

Hazardous and Special Products: Producer Supply Reporting Guide

Fertilizers



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Introduction



What is Hazardous and Special Products supply data reporting?

HSP supply data is an annual report that producers of **fertilizers** with obligations under the [Hazardous and Special Products Regulation](#) are required to complete. Producers are required to report whether their revenue is above or below \$2 million, provide a [list of brands](#) supplied into Ontario from the previous calendar year and pay the associated RPRA [program fee](#).

Submitting supply data determines a producer's requirements for the following year.

This guide will assist producers with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the Registry.

Further information about the HSP Regulation can be found on [RPRA's website](#).

If you have further questions that are not answered in this guide, contact the Compliance Team at registry@rpra.ca or call 1-833-600-0530.

How to log into the Registry as an account admin

The supply data report is completed online through RPRA's Registry.

You can access your Registry account here: registry.rpra.ca

Tips for logging into the Registry for the first time:

- If you don't have an account, click "Don't have an Account? Create a new Account"
- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use

Tips for logging into an existing Registry account:

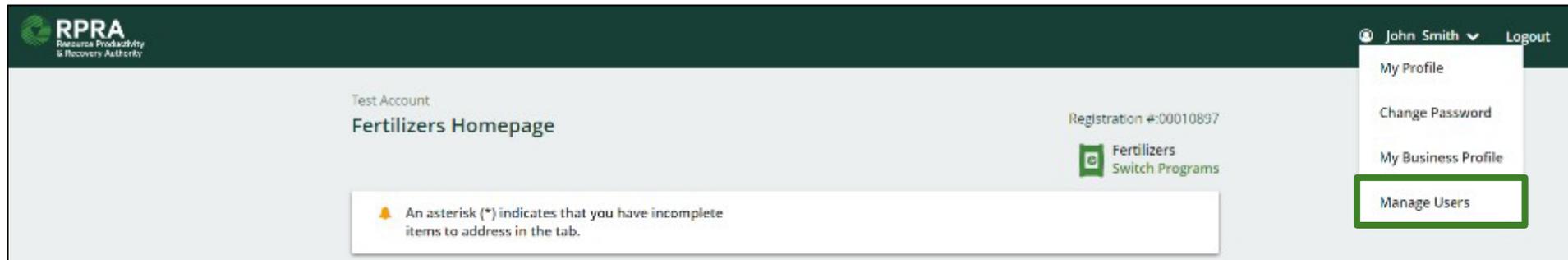
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
 - If you have forgotten your password, click "Forgot Password" on the login screen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

How to manage contacts on your Registry account

Account admins must add any new or manage existing primary contacts under the program they wish to give them access to (e.g., permissions to view and complete reports). Read this [FAQ](#) for more information on user levels in the Registry.

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

1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



How to manage contacts on your Registry account cont.

1. Click **Add New User** to add an additional user to your account.
2. Under Action, click **Manage** to update preferences of existing users.

< Back to Programs

Manage Users

Active Users

User ▲	Email	Program	Last Login	Action
Example User	user@email.com			Manage Disable

[+ 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

Program
Fertilizers

User Access Level ⓘ
 Primary Secondary ⓘ

[+ Add Another Program](#)

I hereby authorize this user to create/modify data.

Cancel [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 manage a PRO in your Registry account



Why should I work with a PRO?

As of October 1, 2021, HSP producers are individually accountable and financially responsible for collecting, and managing their products when consumers discard them. Producers are also required to operate a promotion and education program depending on the material each producer supplies into Ontario.

Producers have the choice of working with one or more producer responsibility organizations (PROs) registered with RPRA to meet their obligations.

A PRO is a business established to contract with producers to provide administrative services to help producers meet their regulatory obligations under the HSP Regulation, including:

- Arranging, establishing or operating a promotion and education system.
- Preparing and submitting reports.

How do I contact a PRO?

For a list of PROs and the materials they provide services for, visit our [HSP PRO webpage](#).

Note: PROs operate in a competitive market and producers can choose the PRO (or PROs) they want to work with. The terms and conditions of each contract with a PRO may vary.

Once you have signed an agreement with a PRO(s) you must select them in your account. The steps to select them are indicated in the next slides.

When to manage your PRO in your Registry account

The chart below outlines the steps that should be taken by a producer prior to managing their PRO in their Registry account.



Important:

- If you have chosen to work with a PRO(s), you must select them in your account once you have entered into an agreement.
- You will also need to manage your PRO if you terminate your agreement with your PRO, you will need to include an end date to an existing PRO association in your Registry account.
- If you have an agreement with a PRO(s) but have not assigned them in your Registry account at the time of performance reporting beginning, log into the Registry and assign them. You must identify your PRO(s) in your Registry account for your report to appear in your PROs' account.

How to select and manage a PRO in your account

Accessing your program

Only Account Admins can manage PROs in the Registry. If you are not the Account Admin for your company, you need to have the Account Admin complete the steps in this guide.

1. Log into your Registry account using [this link](#).
 - If you have forgotten your password, select the **Forgot Password** option.
2. The programs you are enrolled in will show on your dashboard. Click on the program you want to add a PRO for.

1

Registry Sign In

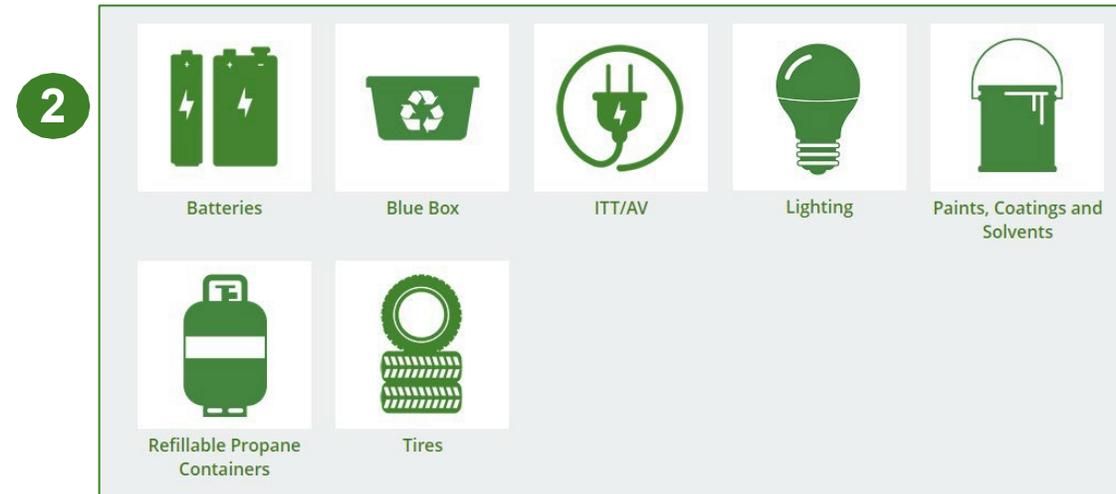
Email

Password

Sign In

[Forgot Password](#)

[Don't have an Account? Create a new Account](#)



Managing a PRO

Reporting responsibility selection

As a producer, you can **add a PRO(s)** to report on your behalf on the Promotion and Education requirements from the Homepage.

1. If you will not be contracting with any PRO, click the **No** button.
2. If you are contracting with one or more PROs to act on your behalf, click the **Yes** button.

1

My business will not be contracting with any PROs.

2

My business has contracted one or more PROs.

Has your business contracted one or more Producer Responsibility Organizations (PROs) to act on your behalf?
If so, click Yes to identify them, their responsibilities, and provide them access to report performance on your behalf. Only make a selection once you know whether or not you will be working with a PRO.

Managing a PRO

Reporting responsibility selection cont.

If you are contracting with one or more PROs to act on your behalf, and have clicked the Yes button, you will be taken to another screen to Manage Reporting Responsibilities. Only Account Admins can select PROs.

1. Select the PRO that will be reporting on your behalf from the drop-down menu.
2. You will select the **year of service start and end date**. Once you have added them, the PRO will see the reports they are required to complete.
3. To add additional PROs, click **Add PRO**.

The screenshot shows the 'Manage Reporting Responsibilities' form. It is titled 'Manage Reporting Responsibilities' and includes a sub-header 'Indicate whether you will be reporting your own performance in part or in whole. If a PRO will be reporting on your behalf, select "Does not report" from the dropdown list.'

The form is divided into two main sections. The top section is for the 'Producer' and the 'Responsible for Performance Report'. The 'Producer' field contains 'TopNotchAuto'. The 'Responsible for Performance Report' dropdown menu is set to 'Does not report'. A green box highlights this dropdown menu, with a green circle containing the number '1' next to it.

The bottom section is for selecting PROs. It is titled 'Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance select "Reports in part" from the dropdown list.'

This section contains a table with the following columns: 'PRO', 'Service Start Date', 'Service Stop Date', and 'Responsible for Performance Report'. The first row contains 'CRM PRO', '1-Jan-2023', an empty date field, and 'Reports in full'. A green box highlights the entire table, with a green circle containing the number '2' next to it.

At the bottom right of the form, there is a green button labeled 'Add PRO', with a green circle containing the number '3' next to it.

At the bottom of the form, there is a checkbox labeled 'I confirm that I have a contract with the PROs identified and authorize them to have access to report performance data on my behalf.' which is checked. Below this are 'Cancel' and 'Done' buttons.

Registry program enrollment for new registrants



How to enroll in the Fertilizers program as a new registrant

1. After you log into the **Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in.
2. Click **HSP – Fertilizers**.
3. Select the **Producer** role and the year and month when you began marketing fertilizers in Ontario
 - Selecting the date will determine if you are required to report on previous years, in addition to the current year.
4. Confirm **the role you have selected is correct**.
5. Click **Done**.

1

Programs

Programs you are registered in. Select the program you wish to manage.



2

HSP - Automotive Materials

HSP - Fertilizers

HSP - Mercury-Containing Devices

HSP - Paints, Coatings and Solvents

HSP - Pesticides

HSP - Pressurized Containers (Excluding Refillable Propane Containers)

HSP - Refillable Propane Containers

3

Role Selection

Select from the options below to add roles to your account

Producer

*When did you begin marketing (e.g. selling) fertilizer into Ontario?

Month: February

Year: 2007

4

I confirm that the roles selected above are correct. I understand that after I click Done, I will have to contact Registry Support if I want to remove a role.

5

Cancel Done

How to submit your producer supply report

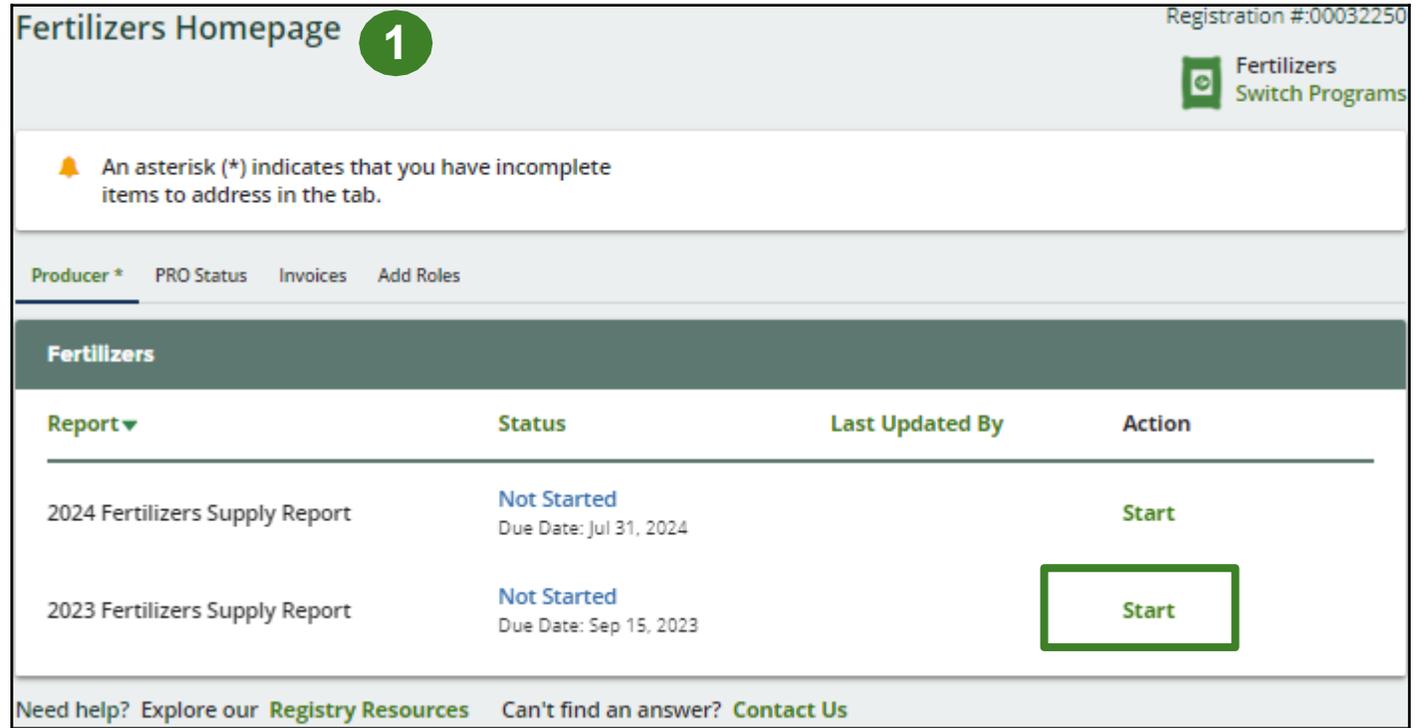
The next few slides will guide you with providing your revenue check.



Supply report

Starting your report

1. On the **Fertilizers** Homepage, you will be able to see all reports that require action.
2. Under Action, click **Start** on the earliest required supply report.
 - Reports must be submitted in chronological order.
3. A window about submitting false or misleading information will then pop up, click **Proceed**.



Fertilizers Homepage 1 Registration #:00032250

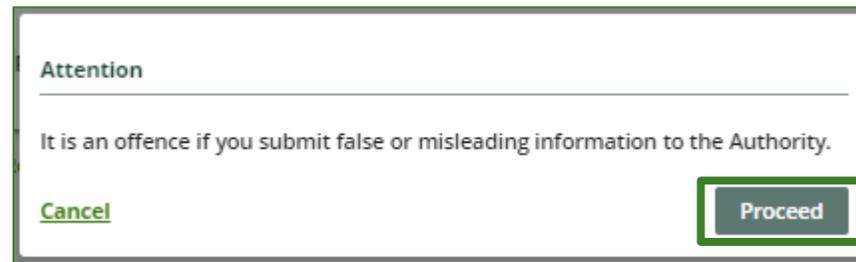
Fertilizers Switch Programs

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

Producer * PRO Status Invoices Add Roles

Report	Status	Last Updated By	Action
2024 Fertilizers Supply Report	Not Started Due Date: Jul 31, 2024		Start
2023 Fertilizers Supply Report	Not Started Due Date: Sep 15, 2023		Start

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



Attention

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

[Cancel](#) [Proceed](#) 3

Supply report

Confirming your revenue

1. On the **Revenue Check** screen, confirm if your gross annual revenue from all products and services in Ontario was greater or equal to \$2 million for the previous calendar year.
2. Click **Save & Next**.

Best In Town Auto
2024 Fertilizers Supply Report
Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen.

Revenue Check Brand Supply Confirm and Pay

1

Revenue Check

Annual Revenue

Was your gross annual revenue generated from all products and services in Ontario greater than or equal to \$2.0M for the previous calendar year?

Press Save & Next to continue to Brand Supply

2

Save & Next

Supply report

Upload your brand supply list

1. Create a document listing the brands you supplied into Ontario, regardless of why you are the producer for them (e.g., brand holder or first importer). You may also download last year's brand list as a reference and re-submit it.
 - Ensure that the document meets the requirements outlined on the **Upload List of Brands Supplied** screen.
2. Click the **Upload** button and navigate to the file saved on your computer. Upload the file.
3. Click **Save & Next**.

Best In Town Auto
2024 Fertilizers Supply Report
Enter your data and click **Save & Next** to move to the next reporting screen. Click Previous to return to the previous reporting screen.

Revenue Check → Brand Supply → Confirm and Pay

1

Upload List of Brands Supplied

Provide a list of all brands you included in your supply regardless of why you are the producer for them.

Please ensure the list of brand meets the following requirements:

- Save the list of brands as an Excel CSV file. The file must be encoded as UTF-8.
- Using Column A only, list each brand in a separate line, resulting in one brand name per row. Do not enter data in any other columns.
- There are no headers present in the file (only the names of supplied brands).
- Brand names only include these characters: alphanumeric, space, hyphen, periods and parentheses.
- Brand names do not include special characters like quotes (double or single), brackets and semicolons.
- File size is less than or equal to 5 MB.

Upload Brand Supply List

Download Last Year Brand Supply

Upload **2**

Click Save & Next to view the Report Summary and complete your report.

Previous Save & Next **3**

Supply report

Summary review

1. At the top, you will see that there is **no collection or management requirements** for fertilizer producers.
2. The second section of the report shows the response to the revenue question and the uploaded file.
3. Click **Edit Report** if you would like to make any changes to the information you previously entered.

Best In Town Auto
2024 Fertilizers Supply Report

Report Summary

Producers of fertilizers do not have collection or management requirements.

Producers or their PRO on their behalf must establish and operate a promotion and education program in accordance with Part VII of the HSP Regulation.

2023

Annual Revenue

Was your gross annual revenue generated from all products and services in Ontario greater than or equal to \$2.0M for the previous calendar year?

Yes

Uploaded List of Brands

HspbbBrandsTemplate (1).csv

Edit Report

How to submit your producer supply report

The next few slides will guide you with **selecting your program fee payment method** and **submitting your supply data report**.

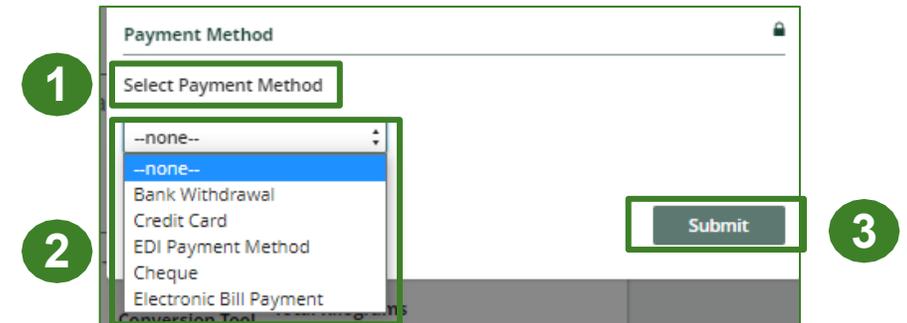


Supply report

Payment submission

Before submitting the report, you will need to select and submit payment for the **program fee**. This amount has been calculated in the system based on your gross annual revenue response.

1. Click **Select Payment Method**.
2. From the drop-down menu, click on your preferred method.
 - If you choose any payment option other than credit card and bank withdrawal, you will receive an email with instructions on how to submit payment.
3. Click **Submit**.
 - Once the payment is submitted, the **Report Status** will change to **Submitted** and will provide a summary.



Report Status
Submitted
May 28, 2024 05:37 p.m.

Submit Report

Registry Fee Payment ⓘ

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

Purchase Order #

Payment Method
Electronic Bill Payment

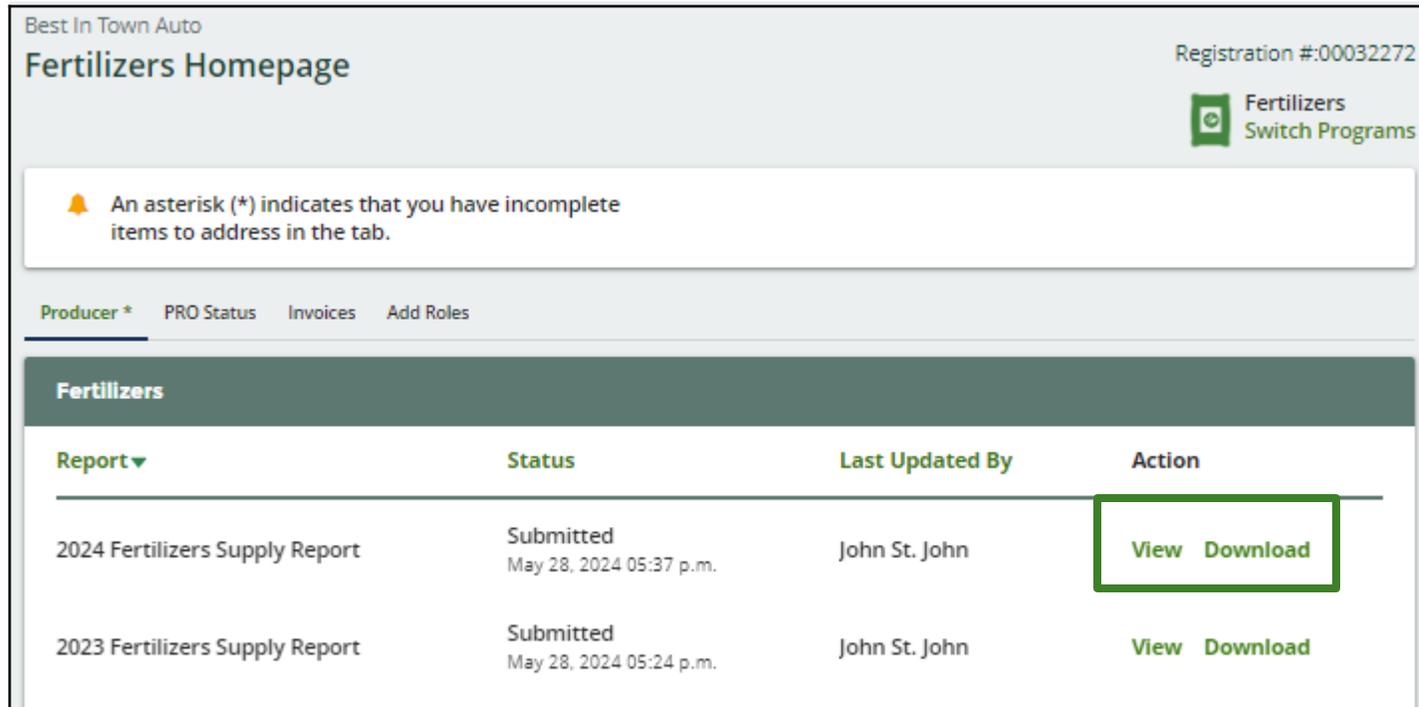
Your submission has been received. You will be sent an email with the Authority's banking information so that you can complete your Electronic Bill payment.

[Download Invoice - Summary Report 28/05/2024](#)

Supply report

Report submitted

On the **Fertilizers Homepage**, under the **Producer Reports tab**, you can **view** and **download** your submitted reports and invoices.



Best In Town Auto
Fertilizers Homepage
Registration #:00032272
Fertilizers Switch Programs

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

Producer* PRO Status Invoices Add Roles

Report	Status	Last Updated By	Action
2024 Fertilizers Supply Report	Submitted May 28, 2024 05:37 p.m.	John St. John	View Download
2023 Fertilizers Supply Report	Submitted May 28, 2024 05:24 p.m.	John St. John	View Download

Additional resources



Have a question?

Resources to help you submit your report:

- Visit our [HSP producer webpage](#) for additional information on reporting requirements.
- For support with navigating the Registry and meeting your regulatory requirements, visit our [HSP Registry Resources webpage](#) to access registry procedures, compliance bulletins, how-to videos, FAQs and more.
- If you have further questions that are not answered in this guide, contact the Compliance Team at registry@rpra.ca or call 1-833-600-0530.