

Hazardous and Special Products: PRO Performance Reporting Guide

Paints, coatings and solvents



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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 or call 1-833-600-0530.

What data needs to be reported?

PROs are required to report on their own aggregate activities from previous calendar year undertaken on behalf of their producer clients of **paints, coatings and solvents**.

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.

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

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:

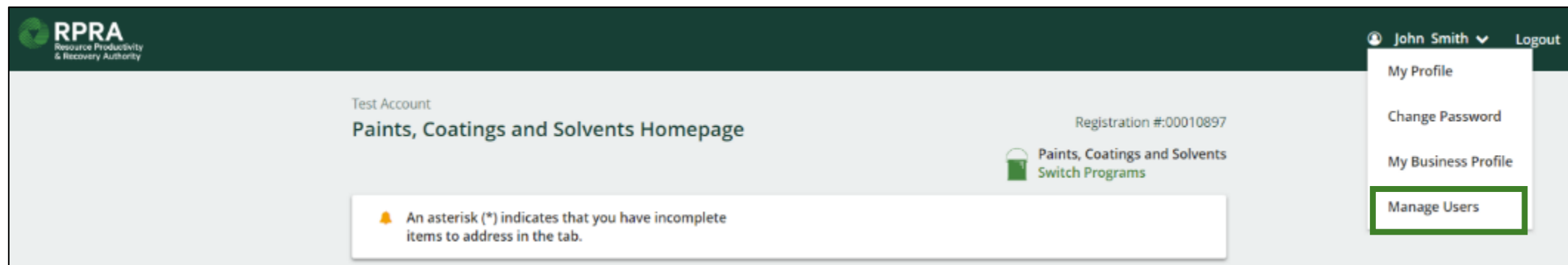
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

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
General Manager

Business Phone Number
6470123456

Phone Extension

Mobile Phone Number
6470123456

☒ Same as Business Phone Number

Program
Paints, Coatings & Solvents

User Access Level
Secondary

[+ Add Another Program](#)

☒ I hereby authorize this user to create/modify data.

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

3 4 5

How to submit your PRO performance report

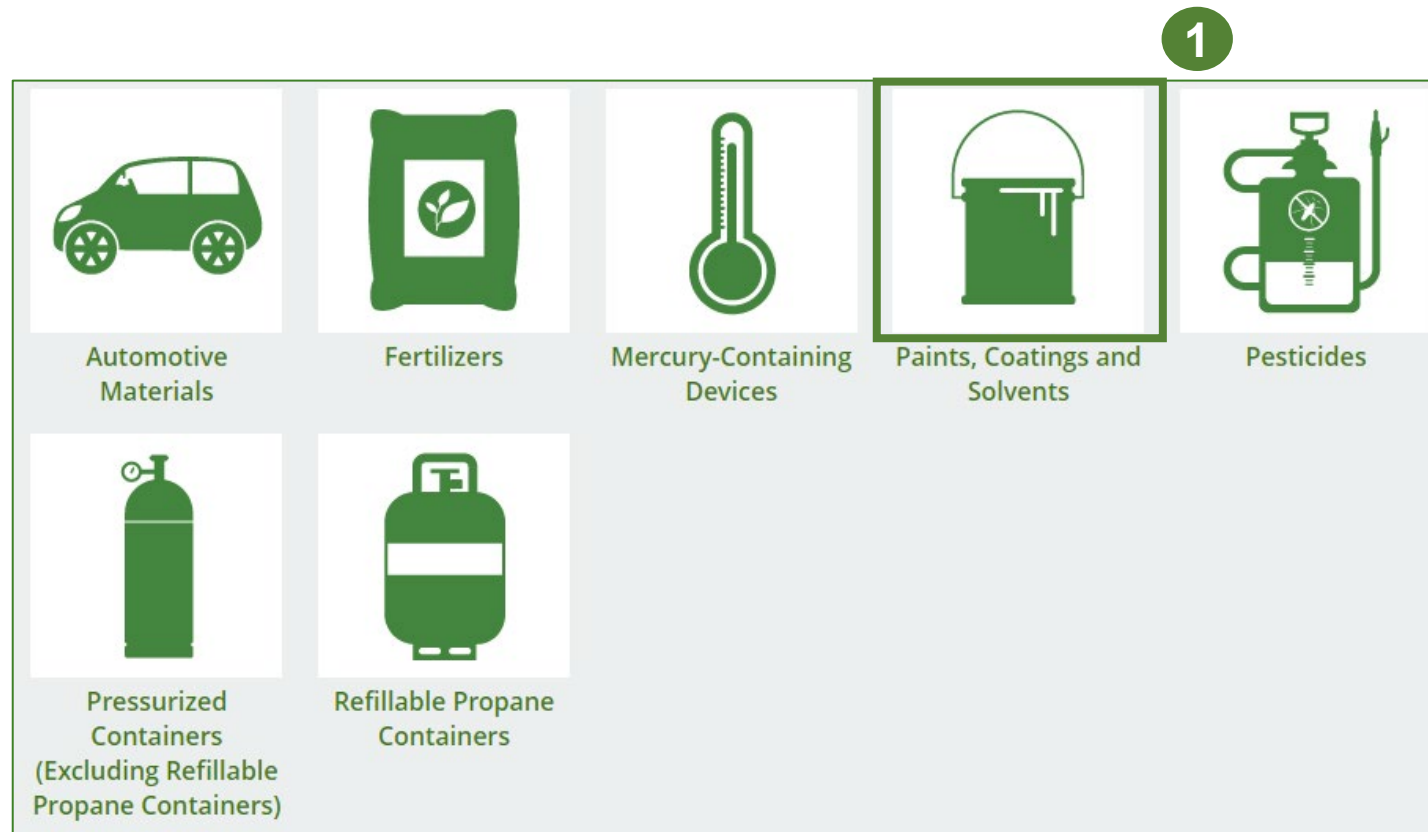
The next few slides will guide you with entering your **collected** material(s) data.



Performance report

Accessing your program

1. After logging in, click on the icon for the **Paints, Coatings and Solvents** 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 Paints, Coatings and Solvents Performance – PRO report.
3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.

HSPTestingPRO
Paints, Coatings and Solvents Homepage

Registration #:00025442

Paints, Coatings and Solvents
Switch Programs

PRO Reporting Producers Invoices

Paints, Coatings and Solvents

Report▼	Status	Last Updated By	Action
2021/22 Paints, Coatings, and Solvents Pe...	Not Started Due Date: Jul 31, 2099		Start

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 collected paints, coatings and solvents.

< Back to Dashboard

HSPTestingPRO

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

Report Summary

Weight of Materials Collected

Collected

Total weight of paints, coatings, and solvents collected inside Ontario.

Total Weight Collected	Total Kilograms
Paints and Coatings	
Solvents	
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 material 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 paints, coatings and solvents material**.
3. Click **Save & Next**.

HSPTestingPRO

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

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

Weight of Materials Collected

Collected

Total weight of paints, coatings, and solvents collected inside Ontario.

Total Weight Collected

Paints and Coatings

Solvents

☐ I did not collect any paints, coatings, and solvents.

Total Kilograms

2

3

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 paints, coatings, and solvent materials collected (entered previously).
2. Click on **Edit** if you need to make a change to the weights of the materials.

HSPTestingPRO
2021/22 Paints, Coatings, and Solvents Performance - PRO

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of paints, coatings, and solvents collected inside Ontario.

Total Weight Collected	Total Kilograms
Paints and Coatings	1,000
Solvents	1,000
Total	2,000

Collected data last updated by: HSPTesting PRO on May 02, 2023 05:31 p.m.

Edit

Report Status
In Progress

Submit Report

Upload Promotion & Education Report ⓘ

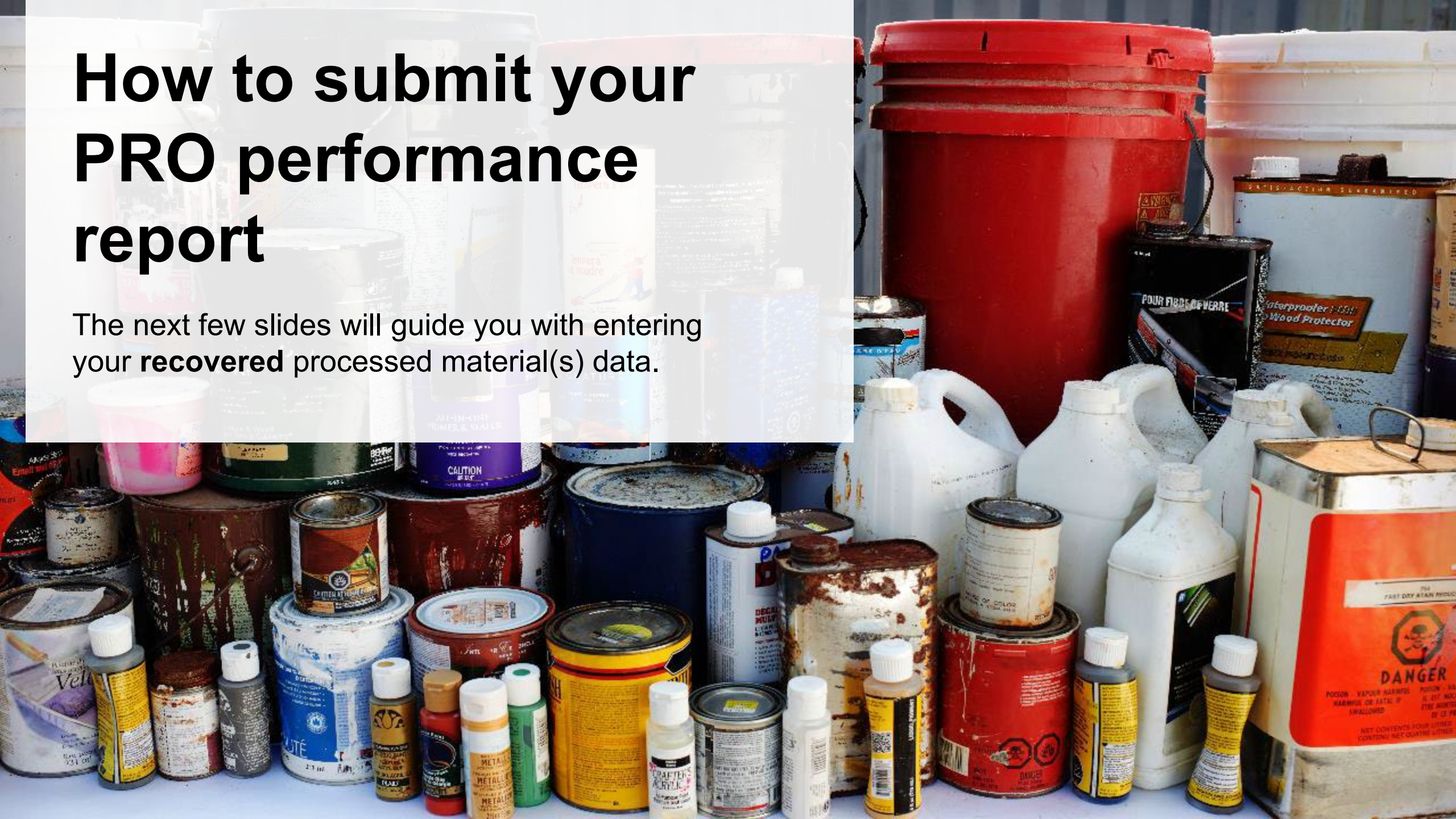
Upload

Submit Report

Make sure to provide all the required data before submitting.

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 **Paints and Coatings** 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**.

Note: With respect to the weight of recovered resources from paints and coatings, up to 15 percent of the weight that may be counted as recovered resources for paints and coatings can be concrete and landscaping applications.

Weight of Recovered Materials

Paints and Coatings Solvents

Input the weight of materials recovered from processing the collected paints and coatings.

Processed Materials	Total Kilograms
Metal	
Plastic	
Paint	
Other	
Total	

Start

1

HSPTTestingPRO

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

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

Weight of Recovered Materials

Paints and Coatings Solvents

Input the weight of materials recovered from processing the collected paints and coatings.

Processed Materials	Total Kilograms
Metal	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Paint	<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

3

Performance report

Enter your data for weight of recovered materials cont.

1. Under the **Solvents** 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.
2. Click **Save & Next** to proceed.
3. Click on **Edit** if you need to change the paints, coatings and solvents weights.

HSPPROTesting
2021/22 Paints, Coatings, and Solvents Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Recovered Materials

✓ Paints and Coatings **Solvents**

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

Processed Materials	Total Kilograms
Metal	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Recovered Solvents	<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](#)

1

2

Weight of Recovered Materials

✓ Paints and Coatings ✓ Solvents

Input the weight of materials recovered from processing the collected paints and coatings.

Processed Materials	Total Kilograms
Metal	1,000
Plastic	1,000
Paint	1,000
Other	0
Total	3,000

Paints and Coatings data last updated by: Jenny Davis on May 30, 2023 01:17 p.m.

[Edit](#)

3

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 (paints and coatings)

1. Click **Start** to enter the weight of the materials disposed.

Processed Material Disposal Data (Paints and Coatings)

Land Disposed

Incinerated

Used as Fuel

Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Plastic	
Paint	
Other	
Total	

1

Start

Performance report

Enter your processed material disposal data (paints and coatings) 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 CRM PRO 2021/22 Paints, Coatings, and Solvents Performance - PRO form, illustrating the process of entering processed material disposal data. The form is titled "Processed Material Disposal Data (Paints and Coatings)" and includes instructions: "Enter your data and click **Save & Next** to move to the next reporting screen."

Screenshot 1: Land Disposed Tab
The "Land Disposed" tab is selected. It includes a table for entering data for Metal, Plastic, Paint, and Other, with a "Total Kilograms" column. A callout "1" points to the "Total Kilograms" input field. Below the table is a text area for "List any materials included in the 'Other' category (250 characters max.)" and a checkbox labeled "I did not send any material for land disposal." A callout "2" points to this checkbox. At the bottom are "Clear Form" and "Save & Next" buttons. A callout "3" points to the "Save & Next" button.

Screenshot 2: Incinerated Tab
The "Incinerated" tab is selected. It includes a table for entering data for Metal, Plastic, Paint, and Other, with a "Total Kilograms" column. Below the table is a text area for "List any materials included in the 'Other' category (250 characters max.)" and a checkbox labeled "I did not send any material for incineration." At the bottom are "Clear Form", "Previous", and "Save & Next" buttons.

Screenshot 3: Used as Fuel Tab
The "Used as Fuel" tab is selected. It includes a table for entering data for Metal, Plastic, Paint, and Other, with a "Total Kilograms" column. Below the table is a text area for "List any materials included in the 'Other' category (250 characters max.)" and a checkbox labeled "I did not send any material to be used as fuel." At the bottom are "Clear Form", "Previous", and "Save & Next" buttons.

Screenshot 4: Stockpiled Tab
The "Stockpiled" tab is selected. It includes a table for entering data for Metal, Plastic, Paint, and Other, with a "Total Kilograms" column. Below the table is a text area for "List any materials included in the 'Other' category (250 characters max.)" and a checkbox labeled "I did not stockpile any material." At the bottom are "Clear Form", "Previous", and "Save & Next" buttons.

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 (paints and coatings) cont.

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

CRM PRO

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

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

Processed Material Disposal Data (Paints and Coatings)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Plastic	1,000
Paint	1,000
Other	0
Total	3,000

Land Disposed data last updated by: Karim Asad on Jul 14, 2023 10:01 a.m.

Edit

CRM PRO

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

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

Processed Material Disposal Data (Paints and Coatings)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Paint	<input type="text" value="0"/>
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: Christie Brooks on Jul 17, 2023 01:42 p.m.

Performance report

Enter your processed material disposal data (solvents)

1. Click **Start** to enter the weight of the materials disposed.

Processed Material Disposal Data (Solvents)

Land Disposed

Incinerated

Used as Fuel

Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Plastic	
Recovered Solvents	
Other	
Total	

1

Start

Performance report

Enter your processed material disposal data (solvents) 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 CRM PRO 2021/22 Paints, Coatings, and Solvents Performance - PRO form, illustrating the process of entering processed material disposal data for solvents. Each screenshot shows a different category selected in the 'Processed Material Disposal Data (Solvents)' section: Land Disposed, Incinerated, Used as Fuel, and Stockpiled. The form includes fields for 'Total Kilograms' for Metal, Plastic, Recovered Solvents, and Other, as well as a checkbox for 'I did not send any material for [category]'. The 'Save & Next' button is highlighted in each screenshot.

Screenshot 1: Land Disposed

CRM PRO
2021/22 Paints, Coatings, and Solvents Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Solvents)

Land Disposed Incinerated Used as Fuel Stockpiled

Includes material sent to landfills and dumps.

Land Disposed

Metal Total Kilograms 0

Plastic Total Kilograms 0

Recovered Solvents Total Kilograms 0

Other Total Kilograms 0

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

☐ I did not send any material for land disposal.

Save & Next

Screenshot 2: Incinerated

CRM PRO
2021/22 Paints, Coatings, and Solvents Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Solvents)

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

Excludes material used as fuel or a fuel supplement.

Incinerated

Metal Total Kilograms 0

Plastic Total Kilograms 0

Recovered Solvents Total Kilograms 0

Other Total Kilograms 0

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

☐ I did not send any material for incineration.

Save & Next

Screenshot 3: Used as Fuel

CRM PRO
2021/22 Paints, Coatings, and Solvents Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Solvents)

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

Material used as fuel or a fuel supplement.

Used as Fuel

Metal Total Kilograms 0

Plastic Total Kilograms 0

Recovered Solvents Total Kilograms 0

Other Total Kilograms 0

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

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

Save & Next

Screenshot 4: Stockpiled

CRM PRO
2021/22 Paints, Coatings, and Solvents Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Processed Material Disposal Data (Solvents)

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

Includes material stored, stockpiled or otherwise deposited on land.

Stockpiled

Metal Total Kilograms 0

Plastic Total Kilograms 0

Recovered Solvents Total Kilograms 0

Other Total Kilograms 0

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

☐ I did not stockpile any material.

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 (solvents) cont.

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

CRM PRO

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

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

Processed Material Disposal Data (Solvents)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Plastic	1,000
Recovered Solvents	1,000
Other	0
Total	3,000

Land Disposed data last updated by: Karim Asad on Jul 14, 2023 11:09 a.m.

1 [Edit](#)

CRM PRO

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

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

Processed Material Disposal Data (Solvents)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Recovered Solvents	<input type="text" value="0"/>
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: Christie Brooks on Jul 17, 2023 01:54 p.m.

2

How to submit your PRO performance report

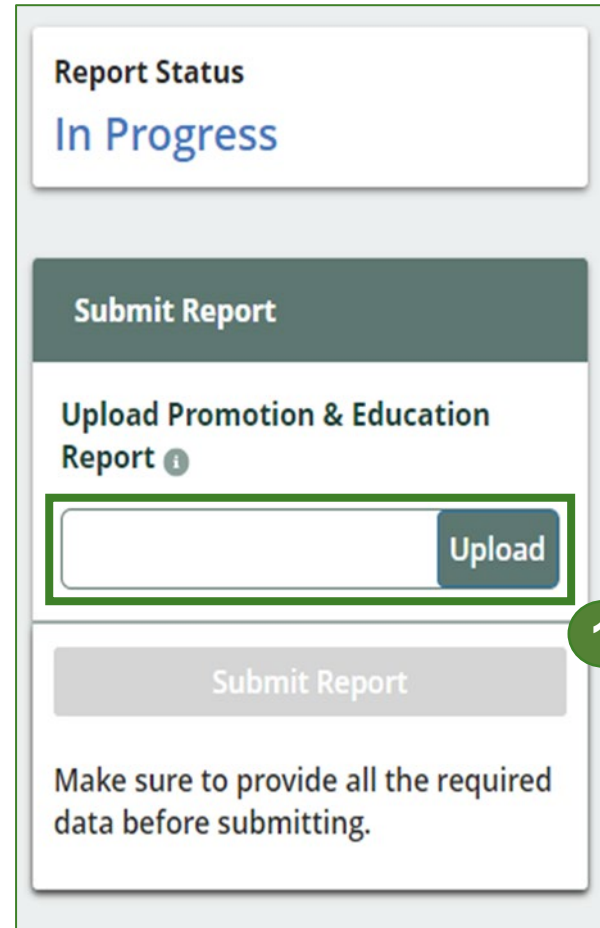
The next few slides will guide you with **submitting** your report.



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.



Report Status
In Progress

Submit Report

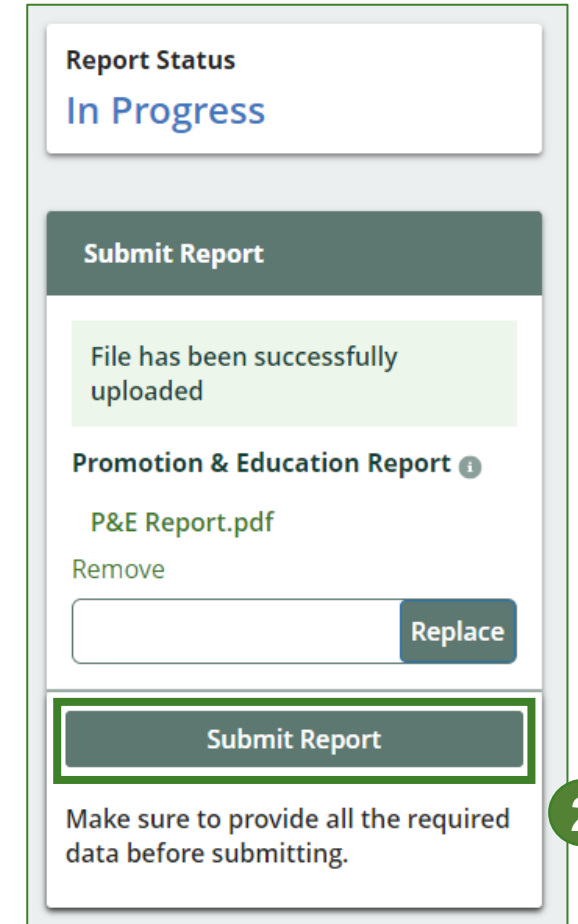
Upload Promotion & Education Report ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

1



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.

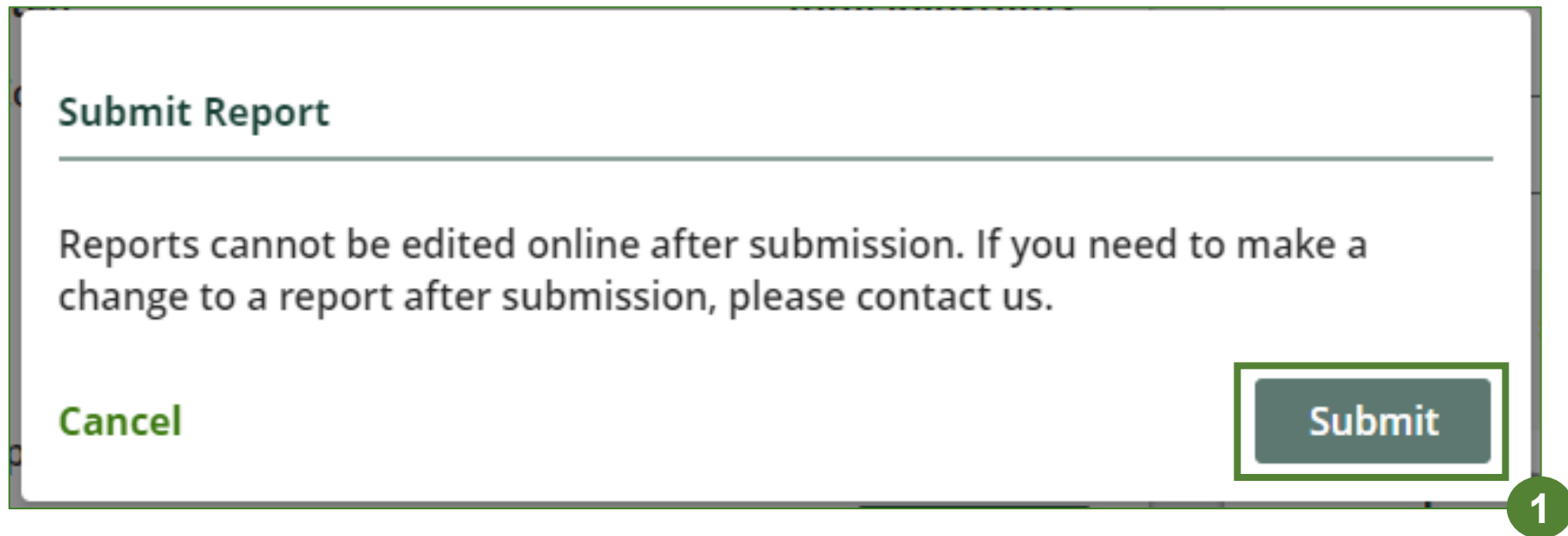
2

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 **Paints, Coatings and Solvents Homepage** under the **PRO Reporting** tab, your Paints, Coatings, and Solvents 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 shows the HSPTestingPRO interface. At the top, it says 'HSPTestingPRO' and 'Paints, Coatings and Solvents Homepage'. On the right, it displays 'Registration #:00025442' and a button labeled 'Paints, Coatings and Solvents Switch Programs' with a paint can icon. Below this is a navigation bar with 'PRO Reporting' (highlighted), 'Producers', and 'Invoices'. A dark green header bar contains the text 'Paints, Coatings and Solvents'. Below this is a table with four columns: 'Report', 'Status', 'Last Updated By', and 'Action'. The first row of the table contains the text '2021/22 Paints, Coatings, and Solvents Pe...', 'Submitted' with a timestamp 'May 03, 2023 12:19 p.m.', 'HSPTesting PRO', and a 'View' button. Green boxes and numbers 1 and 2 are overlaid on the image to highlight the report row and the 'View' button, respectively.

Report ▼	Status	Last Updated By	Action
2021/22 Paints, Coatings, and Solvents Pe...	Submitted May 03, 2023 12:19 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 or call 1-833-600-0530.