

Hazardous and Special Products: Producer Supply Reporting Guide

Mercury-containing devices
(barometers, thermometers and thermostats)

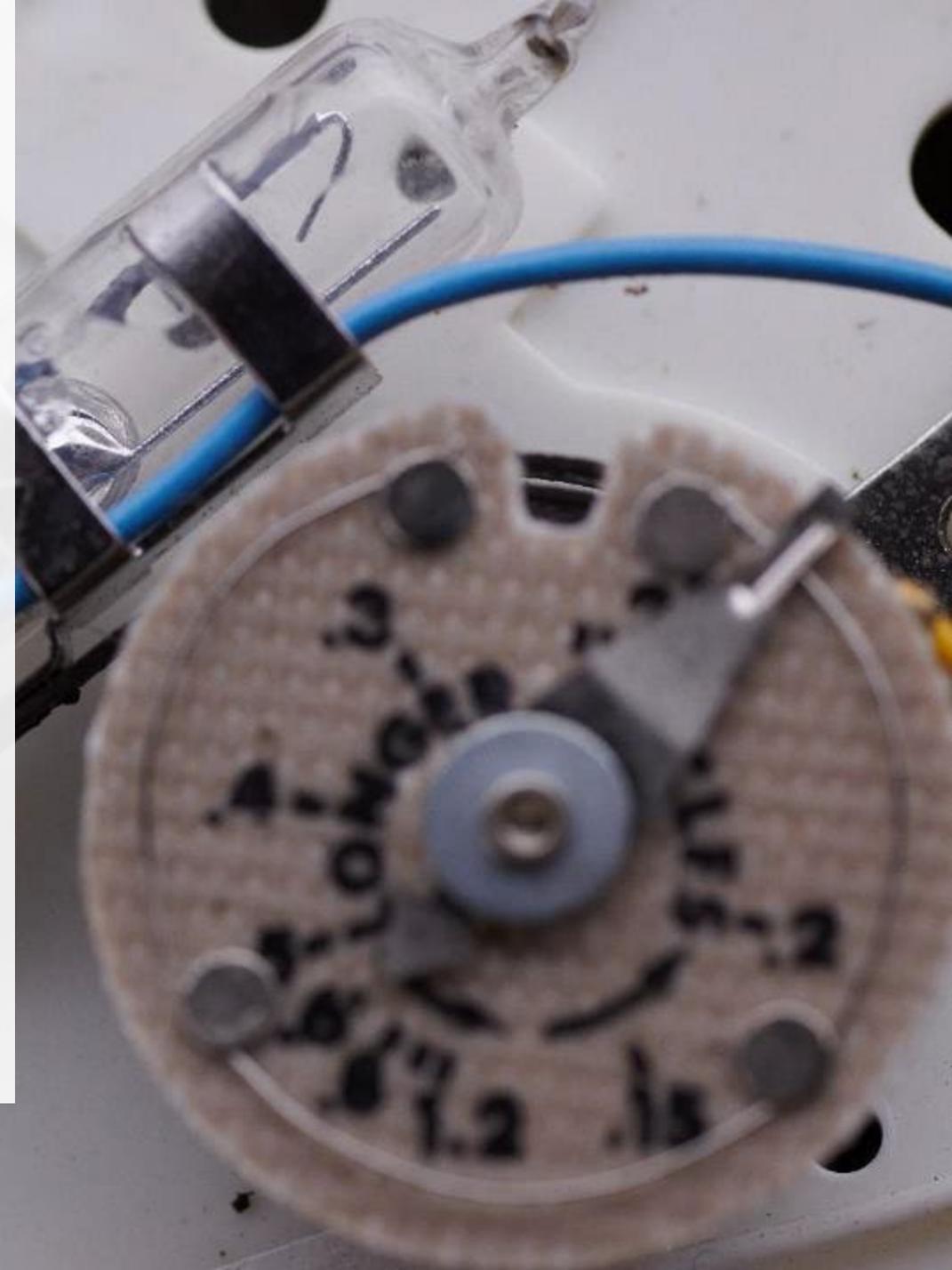


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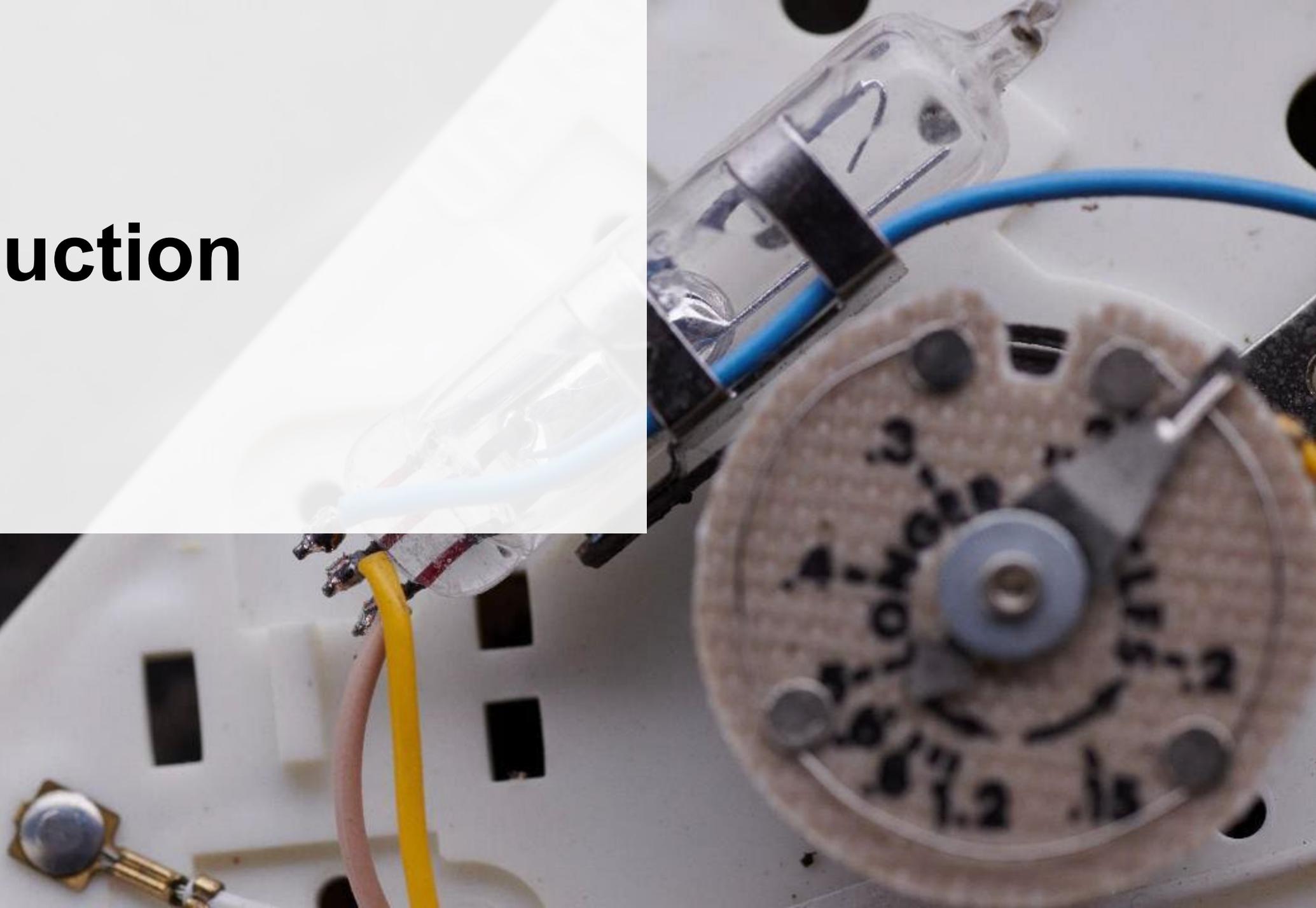
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Introduction



What is Hazardous and Special Products supply data reporting?

HSP supply data is an annual report that producers of **barometers, thermometers and thermostats** 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:

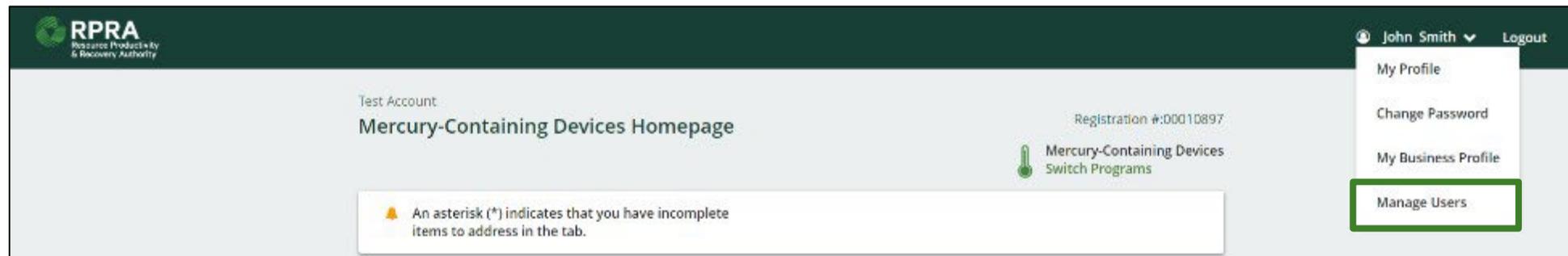
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
 - If you have forgotten your password, click "Forgot Password" on the login screen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

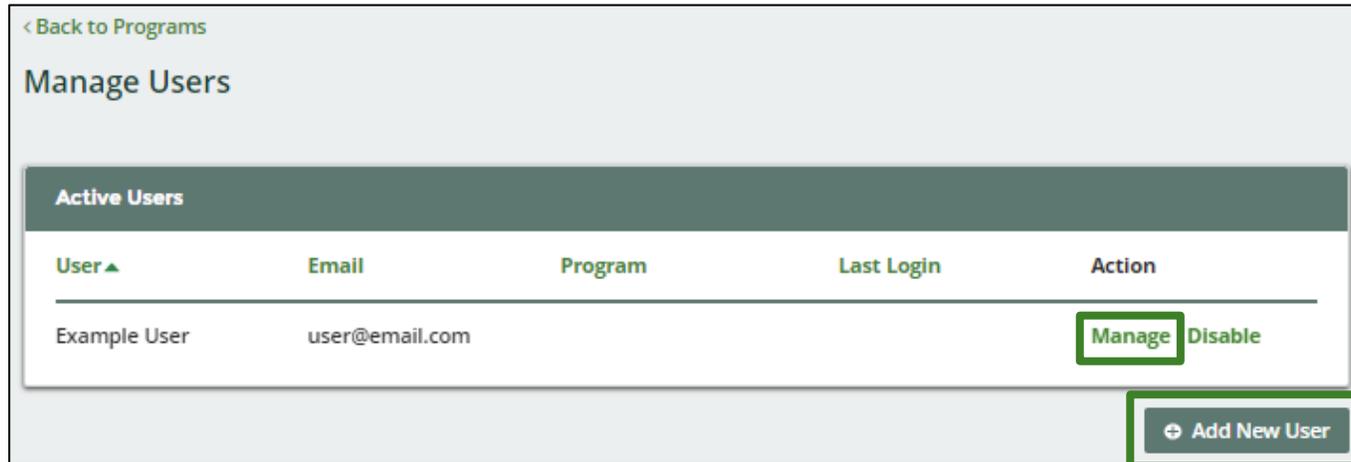
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

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

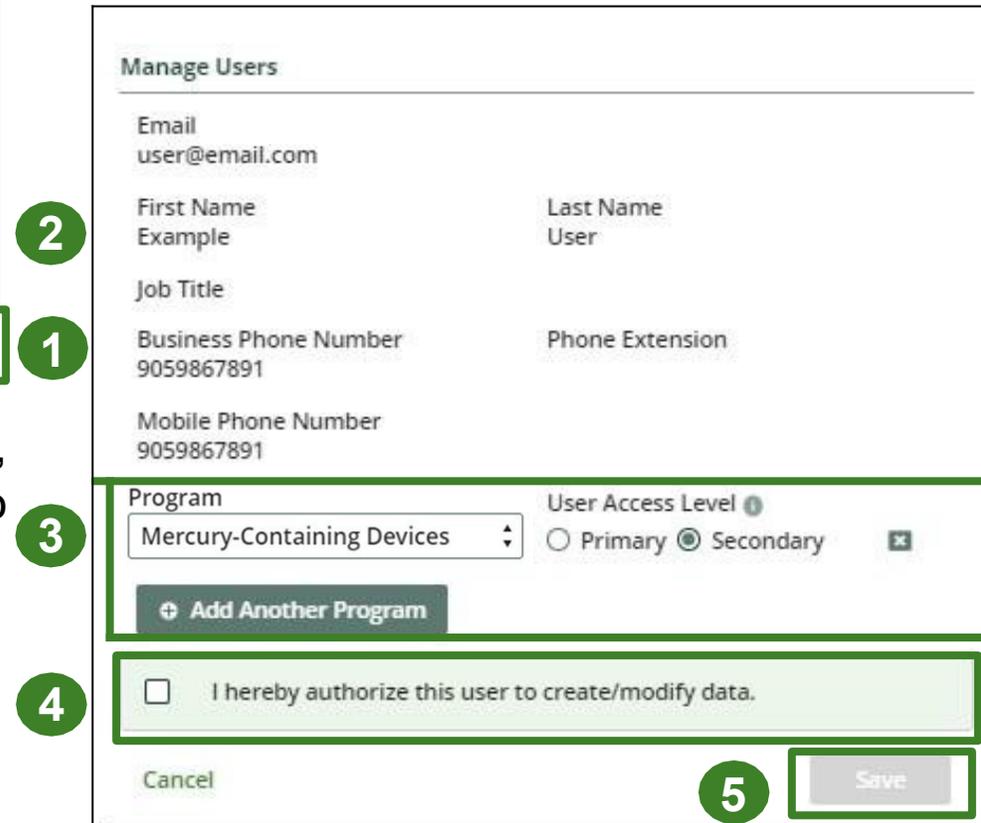
Manage Users

Active Users

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

[+ Add New User](#)

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
Mercury-Containing Devices

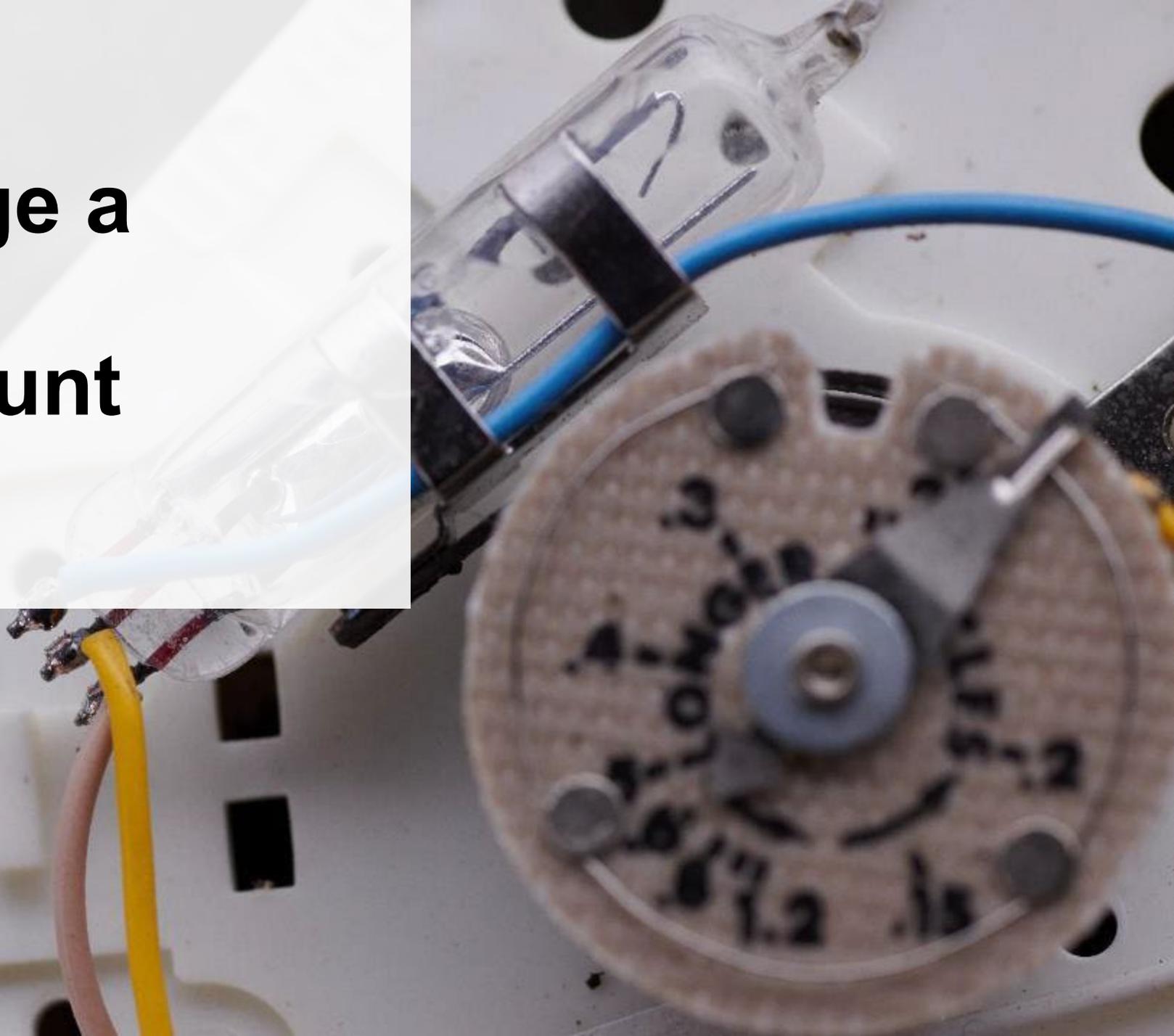
User Access Level ⓘ
 Primary Secondary

[+ Add Another Program](#)

I hereby authorize this user to create/modify data.

Cancel [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 collection, management and administrative services to help producers meet their regulatory obligations under the HSP Regulation, including:

- Arranging, establishing or operating a collection or management system.
- 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

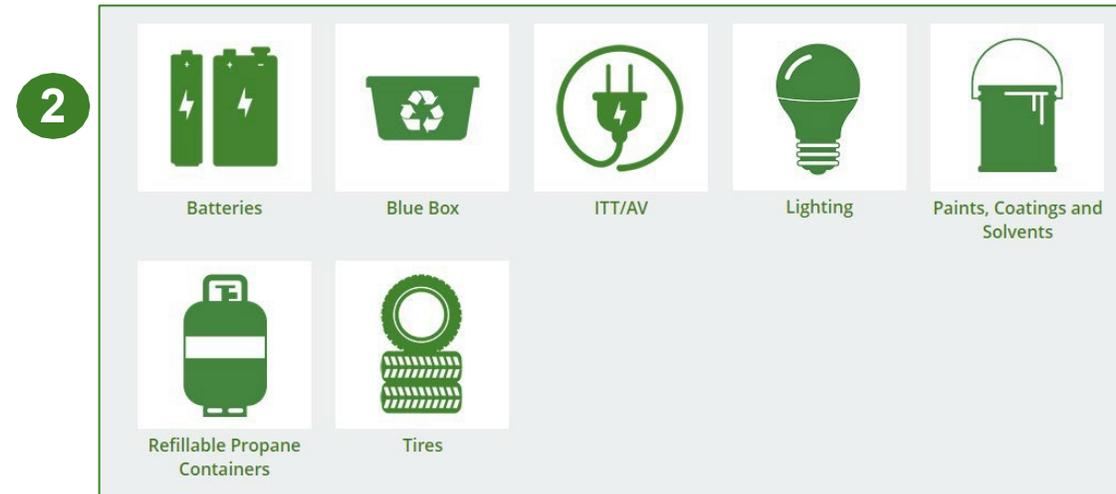
Email

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 for Performance Reporting or the Management Reporting 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.

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.

1 My business will not be contracting with any PROs.

2 My business has contracted one or more PROs.

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**.

Manage Reporting Responsibilities

Indicate whether you will be reporting your own performance and management in part or in whole. If a PRO will be reporting on your behalf, select "Does not report" from the dropdown list.

Producer
Test Account

Responsible for Performance Report Responsible for Management Report

Reports in part Reports in part

If you select "reports in part", you must select "reports in part" for at least one PRO.

Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or management, select "Reports in part" from the dropdown list.

PRO	Service Start Date	Service Stop Date	Materials	Responsible for Performance Report	Responsible for Management Report
PRO 1 Inc	1-Jan-2022		<input checked="" type="checkbox"/> Barometers <input type="checkbox"/> Thermometers <input checked="" type="checkbox"/> Thermostats	Reports in part	Reports in part

[Add PRO](#)

I confirm that I have a contract with the PROs identified and authorize them to have access to report performance and management data on my behalf.

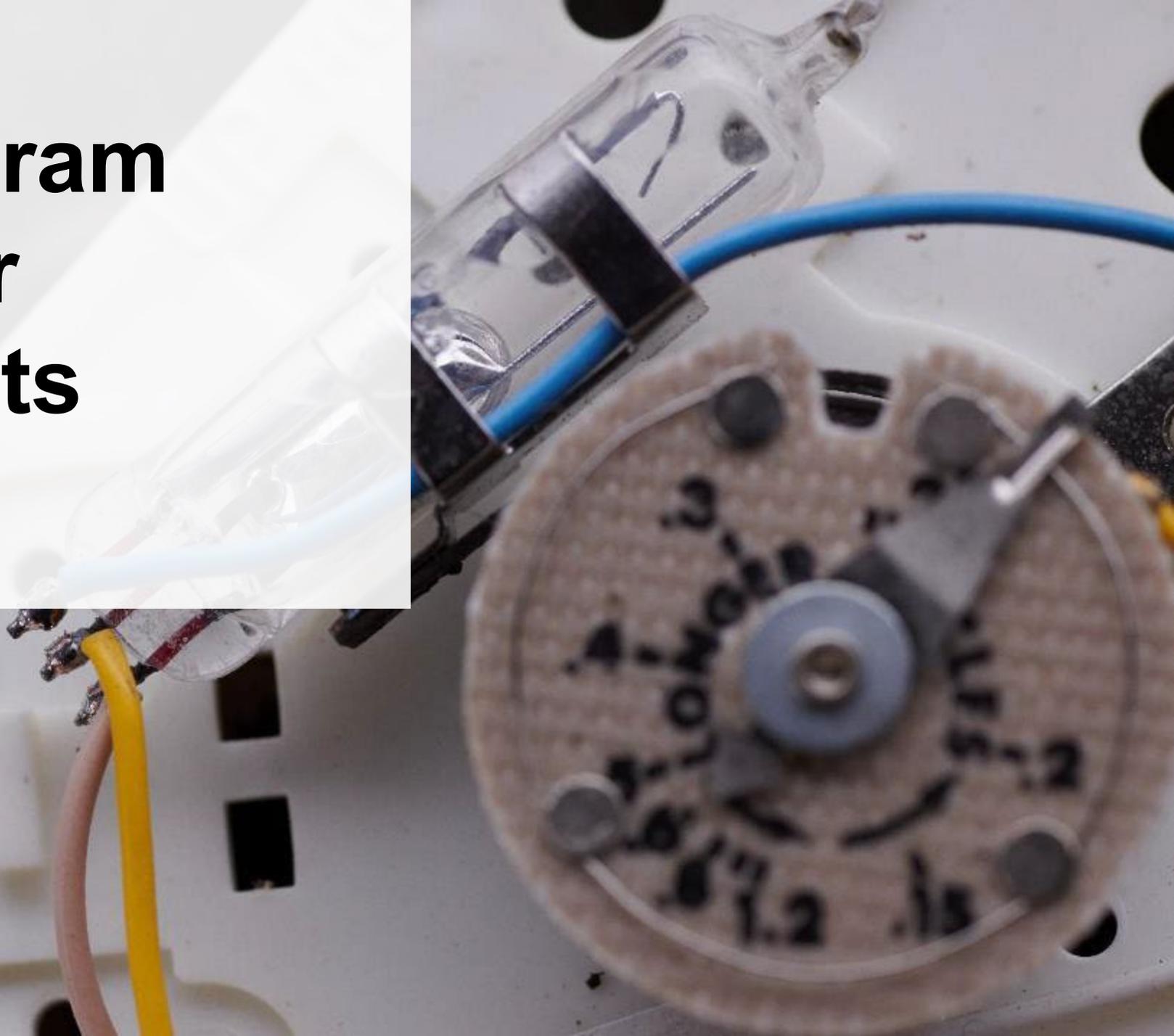
Cancel Done

1

2

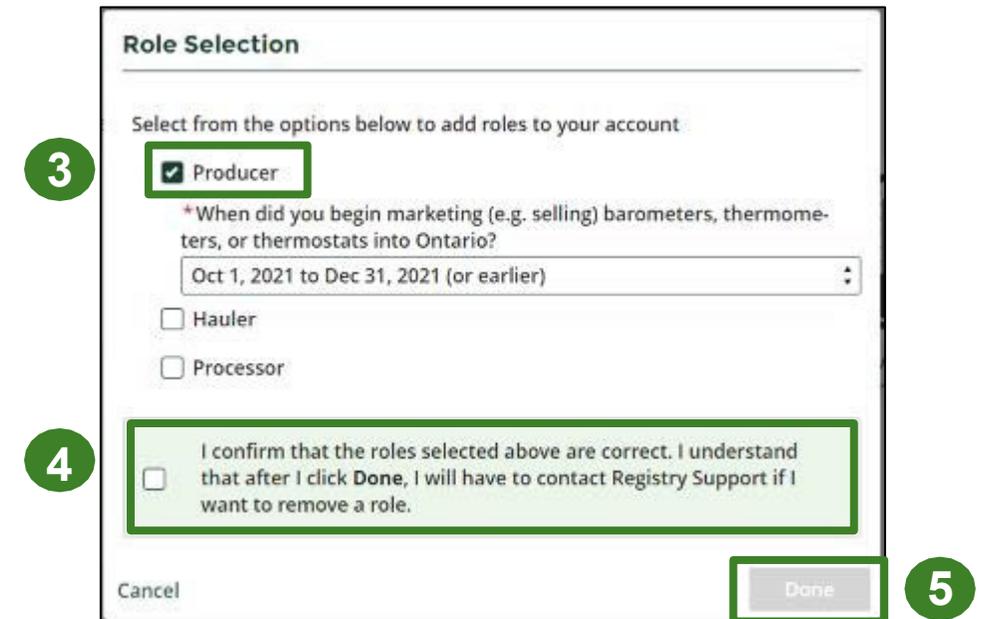
3

Registry program enrollment for new registrants



How to enroll in the Mercury-Containing Devices 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 – Mercury-Containing Devices**.
3. Select the **Producer** role and the year that you began marketing barometers, thermometers, or thermostats 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**.



How to submit your producer supply report

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



Supply report

Identify materials

1. Click **Manage** to select all the types of Mercury-Containing Devices supplied.
2. A window will pop up for you to select all devices that apply.
3. Click **Done**.

Mercury-Containing Devices Homepage Registration #:00032270

 Mercury-Containing Devices Switch Programs

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

[Producer *](#) [Collection Activities](#) [Invoices](#) [Add Roles](#)

Mercury-Containing Devices

Report ▼	Status	Last Updated By	Action
2024 Mercury-Containing Devices Supply ...	Not Started Due Date: Jul 31, 2024		Start
2023 Mercury-Containing Devices Supply ...	Not Started Due Date: Sep 15, 2023		Start

Mercury-Containing Devices Supplied **Manage**

Identify which materials you supply.

Mercury-Containing Devices Supplied

2 Select all that apply.

- Barometers
- Thermometers
- Thermostats

Cancel **Done** 3

Supply report

Starting your report

On the same **Mercury-Containing Devices** Homepage, you will also be able to see all reports that require action.

1. Under Action, click **Start** on the earliest required supply report.
 - Reports must be submitted in chronological order.
2. A window about submitting false or misleading information will then pop up, click **Proceed**.

Mercury-Containing Devices Homepage Registration #:00032270

Mercury-Containing Devices Switch Programs

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

[Producer *](#) [Collection Activities](#) [Invoices](#) [Add Roles](#)

Mercury-Containing Devices

Report ▼	Status	Last Updated By	Action
2024 Mercury-Containing Devices Supply ...	Not Started Due Date: Jul 31, 2024		Start 1
2023 Mercury-Containing Devices Supply ...	Submitted May 28, 2024 04:41 p.m.	Test Account	View Download

Attention

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

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

2

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 \$2.0 M for the previous calendar year.
2. Click **Save & Next**.

2024 Mercury-Containing Devices 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

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

Save & Next

How to submit your producer supply report

The next slide will guide you with uploading your **brand supply list**.



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**.

2024 Mercury-Containing Devices 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

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

Previous Save & Next

2

3

Supply report

Summary review

1. At the top, you will see your **collection requirements** for the following year
2. The second section of the report shows the response to the revenue question and the file uploaded
3. Click **Edit Report** if you would like to make any changes to the information you previously entered.

2024 Mercury-Containing Devices Supply Report

Report Summary

Producers of mercury-container devices are required to manage collected material but do not have minimum management requirements.

Your collection requirements are outlined in [Part V](#) of the HSP Regulation.

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

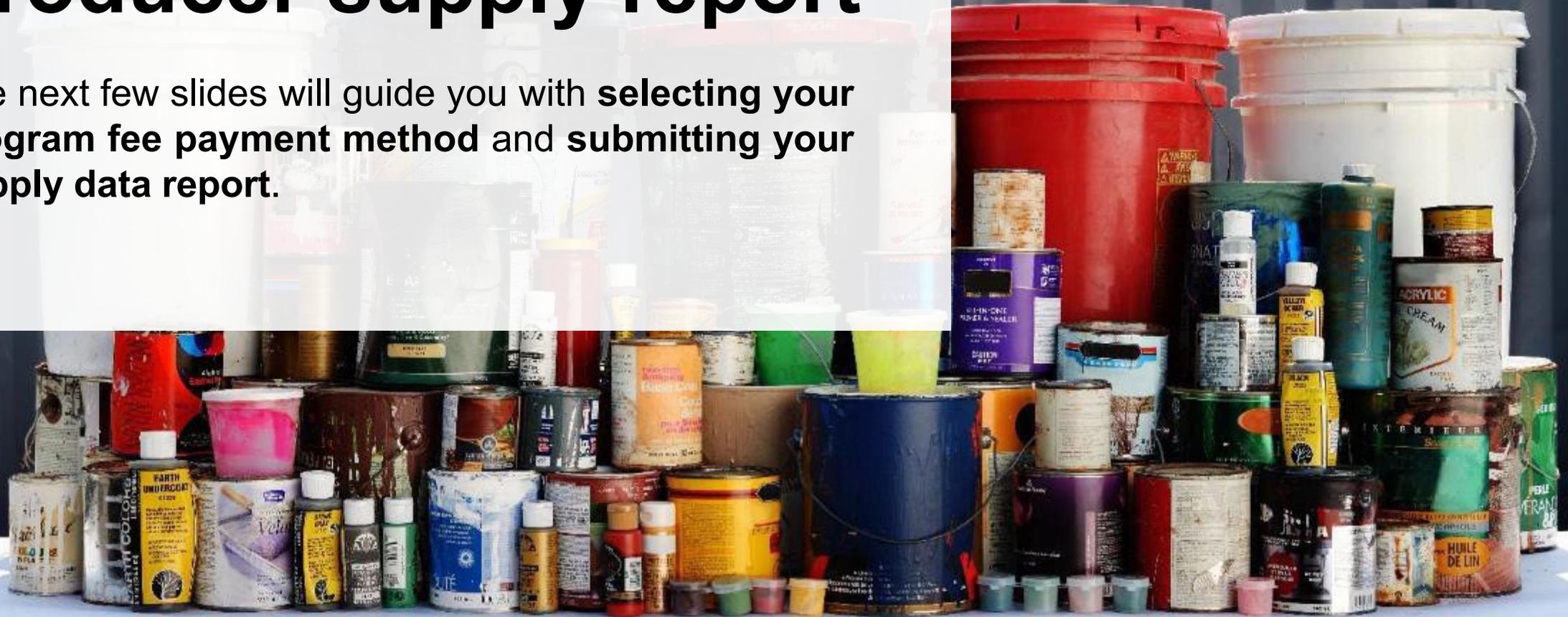
Uploaded List of Brands

Sample.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.

The screenshot illustrates the payment submission process in three steps:

- 1**: The 'Payment Method' section shows a 'Select Payment Method' button. A drop-down menu is open, listing options: --none--, Bank Withdrawal, Credit Card, EDI Payment Method, Cheque, and Electronic Bill Payment.
- 2**: The 'Submit' button is highlighted.
- 3**: The 'Report Status' is 'Submitted' as of May 28, 2024 04:51 p.m.

The 'Submit Report' section provides a summary of the Registry Fee Payment:

Sub Total	\$7,500.00
HST (13%)	\$975.00
Invoice Total	\$8,475.00

Purchase Order #

Payment Method
Cheque

Your submission has been received. You will be sent an email with information on how to complete your cheque payment.

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

Supply report

Report submitted

On the **Mercury-Containing Devices Homepage**, under the **Producer Reports tab**, you can **view** and **download** your submitted reports and invoices.

Mercury-Containing Devices Homepage Registration #:00032270

 Mercury-Containing Devices Switch Programs

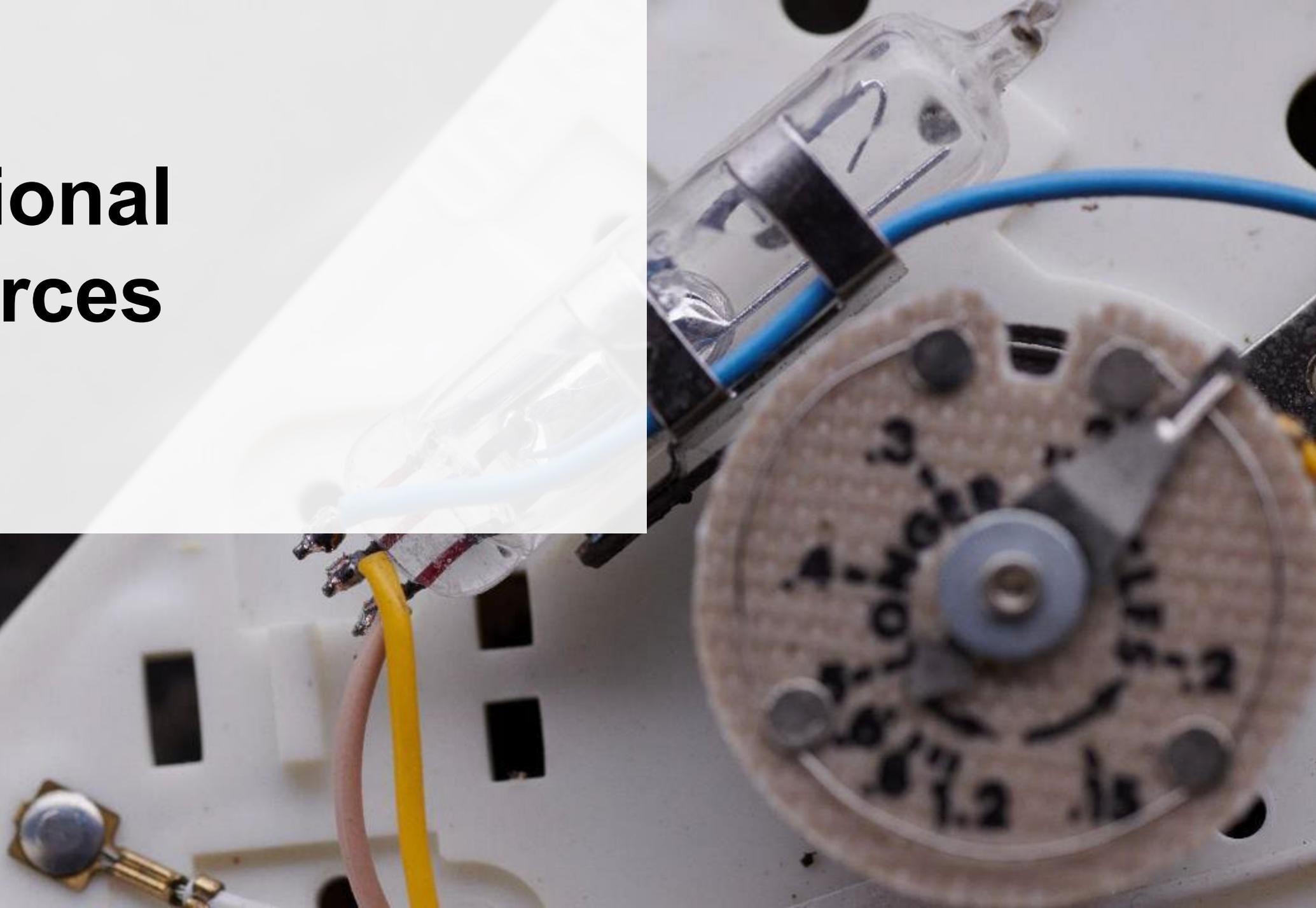
 An asterisk (*) indicates that you have incomplete items to address in the tab.

Producer * [Collection Activities](#) [Invoices](#) [Add Roles](#)

Mercury-Containing Devices

Report ▼	Status	Last Updated By	Action
2024 Mercury-Containing Devices Supply ...	Submitted May 28, 2024 04:51 p.m.	Test Account	View Download
2023 Mercury-Containing Devices Supply ...	Submitted May 28, 2024 04:41 p.m.	Test Account	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.