

Hazardous and Special Products: Processor 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 processors with obligations under the [Hazardous and Special Products \(HSP\) Regulation](#) complete to report on their processing activities from the previous calendar year. **The deadline to submit performance reports is July 31.**

This guide will assist processors 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@rp.ra.ca or call 1-833-600-0530.

What data needs to be reported?

Processors of **paints, coatings and solvents** are required to report the following information from the previous calendar year:

- The weight of material received from an HSP hauler and their name, contact information and RPRA registration number.
- The weight of material received from a person other than an HSP hauler and their name and contact information and RPRA registration number.
- The weight of recovered resources.
- A list of the types of resources recovered.
- 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.

Processors of **paints, coatings and solvents** are required to report the following information from the previous calendar:

- The weight of material that was sent by the processor to another person for the purpose of making recovered resources and the types of products made by that other person.
- The weight of any materials received from outside of Ontario.
- The name, contact information and RPRA registration number of the PRO(s), if the processor belongs to a PRO(s) management system.

Note:

RPRA has decided that processors already included on the HSP processor lists are not required to submit a Recycling Efficiency Rate (RER) Verification Report in 2024. [View the list of HSP processors here.](#)

Processors [listed on RPRA's website](#) are to enter the RER previously submitted to RPRA when filling out the RER section of the report or 0 if no RER was submitted previously . Follow the instructions on [slide 37](#) for more guidance.

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:

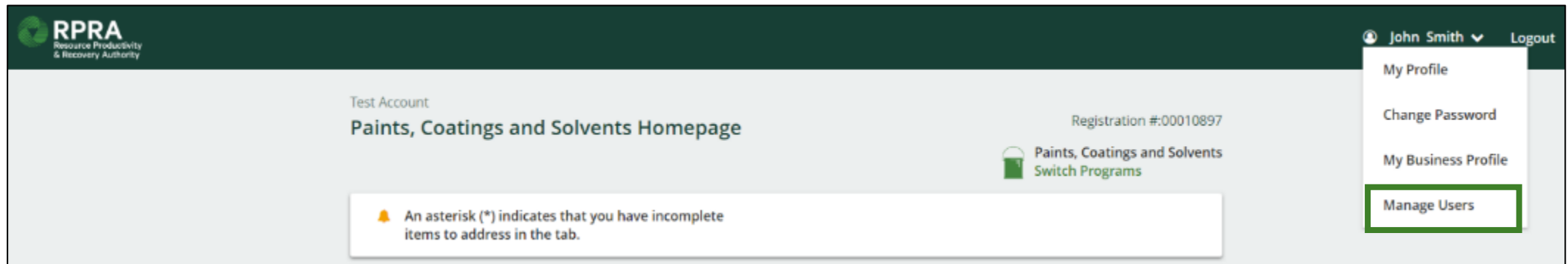
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen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

The next few slides will guide you with entering your received from haulers material(s) data.



Performance report

Access your program

1. After logging in, click on the icon for the **Paints, Coatings and Solvents** program on your dashboard.



Performance report

Start your report

1. On the **Paints, Coatings and Solvents Homepage**, click on the **Processor** tab to navigate to the processor reports.
2. Under **Action**, click on **Start** to begin completing the Paints, Coatings and Solvents Performance – Processor report.
3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.

Note: Only the roles you are enrolled in will be clickable (e.g., if you are only a processor, you will only see the processor tab and add roles tab).

HSPTesting
Paints, Coatings and Solvents Homepage
Registration #:00025441
Paints, Coatings and Solvents
Switch Programs

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

1

Producer * Hauler * **Processor *** Invoices Add Roles

Report	Status	Last Updated By	Action
2021/22 Paints, Coatings, and Solvents Pe...	Not Started Due Date: Jul 31, 2023		Start

2

Processing Sites
List the address of each site where paints, coatings and solvents are processed. **Manage**

Resources Recovered from Paints and Coatings
Identify the materials that you recover or process. **Manage**

Resources Recovered from Solvents
Identify the materials that you recover or process. **Manage**

Attention

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

Cancel **Proceed**

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 **Received from Haulers** the **Inside Ontario** tab, click **Start** to begin entering the total weight of paints, coatings, and solvents received from haulers.

HSPTesting
2021/22 Paints, Coatings, and Solvents Performance - Processor

Report Summary

Received from Haulers

Inside Ontario

Outside Ontario

Input the weight of paints, coatings, and solvents received from inside Ontario.

Inside Ontario	Total Kilograms
Paints and Coatings	
Solvents	
Total	

1

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Performance report

Add haulers you received materials from

Add each hauler that you received paints, coatings and solvents from to your report.

1. Use the **search bar** to look up the name of the hauler(s).
2. Once the hauler name appears in the list, click **Add**.
3. Hauler(s) added will appear in the **Step 2: Enter data for all your haulers** section.

HSPTesting

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

Follow the steps below to identify and enter data for all the haulers you received paints, coatings, and solvents from. Click **Continue** once you have finished entering data for all of your haulers.

Received from Haulers

Enter your haulers' registration number (#), name or address in the search bar to see the search results in the table below.

Step 1: Search for and add all your haulers

Registration #	Company Name	Primary Contact	Address	Action
00025443	HaulerTesting	Hauler Testing	100 Fake St, Ottawa	Add

Haulers you have added in Step 1 above will appear in the table below.

Step 2: Enter data for all your haulers

Registration #	Company Name	Inside Ontario	Outside Ontario	Action
00025443	HaulerTesting	0	0	Enter Remove

Continue only when you have finished entering data for **all** of your haulers

Continue >

1 2 3

Performance report

Enter weight of materials received from each hauler

1. Under **Action**, click **Enter** to add the total weight of paints, coatings and solvents received from each hauler.

Haulers you have added in Step 1 above will appear in the table below.

Step 2: Enter data for all your haulers

Registration #	Company Name	Inside Ontario	Outside Ontario	Action
00025443	HaulerTesting	0	0	<div><div>1</div><div><div>Enter</div><div>Remove</div></div></div>

Continue only when you have finished entering data for all of your haulers

Continue >

Performance report

Enter weight of materials received from each hauler cont.

1. Under the **Inside Ontario** tab, enter the **Total Kilograms** of paints, coatings and solvents collected from inside Ontario received from that hauler.
2. Click **Save & Next**.

HSPTesting

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

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

Received from Haulers

Inside Ontario Outside Ontario

Input the weight of paints, coatings, and solvents received from inside Ontario.

Inside Ontario

Paints and Coatings

Solvents

Total Kilograms

0

0

Clear Form

Save & Next

1

2

Performance report

Enter weight of materials received from each hauler cont.

1. Under the **Outside Ontario** tab, enter the **Total Kilograms** of paints, coatings and solvents collected from outside Ontario received from that hauler.
2. Click **Save & Next**.

HSPTesting

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

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

Received from Haulers

✓ Inside Ontario

Outside Ontario

Input the weight of paints, coatings, and solvents received from outside Ontario.

Outside Ontario

Paints and Coatings

Solvents

Total Kilograms

0

0

Clear Form

Previous

Save & Next

Performance report

Enter weight of materials received from each hauler cont.

1. Click on **Update**, if you need to make a change to data entered for a specific hauler.
2. Click on **Continue** to proceed.

HSPTesting

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

Follow the steps below to identify and enter data for all the haulers you received paints, coatings, and solvents from. Click **Continue** once you have finished entering data for all of your haulers.

Received from Haulers

Enter your haulers' registration number (#), name or address in the search bar to see the search results in the table below.

Step 1: Search for and add all your haulers



Registration #	Company Name	Primary Contact	Address	Action
----------------	--------------	-----------------	---------	--------

No Results

Haulers you have added in Step 1 above will appear in the table below.

Step 2: Enter data for all your haulers

Registration #	Company Name	Inside Ontario	Outside Ontario	Action
----------------	--------------	----------------	-----------------	--------

00025443

HaulerTesting

2,000

2,000

Update
Remove

1

Continue only when you have finished entering data for all of your haulers

Continue >

2

Performance report

Report summary from haulers

On the report summary you will see the total sum of kilograms dropped off by all haulers.

1. Click on **Edit** if you need to make a change to the paints, coatings and solvents weight.

Quality Store

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

Report Summary

Received from Haulers

✓ Inside Ontario

✓ Outside Ontario

Input the weight of paints, coatings, and solvents received from inside Ontario.

Inside Ontario	Total Kilograms
Paints and Coatings	1,000
Solvents	1,000
Total	2,000

Inside Ontario data last updated by: Stefort Cumma on Jul 05, 2023 04:46 p.m.

1

Edit

How to submit your processor performance report

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



Performance report

Enter your data for the 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** to proceed.

This screenshot shows the 'Recovered Materials' form with the 'Paints and Coatings' tab selected. The form includes a table with columns for material types and 'Total Kilograms'. The 'Start' button at the bottom right is highlighted with a green box and a circled '1'.

Recovered Materials	
Paints and Coatings	
Input the weight of materials recovered from processing the collected paints and coatings.	
Paints and Coatings	Total Kilograms
Metal	
Plastic	
Paint	
Other	
Total	

Start

This screenshot shows the 'Recovered Materials' form with the 'Paints and Coatings' tab selected. The input fields for 'Total Kilograms' are highlighted with a green box and a circled '2'. The 'Save & Next' button at the bottom right is highlighted with a green box and a circled '3'.

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

Recovered Materials

Paints and Coatings Solvents

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

Paints and Coatings

Metal

Plastic

Paint

Other

Total Kilograms

0

0

0

0

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

Clear Form Save & Next

Performance report

Enter your data for the 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 make a change to the data previously entered.

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

Recovered Materials

✓Paints and Coatings **Solvents**

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

Solvents	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**

Recovered Materials

✓Paints and Coatings ✓Solvents

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

Paints and Coatings	Total Kilograms
Metal	1,000
Plastic	1,000
Paint	1,000
Other	0
Total	3,000

Paints and Coatings data last updated by: HSP Testing on May 04, 2023 12:36 p.m.

Edit

How to submit your processor performance report

The next few slides will guide you with entering your disposed of material(s) after processing data.



Performance report

Enter your processed material disposal data (paints and coatings)

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

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 shows four sequential screenshots of the '2021/22 Paints, Coatings, and Solvents Performance - Processor' form, illustrating the steps to enter processed material disposal data. Each screenshot has a green box around the 'Total Kilograms' input field and a green circle with a number (1, 2, 3) indicating the steps.

Screenshot 1: Land Disposed

2021/22 Paints, Coatings, and Solvents Performance - Processor
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	0
Plastic	0
Paint	0
Other	0

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

☐ I did not send any material for land disposal.

2 **3** **Save & Next**

Screenshot 2: Incinerated

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

Excludes material used as fuel or a fuel supplement.

Incinerated

	Total Kilograms
Metal	0
Plastic	0
Paint	0
Other	0

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

☐ I did not send any material for incineration.

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

Screenshot 3: Used as Fuel

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

Material used as fuel or a fuel supplement.

Used as Fuel

	Total Kilograms
Metal	0
Plastic	0
Paint	0
Other	0

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**

Screenshot 4: Stockpiled

2021/22 Paints, Coatings, and Solvents Performance - Processor
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 stored, stockpiled or otherwise deposited on land.

Stockpiled

	Total Kilograms
Metal	0
Plastic	0
Paint	0
Other	0

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 (paints and coatings) cont.

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

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

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

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

Recovered Materials

✓ Paints and Coatings ✓ Solvents

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

Paints and Coatings	Total Kilograms
Metal	<input type="text" value="1000"/>
Plastic	<input type="text" value="1000"/>
Paint	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

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

Clear Form

Save & Next

Paints and Coatings data last updated by: Karim Asad on Jul 14, 2023 09:54 a.m.

Performance report

Enter your processed material disposal data (solvents)

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

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.

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

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.

	Total Kilograms
Metal	0
Plastic	0
Recovered Solvents	0
Other	0

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

☐ I did not send any material for land disposal.

Save & Next

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

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.

	Total Kilograms
Incinerated	
Metal	0
Plastic	0
Recovered Solvents	0
Other	0

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

☐ I did not send any material for incineration.

Save & Next

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

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.

	Total Kilograms
Used as Fuel	
Metal	0
Plastic	0
Recovered Solvents	0
Other	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

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

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.

	Total Kilograms
Stockpiled	
Metal	0
Plastic	0
Recovered Solvents	0
Other	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.

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

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

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="1000"/>
Plastic	<input type="text" value="1000"/>
Recovered Solvents	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

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

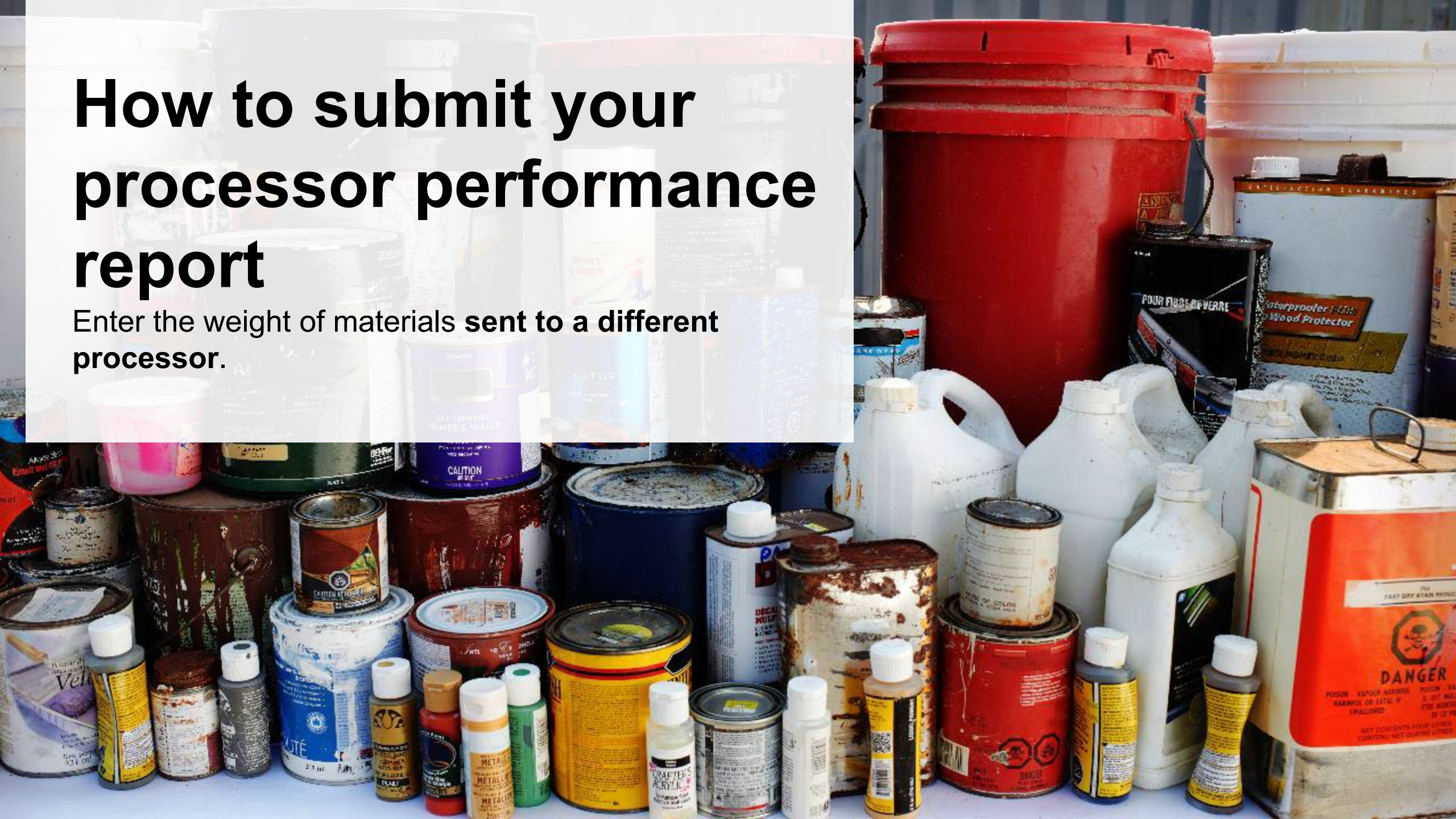
☐ I did not send any material for land disposal.

2

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

How to submit your processor performance report

Enter the weight of materials sent to a different processor.



Performance report

Enter the weight of materials sent to a different processor

1. Click **Start** to begin entering the total weight of materials sent to a different processor.

Paints, Coatings, and Solvents Sent to a Different Processor

Sent Downstream

Input the weight of paints, coatings, and solvents sent for processing by a different processor.

Sent Downstream	Total Kilograms
Paints and Coatings	
Solvents	
Total	

1

Start

Performance report

Enter the weight of materials sent to a different processor cont.

1. Under **Total Kilograms**, enter weight of paints, coating and solvents sent for processing by a different processor.
2. Click **Save & Next**.
3. Click on **Edit** if you need to make a change to disposed material weights.

HSPTesting

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

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

Paints, Coatings, and Solvents Sent to a Different Processor

Sent Downstream

Input the weight of paints, coatings, and solvents sent for processing by a different processor.

Sent Downstream

Paints and Coatings

Solvents

Total Kilograms

Clear Form

Save & Next

Paints, Coatings, and Solvents Sent to a Different Processor

✓ Sent Downstream

Input the weight of paints, coatings, and solvents sent for processing by a different processor.

Sent Downstream	Total Kilograms
Paints and Coatings	1,000
Solvents	1,000
Total	2,000

Sent Downstream data last updated by: HSP Testing on May 04, 2023 02:11 p.m.

Edit

32

How to submit your processor performance report

Enter the **products** made from paints, coatings and solvents.

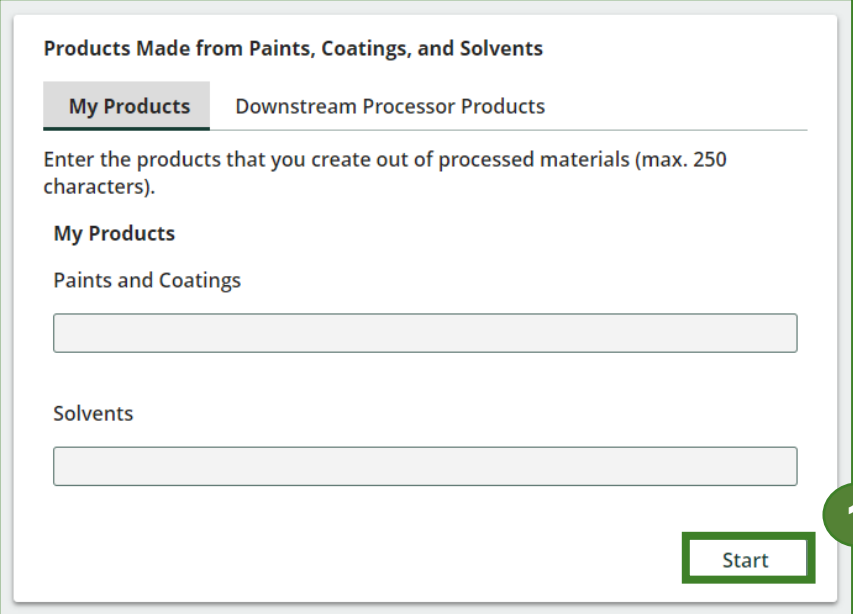


Performance report

Enter products made from paints, coatings and solvents

1. Click **Start** to enter data for products created out of processed paints, coatings and solvents.
2. Under **My Products**, list the products created by you out of processed materials for paints and coatings and solvents (e.g., new paints or solvents, plastic pellets.)
 - Write “Not Applicable or “None” on the materials that do not apply to you.

2. Click **Save & Next**.



Products Made from Paints, Coatings, and Solvents

My Products Downstream Processor Products

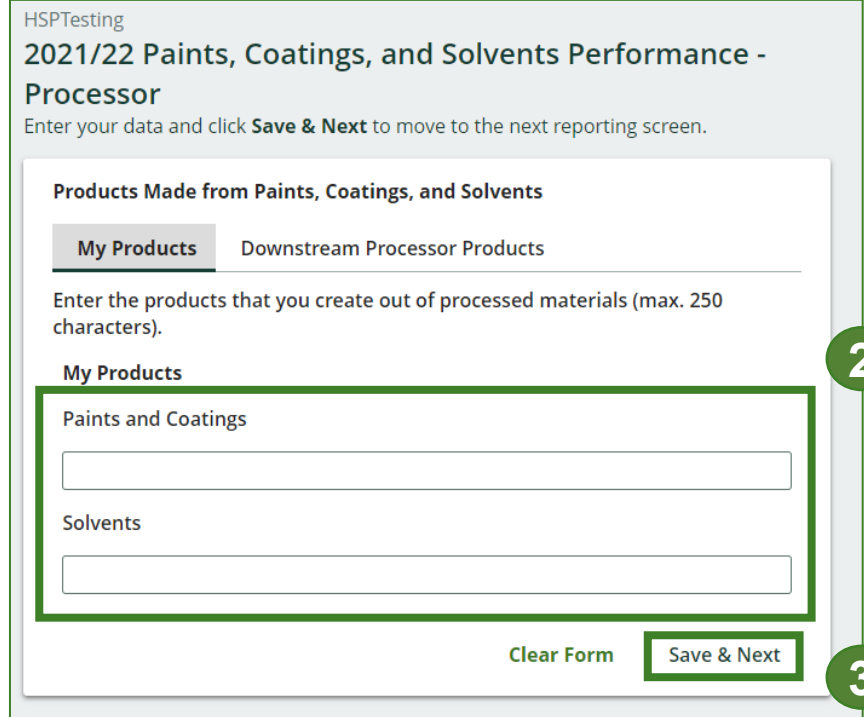
Enter the products that you create out of processed materials (max. 250 characters).

My Products

Paints and Coatings

Solvents

Start



HSPTesting

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

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

Products Made from Paints, Coatings, and Solvents

My Products Downstream Processor Products

Enter the products that you create out of processed materials (max. 250 characters).

My Products

Paints and Coatings

Solvents

Clear Form **Save & Next**

Performance report

Enter products made from paints, coatings and solvents cont.

1. Under **Downstream Processor Products**, enter the products made from paints, coatings and solvents you sent to a downstream processor.
 - Write “Not Applicable” or “None” on the materials that are not applicable to you.
2. Click **Save & Next**.
3. Click on **Edit** if you need to make a change to products entered.

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

Products Made from Paints, Coatings, and Solvents

✓ My Products **Downstream Processor Products**

Enter the products made from materials you sent to a downstream processor (max. 250 characters).

Downstream Processor Products

Paints and Coatings

Solvents

Clear Form Previous **Save & Next**

Products Made from Paints, Coatings, and Solvents

✓ My Products **Downstream Processor Products**

Enter the products made from materials you sent to a downstream processor (max. 250 characters).

Downstream Processor Products

Paints and Coatings

Solvents

Downstream Processor Products data last updated by: Stefort Cumma on May 19, 2023 12:00 p.m.

Edit

How to submit your processor performance report

The next few slides will guide you in **entering your recycling efficiency rate (RER)** to your report.



Performance report

Enter your recycling efficiency rate

Processors [listed on RPRA's website](#) are only required to enter the RER previously submitted to RPRA. See [slide 6](#) for further explanation.

1. Click **Start** to enter your recycling efficiency rate (RER) previously submitted or '0'.

Recycling Efficiency Rate

RER

Enter the applicable recycling efficiency rate (RER) for the following categories.

Paints, Coatings, and Solvents	RER (%)
Paints and Coatings	0
Solvents	0

Start

Performance report

Enter your recycling efficiency rate cont.

1. Enter the **RER (%)** already submitted to RPRA for each material as applicable.
2. Click **Save & Next**.
3. Click **Edit** if you need to make changes to the data previously entered.

HSPTesting

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

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

Recycling Efficiency Rate

RER

Enter the applicable recycling efficiency rate (RER) for the following categories.

	RER (%)
Paints, Coatings, and Solvents	
Paints and Coatings	0.00%
Solvents	0.00%

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

Recycling Efficiency Rate

✓ RER

Enter the applicable recycling efficiency rate (RER) for the following categories.

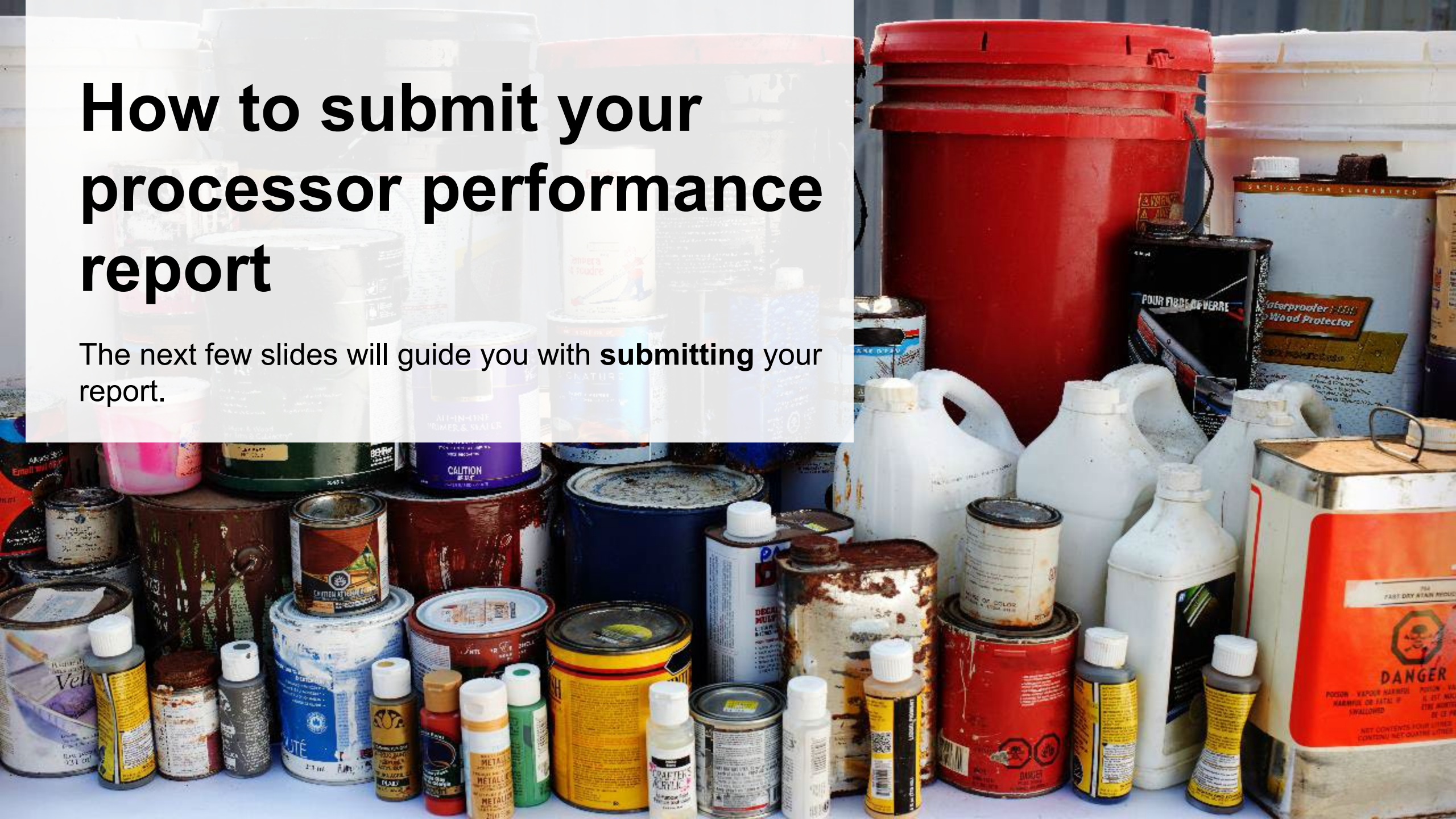
Paints, Coatings, and Solvents	RER (%)
Paints and Coatings	5
Solvents	18

RER data last updated by: HSP Testing on May 04, 2023 02:46 p.m.

[Edit](#)

How to submit your processor performance report

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



Performance report

Submit your report

1. Under **Report Summary**, you can review the data previously entered and click **Edit** if you need to make changes.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.

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

Report Summary

Received from Haulers

✓ Inside Ontario

✓ Outside Ontario

Input the weight of paints, coatings, and solvents received from inside Ontario.

Inside Ontario	Total Kilograms
Paints and Coatings	1,000
Solvents	1,000
Total	2,000

Inside Ontario data last updated by: Gary Agard on Jul 12, 2023 12:40 p.m.

Edit

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

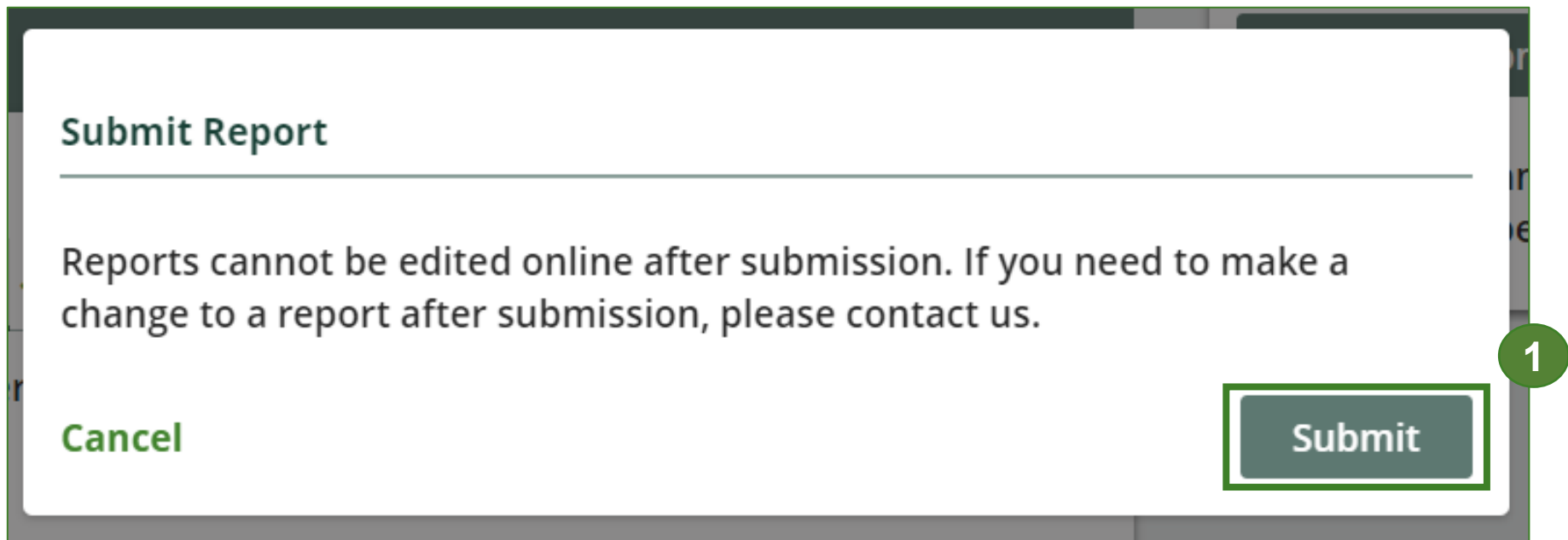
2

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

Submit your report cont.

1. Your report status should now read as **Submitted**.
2. Click on **Back to Dashboard** to return to the Paints, Coatings and Solvents Homepage.

2

[< Back to Dashboard](#)

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

Report Summary

Received from Haulers

🔒 Inside Ontario

🔒 Outside Ontario

Input the weight of paints, coatings, and solvents received from inside Ontario.

Inside Ontario	Total Kilograms
Paints and Coatings	1,000
Solvents	1,000
Total	2,000

Inside Ontario data last updated by: Gary Agard on Jul 12, 2023 12:51 p.m.

View

1

Report Status

Submitted

Jul 12, 2023 12:51 p.m.

Submit Report

Performance report

View submitted report

1. On the **Paints, Coatings and Solvents Homepage** under the **Processor** tab, your Paints, Coatings and Solvents Performance – Processor report status should show **Submitted** and who it was last updated by.
2. Under **Action**, you can click **View** to review the report submission or click **Download** for a copy of report.

The screenshot shows the 'HSPTesting Paints, Coatings and Solvents Homepage'. At the top right, it displays 'Registration #:00025441' and a 'Switch Programs' button. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below this is a navigation bar with 'Producer *', 'Hauler *', 'Processor' (selected), 'Invoices', and 'Add Roles'. The main content area is titled 'Paints, Coatings and Solvents' and contains a table with the following data:

Report ▼	Status	Last Updated By	Action
2021/22 Paints, Coatings, and Solvents Pe.	Submitted May 04, 2023 03:02 p.m.	HSP Testing	View Download

Below the table are three sections, each with a 'Manage' button:

- Processing Sites**: List the address of each site where paints, coatings and solvents are processed. (Marked with a green circle '1')
- Resources Recovered from Paints and Coatings**: Identify the materials that you recover or process.
- Resources Recovered from Solvents**: Identify the materials that you recover or process.

The 'View' and 'Download' links in the table are highlighted with a green box and a green circle '2'.

Additional resources



Have a question?

Resources to help you submit your report(s):

- Visit our [HSP processor 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.