

Hazardous and Special Products: Producer Performance Reporting Guide

Automotive materials
(oil filters, oil containers and antifreeze)



RPRA Resource Productivity
& Recovery Authority



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Introduction



What is Hazardous and Special Products performance reporting?

HSP performance is an annual report that producers with obligations under the [Hazardous and Special Products \(HSP\) Regulation](#) complete to report on their collection and management activities from the previous calendar year. **The deadline to submit performance reports is July 31.**

This guide will assist producers who have not retained a producer responsibility organization (PRO), or a PRO to partially report on their behalf, to understand what data they need to report and provide step-by-step instructions on completing 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?

Producers, or PROs on their behalf, of **oil filters**, **oil containers**, **antifreeze** are required to report the following information from the previous calendar year:

- A description of the activities undertaken by the producer to comply with the promotion and education requirements.
- The name and contact information of each processor.
- The weight of the material(s) supplied to consumers in Ontario.
- The weight of recovered resources.
- The weight of recovered resources accounted for to meet the producer's management requirements (for oil filters only).
- 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 the July 31 deadline.

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

Business Phone Number
9059867891

Phone Extension

Mobile Phone Number
9059867891

Program User Access Level ⓘ 3

Automotive Materials ⌵ ☐ Primary ☒ Secondary

+ Add Another Program

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

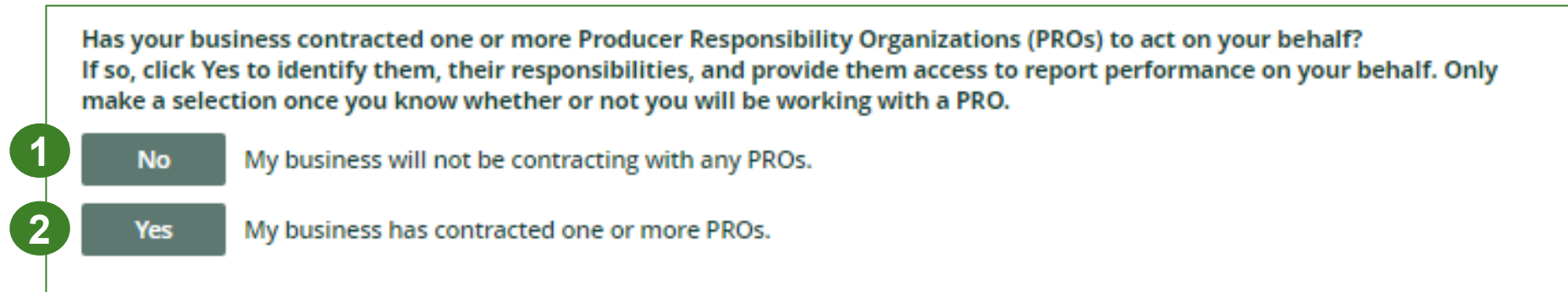
Cancel Save 5

How to manage contacts on your Registry account cont.

Adding a PRO to your Registry account

As a producer, you can add a PRO, or multiple, to report on your behalf for Performance Reporting and Management Reporting. From the Pesticides Homepage, you will see the following message to identify a PRO.

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.

In addition to following these steps, you can learn how to add a PRO to your Registry account by watching this [how-to video](#).

How to manage contacts on your Registry account cont.

Adding a PRO to your Registry account

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.

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 includes a title bar, a header section with instructions, a main form area with a table, and a footer with a confirmation checkbox and buttons.

1 Points to the 'Responsible for Performance Report' and 'Responsible for Collection and Management Report' dropdown menus.

2 Points to the 'PRO', 'Service Start Date', 'Service Stop Date', 'Materials', and 'Responsible for Performance Report' and 'Responsible for Collection and Management Report' columns in the table.

3 Points to the 'Add PRO' button.

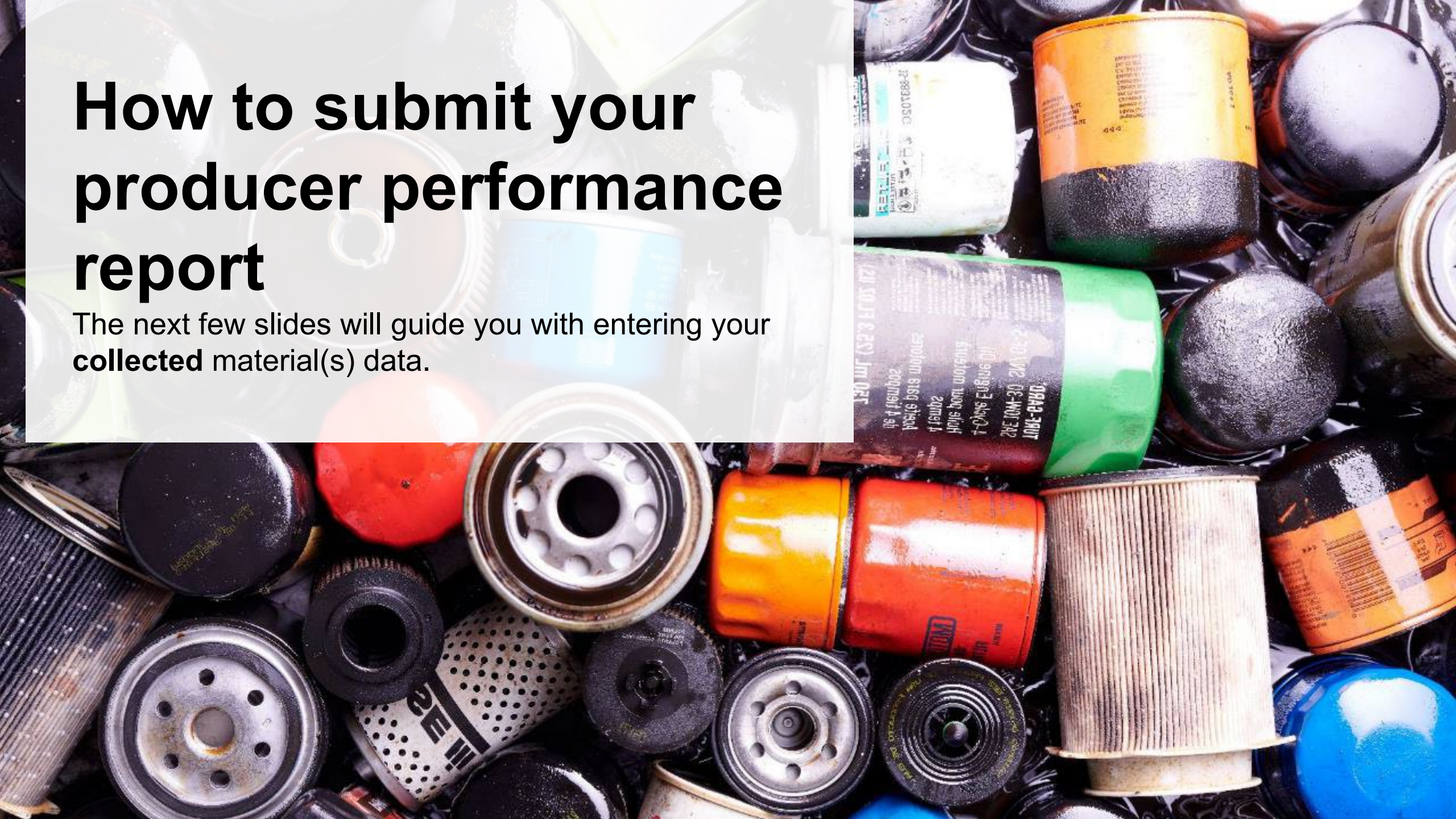
PRO	Service Start Date	Service Stop Date	Materials	Responsible for Performance Report	Responsible for Collection and Management Report
PwcTest	2-Jan-2023	2-Jan-2024	<input checked="" type="checkbox"/> Antifreeze <input checked="" type="checkbox"/> Oil Filters <input checked="" type="checkbox"/> Oil Containers	Reports in part	Reports in part

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

Cancel Done

How to submit your producer performance report

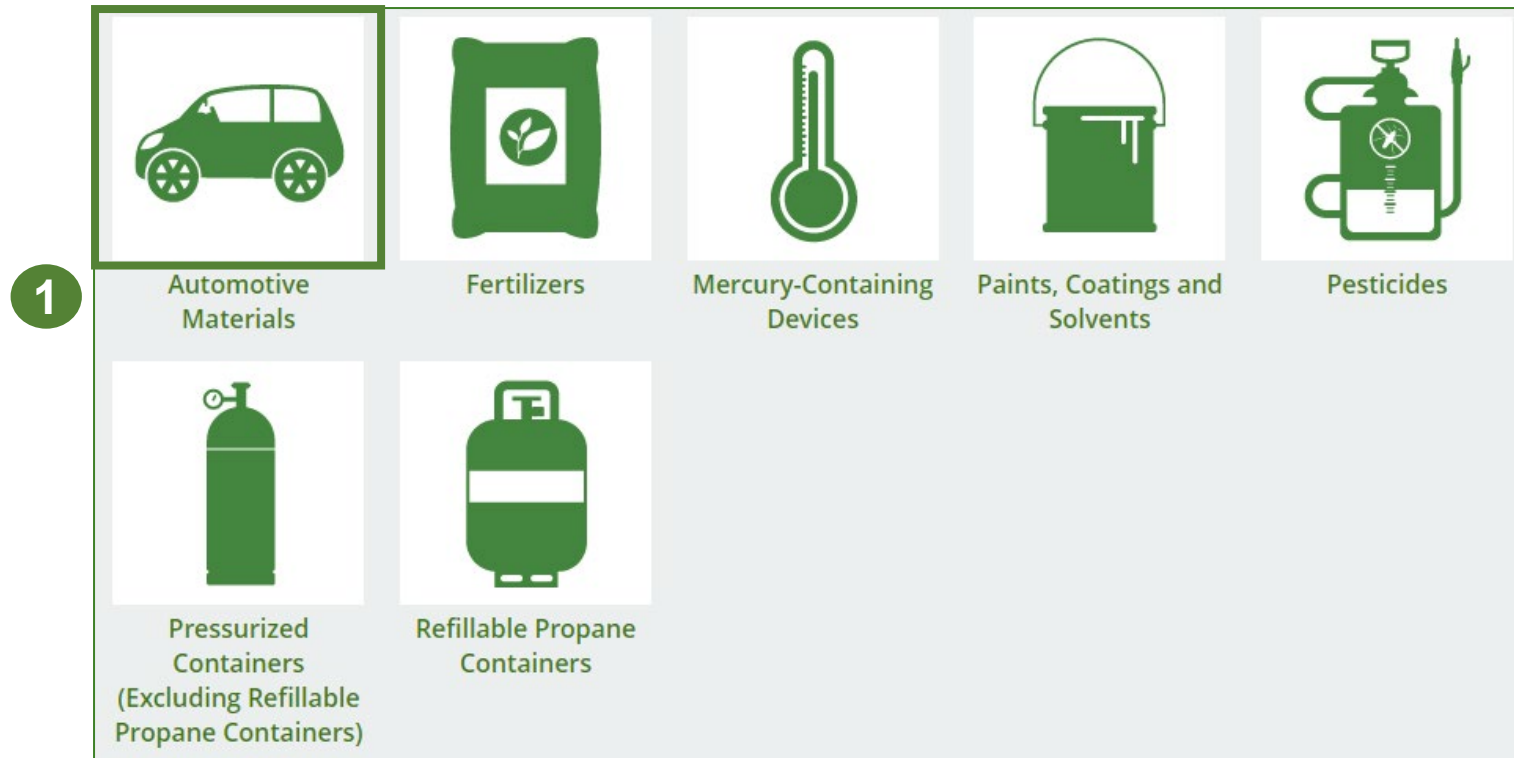
The next few slides will guide you with entering your **collected** material(s) data.



Performance report

Accessing your program

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

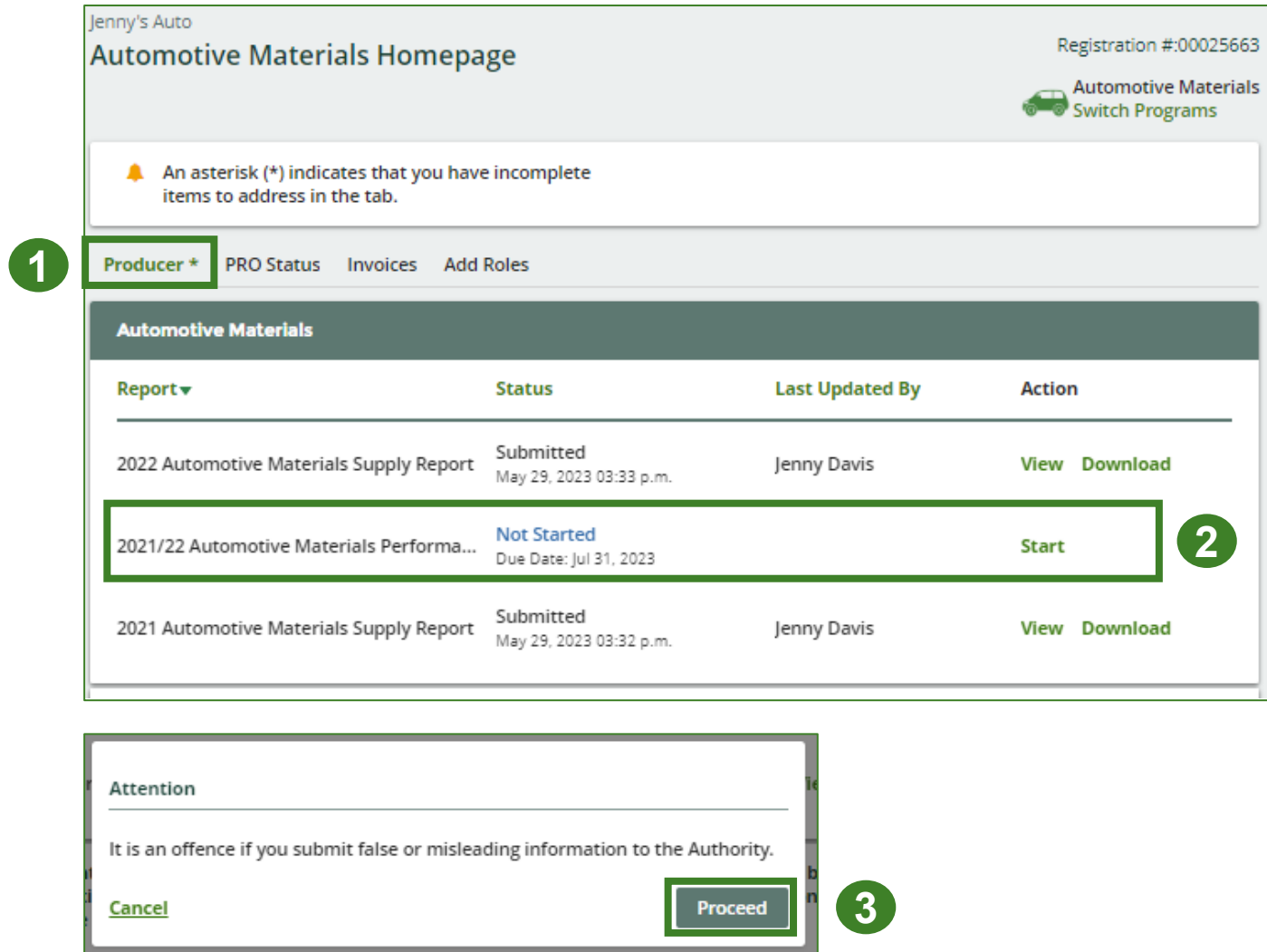


Performance report

Starting your report

1. Click the **Producer** tab.
2. Under **Action**, click on **Start** to begin completing the Automotive Materials Performance – Producer 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 producer, you cannot click into the other role tabs.).



Jenny's Auto
Automotive Materials Homepage
Registration #:00025663
Automotive Materials Switch Programs

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

1 **Producer *** PRO Status Invoices Add Roles

Automotive Materials			
Report▼	Status	Last Updated By	Action
2022 Automotive Materials Supply Report	Submitted May 29, 2023 03:33 p.m.	Jenny Davis	View Download
2021/22 Automotive Materials Performance...	Not Started Due Date: Jul 31, 2023		Start
2021 Automotive Materials Supply Report	Submitted May 29, 2023 03:32 p.m.	Jenny Davis	View Download

2

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 is complete. 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 antifreeze and oil containers, antifreeze liquid and oil filters collected.

Jenny's Auto
2021/22 Automotive Materials Performance - Producer

Report Summary

Weight of Materials Collected

Collected

Total weight of automotive materials collected.

Total Weight Collected	Total Kilograms
Antifreeze and Oil Containers	
Antifreeze Liquid	
Oil Filters	
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.

Performance report

Enter your weight of materials collected data

1. Under **Collected**, enter the **Total Kilograms** of antifreeze and oil containers, antifreeze liquid and oil filters collected.
2. If you did not collect any automotive materials, click on the check box for **I did not collect any automotive material**.
3. Click **Save & Next**.

The screenshot shows a web form titled "Jenny's Auto 2021/22 Automotive Materials Performance - Producer". Below the title is the instruction: "Enter your data and click **Save & Next** to move to the next reporting screen."

The form section is titled "Weight of Materials Collected" and has a tab labeled "Collected".

Below the tab, it says "Total weight of automotive materials collected." followed by "Total Weight Collected".

There are three input fields for "Total Kilograms":

- Antifreeze and Oil Containers
- Antifreeze Liquid
- Oil Filters

Each of these fields has a value of "0" entered.

Below these fields is a checkbox labeled "I did not collect any automotive materials." which is currently unchecked.

At the bottom right of the form are two buttons: "Clear Form" and "Save & Next".

Numbered callouts are present:

- Callout 1 points to the "Total Kilograms" input fields.
- Callout 2 points to the checkbox "I did not collect any automotive materials."
- Callout 3 points to the "Save & Next" button.

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

Jenny's Auto
2021/22 Automotive Materials Performance - Producer

Report Status
In Progress

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of automotive materials collected.

Total Weight Collected	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
Total	3,000

Collected data last updated by: Jenny Davis on May 29, 2023 05:03 p.m.

Submit Report

Upload Promotion & Education Report ⓘ

Upload

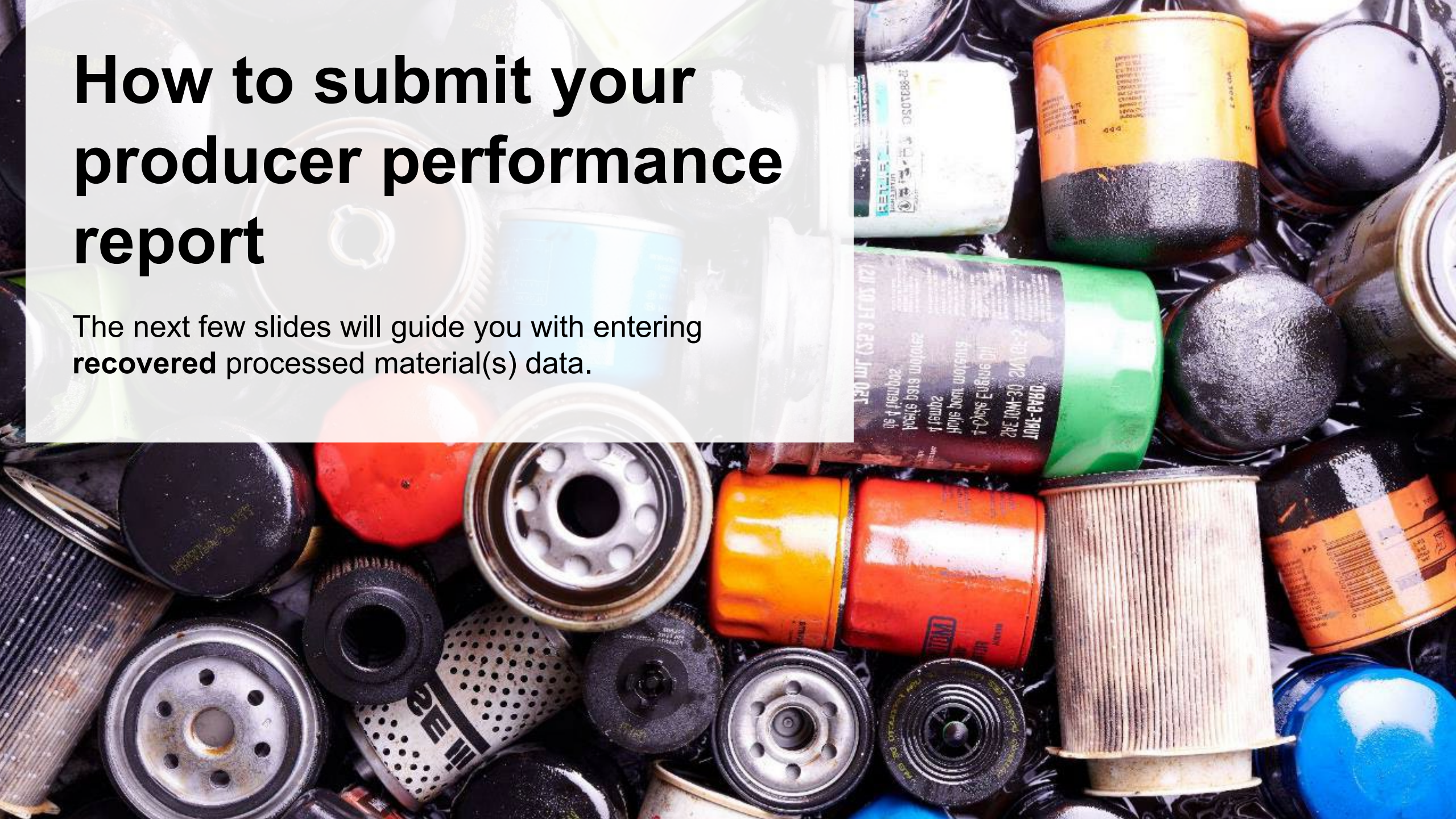
Submit Report

Make sure to provide all the required data before submitting.

Edit

How to submit your producer performance report

The next few slides will guide you with entering **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 **Antifreeze Liquid** tab, enter the total weight of materials recovered for each of the recovered material(s) under **Total Kilograms**.
 - If applicable, list any materials included in the **Other** category.
3. Click **Save & Next**.

Weight of Recovered Materials

Antifreeze Liquid Containers Oil Filters

Input the weight of materials recovered from processing the collected antifreeze liquid.

Processed Materials	Total Kilograms
Clean Water	
Distilled Glycol	
Filtered and Reconditioned Antifreeze	
Waste Water	
Other	
Total	

Start

Jenny's Auto

2021/22 Automotive Materials Performance - Producer

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

Weight of Recovered Materials

Antifreeze Liquid Containers Oil Filters

Input the weight of materials recovered from processing the collected antifreeze liquid.

Processed Materials	Total Kilograms
Clean Water	0
Distilled Glycol	0
Filtered and Reconditioned Antifreeze	0
Waste Water	0
Other	0

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

Clear Form **Save & Next**

Performance report

Enter your data for weight of recovered materials cont.

1. Under the **Containers** tab, enter the total weight of materials recovered from antifreeze and oil containers under **Total Kilograms**.
 - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.

Jenny's Auto
2021/22 Automotive Materials Performance - Producer
Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Recovered Materials

✓ Antifreeze Liquid **Containers** Oil Filters

Input the weight of materials recovered from processing the collected antifreeze and oil containers.

Processed Materials	Total Kilograms
Paper and Plastic Labels	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Oil	<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](#)

Performance report

Enter your data for weight of recovered materials cont.

1. Under the **Oil Filters** tab, enter the total weight of recovered materials for each of the material(s) under **Total Kilograms**.
 - If applicable, list any materials included in the **Other** category.
2. Click **Save & Next**.

Note: When counting the weight of recovered resources from oil filters, the following must not be counted:

- Any oil residue contained in the used oil filter.
- Any oil which is captured, recaptured, extracted, collected or diverted during processing.

Jenny's Auto
2021/22 Automotive Materials Performance - Producer
Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Recovered Materials

✓ Antifreeze Liquid ✓ Containers **Oil Filters**

Input the weight of materials recovered from processing the collected oil filters.

Processed Materials	Total Kilograms
Metal	<input type="text" value="0"/>
Used Oil	<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](#)

How to submit your producer performance report

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



Performance report

Enter your processed material disposal data (antifreeze liquid)

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

Processed Material Disposal Data (Antifreeze Liquid)

Land Disposed

Incinerated

Used as Fuel

Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	
Distilled Glycol	
Filtered and Reconditioned Antifreeze	
Waste Water	
Other	
Total	

Start

1

Performance report

Enter your processed material disposal data (antifreeze liquid) 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 a web form titled "Processed Material Disposal Data (Antifreeze Liquid)". Each screenshot represents a different tab: "Land Disposed", "Incinerated", "Used as Fuel", and "Stockpiled".

- Land Disposed Tab:** The "Land Disposed" tab is selected. It includes a table with columns for material types and "Total Kilograms". The "Total Kilograms" column has input fields with a "0" placeholder. A green box highlights the "Total Kilograms" column header and the input fields. A green circle with the number "1" is next to the header. A green box highlights the "I did not send any material for land disposal." checkbox. A green circle with the number "2" is next to the checkbox. A green box highlights the "Save & Next" button. A green circle with the number "3" is next to the button.
- Incinerated Tab:** The "Incinerated" tab is selected. It includes a table with columns for material types and "Total Kilograms". The "Total Kilograms" column has input fields with a "0" placeholder. A green box highlights the "Total Kilograms" column header and the input fields. A green box highlights the "I did not send any material for incineration." checkbox.
- Used as Fuel Tab:** The "Used as Fuel" tab is selected. It includes a table with columns for material types and "Total Kilograms". The "Total Kilograms" column has input fields with a "0" placeholder. A green box highlights the "Total Kilograms" column header and the input fields. A green box highlights the "I did not send any material to be used as fuel." checkbox.
- Stockpiled Tab:** The "Stockpiled" tab is selected. It includes a table with columns for material types and "Total Kilograms". The "Total Kilograms" column has input fields with a "0" placeholder. A green box highlights the "Total Kilograms" column header and the input fields. A green box highlights the "I did not stockpile any material." checkbox.

Green arrows indicate the flow from one tab to the next. Each tab has a "Clear Form" button and a "Previous" button.

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 (antifreeze liquid) cont.

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

Processed Material Disposal Data (Antifreeze Liquid)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	1,000
Distilled Glycol	1,000
Filtered and Reconditioned Antifreeze	1,000
Waste Water	1,000
Other	0
Total	4,000

Land Disposed data last updated by: Kes Plaintiff on Jul 17, 2023 04:40 p.m.

1 [Edit](#)

IntactServices

2021/22 Automotive Materials Performance - Producer

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

Processed Material Disposal Data (Antifreeze Liquid)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Clean Water	<input type="text" value="1000"/>
Distilled Glycol	<input type="text" value="1000"/>
Filtered and Reconditioned Antifreeze	<input type="text" value="1000"/>
Waste Water	<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.

[Clear Form](#) [Save & Next](#) **2**

Land Disposed data last updated by: Kes Plaintiff on Jul 17, 2023 04:40 p.m.

Performance report

Enter your processed material disposal data (antifreeze and oil containers)

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

Processed Material Disposal Data (Antifreeze and Oil Containers)

Land Disposed

Incinerated

Used as Fuel

Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper and Plastic Labels	
Plastic	
Metal	
Oil	
Other	
Total	

Start

1

Performance report

Enter your processed material disposal data (antifreeze and oil containers) 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 a web form titled "Processed Material Disposal Data (Antifreeze and Oil Containers)". Each screenshot represents a different disposal method tab: Land Disposed, Incinerated, Used as Fuel, and Stockpiled. The form is divided into sections for each disposal method, with a table for material types (Paper and Plastic Labels, Plastic, Metal, Oil, Other) and a "Total Kilograms" input field. The "Land Disposed" tab also includes a "Total Kilograms" field for the "Other" category. The form includes a "List any materials included in the 'Other' category (250 characters max.)" text area and a checkbox for "I did not send any material for land disposal" (or similar). The "Save & Next" button is highlighted in the first screenshot. Arrows indicate the flow from one tab to the next. Numbered callouts 1, 2, and 3 highlight specific form elements.

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**.

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 (antifreeze and oil containers) cont.

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

IntactServices

2021/22 Automotive Materials Performance - Producer

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

Processed Material Disposal Data (Antifreeze and Oil Containers)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper and Plastic Labels	1,000
Plastic	1,000
Metal	1,000
Oil	1,000
Other	0
Total	4,000

Land Disposed data last updated by: Kes Plaintain on Jul 17, 2023 04:47 p.m.

[Edit](#)

IntactServices

2021/22 Automotive Materials Performance - Producer

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

Processed Material Disposal Data (Antifreeze and Oil Containers)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Paper and Plastic Labels	<input type="text" value="1000"/>
Plastic	<input type="text" value="1000"/>
Metal	<input type="text" value="1000"/>
Oil	<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.

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

Land Disposed data last updated by: Kes Plaintain on Jul 17, 2023 04:47 p.m.

Performance report

Enter your processed material disposal data (oil filters)

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

Processed Material Disposal Data (Oil Filters)

Land DisposedIncineratedUsed as FuelStockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	
Used Oil	
Other	
Total	

Start

1

Performance report

Enter your processed material disposal data (oil filters) 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 a web form titled "Processed Material Disposal Data (Oil Filters)". Each screenshot represents a different tab: "Land Disposed", "Incinerated", "Used as Fuel", and "Stockpiled".

- Land Disposed Tab:** Shows a table with columns "Material" and "Total Kilograms". Rows include "Metal", "Used Oil", and "Other". A green box labeled "1" highlights the "Total Kilograms" input field for "Metal". A green box labeled "2" highlights the checkbox "I did not send any material for land disposal." A green box labeled "3" highlights the "Save & Next" button.
- Incinerated Tab:** Shows a similar table for "Incinerated" materials. A green box labeled "1" highlights the "Total Kilograms" input field for "Metal". A green box labeled "2" highlights the checkbox "I did not send any material for incineration." A green box labeled "3" highlights the "Save & Next" button.
- Used as Fuel Tab:** Shows a similar table for "Used as Fuel" materials. A green box labeled "1" highlights the "Total Kilograms" input field for "Metal". A green box labeled "2" highlights the checkbox "I did not send any material to be used as fuel." A green box labeled "3" highlights the "Save & Next" button.
- Stockpiled Tab:** Shows a similar table for "Stockpiled" materials. A green box labeled "1" highlights the "Total Kilograms" input field for "Metal". A green box labeled "2" highlights the checkbox "I did not stockpile any material." A green box labeled "3" highlights the "Save & Next" button.

Green arrows indicate the flow from one tab to the 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 (oil filters) cont.

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

Processed Material Disposal Data (Oil Filters)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	1,000
Used Oil	1,000
Other	0
Total	2,000

Land Disposed data last updated by: Kes Plaintiff on Jul 17, 2023 04:51 p.m.

Edit

IntactServices

2021/22 Automotive Materials Performance - Producer

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

Processed Material Disposal Data (Oil Filters)

☒ Land Disposed ☒ Incinerated ☒ Used as Fuel ☒ Stockpiled

Includes material sent to landfills and dumps.

Land Disposed	Total Kilograms
Metal	<input type="text" value="1000"/>
Used Oil	<input type="text" value="1000"/>
Other	<input type="text" value="0"/>

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

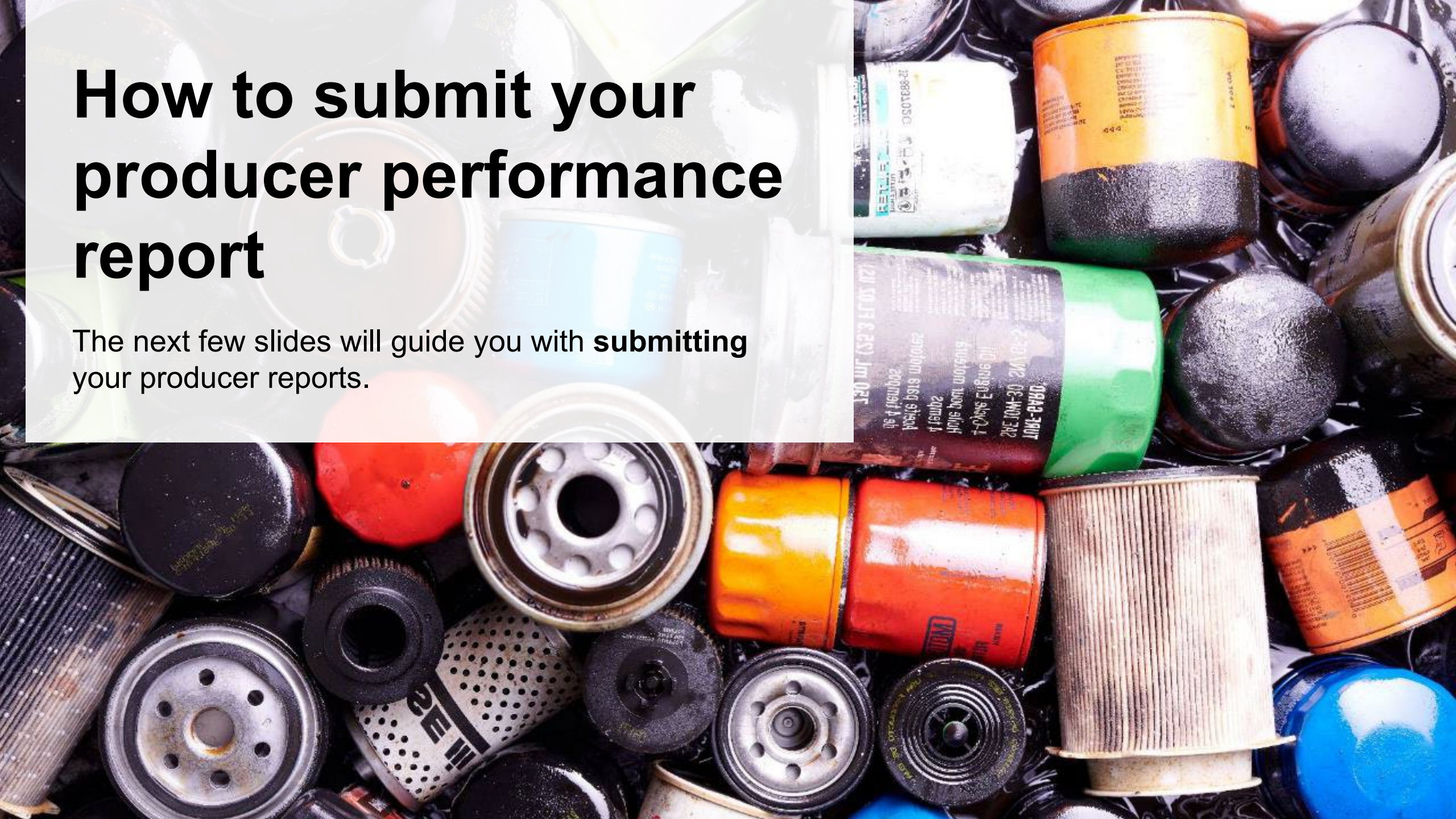
☐ I did not send any material for land disposal.

Clear Form **Save & Next**

Land Disposed data last updated by: Kes Plaintiff on Jul 17, 2023 04:51 p.m.

How to submit your producer performance report

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



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.

Jenny's Auto
2021/22 Automotive Materials Performance - Producer

Report Status
In Progress

Submit Report

Upload Promotion & Education Report ⓘ

Make sure to provide all the required data before submitting.

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of automotive materials collected.

Total Weight Collected	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
Total	3,000

Collected data last updated by: Jenny Davis on May 29, 2023 05:03 p.m.

Performance report

Submit your report cont.

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

Jenny's Auto
2021/22 Automotive Materials Performance - Producer

Report Status
In Progress

Report Summary

Weight of Materials Collected

✓ Collected

Total weight of automotive materials collected.

Total Weight Collected	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
Total	3,000

Collected data last updated by: Jenny Davis on May 29, 2023 05:03 p.m.

Edit

Submit Report

File has been successfully uploaded

Promotion & Education Report ⓘ

P&E report.pdf

Remove

Replace

Submit Report

Make sure to provide all the required data before submitting.

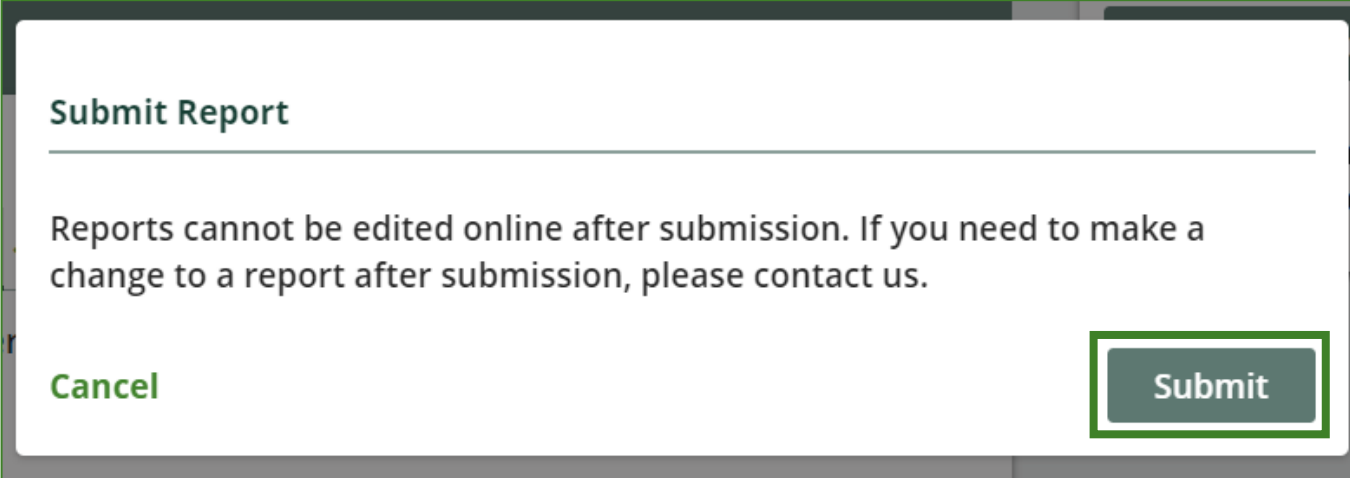
1

Performance report

Submit your report cont.

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

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

A screenshot of a 'Submit Report' dialog box. The dialog has a title bar 'Submit Report' with a horizontal line below it. The main text reads: 'Reports cannot be edited online after submission. If you need to make a change to a report after submission, please contact us.' At the bottom left is a green 'Cancel' button. At the bottom right is a grey 'Submit' button, which is highlighted with a green rectangular border. To the right of the dialog box, there is a green circle containing the number '1'.

Performance report

Report summary page

1. Your report status should now read as **Submitted**.
2. Click on **Back to Dashboard** to return to the **Automotive Materials Homepage**.

The screenshot displays the '2021/22 Automotive Materials Performance - Producer' report for 'Jenny's Auto'. The report status is 'Submitted' as of May 29, 2023, at 07:33 p.m. The 'Report Summary' section includes a 'Weight of Materials Collected' table. A 'Submit Report' section on the right allows for uploading a 'Promotion & Education Report' (P&E report.pdf) with a 'Replace' button. A 'Back to Dashboard' link is located at the top left of the report area.

2 [Back to Dashboard](#)

Jenny's Auto
2021/22 Automotive Materials Performance - Producer

Report Status
Submitted
May 29, 2023 07:33 p.m.

Report Summary

Weight of Materials Collected

Collected

Total weight of automotive materials collected.

Total Weight Collected	Total Kilograms
Antifreeze and Oil Containers	1,000
Antifreeze Liquid	1,000
Oil Filters	1,000
Total	3,000

Collected data last updated by: Jenny Davis on May 29, 2023 07:33 p.m.

Submit Report

Promotion & Education Report ⓘ

P&E report.pdf

Replace

1

Performance report

View submitted report

1. On the **Automotive Materials Homepage** under the **Producer** tab, your Automotive Materials Performance – Producer report status should show **Submitted**, and who it was last updated by.
2. Under Action, you can either click **View** or **Download** to review and save your report submission.

Jenny's Auto
Automotive Materials Homepage

Registration #:00025663
Automotive Materials Switch Programs

Producer PRO Status Invoices Add Roles

Report▼	Status	Last Updated By	Action
2022 Automotive Materials Supply Report	Submitted May 29, 2023 03:33 p.m.	Jenny Davis	View Download
2021/22 Automotive Materials Performa...	Submitted May 29, 2023 07:33 p.m.	Jenny Davis	View Download
2021 Automotive Materials Supply Report	Submitted May 29, 2023 03:32 p.m.	Jenny Davis	View Download

Additional resources



Have a question?

Resources to help you submit your report(s):

- 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.