
<b>Total</b>	<b>4,000</b>

Land Disposed data last updated by: Theo Mcgrath on Jul 17, 2023 02:22 p.m.

**1** [Edit](#)

TheoMcgrath SERVICES

### 2021/22 Automotive Materials Performance - PRO

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

#### Processed Material Disposal Data (Antifreeze and Oil Containers)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper and Plastic Labels	<input type="text" value="1000"/>
Plastic	<input type="text" value="1000"/>
Metal	<input type="text" value="1000"/>
Oil	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

☐ I did not send any material for land disposal.

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

Land Disposed data last updated by: Theo Mcgrath on Jul 17, 2023 02:22 p.m.

**2**

# Performance report

## Enter your processed material disposal data (oil filters)

1. Click Start to enter weight of material(s), which includes materials sent to landfills and dumps.

**Processed Material Disposal Data (Oil Filters)**

Land Disposed

Incinerated

Used as Fuel

Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Used Oil	
Other	
Total	

Start



# Performance report

## Enter your processed material disposal data (oil filters) cont.

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

The image displays four sequential screenshots of the '2021/22 Automotive Materials Performance - PRO' form, illustrating the process of entering processed material disposal data for oil filters. Each screenshot shows a different category: Land Disposed, Incinerated, Used as Fuel, and Stockpiled. The form includes input fields for Metal, Used Oil, and Other materials, a 'Total Kilograms' field, and a 'Save & Next' button. Green callouts 1, 2, and 3 highlight the 'Total Kilograms' field, the 'Other' category input, and the 'Save & Next' button respectively.

**Land Disposed**

Includes material sent to landfills and dumps.

Land Disposed

Metal

Used Oil

Other

Total Kilograms

List any materials included in the "Other" category (250 characters max.)

☐ I did not send any material for land disposal.

Clear Form Save & Next

**Incinerated**

Excludes material used as fuel or a fuel supplement.

Incinerated

Metal

Used Oil

Other

Total Kilograms

List any materials included in the "Other" category (250 characters max.)

☐ I did not send any material for incineration.

Clear Form Previous Save & Next

**Used as Fuel**

Material used as fuel or a fuel supplement.

Used as Fuel

Metal

Used Oil

Other

Total Kilograms

List any materials included in the "Other" category (250 characters max.)

☐ I did not send any material to be used as fuel.

Clear Form Previous Save & Next

**Stockpiled**

Includes material stored, stockpiled or otherwise deposited on land.

Stockpiled

Metal

Used Oil

Other

Total Kilograms

List any materials included in the "Other" category (250 characters max.)

☐ I did not stockpile any material.

Clear Form Previous Save & Next

2. For each tab, if you did not send any material for land disposal, incineration, used as fuel or stockpiled, leave the kilograms field blank and click the check box for **I did not send any material**.
3. Click **Save & Next**.

# Performance report

## Enter your processed material disposal data (oil filters) cont.

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

TheoMcgrath SERVICES

### 2021/22 Automotive Materials Performance - PRO

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

#### Processed Material Disposal Data (Oil Filters)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Used Oil	1,000
Other	0
<b>Total</b>	<b>2,000</b>

Land Disposed data last updated by: Theo Mcgrath on Jul 17, 2023 02:44 p.m.

**Edit**

TheoMcgrath SERVICES

### 2021/22 Automotive Materials Performance - PRO

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

#### Processed Material Disposal Data (Oil Filters)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="1000"/>
Used Oil	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

☐ I did not send any material for land disposal.

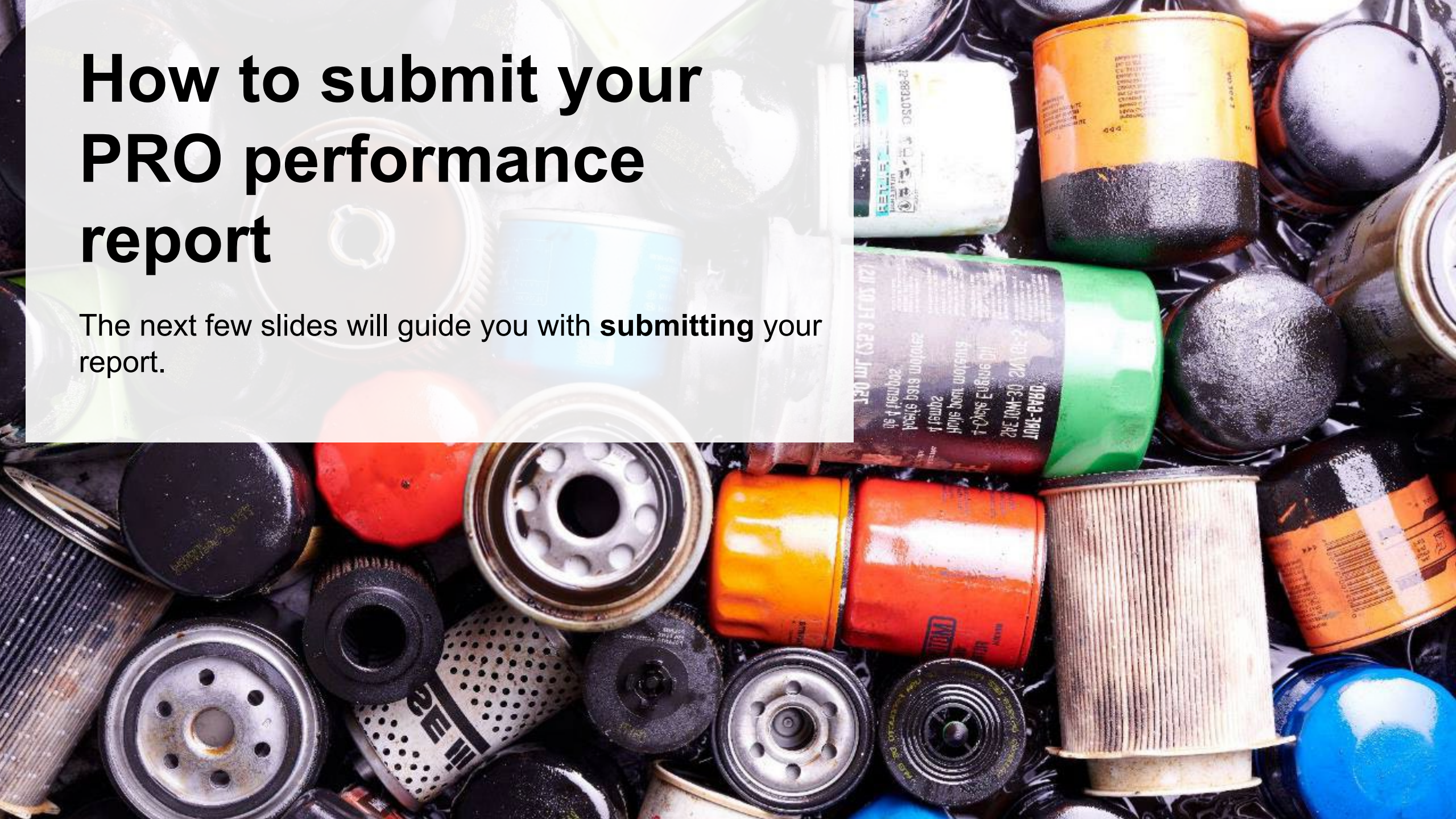
**Clear Form** **Save & Next**

Land Disposed data last updated by: Theo Mcgrath on Jul 17, 2023 02:44 p.m.



# How to submit your PRO performance report

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





# Performance report

## Submit your report

1. Click on **Upload** to add your promotion and education report.
  - For more information on what to include in the promotion and education report, visit our [website](#).
2. Under **Report Summary**, you can review the data previously entered and click **Edit** if you need to make changes.

HSPPROTesting

2021/22 Automotive Materials Performance - PRO

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of automotive materials collected.

Total Weight Collected	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
<b>Total</b>	<b>3,000</b>

Collected data last updated by: Red HidingHood on May 12, 2023 11:31 a.m.

Edit

Report Status

In Progress

Submit Report

Upload Promotion & Education Report ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

33



# Performance report

## Submit your report cont.

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

HSPPROTesting

2021/22 Automotive Materials Performance - PRO

Report Status

In Progress

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of automotive materials collected.

Total Weight Collected	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
<b>Total</b>	<b>3,000</b>

Collected data last updated by: Red HidingHood on May 12, 2023 11:31 a.m.

Edit

Submit Report

File has been successfully uploaded

Promotion & Education Report ⓘ

P&E report.pdf

Remove

Replace

Submit Report

Make sure to provide all the required data before submitting.

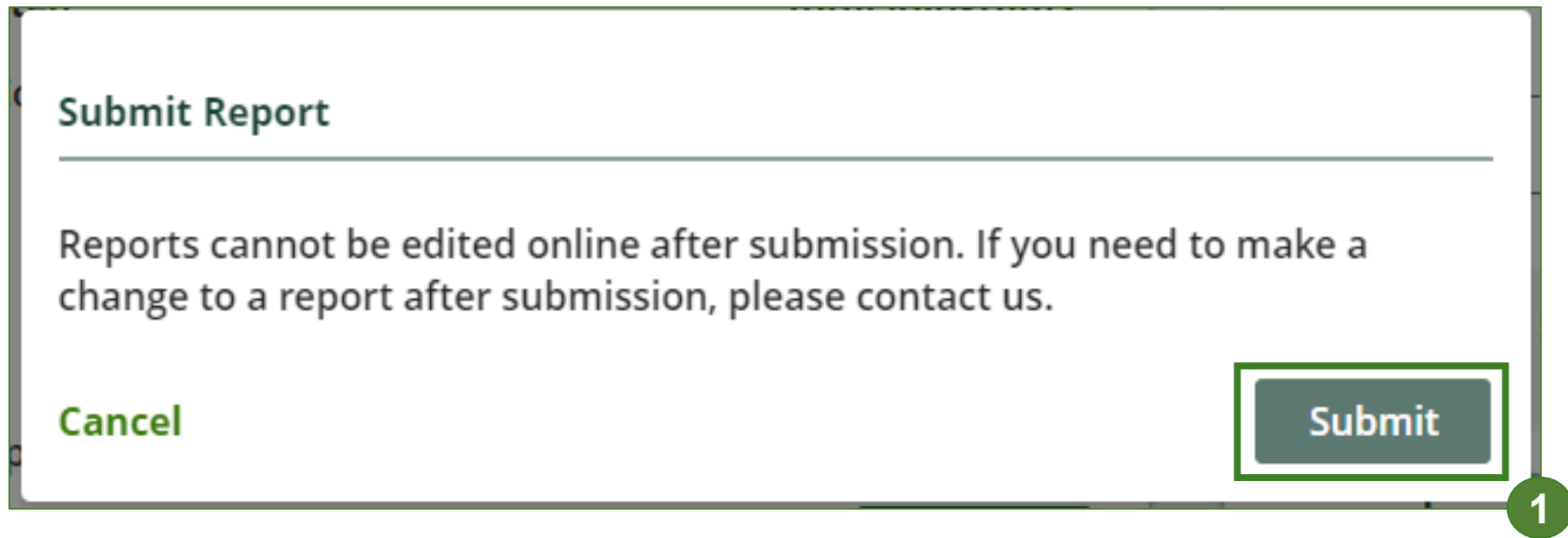
1

# 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

## View submitted report

1. On the **Automotive Materials Homepage** under the **PRO Reporting** tab, your Automotive Materials Performance – PRO report status should show **Submitted**, and who it was last updated by.
2. Under **Action**, you can **View** the report submission.

The screenshot displays the 'Automotive Materials Homepage' for HSPPROTesting. The user's registration number is 00025445. The 'PRO Reporting' tab is selected, showing a table of reports. A green box labeled '1' highlights the first report row, and another green box labeled '2' highlights the 'View' button in the 'Action' column.

HSPPROTesting  
Automotive Materials Homepage  
Registration #:00025445  
Automotive Materials Switch Programs

**PRO Reporting** Producers Producer Reports Invoices

Report ▼	Status	Last Updated By	Action
2021/22 Automotive Materials Performa...	Submitted May 12, 2023 03:16 p.m.	Red HidingHood	<a href="#">View</a>

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



# How to submit performance reports on behalf of producers

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

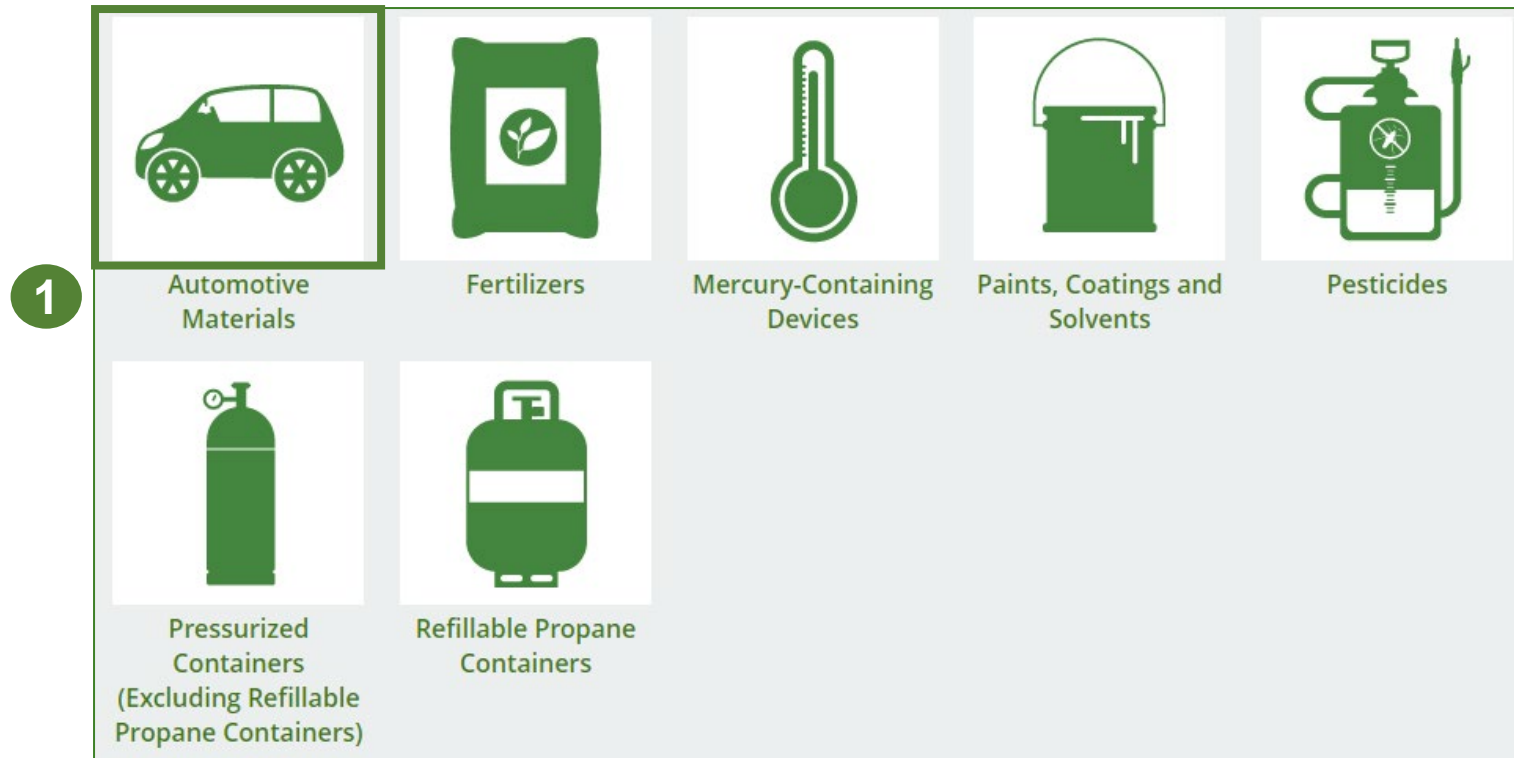




# Performance report

## Accessing your program

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



# Performance report on behalf of producers

## Starting a producer report

1. Click on the **Producers** tab to see the producers who have identified you as their PRO in the Registry.
2. Click **Producer Reports** tab.
3. Under the **Producer Reports** tab, select the year for which you would like to submit a report for.
4. Click **Start** next to the producer you would like to begin reporting on behalf of.

**Note:** You must complete a report for every producer client of oil filters.

HSPTestingPRO Automotive Materials Homepage

Registration #:00025442

Automotive Materials Switch Programs

PRO Reporting **Producers** Producer Reports Invoices

Producer ▲	Registration #	Action
HaulerTesting	00025443	<a href="#">View</a>
HSPTesting	00025441	<a href="#">View</a>

A green box highlights the 'Producers' tab, and a green circle with the number '1' is next to it.

PRO Reporting Producers **Producer Reports** Invoices

Performance reports for your producers.

Select a performance year:

2022

Producer ▲	Status	Last Updated By	Action
HaulerTesting	Not Started Due Date: Jul 31, 2099		<a href="#">Start</a>
HSPTesting	Submitted May 11, 2023 01:13 p.m.	HSPTesting PRO	<a href="#">View</a>

A green box highlights the '2022' year selector, and a green circle with the number '3' is next to it. A green box highlights the 'Start' button, and a green circle with the number '4' is next to it.

# 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 is complete. If some sections of the report are not applicable, enter **0**.

1. Under **Weight of Materials Collected**, click **Start** to begin entering the total weight of oil filters collected.

HSPPROTesting  
2021/22 Automotive Materials Performance - Producer

**Report Summary**

**Weight of Materials Collected**

**Collected**

Total weight of automotive materials collected.

Total Weight Collected	Total Kilograms
Antifreeze and Oil Containers	
Antifreeze Liquid	
Oil Filters	
<b>Total</b>	

**1** **Start**

**Report Status**  
**Not Started**

**Submit Report**

**Submit Report**

Make sure to provide all the required data before submitting.

# Performance report

## Enter your producer's collected data

1. Under **Collected**, enter the total kilograms of oil filters collected under **Total Kilograms**. The total weight of containers and antifreeze liquid must be reported on your self-report. Report zero for these two materials on the producer report.
2. If you did not collect any automotive materials, leave the kilograms field blank and check box for **I did not collect any automotive material**.
3. Click **Save & Next**.

The screenshot shows a web form titled "Weight of Materials Collected". At the top, there is a tab labeled "Collected". Below the tab, the text reads "Total weight of automotive materials collected." followed by the heading "Total Weight Collected". Under this heading, there are three rows of input fields: "Antifreeze and Oil Containers", "Antifreeze Liquid", and "Oil Filters". To the right of these fields is a separate box titled "Total Kilograms" containing three input fields, each with the number "0". At the bottom left, there is a checkbox followed by the text "I did not collect any automotive materials." At the bottom right, there are two buttons: "Clear Form" and "Save & Next".

Weight of Materials Collected

Collected

Total weight of automotive materials collected.

Total Weight Collected

Antifreeze and Oil Containers

Antifreeze Liquid

Oil Filters

☐ I did not collect any automotive materials.

Clear Form

Save & Next

Total Kilograms

0

0

0

1

2

3



# Performance report

## Review your producer's collected data

Once you have begun entering in data for your report, your report status will change to **In Progress**. You will not be able to click **Submit Report** until all fields in the report have been completed.

1. Review the kilograms of automotive materials collected (entered previously).
2. Click on **Edit** if you need to make a change to the weights.

HSPPROTesting  
2021/22 Automotive Materials Performance - Producer

**Report Summary**

Weight of Materials Collected

✓ Collected

Total weight of automotive materials collected.

Total Weight Collected	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
<b>Total</b>	<b>3,000</b>

Collected data last updated by: Red HidingHood on May 12, 2023 11:31 a.m.

Edit

**Report Status**  
In Progress

**Submit Report**

**Submit Report**

Make sure to provide all the required data before submitting.



# How to submit performance reports on behalf of producers

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





# Performance report

## Enter your producer's data for weight of recovered materials

1. Click **Start** to begin entering the total weight of recovered materials.
2. Under the **Antifreeze Liquid** tab, you may enter **zero** on the total weight of materials recovered for each of the recovered material(s) under **Total Kilograms**. The total weight of recovered antifreeze liquid must be reported on your self-report.
  - If applicable, list any materials included in the **Other** category.
3. Click **Save & Next**.

Weight of Recovered Materials

**Antifreeze Liquid** Containers Oil Filters

Input the weight of materials recovered from processing the collected antifreeze liquid.

Processed Materials	Total Kilograms
Clean Water	
Distilled Glycol	
Filtered and Reconditioned Antifreeze	
Waste Water	
Other	
<b>Total</b>	

1 **Start**

HSPPROTesting

2021/22 Automotive Materials Performance - Producer

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

Weight of Recovered Materials

**Antifreeze Liquid** Containers Oil Filters

Input the weight of materials recovered from processing the collected antifreeze liquid.

Processed Materials	Total Kilograms
Clean Water	0
Distilled Glycol	0
Filtered and Reconditioned Antifreeze	0
Waste Water	0
Other	0

List any materials included in the "Other" category (250 characters max.)

**Clear Form** **Save & Next**

3

# Performance report

## Enter your producer's data for weight of recovered materials cont.

1. Under the **Containers** tab, you may enter **zero** on the total weight of materials recovered for each of the recovered material(s) under **Total Kilograms**. The total weight of recovered containers must be reported on your self-report.
  - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.

HSPPROTesting  
2021/22 Automotive Materials Performance - Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Weight of Recovered Materials**

✓ Antifreeze Liquid   **Containers**   Oil Filters

Input the weight of materials recovered from processing the collected antifreeze and oil containers.

Processed Materials	Total Kilograms
Paper and Plastic Labels	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Oil	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

**Clear Form**   **Previous**   **Save & Next**



# Performance report

## Enter your producer's data for weight of recovered materials cont.

1. Under the **Oil Filters** tab, enter the total weight of recovered materials for each of the material(s) under **Total Kilograms**.
  - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.

**Note:** When counting the weight of recovered resources from oil filters, the following must not be counted:

- Any oil residue contained in the used oil filter.
- Any oil which is captured, recaptured, extracted, collected or diverted during processing.

HSPTesting

### 2021/22 Automotive Materials Performance - Producer

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

---

**Weight of Recovered Materials**

✓ Antifreeze Liquid   ✓ Containers   **Oil Filters**

---

Input the weight of materials recovered from processing the collected oil filters.

Processed Materials	Total Kilograms
Metal	<input type="text" value="0"/>
Used Oil	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

---

List any materials included in the "Other" category (250 characters max.)

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



# How to submit performance reports on behalf of producers

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





# Performance report

## Enter your producer's processed material disposal data (antifreeze liquid)

1. Click **Start** to enter weight of material(s) disposed. The total weight of disposed antifreeze liquid must be reported on your self-report, therefore you may report zero in this section.

Processed Material Disposal Data (Antifreeze Liquid)

Land Disposed

Incinerated

Used as Fuel

Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	
Distilled Glycol	
Filtered and Reconditioned Antifreeze	
Waste Water	
Other	
Total	

Start

1

# Performance report

## Enter your processed material disposal data (antifreeze liquid) cont.

1. Enter the total weight of processed materials for each of the material(s) under **Total Kilograms**, in **Each** category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**).

- If applicable, state the materials included under **Other** category.

Processed Material Disposal Data (Antifreeze Liquid)

**Land Disposed** Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

**Land Disposed**

Clean Water

Distilled Glycol

Filtered and Reconditioned Antifreeze

Waste Water

Other

Total Kilograms

1

List any materials included in the "Other" category (250 characters max.)

☐ I did not send any material for land disposal.

2

3

Clear Form Save & Next

Processed Material Disposal Data (Antifreeze Liquid)

✓Land Disposed **Incinerated** Used as Fuel Stockpiled

Excludes material used as fuel or a fuel supplement.

**Incinerated**

Clean Water

Distilled Glycol

Filtered and Reconditioned Antifreeze

Waste Water

Other

Total Kilograms

Processed Material Disposal Data (Antifreeze Liquid)

✓Land Disposed ✓Incinerated **Used as Fuel** Stockpiled

Material used as fuel or a fuel supplement.

**Used as Fuel**

Clean Water

Distilled Glycol

Filtered and Reconditioned Antifreeze

Waste Water

Other

Total Kilograms

Processed Material Disposal Data (Antifreeze Liquid)

✓Land Disposed ✓Incinerated ✓Used as Fuel **Stockpiled**

Includes material stored, stockpiled or otherwise deposited on land.

**Stockpiled**

Clean Water

Distilled Glycol

Filtered and Reconditioned Antifreeze

Waste Water

Other

Total Kilograms

List any materials included in the "Other" category (250 characters max.)

☐ I did not stockpile any material.

Clear Form Previous Save & Next

2. If you did not send any material for land disposal, leave the kilograms field blank and click the check box for **I did not send any material for land disposal**.

3. Click **Save & Next**.



# Performance report

## Enter your processed material disposal data (antifreeze liquid) cont.

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

IntactServices

### 2021/22 Automotive Materials Performance - Producer

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

#### Processed Material Disposal Data (Antifreeze Liquid)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	1,000
Distilled Glycol	1,000
Filtered and Reconditioned Antifreeze	1,000
Waste Water	1,000
Other	0
<b>Total</b>	<b>4,000</b>

Land Disposed data last updated by: Kes Plaintiff on Jul 17, 2023 04:40 p.m.

**Edit**

IntactServices

### 2021/22 Automotive Materials Performance - Producer

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

#### Processed Material Disposal Data (Antifreeze Liquid)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	<input type="text" value="1000"/>
Distilled Glycol	<input type="text" value="1000"/>
Filtered and Reconditioned Antifreeze	<input type="text" value="1000"/>
Waste Water	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

☐ I did not send any material for land disposal.

**Clear Form** **Save & Next**

Land Disposed data last updated by: Kes Plaintiff on Jul 17, 2023 04:40 p.m.

# Performance report

## Enter your producer's processed material disposal data (antifreeze and oil containers)

1. Click **Start** to enter weight of material(s) disposed. The total weight of disposed containers must be reported on your self-report, therefore you may report zero in this section.

**Processed Material Disposal Data (Antifreeze and Oil Containers)**

Land Disposed

Incinerated

Used as Fuel

Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper and Plastic Labels	
Plastic	
Metal	
Oil	
Other	
Total	

1

Start

# Performance report

## Enter your processed material disposal data (Antifreeze and Oil Containers) cont.

1. Enter the total weight of processed materials for each of the material(s) under **Total Kilograms**, in **Each** category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**).

- If applicable, state the materials included under **Other** category.

The image displays four sequential screenshots of a web form titled "Processed Material Disposal Data (Antifreeze and Oil Containers)". Each screenshot shows a different category selected in the top navigation bar, with green boxes and numbers highlighting key elements.

- Screenshot 1 (Land Disposed):** The "Land Disposed" tab is selected. A green box labeled "1" highlights the "Total Kilograms" input field for "Paper and Plastic Labels". A green box labeled "2" highlights the checkbox "I did not send any material for land disposal". A green box labeled "3" highlights the "Save & Next" button.
- Screenshot 2 (Incinerated):** The "Incinerated" tab is selected. The form title and instructions are updated to reflect incineration.
- Screenshot 3 (Used as Fuel):** The "Used as Fuel" tab is selected. The form title and instructions are updated to reflect use as fuel.
- Screenshot 4 (Stockpiled):** The "Stockpiled" tab is selected. The form title and instructions are updated to reflect stockpiling.

Each form includes a table for entering "Total Kilograms" for various materials: Paper and Plastic Labels, Plastic, Metal, Oil, and Other. There is also a text area for "List any materials included in the 'Other' category (250 characters max.)".

2. If you did not send any material for land disposal, leave the kilograms field blank and click the check box for **I did not send any material for land disposal**.

3. Click **Save & Next**.

# Performance report

## Enter your processed material disposal data (antifreeze and oil containers) cont.

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

IntactServices

### 2021/22 Automotive Materials Performance - Producer

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

#### Processed Material Disposal Data (Antifreeze and Oil Containers)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper and Plastic Labels	1,000
Plastic	1,000
Metal	1,000
Oil	1,000
Other	0
<b>Total</b>	<b>4,000</b>

Land Disposed data last updated by: Kes Plaintiff on Jul 17, 2023 04:47 p.m.

**1**

IntactServices

### 2021/22 Automotive Materials Performance - Producer

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

#### Processed Material Disposal Data (Antifreeze and Oil Containers)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper and Plastic Labels	<input type="text" value="1000"/>
Plastic	<input type="text" value="1000"/>
Metal	<input type="text" value="1000"/>
Oil	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

☐ I did not send any material for land disposal.

**2**

Land Disposed data last updated by: Kes Plaintiff on Jul 17, 2023 04:47 p.m.



# Performance report

## Enter your producer's processed material disposal data (oil filters)

1. Click Start to enter weight of material(s) which includes materials sent to landfills and dumps.

**Processed Material Disposal Data (Oil Filters)**

Land Disposed

Incinerated

Used as Fuel

Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Used Oil	
Other	
Total	

1

Start

# Performance report

## Enter your processed material disposal data (Oil Filters)

1. Enter the total weight of processed materials for each of the material(s) under **Total Kilograms**, in **Each** category (**Land Disposed**, **Incinerated**, **Used as Fuel**, **Stockpiled**).

- If applicable, state the materials included under **Other** category.

The image displays a sequence of four screenshots of a web form titled "Processed Material Disposal Data (Oil Filters)". The form is divided into four tabs: Land Disposed, Incinerated, Used as Fuel, and Stockpiled. Each tab contains a table for entering data and a checkbox for "I did not send any material for land disposal".

**Step 1: Land Disposed**

	Total Kilograms
Metal	<input type="text" value="0"/>
Used Oil	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

☐ I did not send any material for land disposal.

**Step 2: Incinerated**

	Total Kilograms
Metal	<input type="text" value="0"/>
Used Oil	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

☐ I did not send any material for incineration.

**Step 3: Used as Fuel**

	Total Kilograms
Metal	<input type="text" value="0"/>
Used Oil	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

☐ I did not send any material to be used as fuel.

**Step 4: Stockpiled**

	Total Kilograms
Metal	<input type="text" value="0"/>
Used Oil	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

☐ I did not stockpile any material.

2. If you did not send any material for land disposal, leave the kilograms field blank and click the check box for **I did not send any material for land disposal**.

3. Click **Save & Next**.

# Performance report

## Enter your processed material disposal data (Oil Filters) cont.

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

Processed Material Disposal Data (Oil Filters)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Used Oil	1,000
Other	0
<b>Total</b>	<b>2,000</b>

Land Disposed data last updated by: Kes Plaintain on Jul 17, 2023 04:51 p.m.

**1**

IntactServices

### 2021/22 Automotive Materials Performance - Producer

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

Processed Material Disposal Data (Oil Filters)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="1000"/>
Used Oil	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

☐ I did not send any material for land disposal.

**2**

Land Disposed data last updated by: Kes Plaintain on Jul 17, 2023 04:51 p.m.



# How to submit performance reports on behalf of producers

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





# Performance report

## Submit your report

1. Click on **Submit Report** once you are finish reviewing and are ready to submit.

HSPPROTesting  
2021/22 Automotive Materials Performance - Producer

Report Status  
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of automotive materials collected.

Total Weight Collected	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
<b>Total</b>	<b>3,000</b>

Collected data last updated by: Red HidingHood on May 12, 2023 11:31 a.m.

Edit

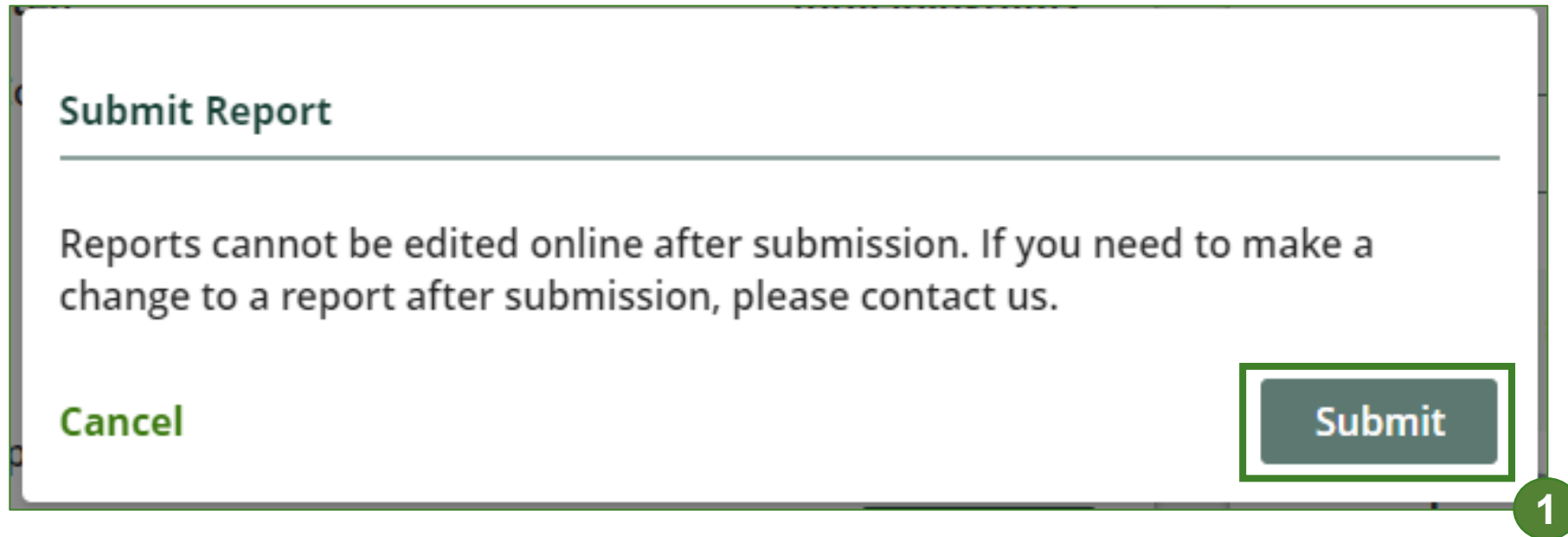
1

# 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

## View submitted report

1. On the **Automotive Materials Homepage** under the **Producer Reports** tab, reports submitted on behalf of producers will have a report status of **Submitted**, and who it was last updated by.
2. Under Action, you can click **View** to review the report submission.

**Note:** Producer's must identify their PRO in their Registry account in order for the report to show in your PRO account. If you are missing a producer's report in your account, it is recommended to reach out to the producer directly.

HSPTestingPRO  
Automotive Materials Homepage  
Registration #:00025442  
Automotive Materials Switch Programs

PRO Reporting Producers **Producer Reports** Invoices

Performance reports for your producers.  
Select a performance year:  
2022

Producer ▲	Status	Last Updated By	Action
HaulerTesting	Not Started Due Date: Jul 31, 2099		Start
HSPTesting	Submitted May 11, 2023 01:13 p.m.	HSPTesting PRO	View



# Additional resources





# Have a question?

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

- Visit our [HSP PRO 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.