

# Hazardous and Special Products: PRO Performance Reporting Guide

Pesticides



**RPRA** Resource Productivity  
& Recovery Authority



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# 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 needs to be reported?

PROs are required to report on their own aggregate activities from the previous calendar year undertaken on behalf of their producer clients of **pesticides**.

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.
- 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.
- The name and contact information of each processor or disposal facility.

# What data needs to be reported? 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.

# 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:

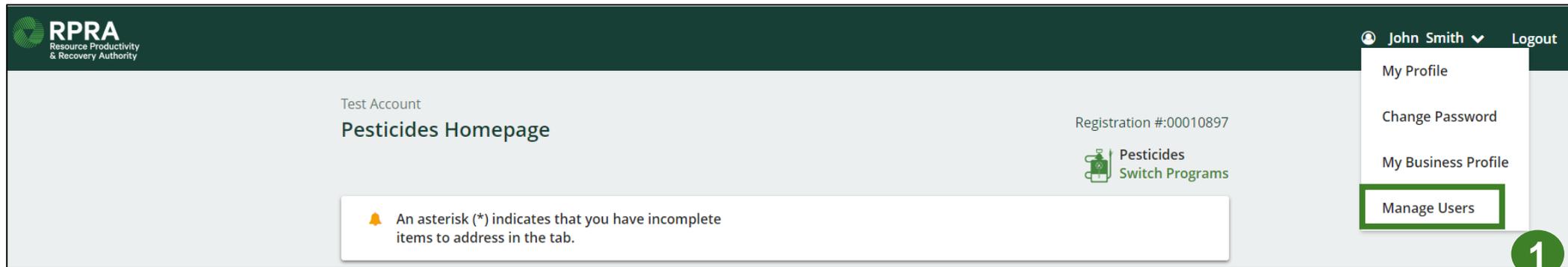
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen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

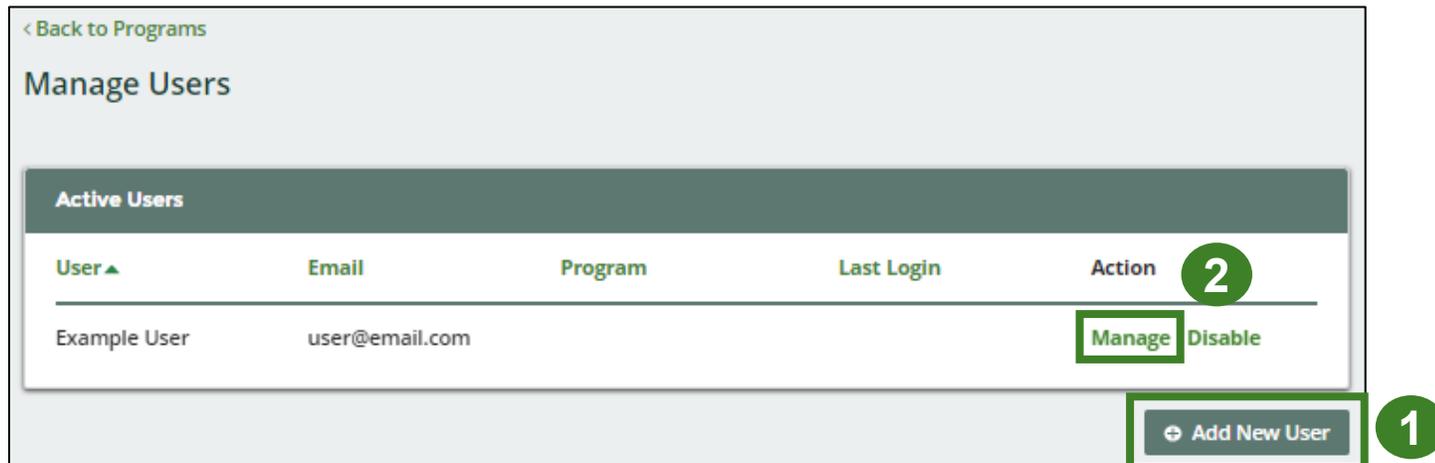
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

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.



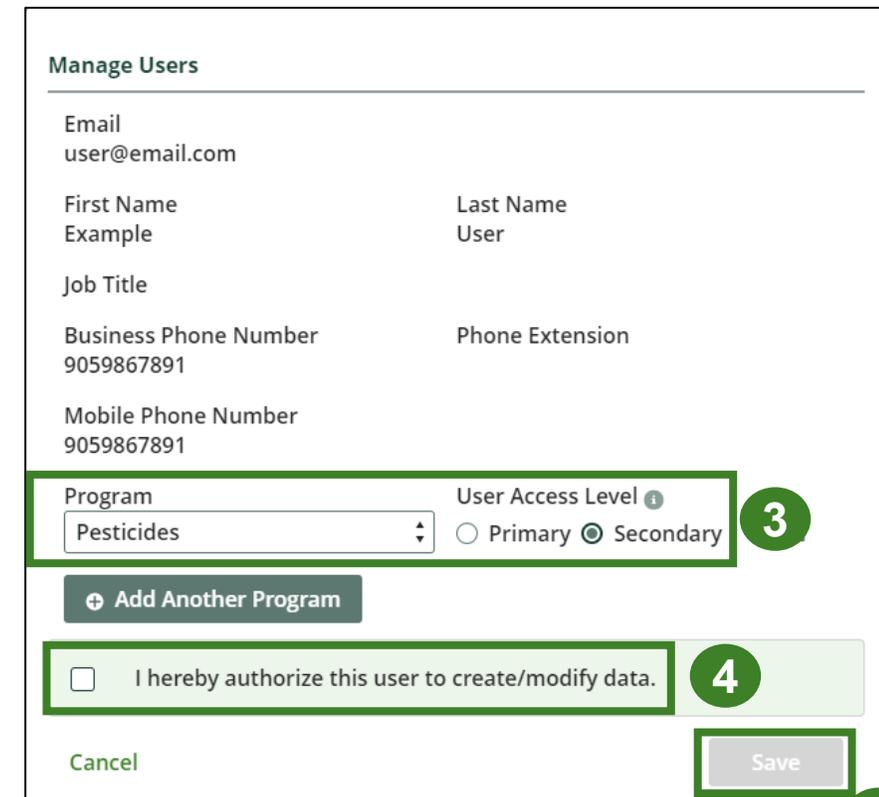
< Back to Programs

## 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

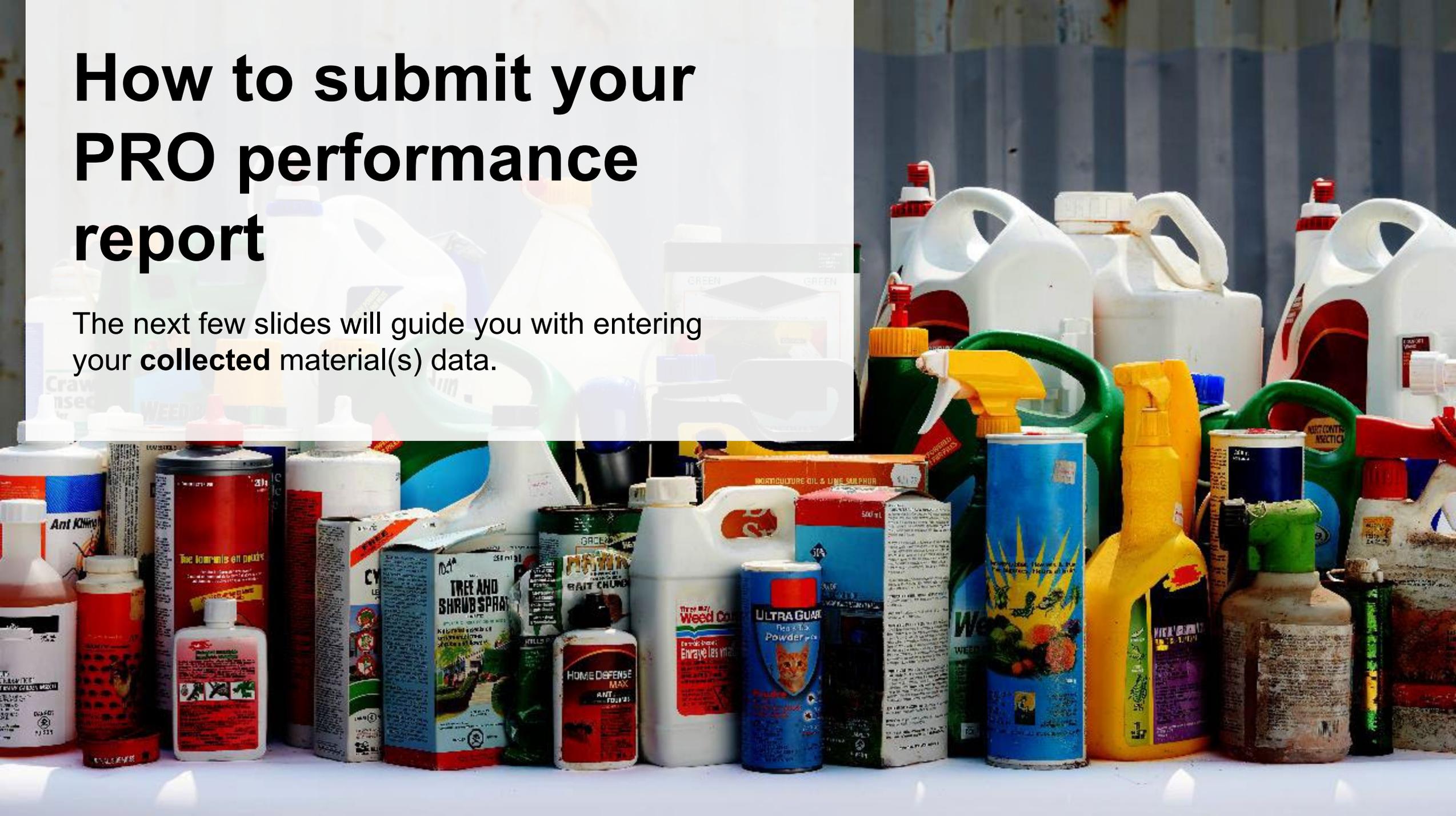
**4**  I hereby authorize this user to create/modify data.

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 PRO performance report

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



# Performance report

## Accessing your program

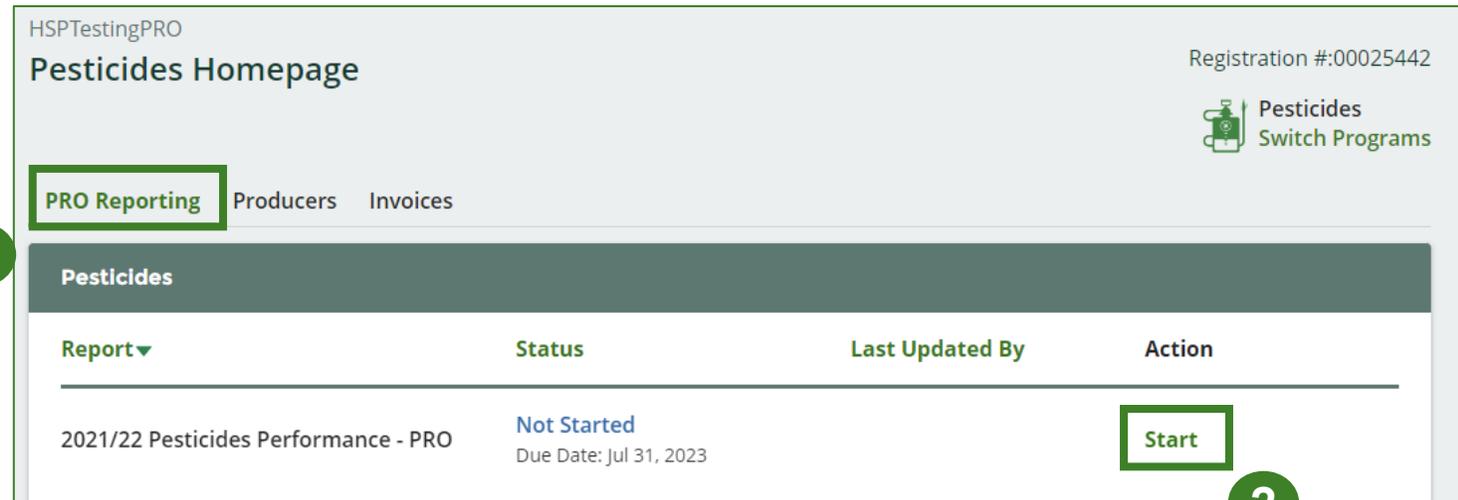
1. After logging in, click on the icon for the **Pesticides** program on your dashboard.



# Performance report

## Starting your own report

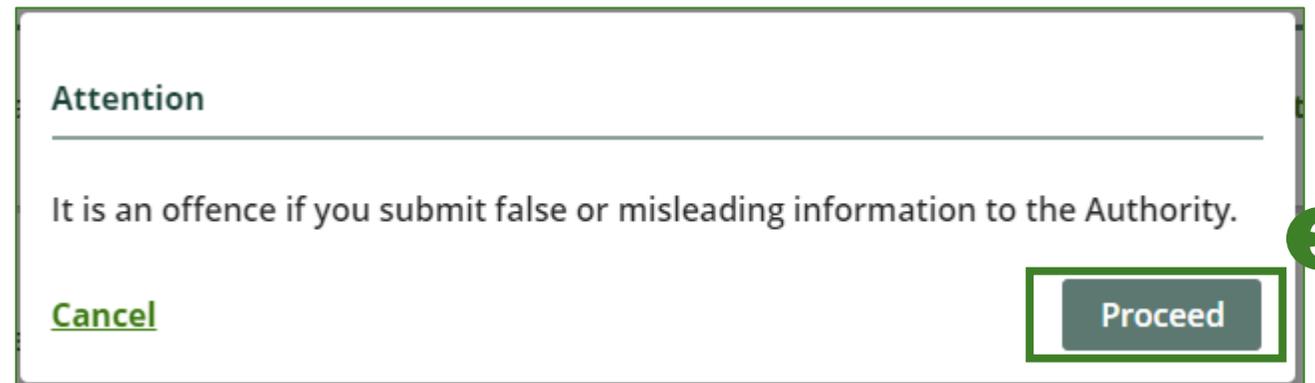
1. Click on the **PRO Reporting** tab.
2. Under **Action**, click on **Start** to begin completing the Pesticides Performance – PRO report.
3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.



The screenshot shows the 'Pesticides Homepage' for 'HSPTestingPRO'. The 'PRO Reporting' tab is highlighted with a green box and a circled '1'. Below the navigation tabs, there is a table with the following structure:

Report	Status	Last Updated By	Action
2021/22 Pesticides Performance - PRO	Not Started Due Date: Jul 31, 2023		Start

The 'Start' button in the 'Action' column is highlighted with a green box and a circled '2'.



The screenshot shows a 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 left, there is a 'Cancel' link. At the bottom right, there is a 'Proceed' button highlighted with a green box and a circled '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 **Weight of Materials Collected**, click **Start** to begin entering the total weight of collected materials.

HSPTestingPRO  
2021/22 Pesticides Performance - PRO

### Report Summary

#### Weight of Materials Collected

Collected

Total weight of pesticides collected inside Ontario.

Total Weight Collected	Total Kilograms
Pesticides	
Total	

1 Start

#### Report Status

Not Started

#### Submit Report

#### Upload Promotion & Education Report ⓘ

Upload

#### Submit Report

Make sure to provide all the required data before submitting.

# Performance report

## Enter your weight of materials collected data

1. Under **Collected**, enter the total kilograms of pesticides 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 pesticides**.
3. Click **Save & Next**.

HSPTestingPRO

### 2021/22 Pesticides Performance - PRO

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

**Weight of Materials Collected**

**Collected**

Total weight of pesticides collected inside Ontario.

**Total Weight Collected**

Pesticides

I did not collect any pesticides.

**Total Kilograms**

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 pesticide materials collected (entered previously).
2. Click on **Edit** if you need to make a change to the pesticide weights.

HSPTestingPRO  
2021/22 Pesticides Performance - PRO

### Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pesticides collected inside Ontario.

Total Weight Collected	Total Kilograms
Pesticides	1,000
<b>Total</b>	<b>1,000</b>

Collected data last updated by: HSPTesting PRO on May 03, 2023 03:55 p.m.

Edit

Report Status  
**In Progress**

### Submit Report

Upload Promotion & Education Report ⓘ

Upload

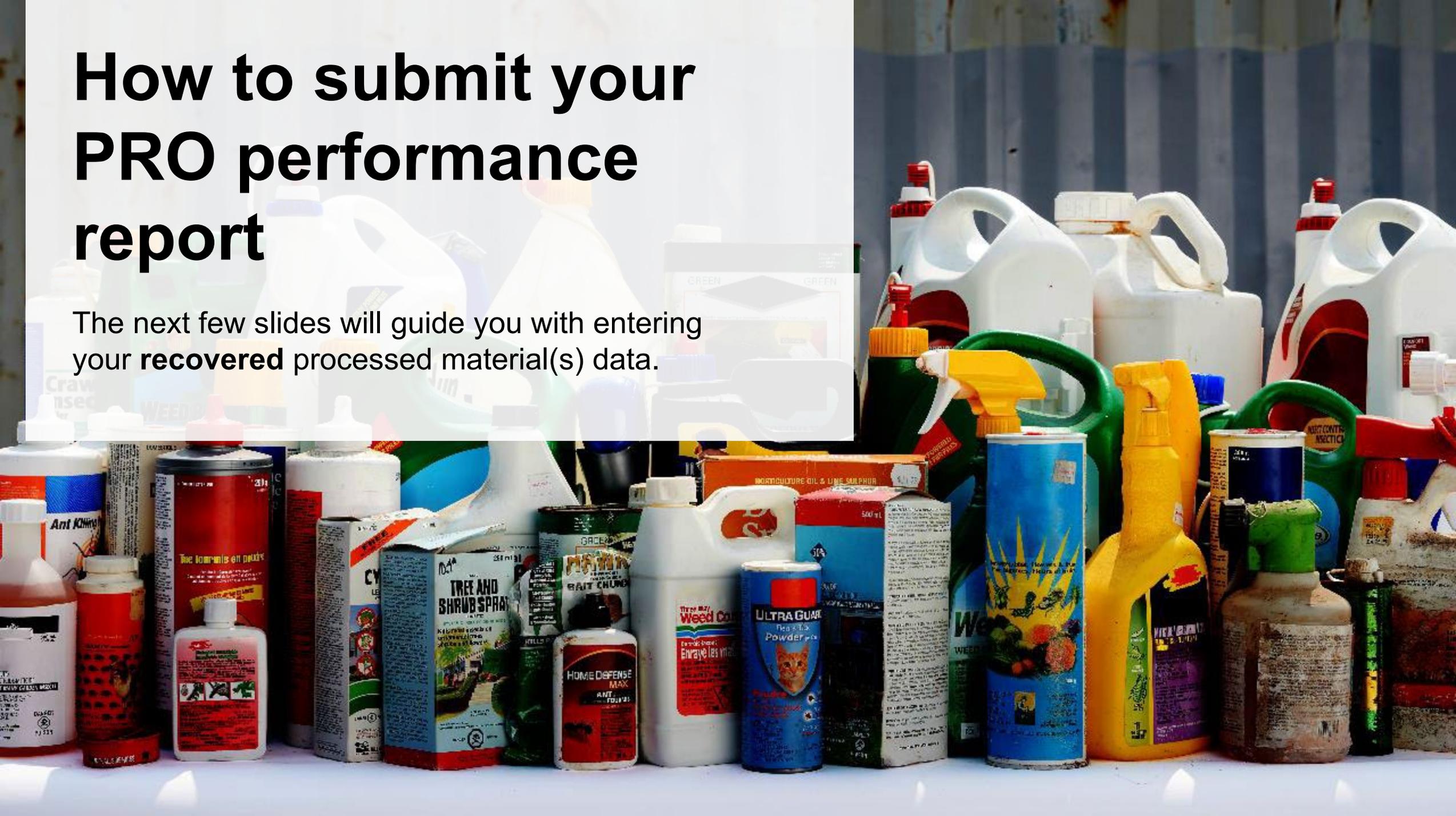
Submit Report

Make sure to provide all the required data before submitting.

1

# 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 **Processed Materials** 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

**Processed Materials**

Input the weight of materials recovered from processing the collected pesticides.

Processed Materials	Total Kilograms
Metal	
Other	
Total	

**1**

HSPTestingPRO

### 2021/22 Pesticides Performance - PRO

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

**Weight of Recovered Materials**

**Processed Materials**

Input the weight of materials recovered from processing the collected pesticides.

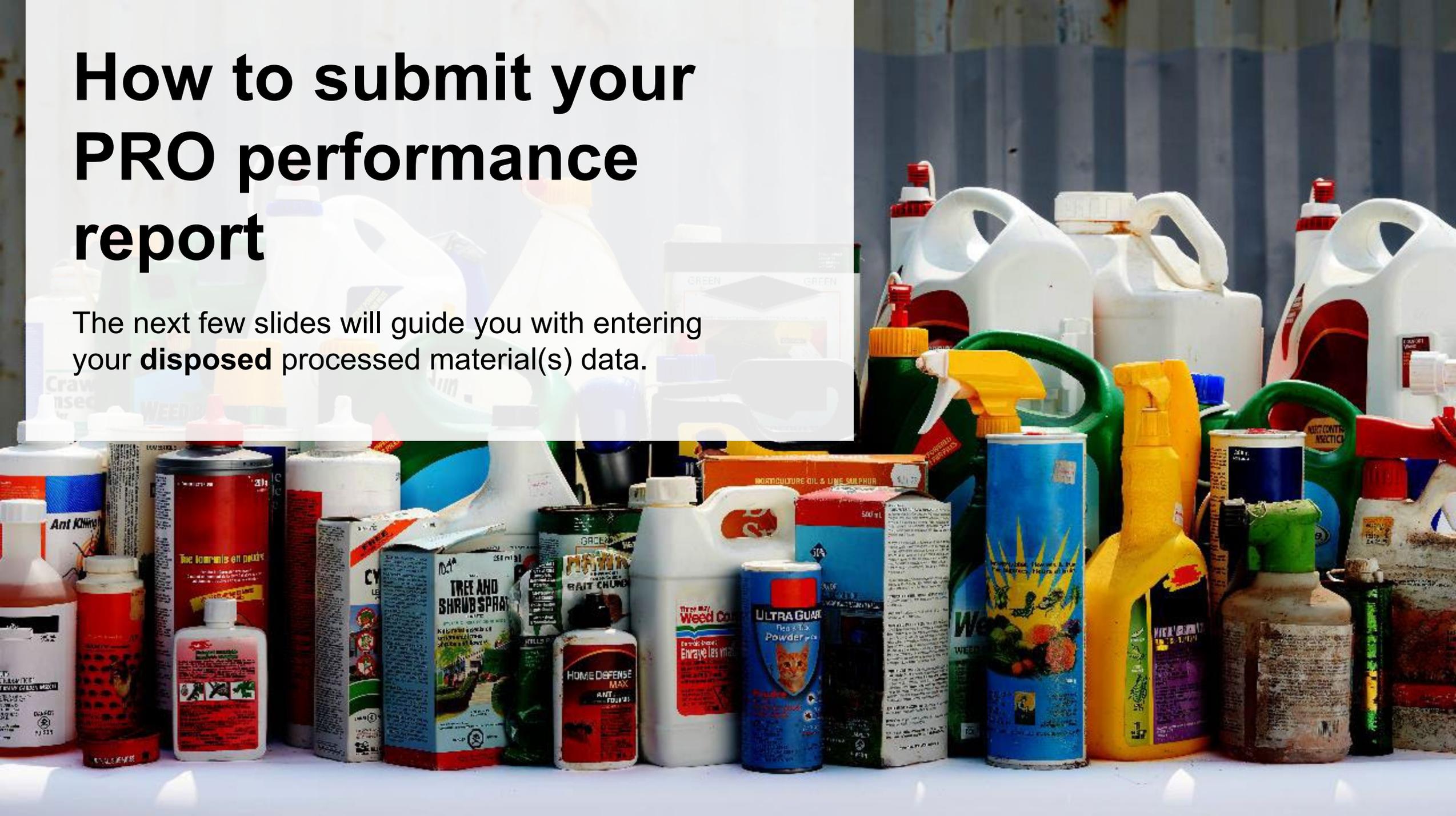
Processed Materials	Total Kilograms
Metal	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

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

**2** **3**

# How to submit your PRO performance report

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



# Performance report

## Enter your processed material disposal data

1. Click **Start** to enter weight of material(s), which includes materials sent to landfills and dumps.
2. Enter the weight of **Land Disposed** materials under **Total Kilograms**.
3. If you did not send any materials for land disposal, leave the kilograms field blank and check the box for **I did not send any materials for land disposal**.
4. Click **Save & Next**.

**Material Sent for Disposal**

**Land Disposed** Incinerated

Includes total weight of pesticides disposed in landfill.

Land Disposed	Total Kilograms
Pesticides	
Total	

**Start**

This screenshot shows the initial state of the 'Material Sent for Disposal' form. The 'Land Disposed' tab is selected. The form includes a table with columns for 'Land Disposed' and 'Total Kilograms', and rows for 'Pesticides' and 'Total'. A 'Start' button is located at the bottom right of the form.

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

**Material Sent for Disposal**

**Land Disposed** Incinerated

Includes total weight of pesticides disposed in landfill.

Land Disposed	Total Kilograms
Pesticides	100g
<input type="checkbox"/> I did not send any material for land disposal.	

**Save & Next**

This screenshot shows the form after data entry. The 'Total Kilograms' field for 'Pesticides' contains '100g'. A checkbox labeled 'I did not send any material for land disposal.' is visible. The 'Save & Next' button is highlighted with a green box. The form also includes 'Clear Form' and 'Start' buttons.

# Performance report

Enter your processed material disposal data cont.

1. Enter the weight of **Incinerated** material under **Total Kilograms**.
2. If you did not send any materials for incineration, check the box for **I did not send any materials for incineration**.
3. Click **Save & Next**.

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

**Material Sent for Disposal**

Land Disposed  **Incinerated**

Includes total weight of pesticides incinerated.

Incinerated Pesticides

I did not send any material for incineration.

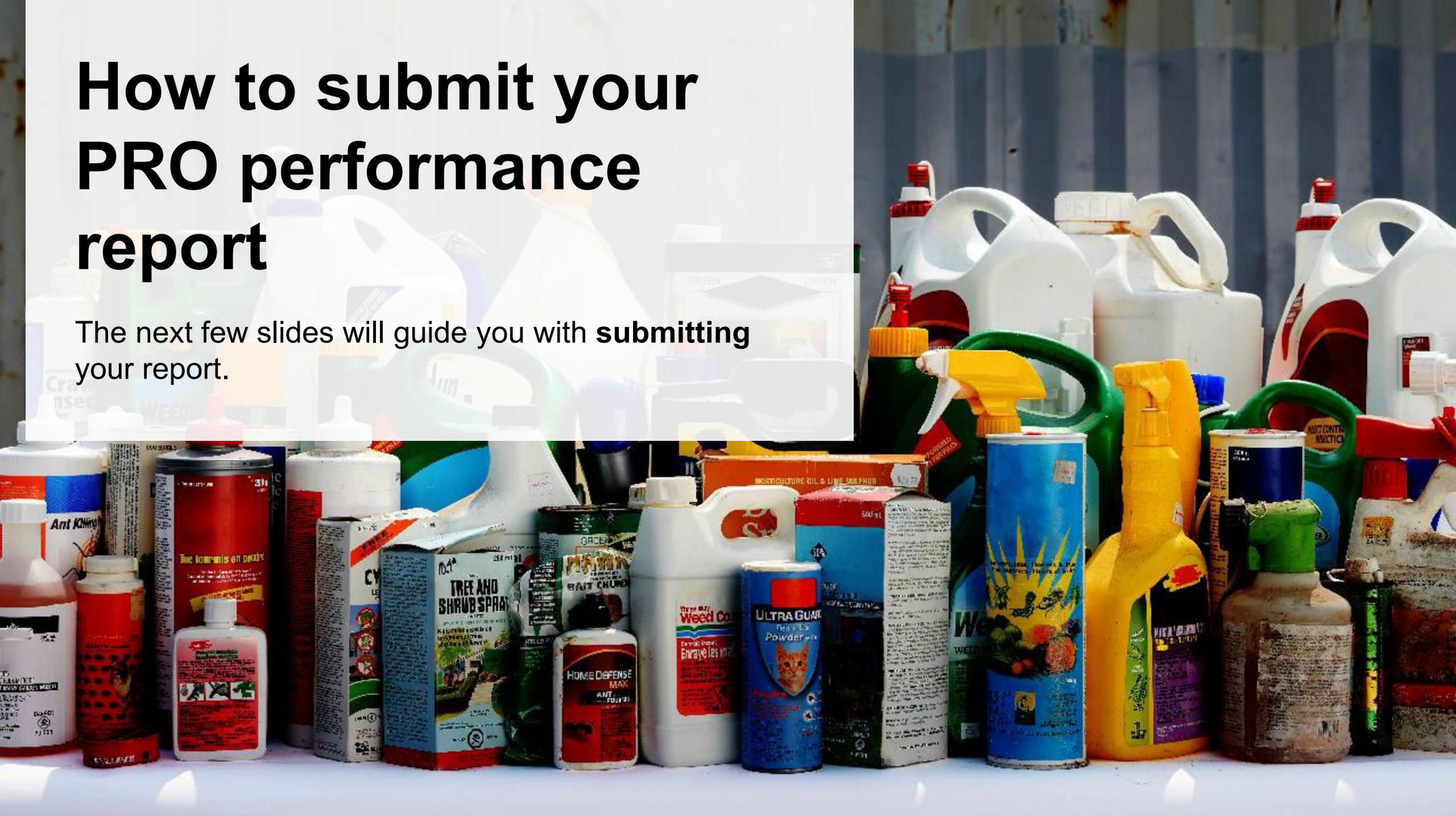
**Total Kilograms**  
100

Clear Form Previous **Save & Next**

1  
2  
3

# 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.

HOGWARTS PRO  
2021/22 Pesticides Performance - PRO

Report Status  
In Progress

**Report Summary**

Weight of Materials Collected

✓ Collected

Total weight of pesticides collected inside Ontario.

Total Weight Collected	Total Kilograms
Pesticides	1,000
<b>Total</b>	<b>1,000</b>

Collected data last updated by: Ron Weasley on May 31, 2023 12:28 p.m.

Edit

**Submit Report**

Upload Promotion & Education Report

Upload

Submit Report

Make sure to provide all the required data before submitting.

# Performance report

## Submit your report cont.

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

HOGWARTS PRO  
2021/22 Pesticides Performance - PRO

### Report Summary

Weight of Materials Collected

✓ Collected

Total weight of pesticides collected inside Ontario.

Total Weight Collected	Total Kilograms
Pesticides	1,000
<b>Total</b>	<b>1,000</b>

Collected data last updated by: Ron Weasley on May 31, 2023 12:28 p.m.

Edit

Report Status  
In Progress

### 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.

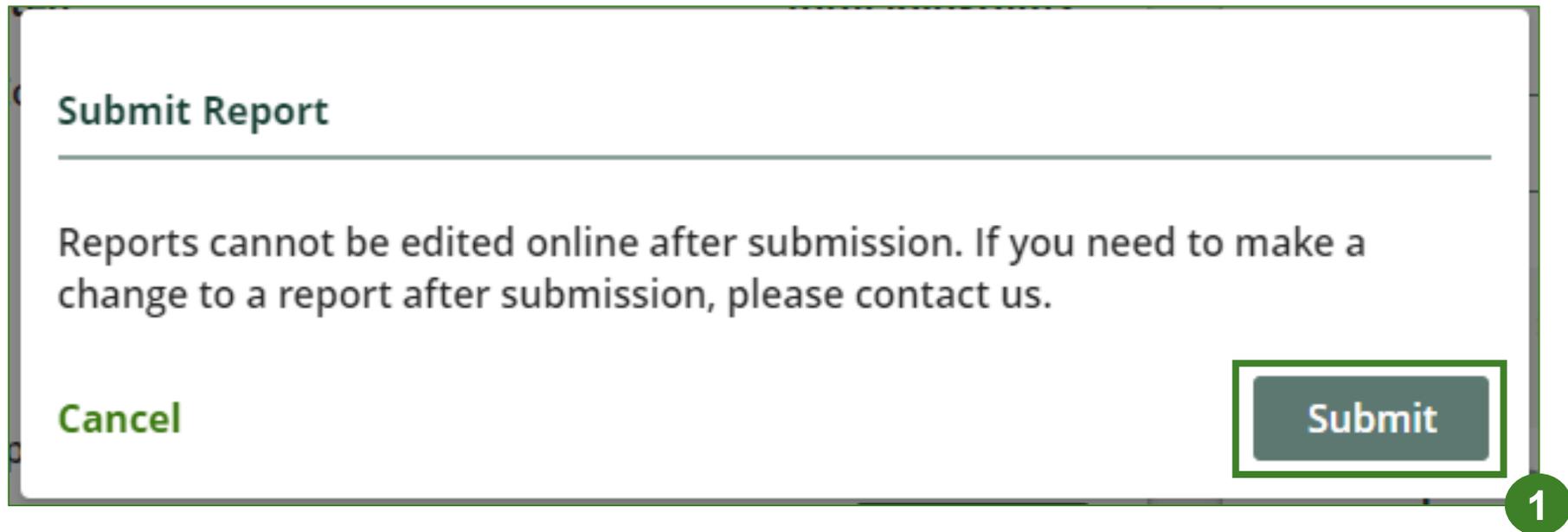
1

# Performance report

## Submit your report cont.

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

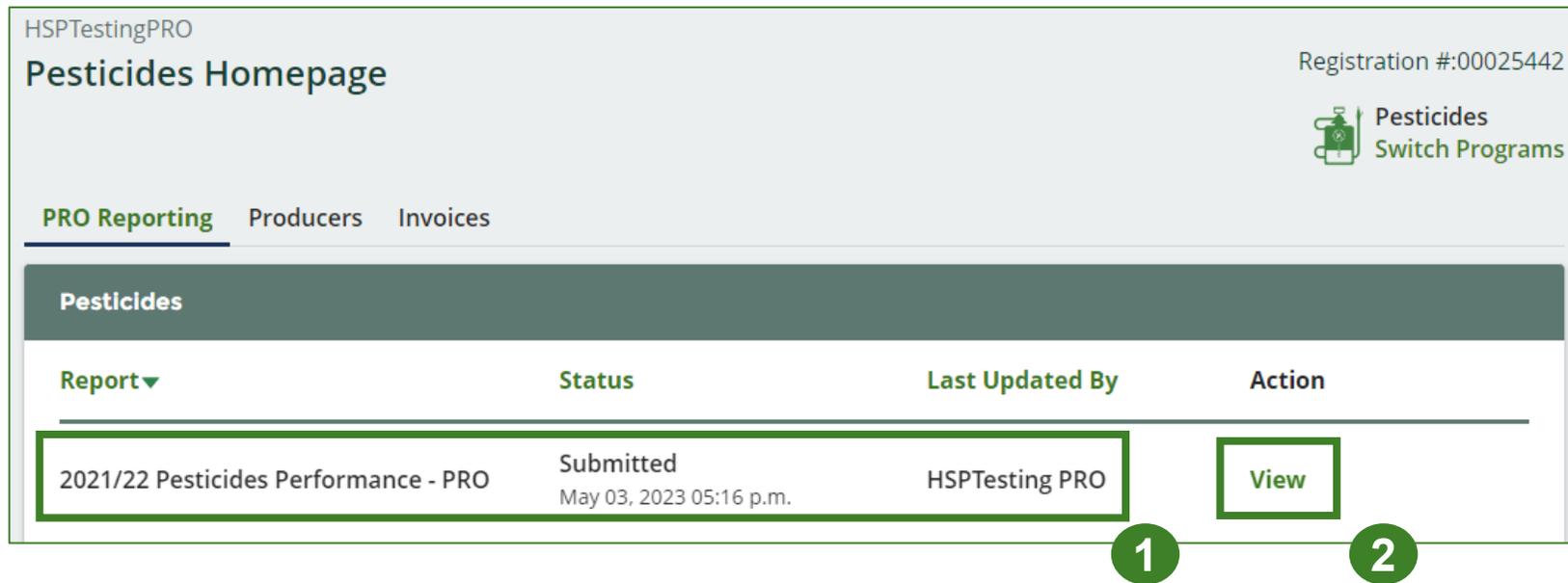
**Note:** Once the report is submitted you are not able to make any changes.



# Performance report

## View submitted report

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



The screenshot shows the 'Pesticides Homepage' for 'HSPTestingPRO' with registration number '00025442'. The 'PRO Reporting' tab is active. A table lists a report titled '2021/22 Pesticides Performance - PRO' with a status of 'Submitted' (dated May 03, 2023 05:16 p.m.) and updated by 'HSPTesting PRO'. A 'View' button is present in the 'Action' column, highlighted with a green box and a circled '2'. A circled '1' is placed below the 'Last Updated By' column.

Report	Status	Last Updated By	Action
2021/22 Pesticides Performance - PRO	Submitted May 03, 2023 05:16 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.